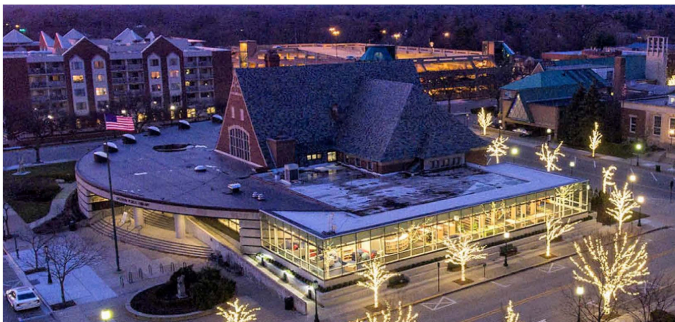


BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

MAY 20, 2024

Karen Rock
PRESIDENT

Danielle Rump
VICE PRESIDENT

Melissa Mark
SECRETARY

Wendy Friedman

Frank Pisano

Jennifer Wheeler

Rebekah Craft
LIBRARY
DIRECTOR



LEARN. CONNECT. DISCOVER.

MISSION

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

VISION

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

CORE VALUES

WE ARE COMMITTED TO:

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

ADOPTED APRIL 2022

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

Rock, Karen
PRESIDENT

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

Term expires 2027

Personnel Committee,
Policy Committee

Rumple, Danielle
VICE PRESIDENT

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

Term expires 2025

Finance Committee

Mark, Melissa
SECRETARY

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

Term expires 2025

Building Committee,
Outreach Committee

Friedman, Wendy

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

Term expires 2027

Outreach Committee

Pisano, Frank

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

Term expires 2025

Finance Committee,
Building Committee

Wheeler, Jennifer

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

Term expires 2027

Personnel Committee,
Policy Committee

Walter, Kate
STUDENT REPRESENTATIVE

e-mail: katewalter350@gmail.com

Term expires February 2025



LEARN. CONNECT. DISCOVER.

AGENDA

Baldwin Public Library Board Meeting

Monday, May 20, 2024 at 7:30 p.m.

Delos Board Room

Agenda

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

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

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

I. General Public Comment Period

The Library Board values public meetings and welcomes your comments on Library issues, but will not debate items not on the agenda. The Board respectfully asks that comments be made as concisely as possible, when a motion has been made, or in the general public comment portion of the meeting. The maximum time for individual speakers should not exceed three minutes.

II. Consent Agenda

All items on the consent agenda are considered routine and will be enacted by one motion and approved by a roll call vote. There will be no discussion of these items unless a Board member or a citizen so requests, in which case the item will be removed from the general order of business and considered as the last item under new business.

- A. Approval of April 15, 2024 Board Meeting Minutes p. 7
- B. Approval of April 2024 vendor payments in the amount of \$451,953.35, including payments in excess of \$75,000. p. 11
- C. Approval of total expenses in the amount of \$697,747.46 p. 15

III. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Danielle Rumble) p. 30
- D. Upcoming events of interest (Jaclyn Miller) p. 66

IV. Board Committee Reports	
A. Finance – Danielle Rumble	p. 14
The next meeting of the Finance Committee will be held on Monday, June 10 at 4:00 p.m.	
B. Building – Frank Pisano	
The Building Committee will report on their meeting held on Monday, May 20 at 1:00 p.m.	
C. Policy – Jennifer Wheeler	p. 17
Suggested Board action: To make a motion to adopt the proposed grade change for teen volunteers in the Volunteer Policy on pages 18-19.	
The next Policy Committee meeting will be held on Friday, May 31 at 9:30 a.m.	
V. Library Report – Rebekah Craft and Jaclyn Miller	p. 21
VI. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 32
B. Beverly Hills (Andrew Drummond, Beverly Hills Village Council)	
C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)	
D. Bingham Farms (Kathy Mechigian, Bingham Farms Village Council)	
VII. Phase 3: Renovation Update – Rebekah Craft	p. 33
VIII. New & Miscellaneous Business	
IX. Unfinished Business	
X. Items removed from the Consent Agenda	
XI. Information Only	
A. Upcoming events of interest	p. 66
B. Downtown Publications article “Two local libraries holding spring book sales”	p. 68
C. Downtown Publications article “Birmingham DPS holds open house this Saturday”	p. 69
D. Royal Oak Tribune article “Oakland County community calendar April 28 and beyond”	p. 70
E. Speed Dating with Books on May 1, 2024 – flyer from Village Club event	p. 76

- F. Birmingham Bloomfield Eagle article "Bloomfield Township library eliminates fines for overdue materials" p. 78
- G. Birmingham Bloomfield Eagle article "Birmingham Village Players to take audiences to The Prom" p. 80
- H. Government Technology article "Michigan Builds Website of Resources to Teach Media Literacy" p. 81
- I. Iron Mountain Daily News article "Bills would require Michigan schools to have libraries, certified librarians" p. 83
- J. KUOW NPR Network "Digital reading soars in Seattle creating problems for local libraries" p. 87

XII. Adjournment

The next regular meeting of the Library Board will take place on Monday, June 24, 2024 at 7:30 p.m.

Motion: *To adjourn the May 20, 2024 Board Meeting.*

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

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta 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
April 15, 2024**

Call to Order and Roll Call:

The meeting was called to order by President Karen Rock at 7:30 p.m.

Library Board present: Wendy Friedman, Melissa Mark, Frank Pisano, Karen Rock, Danielle Rumble, Jennifer Wheeler, and Student Representative Kate Walter.

Absent and excused: None.

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

Friends of the Library liaison present: Ryndee Carney, President

Contract community representatives present: Kathy Mechigian, Bingham Farms

Members of the public present: Four (3 in person, 1 via Zoom).

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

Mark read aloud the Library's Mission Statement.

1. General Public Comment Period: None.

2. Consent Agenda:

Motion to approve the consent agenda.

A. Approval of March 18, 2024 Board Meeting Minutes

B. Approval of March 2024 vendor payments in the amount of \$322,386.98, including payments in excess of \$75,000.

C. Approval of total expenses in the amount of \$564,196.47

1st Friedman

2nd Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

President's report: Rock thanked Friends member Deb Mohatarem for her 10 years of volunteer work as Book Sales Chairperson. Rock was glad to see 14 staff members attend recent library conferences and found their reports enlightening.

Board comments: Wheeler thanked BPL for keeping WIFI hotspots available for the community. Rumble thanked the Library of Michigan for offering educational stipends so staff can attend conferences, and thanked staff for implementing the knowledge and skills learned from those conferences into day-to-day operations at BPL.

Staff Anniversaries: Rumble recognized the following staff anniversaries: Elaine Asher (5 years of service), Cameron Crawford (9 years), Carri Fritz-Gvozdich (15 years), Bob Glenn (12 years), Rosemary Isbell (6 year), George Kasparian (28 years), and Hannah Stoloff (2 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 84-85 of the April Board packet.

4. Board Committee Reports

Finance Committee:

Rumble reported that the Finance Committee met on April 8. Present were Pisano, Rumble, Craft, and Miller. Full minutes from this meeting are on page 14 of the April Board packet. The next meeting of the Finance Committee will take place on Tuesday, May 7, 2024 at 2:30 p.m. in the Delos Board Room.

Mark asked if the \$16,000 in grant revenue was typical of what BPL receives. Craft responded it was much higher, due to now requiring all conference attendees to apply for the continuing education grant from the Library of Michigan.

Building Committee:

Pisano reported that the Building Committee met on March 25 and April 8. Full minutes from these meetings are on pages 17-18 of the April Board packet. There was a safety issue with the entrance stairs that will delay the completion of Phase 3 by 8-9 weeks. The terrace is now open with furniture in placed and landscaping completed. The open house has been moved to September 15. The next meeting of the Building Committee will take place on Monday, May 20, 2024 at 1:00 p.m. in the Delos Board Room.

Outreach Committee:

Mark reported that the Outreach Committee met on April 9. Present were Friedman, Mark, Craft, and Miller. Full minutes from this meeting are on page 19 of the April Board packet. The next meeting of the Outreach Committee will take place on Tuesday, May 14, 2024 at 1:00 p.m. in the Delos Board Room.

Policy Committee:

The Policy Committee recommends the Board approve changes to the Idea Lab User Agreement, in regards to creation of prohibited items.

Motion to adopt the proposed changes to the Idea Lab User Agreement found on pages 118-121 of the April 2024 Board packet.

1st Wheeler

2nd Rumble

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The next meeting of the Policy Committee will take place on Friday, May 31, 2024 at 9:30 a.m. in the Delos Board Room.

5. Library Report:

Craft and Miller presented highlights from the Library Report. Full details of the complete report are on pages 21-31 of the April Board packet.

Miller reviewed the Statistics Dashboard and the Q3 Strategic Plan Status Report, noting developments on pages 39-44 of the April Board packet.

Youth staff have added an overflow room for Wednesday story times.
The IDEA Taskforce plans to use Beanstack for DEI training during the next Staff Development Day.
Craft will be hosting a special book club at Next on May 1 to discuss *Firekeeper's Daughter* by Angeline Boulley.

Two staff members attended the Computers in Libraries conference, three attended the Innovative Users Group conference, and the nine attended the PLA National Conference. Staff reports can be found on pages 29-37 of the April Board packet.

Zoe Lusk and Mia Gusho have been hired as Library Pages.

Craft will present the Library's FY2024-25 budget to the City of Birmingham at its Budget Hearing on April 27.

Mark inquired about the status of the Library of things. Craft said the goal is to have it ready for Summer Reading.

6. Liaisons

Friends: Ryndee thanked Craft and Miller for facilitating fresh paint, carpet renewal, and installing wheels for shelving in the Friends' storage/sales room. The Spring Sale will be held during the first week of May. May 3 will be Friends members only, May 4 will be a normal sale day, and May 5 will be \$5 bag day. The next annual meeting will be on Tuesday, May 14 at 7:00 p.m. in the Jeanne Lloyd Room, and must have 15 people to meet quorum. Pam DeWeese is leaving the Friends Board. Deb Mohatarem is stepping down as Book Sale Chairperson. Michelle Hollo will be ascending to that role.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: Kathy Mechigian asked Craft about Bingham Farms participation numbers. Craft responded that the Village Manager receives a report on checkouts and cardholders, but BPL does not track program attendance by contract community. Mechigian suggested that Craft ask the Village Manager about including library activities on the Village website.

7. Phase 3: Renovation Update:

Craft provided a Phase 3 renovation update and shared a slideshow of progress photos, which can be found on pages 48-59 of the April Board packet. The entrance stairs were noncompliant with building code and are being demolished and repoured. Due to this, project completion is delayed by 8 to 9 weeks. A Phase 3 Open House is scheduled for September 15, 2024.

8. New & Miscellaneous Business:

Discussion of the formation of a Development subcommittee of the Library Board

At the February Board meeting, Friedman asked the Board to establish a subcommittee specifically for fundraising. Craft compiled background information for this discussion, which can be found on pages 80-81 of the April Board packet.

Friedman elaborated on possible future needs and key improvements the Library given its popularity in the community. However, after discussion with Craft she finds it is important to spend additional time developing community relationships during her first year as trustee. Friedman recommended postponing a vote on establishing said subcommittee.

The Board held discussion on this matter. The Library hosted a successful fundraising event to fund Phase 2, and any subcommittees regarding fundraising should be ad hoc for specific projects, as in the aforementioned case. After Phase 3 is completed, there was general agreement that the Board should pause on any future building developments for the time being. Appeal letters could seem distasteful immediately after taxpayers funded Phase 3 improvements, and appeal letters are already sent by the Friends annually. In addition, there was general agreement that Craft deserves a year without construction. Ultimately, the Board agreed to not establish a subcommittee at this time, and in the future, an ad hoc committee may be created for specific fundraising events.

Motion to not establish a Development Committee at this time.

1st Rumple

2nd Wheeler

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

9. Unfinished Business: None.

10. Items Removed from Consent Agenda: None.

11. Information Only: See pages 84-85 of the April Board packet.

12. Adjournment:

Motion to adjourn the meeting.

1st Wheeler

2nd Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:01 p.m. The next regular meeting is scheduled for Monday, May 20, 2024, at 7:30 p.m. in the Rotary & Donor Room.

Melissa Mark, Secretary

Date

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

Check Number	Vendor #	Vendor	Amount
	CC MISC	AGAVE & RYE	145.35
	MISC	ASHLEY PAINTER	18.39
	000843	BAKER & TAYLOR BOOKS	11.87
	CC MISC	BARLEYS BREWING CO	163.84
	000902	CENGAGE LEARNING INC	31.19
	000605	CINTAS CORPORATION	253.28
	000627	CONSUMERS ENERGY	1,617.00
	000575	DEMCO, INC	147.53
	000249	GA BUSINESS PURCHASER LLC	186.00
	008164	GARY EISELE	83.08
	008945	H JENNINGS	107.46
	MISC	HENRY FORD COLLEGE	94.50
	MISC	HOWELL CARNEGIE DISTRICT LIBRARY	28.00
	001090	INGRAM LIBRARY SERVICES	13,394.30
	008827	KANOPY, INC	369.75
	005550	LEE & ASSOCIATES CO., INC.	473.37
	009533	LIBRARY IDEAS, LLC	585.16
	003527	LOWER HURON SUPPLY CO INC	393.86
	007927	MICHELLE HOLLO	665.00
	002013	MIDWEST TAPE	10,510.38
	CC MISC	MIKEYS LATE NIGHT SLICE	103.72
	001194	NELSON BROTHERS SEWER	912.00
	009478	ODP BUSINESS SOLUTIONS, LLC	337.68
	MISC	ORION TOWNSHIP PUBLIC LIBRARY	32.00
	006785	OVERDRIVE, INC.	11,637.23
	MISC	PLYMOUTH DISTRICT LIBRARY	17.12
	006932	SALINE DISTRICT LIBRARY	58.00
	CC MISC	SONESTA HOTEL RESORT	5,503.00
	MISC	ST. CLAIR COUNTY LIBRARY	48.46
	009840	THOMAS S. KLISE COMPANY, INC	1,125.22
	000158	VERIZON WIRELESS	102.98
	MISC	WEST BLOOMFIELD TWP PUBLIC LIBRARY	15.12
10522	008336	NBS COMMERCIAL INTERIORS	5,704.75
10533	005861	UNIQUE MGMT SERVICE, INC	41.20
297329	009202	AQUARIUM DESIGN INC	240.00
297369	MISC	EASTERN MICHIGAN UNIVERSITY	100.00
297371	008139	ENVISIONWARE INC.	723.68
297409	009351	MERRITT CIESLAK DESIGN PLC	1,000.00
297420	MISC	NORTHFIELD TOWNSHIP AREA LIBRARY	38.00
297422	009478	ODP BUSINESS SOLUTIONS, LLC	34.68
297443	MISC	ST. CLAIR COUNTY LIBRARY	17.89
297445	007408	T-MOBILE	644.80
297473	006638	ACTION MAT & TOWEL RENTAL, INC	40.00
297488	MISC	CAMERON CRAWFORD	44.83
297496	009024	THE D.M. BURR GROUP	4,711.20
297508	004493	ELITE IMAGING SYSTEMS, INC	767.11
297510	MISC	ETHAN CRONKITE	81.54
297520	000249	GA BUSINESS PURCHASER LLC	414.24
297522	MISC	HAYLIE MAY	381.73
297528	MISC	JOSH CAMPEAU	78.54

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

Check Number	Vendor #	Vendor	Amount
297530	004904	KONICA MINOLTA BUSINESS SOLUTIONS	1,701.45
297539	MISC	MARSHA VAN GRAHAM	17.99
297548	006349	MIDWEST COLLABORATIVE	80.00
297561	009478	ODP BUSINESS SOLUTIONS, LLC	143.64
297581	005862	VICTORIA SOWER	56.86
297587	MISC	SUZANNE HATHON	523.71
297589	005498	KRISTEN TAIT	207.70
297591	007115	TERMINIX PROCESSING CENTER	1,011.00
297609	005430	21ST CENTURY MEDIA- MICHIGAN	917.69
297616	006782	BIBLIOTHECA, LLC	651.90
297623	000902	CENGAGE LEARNING INC	458.25
297643	006666	GRID 4 COMMUNICATIONS INC.	227.46
297651	MISC	JENNIFER HASSELL	27.34
297668	009698	PCI INDUSTRIES, INC	368,299.47
297671	009612	PLAYAWAY PRODUCTS LLC	2,274.29
297681	MISC	STUART J. STURTON	62.53
297690	009026	WELLS FARGO VENDOR FIN SERV	768.47
297698	006759	AT&T	421.62
297705	003904	CAPITAL ONE BANK	993.90
297709	000902	CENGAGE LEARNING INC	111.16
297714	000179	DTE ENERGY	7,216.45
297737	000249	GA BUSINESS PURCHASER LLC	50.00
297740	009857	JACLYN MILLER	743.04
297744	000797	THE LIBRARY NETWORK	656.00
297747	006349	MIDWEST COLLABORATIVE	80.00
297757	MISC	RAJESH SHAH	15.40
Total:			451,953.35

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

Policy Committee

May 2024 Finance Committee Minutes

The Baldwin Public Library Board's Finance Committee met on Tuesday, May 7, 2024 at 2:30 p.m. in the Delos Board Room. Present were Frank Pisano, Danielle Rumble, Rebekah Craft, and Jaclyn Miller.

- No public comment
- Reviewed the potential withdrawal from the trust, and will recommend the disbursement of \$58,897.97 be approved by the full Trust Board.
 - The Van Dragt Trust has been fully utilized
 - \$20,000 was transferred from the Trust Mutual Funds account to pay for building expenses related to Phase 3
- FY 2023-24 budget report after ten months
 - Tracking mostly as expected
 - A budget amendment will be placed on the June Board agenda to allow for additions to the budget for the Phase 3 project and sorter rebuild
- Miller shared April Trust expenditures with Friends of the Library funds
 - Friends held their Spring Book Sale from May 3-5.
- Pisano: meetings attended - none
- The next meeting will be held on Monday, June 10, 2024 at 4:00 p.m. in the Delos Board Room.

FINANCIAL REPORT: April 2024

This report references the Revenue and Expense Report 2023-24, found on the following page. At 83.3% of the way through fiscal year 2023-2024, the Library has spent 85.1% of its budget and received 91.4% of its revenue. By this point of the year, the Library was budgeted to have spent 83.3% of its budget and to have received 83.3% of its revenue.

Two pay periods were recorded in the month.

Vendor payments in excess of \$75,000:

PCI Industries, Inc. (Phase 3)	\$	368,299.47
Total vendor payments in excess of \$75,000	\$	368,299.47
Balance of vendor payments less than \$75,000	\$	83,653.88
Total vendor payments	\$	451,953.35

City of Birmingham allocations:

Payroll Period Ending 03/30/24	\$	120,326.50
Payroll Period Ending 04/13/24	\$	99,990.61
Employee Health Care Payroll Deduction 04/13/24	\$	(877.98)
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	2,838.58
Retirement Cost (acct 711.0010)	\$	9,032.00
Total Payroll	\$	231,309.71

BS&A Software Charge (acct 811.0000)	\$	351.67
Administrative Services (acct. 813.0000)	\$	8,740.83
MML Insurance Premium (acct. 960.0400)	\$	514.17
Total City of Birmingham allocations	\$	240,916.38

Reconciling adjustments:

Refunds (Fines, Bags, Room Rentals, Magazines etc.)	\$	(476.46)
Credit Card Fees	\$	119.38
Water Bill	\$	1,062.81
City of Birmingham Parking	\$	4,172.00
Total Recon Adjustments	\$	4,877.73

Total expenses for the month	\$	697,747.46
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2023-24
April 2024

	Approved 2023-2024 Budget	Current Month Budget April 2024	Current Month Actual April 2024	Variance For Month	Y-T-D Budget 2023-2024	Y-T-D Actual 2023-2024	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2022-2023	10th Month of the year 83.33%
REVENUES										
TAXES	\$4,180,640	\$348,387	\$0	(\$348,387)	\$3,483,867	\$4,174,572	\$690,705	99.9%	\$3,869,880	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$12,500)	(\$1,294)	\$11,206	8.6%	(\$2,086)	13.9%
COUNTY AND STATE REVENUE	\$107,000	\$8,917	\$0	(\$8,917)	\$89,167	\$27,681	(\$61,486)	25.9%	\$26,175	24.7%
GRANTS	\$0	\$0	\$1,600	\$1,600	\$0	\$1,600	\$1,600	100.0%	\$16,407	0.0%
COMMUNITY CONTRACTS	\$1,028,140	\$85,678	\$0	(\$85,678)	\$856,783	\$791,190	(\$65,593)	77.0%	\$749,276	75.5%
PATRON USE REVENUE	\$25,650	\$2,138	\$4,727	\$2,590	\$21,375	\$32,344	\$10,969	126.1%	\$30,754	113.9%
INVESTMENT INCOME	\$5,000	\$417	\$11,881	\$11,465	\$4,167	\$86,907	\$82,741	1738.1%	\$59,326	197.8%
OTHER REVENUE	\$260,000	\$21,667	\$23	(\$21,644)	\$216,667	\$189	(\$216,478)	0.1%	\$0	0.0%
TOTAL REVENUE	\$5,591,430	\$465,953	\$18,232	(\$447,721)	\$4,659,525	\$5,113,188.65	\$453,664	91.4%	\$4,749,732.17	94.8%
EXPENSES										
PERSONNEL SERVICES	\$2,962,180	\$246,848	\$231,310	(\$15,539)	\$2,468,483	\$2,301,930	(\$166,553)	77.7%	\$2,126,441	74.7%
SUPPLIES	\$151,150	\$12,596	\$2,404	(\$10,192)	\$125,958	\$121,657	(\$4,302)	80.5%	\$105,542	73.8%
CONTRACTED SERVICES	\$303,450	\$25,288	\$23,259	(\$2,028)	\$252,875	\$258,205.11	\$5,330	85.1%	\$438,522	87.8%
TECHNOLOGY & MAINTENANCE	\$161,500	\$13,458	\$6,494	(\$6,965)	\$134,583	\$163,420	\$28,837	101.2%	\$93,594	67.3%
UTILITIES	\$117,600	\$9,800	\$9,896	\$96	\$98,000	\$95,555	(\$2,445)	81.3%	\$87,437	83.3%
OTHER CHARGES	\$93,180	\$7,765	\$13,528	\$5,763	\$77,650	\$87,657	\$10,007	94.1%	\$59,216	72.7%
BUILDING IMPROVEMENTS & FURNISHING	\$3,346,000	\$278,833	\$368,299	\$89,466	\$2,788,333	\$3,026,000	\$237,667	90.4%	\$37,745	56.1%
COLLECTIONS	\$660,250	\$55,021	\$42,558	(\$12,463)	\$550,208	\$580,314	\$30,106	87.9%	\$550,478	84.7%
TOTAL EXPENSES	\$7,795,310	\$649,609	\$697,747.46	\$48,138	\$6,496,092	\$6,634,737.83	\$138,646	85.1%	\$3,498,974.96	77.2%
VARIANCE	(\$2,203,880)	(\$183,657)	(\$679,516)	(\$495,859)	(\$1,836,567)	(\$1,521,549)	\$315,017			
FUND BALANCE-BEGINNING OF YEAR						\$2,498,443.24				
FUND BALANCE-CURRENT						\$976,894.06				

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

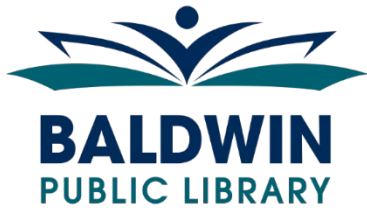
Note: Of the \$4,165,640 in Birmingham net tax revenue, \$3,483,976 is for operating expenses, and \$681,664 is for funding the Phase 3 expansion and renovation.

Policy Committee Update

Upon review of our Volunteer Policy by Teen Librarian Elisabeth Phou, she noticed that the grade range listed for teen volunteers does not currently match our existing practices. Elisabeth has requested that the policy be changed to state that Volunteers must be in grades 7 through 12. The following page includes one redline update to the policy for the Board to review and approve at the May 2024 Board meeting.

Suggested Board action: To make a motion to adopt the proposed grade change for teen volunteers in the Volunteer Policy.

The next meeting of the Policy Committee will take place on May 31, 2024 at 9:30 a.m. in the Delos Board Room. The Committee will review the following policies at that time: Library Card Policy, Fines and Fees Policy, Electronic Device, Network, and Internet Use Policy, Collection Development and Maintenance Policy, Fund Balance Policy, Credit Card Policy, Finance Policy, Trust Investment Policy, and Staff Development Policy. The Committee will also be reviewing a new Communications Policy.



Volunteer Policy

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

The Baldwin Public Library (BPL) shall use the services of volunteers to supplement the efforts of paid library staff in meeting demands for quality public service and to serve as a method to encourage members of the public to become familiar with their Library and the services being offered. BPL shall make use of the services of interested volunteers to supplement and *not to replace* the work done by BPL staff. All volunteers must be approved by the Library Director or designated staff.

I. Categories of Volunteers

- **Community Service Workers**- Persons referred by the courts of Oakland County to BPL for community service work.
- **General** – Members of the public who wish to volunteer their time in support of BPL
- **Volunteers** – Students in grades 7-9 to 12 who are either required by their school to volunteer in community agencies as a requirement for graduation or who are looking for a way to spend their free time giving back to their community
- **Baldwin Boosters** – Summer reading volunteers ages 11 to 14. Boosters earn community service hours by helping with the Youth Summer Reading Program.

II. Coordinators

Each department will develop a list of tasks appropriate for Community Service Workers. The Department Head will provide oversight once the volunteer has been assigned.

- A. The Administrative Assistant acts as the Coordinator for Community Service workers. The Administrative Assistant will assign the volunteer to various departments based on the needs of the department
- B. The Teen Librarian acts as the Coordinator for Volunteers.
- C. A Youth Librarian acts as the Coordinator for the Baldwin Boosters.
- D. The Access Services, and Adult Department Heads act as the Coordinator for general adult volunteers.

III. Recognition

- A. **Community Service Workers** - The Administrative Assistant will verify satisfactory performance level and the number of hours worked to fulfill the court requirements.
- B. **Volunteers** - Recognition is an important component of a volunteer program and is often the only way in which BPL can say "Thank You." Volunteers will be formally recognized annually by BPL staff.
- C. **Verification for Students** - The Coordinator will verify that these volunteers have satisfactorily completed the requirements for their volunteer activity and provide a letter for their school upon request.

- D. **Baldwin Boosters** - The Coordinator will verify the number of volunteer hours completed by the student. A letter of appreciation is provided to the Booster, which includes the community service hours completed.

IV. General provisions

- A. Volunteers shall be recruited without regard to any individual race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level, or any other legally protected characteristic.
- B. This Policy shall not be deemed a contract between the Volunteer and BPL. Both the volunteer and BPL have the right to terminate the Volunteer's association with BPL at any time, for any reason, with or without cause. BPL will not provide any medical, health, or compensation benefits to persons functioning as volunteers. Prior to engaging in any volunteer activity, each Volunteer will be required to submit a Volunteer Application form for volunteer work.
- C. Persons who will work with children must agree to a standard background check.
- D. Volunteer applications will be kept on file for one year.
- E. BPL cannot guarantee a set number of volunteer hours for any volunteer; volunteers are placed with departments as demand requires.

V. Duties

- A. Volunteers will be asked to complete mutually agreed upon projects that are supportive of staff efforts. The Coordinator will explain and assign the duties as needed.
- B. Volunteers who violate the [BPL Code of Conduct](#) will forfeit their volunteer opportunity.

VI. Hours

- A. In discussion with the Volunteer, the Coordinator(s) will determine the hours of the Volunteer's service. While BPL will attempt to accommodate the Volunteer's schedule, BPL cannot guarantee it. Volunteers are expected to arrive at BPL in time to begin work as scheduled or notify BPL if they will be absent.
- B. All volunteer work must be completed within open BPL hours. Community Service Workers who do not report for the scheduled shift or notify the Coordinator(s) of their absence may forfeit their volunteer opportunity.

LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

Statistical Dashboard

April 2024

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 23-24 Q4 Target
Financials					
Revenues	\$ 18,232	\$ 124,497	\$ 5,443,189	\$ 4,742,721	
Expenses	\$ 697,747	\$ 309,581	\$ 6,634,738	\$ 3,498,819	
Circulation					
Circ (Charges & Renewals)	49,108	48,688	504,815	464,409	470,000
Self-Check Usage	20.4%	49.2%	20.2%	49.3%	
% of Circ by Residents*	91.1%	91.3%	91.1%	91.8%	92.0%
% of Circ by Non-Residents	8.9%	8.7%	17.1%	8.1%	8.0%
Interlibrary Loans					
Items borrowed	736	663	7,288	7,200	
Items loaned	749	795	7,679	8,197	
Technology Usage					
Database Sessions	6,006	4,951	62,174	46,029	35,000
Downloadable Content	14,277	11,970	146,848	124,852	150,000
Public Computer Usage	651	551	5,670	4,928	
Wireless Sessions	2,030	6,245	39,461	48,301	54,000
Program Attendance					
Program Attendance for Adults	212	251	1,912	2,134	
# of Programs for Adults	16	14	225	137	
Program Attendance for Teens	75	85	816	788	
# of Programs for Teens	6	6	55	54	
Program Attendance for Youth	1,209	1,233	16,119	14,756	
# of Programs for Youth	54	47	482	431	
Computer Classes	67	38	389	340	
# of Computer Programs	6	6	52	55	
Online Video Views	23	50	858	721	
Idea Lab Visits	170	462	1,944	1,941	
Total Program Attendance	1,756	1,872	22,038	20,682	26,000
Total # of Programs	82	73	814	677	1,000
Outreach Attendance	88	228	5,862	4,456	
# of Outreach Programs	1	5	49	101	
Visitors	19,009	18,498	179,114	163,657	160,000
Volunteer Hours	87	126	917	1,142	1,200
Social Media					
Website Hits/Pageviews	26,577	21,714	233,159	236,241	65,000
e-Newsletter Subscribers	-45	-35	10,812	1076	11000
Facebook Page Followers	17	8	3,481	3295	2800
TikTok Followers^	10	185	1,012	562	
Instagram Followers	14	7	2,355	2172	2000

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

^As of December 2022

Visitors incl. Terrace Door as of 4/2023

~WIFI stats have changed with new equipment installation

Key Metrics & Strategic Plan Status Report

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

Programs & Services

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

Birbery (Birmingham Newbery)

The annual Birbery event was on held on Friday, May 10. Fifteen middle school students joined Stephanie Klimmek and their school librarians to discuss this year’s nominees. After enjoying lunch, the students voted to choose “Iceberg” by Jennifer Nielsen as their winner, by a landslide.

Free Comic Book Day tables

The first Saturday of May is Free Comic Book Day, and we offered a selection of complimentary comics for all ages, along with superhero themed stickers and cookie cutters from the Idea Lab on May 4. Over the course of the day, 228 comics were taken home by BPL visitors.



Historical Tours

Tours of the Library with BPS second graders kicked off on May 7. As part of a thorough tour of downtown Birmingham, students come by for a walk through to learn the history of the Library, more on Martha Baldwin's impact on library services, about the great chandelier theft, and count how many times the main entrance of the Library has changed. Then, each student receives a token "skeleton key" cut especially for these groups in the Idea Lab, to help them remember their visit. In total, staff will give tours to 27 classrooms through May 23.

Seed Library – Potato Kits

Adult Services Reference Assistant Phoenix Nash added a new offering to the Seed Library this spring in the form of starter kits for growing potatoes. They were received enthusiastically, with all 35 kits being picked up from the seed library within a week.



TEENy Tiny Art Show

Teen Services Librarian Elisabeth Phou and Teen Services Assistant Sinjin Green coordinated the annual TEENy Tiny Art Show. After handing out small canvases and paint kits in March, the Teen Services team received eight pieces of tiny art back as submissions for the art show.



After three weeks of voting, the fans top three were:

- Cat in the Daisies by Iris H., age 15
- Spring Kisses by Giuliana R., age 13
- The Moth by Genevieve S., age 14



Facility

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

Staff Lounge Refresh

A small committee of staff members have been working to update the staff lounge. Recently, a fresh coat of paint was applied, and furniture rearranged to optimize and freshen up the space for staff to use during their breaks. They are using endowment funds dedicated to the building, and credit card points to support this refresh.



Diversity and Equity

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

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

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

The task force will be hosting a workshop on the Safe Zone Project on June 5. The goal of this project is to help staff members to learn about LGBTQ+ identities, gender and sexuality, and examine prejudice, assumptions, and privilege.

The next “Working on Knowing Each Other” (WOKE) Book Club will be held on June 26 as staff meet to discuss *Last Night at the Telegraph Club* by Malinda Lo.

Project READY

The Youth Department will resume this curriculum in August.

Community Outreach and Partnerships

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

City of Birmingham

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

Rebekah attended the Senior Center Open House at the YMCA on April 29.

On Saturday, May 11 Jaclyn Miller hosted a table at the Department of Public Services Annual Open House. From 10:00 a.m. to 2:00 p.m., people stopped by the table to hear more about the library, summer reading, and the new addition. DPS estimated about 1,000 people attended the event.

Beverly Hills

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

Library staff and volunteers will be marching in the Beverly Hills Memorial Day Parade on Monday, May 27.

Bingham Farms

Miller submits monthly Board Meeting updates to the Library Liaison.

City of Bloomfield Hills

Miller submits monthly Board Meeting updates to the Library Liaison.

On Wednesday, May 1, Jaclyn Miller joined 5 other librarians from neighboring libraries for Speed Dating with Books at the Village Club. The event hosted 20 participants who heard about 5 books from each librarian, who each had 6 minutes to book talk their selected titles to the table. The books discussed can be found on the flier for the event, which is included in the Information Only section of the packet.

Birmingham Next

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

of every month at 10:00 a.m. Contact Rebekah.craft@baldwinlib.org to request the book and join the next discussion.

Rebekah hosted a special book club discussion of *Firekeeper's Daughter* by Angeline Boulley at Next on Wednesday, May 1. This novel was chosen as the Great Michigan Read and was part of Next's four-month focus on Native Americans.

Birmingham Schools – Summer Reading School Visits

The 2024 summer reading promotional tour kicked off on May 3 and will continue through the end of the month, as staff work to visit schools to talk about signing up for the summer reading challenges and all of the fun programs coming this summer. Summer reading kicks off on Friday, June 7.

Friends of the Baldwin Public Library

The FOL Spring Book and Media Sale was held on May 3-5, and generated about \$1700 in revenue. The Friends will continue holding their 4th Saturday sales through the summer, and will determine if the Fall Book and Media Sale will need revamping at their June meeting. The Friends held their Annual Meeting on May 14 in the Jeanne Lloyd Room at the Library. During the meeting, attendees voted to renew terms for 4 Friends Board members – Ryndee Carney, David Underdown, Mark Lyles, and Stephanie Brochert.

Pam DeWeese opted not to renew her board position after many years on serving on the Friends Board and was honored at the meeting. Currently, the Friends are in need of a Secretary and have three interested candidates. Their next meeting will be held on Tuesday, June 11 at 6:00 p.m., instead of 7:00 p.m.

Birmingham YMCA

Rosemary Isbell hosted a BPL table at the Healthy Kids at the Y event on Saturday, April 17. During the program, 88 people made their way through all the displays and spoke with representatives from local groups. Rosemary took the prize wheel and let kids choose from a variety of items, including 3D prints from the Idea Lab, stickers, books and bookmarks.



Marketing

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

- *Learn.Connect.Discover* newsletter drafts
- Youth Program posters and fliers
- Story Book Trail posters
- Outreach folder update with new Board Info
- Summer reading promotional material
- Adult Battle of the Books logo

eNewsletters

Robert Stratton has compiled and distributed the Library's four monthly eNewsletters (Adult Events, Teen Events, Youth Events). These newsletters promote upcoming programs and spotlight a library service each month. Rebekah continues to send a monthly "Welcome to Baldwin" email to all new cardholders with follow-up information about the library and its services.

Personnel and Organization

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

Leadership Academy

Leadership Academy is a professional development training opportunity provided by the Michigan Library Association. Over the course of 6 months, H Jennings, Head of Adult Services, will be learning about communication styles and ways to develop and enhance organizational and community partnership skills as well as meet librarians in leadership positions all over the state. The kickoff event was held on April 29-30 and discussed the DiSC method of communication which H found particularly interesting and believes will be a useful tool in improving her communication in all aspects not just with the AS staff but across the organization.

MLA Thinkspace

Rebekah Craft will be attending the third and final session of the 2023-24 Thinkspace conference for library directors from May 22 through 24. The event will be held on Mackinac Island.

Staff Communications

An All Staff meeting was held April 23. We continue to meet monthly, after the Library Board meeting, to share updates with all attendees. Our next all staff meeting will be held on May 29. Recordings of each meeting are sent to all staff.

Staff Anniversaries

Melissa Behrens, Substitute Librarian, celebrated 5 years of service on May 5.

Nadia Bertala, Page, celebrated 7 years of service on May 3.

Sam Hollo, Page, celebrated 1 year of service on May 15.

H Jennings, Head of Adult Services, celebrated 7 years of service on May 14.

Jody Jennings, Circulation Clerk, celebrated 5 years of service on May 6.

Emily Malek, Substitute Librarian, will celebrate 3 year of service on May 24.

Grace Noble, Access Services Library Assistant, will celebrate 3 years of service on May 31.

Robbie Terman, Adult Services Substitute Librarian, will celebrate 6 years of service on May 20.

Volunteer Hours

87 volunteer hours were utilized in the month of April.

Financial Stability

Strategic goal: Maintain and improve financial health.

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

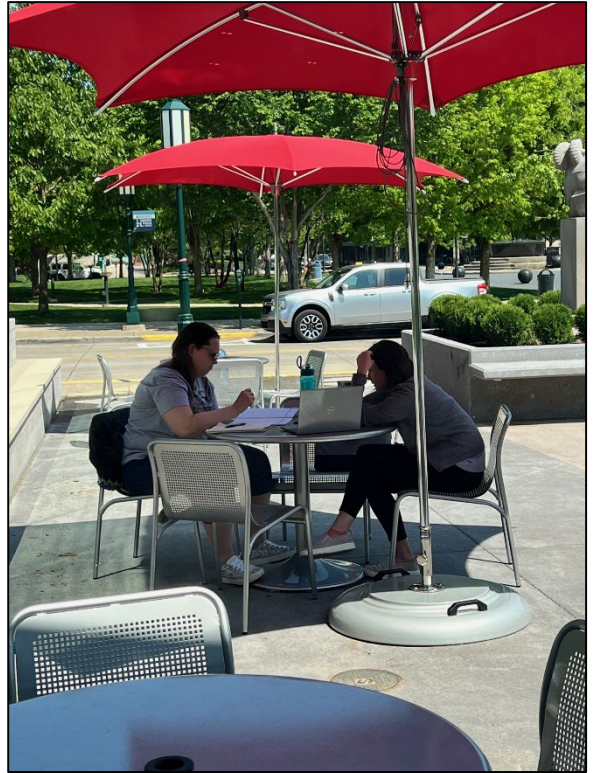
Craft presented the Library's FY 2024-25 budget to the City Commission on Saturday, April 27 at their budget hearing. Commissioners were most interested to hear how Michigan penal fines are distributed to local libraries. They also asked about the rising costs of ematerials.

Baldwin Public Library: Friends Funds	
April 2024 Expenditures	
Adult Services	
Book Clubs	\$ 51.97
Pressed Flower Lantern Craft program	\$ 183.16
Presenter Fees - Luthun, Miller	\$ 1,069.00
Seed Library supplies	\$ 56.00
Mason Bee House program supplies	\$ 168.89
Total	\$ 1,529.02
Teen Services	
Credit	\$ (37.92)
Teens Night Out and TAB supplies	\$ 63.96
Pizza for TAB and Pizza & Pages	\$ 82.96
YA book club book	\$ 173.80
Books Unboxed	\$ 142.83
Total	\$ 425.63
Youth Services	
Kids Library Society	\$ 22.96
Paper Airplane program supplies	\$ 48.40
Bring Your Child to Work Day supplies	\$ 94.26
Summer Reading Grand Prizes	\$ 300.39
Total	\$ 466.01
Idea Lab	
Filament	\$ 200.31
Speaker Kit Program components	\$ 564.37
Screenprinting supplies	\$ 277.10
Various belts, cables, battery/packs	\$ 448.86
Printer guides	\$ 54.76
Markers	\$ 35.99
Decoder Module	\$ 40.66
Total	\$ 1,622.05
Outreach & Equipment	
Total	\$ -
Total Expenditures \$ 4,042.71	
April 2024 Balances	
Adult Services	\$ 8,708.49
Teen Services	\$ 1,520.46
Youth Services	\$ 2,646.06
Idea Lab	\$ 686.32
Outreach & Equipment	\$ 7,453.72
Total Balance	\$ 21,015.05
April In-Library Book & Button Sale Cash Donations	
Submitted by Jaclyn Miller for May 7, 2024	\$ 865.42

**PHASE 3 RENOVATION
UPDATE:
May 2024**

Phase 3 Updates: May 2024

Since our last meeting, the furniture for the Merrill and Bates plaza has been installed and well used by visitors. Staff have even used the tables for meetings. This corner will be a lovely resting spot throughout the year. The landscaping is nearly complete and is filling in nicely.



A sprinkler line leftover from the original 1980 round garden bed is still live and is causing some leakage of water at the corner of the Youth Room. PCI Dailey has identified the source and will be capping the line next week.



The materials handling system “sorter” installation was completed on May 15. The initial quote for the work was \$65,000. However, we had to pay an extra fee of \$8,700 for two technicians to rewire and finalize use of the machine. When we disassembled the unit in June 2023, we had to cut the wires on the machine in order to separate the pieces and relocate it to the lower level. Our only storage option was in the lower level due to first floor construction, so this fee was not avoidable.



A walk through will be held on Monday, May 20 to develop the final punch list for the project. PCI Dailey plans to turn the building over to us and reopen the front entrance by mid-June.

The following items will need to be completed before we reopen the front entrance:

- Shade corrections/replacements are slated to be completed on Monday, May 20.
- The new tile stairs should be completed by Friday, May 17.
- Floor grilles will be arriving on May 17 and installation should be complete by Friday, May 24.
- The Nanawall trim is being delivered May 16 and will be installed on Monday, May 20
- Additional plaster patching and cleaning of the ramp is scheduled for Friday, May 17
- A couple sprinkler caps need to be replaced and will be installed the week of May 20.
- Concrete corrections will be completed by Friday, May 17.

- The temporary wall will be removed the last week of May. At that time, painting, patching and cleanup will also occur, pending final approvals.

Our Ribbon Cutting and Open House will be held on Sunday, September 15, 2024, from 1:00 to 3:00 p.m.

Owner-Architect-Contractor (OAC) Meetings

The last OAC meeting was held on April 17, at which time an intermediate punch list was created. Since then, OAC meetings have been suspended while we wait for the staircase to be completed and for contractors to complete items from the punch list.

The next OAC meeting will be held on Monday, May 20, 2024 at 11:00 a.m. At this meeting, the team will walk through the space and complete the final punch list.

Project Budget

The project has a total contingency of \$141,966. The contingency has been used for the following items to date:

Carpet tiles for study room area	-\$6,710.00
Jersey Barrier Fencing	-\$34,309.00
Cove Lighting above Study Rooms	-\$11,450.00
Sitework changes	-\$2,942.00
Additional carpentry work for study rooms	-\$4,840.00
<i>HVAC revisions (credit)</i>	<i>+\$4,048.05</i>
18" GRG Plasterform Column Cover	-\$4,826.00
<i>Glass revisions in study rooms (credit)</i>	<i>+\$1,200.00</i>
<i>Landscape revisions (credit)</i>	<i>+2,360.00</i>
Restroom Column	-\$4,275.00
Electrical revisions	-\$6,066.00
Paint walls, door frames, base outside gallery	-\$500.00
Acrovyn kickplate for Access Services door	-\$500.00
Limestone base at new entrance	-\$14,975
Plaster skimcoat of original ramp wall	-\$975
Paint for Friends basement room	-\$762
Carpet installation for Friends room	-\$1,175
Lighting in Access Services Office	-\$2,715
Soffit for elevator	-\$2,600
Information desk revisions	-\$5,875
Restroom painting	-\$850
New Non-fiction wall painting	-\$272
Printer cabinet modifications	-\$1,275

The amount remaining in the contingency is \$41,682.

PCI Dailey will be issuing a credit of \$5,000 for permit fees that the City waived.

As of this time, we also have about \$45,000 remaining in our FFE budget.



View of Baldwin Public Library in 1960 and today



View of newly poured stairs and plaster refinishing in progress



View of plaza from new café space



Barbara Heller sent the family of Marshall Fredericks a picture of his Siberian Ram sculpture in situ and they all loved how it looked.



View of newly planted Hornbeam trees and plaza



View of plaza from corner of Bates and Merrill Streets



View of new Information Desk, with Hot Picks shelving in the left background



View of new café tables, assembled by Jaclyn, Kristen, and Rebekah



View of steps from front door



View of steps from top of ramp



View of stair treads



View of Rotary Room with bump out for elevator

Baldwin Public Library: PHASE 3 RENOVATION BUDGET	
	Current Budget
Renovation Costs	
Constr. Costs incl. FOL counter, Study Rooms, Snow Melt	\$ 3,429,574
Deduct alts - Skylight \$239,030 and Light Cove \$11,450*	
Construction Manager Fee (2.5%)	\$ 91,114
Liability Insurance	\$ 14,578
Owner's Contingency	\$ 141,966
Guaranteed Maximum Price	\$ 3,677,232
Other Costs: not coordinated by PCI Dailey	
Architectural Fees	\$ 264,000
Engineering Fees	\$ 19,210
FFE & AV/Low Voltage Wiring	\$ 115,000
Furniture Moving (Elevator Room, Circ Desk, Teen, Etc)	\$ 5,000
Signage made by Idea Lab	\$ 1,000
Endowment plaque installation	\$ 1,750
Artpack: Siberian Ram sculpture relocation/storage	\$ 19,800
Sorter Relocation	\$ 50,000
TOTAL: Other Costs	\$ 475,760
GRAND TOTAL	\$ 4,152,992
Funding Sources	
Millage up to Headlee Cap for FY21-22 through FY25-26	\$ 3,353,057
Existing Millage/Cash Reserves	\$ 237,943
Transfer from Library Trust	\$ 561,992
TOTAL FUNDS	\$ 4,152,992

Deduct alternates*			
Skylight	\$	239,030	Remove
Friends counter	\$	5,300	Keep
Study rooms	\$	34,730	Keep
Light cove	\$	11,450	Keep
Snow melt	\$	85,110	Keep

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

*Requires FY23-24 budget adjustment

Additional Trust Funds Available			
Trust			
Van Dragt Donation	\$	74,909	
General Spendable Funds	\$	484,152	
Building Funds	\$	366,637	
TOTAL	\$	925,698	
Trust funds used for project	\$	(561,992)	
Remaining funds after project	\$	363,706	

Baldwin Public Library: PHASE 3 RENOVATION EXPENDITURES

	Current Budget	Paid to Date	Projected	(Over)/Under
PCI Dailey Construction Costs*	\$ 3,677,232	\$ 3,158,285	\$ 3,677,232	
Pay Application #1 - paid in FY22-23	\$	54,959		
Pay Application #2	\$	116,304		
Pay Application #3	\$	193,672		
Pay Application #4	\$	343,353		
Pay Application #5	\$	553,186		
Pay Application #6	\$	481,601		
Pay Application #7	\$	361,430		
Pay Application #8	\$	285,424		
Pay Application #9	\$	236,966		
Pay Application #10	\$	163,092		
Pay Application #11	\$	368,299		
Architectural Fees	\$ 264,000	\$ 263,000	\$ 264,000	
Fees paid through March 2024	\$	263,000		
Engineering Fees	\$ 19,210	\$	\$ -	\$ 19,210
FFE & AV/Low Voltage Wiring	\$ 115,000	\$	\$ 77,042	\$ 37,958
MCR - Demolition & installation of low voltage wiring	\$	7,616		
NBS Relocate PA Equipment	\$	1,434		
NBS Gallery Speaker installation	\$	1,242		
Audio Rack Relocation in Rotary Room	\$	3,800		
Shaw security cameras	\$	572		
Shaw Door Counter for front entry	\$	4,411		
5 Idea Lab Adjustable Height Tables	\$	2,599		
2 Access Services Work Desks	\$	2,812		
3 Umbrellas with stands	\$	8,182		
Mural in café	\$	12,000		
6 outdoor tables with 24 chairs	\$	19,295		
10 white square indoor tables	\$	4,740		

6 Sample chairs	\$	686							
75 indoor chairs	\$	7,653							
Furniture Moving	\$	5,000	\$	-	\$				5,000
Signage made by Idea Lab	\$	1,000	\$		\$	1,000			
Endowment plaque installation	\$	1,750	\$	-	\$				1,750
To be installed by Millwork contractor									
Siberian Ram sculpture relocation/storage	\$	19,800	\$	14,473	\$	14,850	\$		4,950
Deposit - 5/30/23	\$		\$	3,400					
Removal fee - 6/10/23	\$		\$	4,273					
Storage fee	\$		\$	1,250					
Reinstallation fee	\$		\$	5,550					
Sorter Relocation	\$	50,000	\$	73,742	\$				(23,742)
TOTAL	\$	4,152,992	\$	3,713,232	\$	4,107,866	\$		45,126

	Total	Remaining	Used
*Construction Contingency			
Carpet tiles for study room area		\$	(6,710)
Jersey Barrier Fencing		\$	(34,309)
Cove Lighting above Study Rooms		\$	(11,450)
Sitework changes		\$	(2,942)
Additional carpentry work for study rooms		\$	(4,840)
HVAC revisions (credit)		\$	4,048
18" GRG Plasterform Column Cover		\$	(4,826)
Glass revisions in study rooms (credit)		\$	1,200
Electrical revisions		\$	(6,066)
Restroom Column		\$	(4,275)
Landscape revisions (credit)		\$	2,360
Paint walls, door frames, and base outside gallery		\$	(500)
Acrovyn kickplate for Access Services door		\$	(500)

Limestone base at new entrance	\$	(14,975)
Plaster skimcoat of side wall	\$	(975)
Paint for Friends basement room	\$	(762)
Carpet installation for Friends basement room	\$	(1,175)
Soffit for elevator (encapsulates ducts)	\$	(2,600)
Brighter lighting in Access Services office	\$	(2,715)
Information desk revisions	\$	(5,875)
First floor restroom painting	\$	(850)
New Non-fiction wall painting	\$	(272)
Printer cabinet modifications	\$	(1,275)
	\$	41,682
	\$	141,966
	\$	(100,284)

Updated 5/15/2024



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

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

BPL Phase 3 OAC Meeting Agenda: Meeting #46

Meeting Date Apr 17, 2024 **Meeting Time** 11:00 AM - 12:00 PM Eastern Time (US & Canada)

Meeting Location On-Site

Overview Meeting for the Baldwin Public Library Phase 3 Project

Attachments

Scheduled Attendees

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

RFIs

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	40	Nanawall				Open
Description Locking bar Ship date is 4/16. Locking bar to arrive approximately 4/27. Has shipped from Germany.						
Previous Meeting Minutes Apr 10, 2024 (None)						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Stairs				Open
Description Work is currently underway. Planned re-pour of stairs on Friday of this week. Field measurements for handrails are Monday 4/22. They will reuse what they can for the handrails in order to expedite as much as possible Once handrails are in, tile work can begin, followed by additional repairs.						
Previous Meeting Minutes Apr 10, 2024 Design was completed and received by PCI-Dailey. Tile, trim, and nosings were ordered. 7-10 days on the tile order						

Approximately 8 weeks from received design for duration of work. Timing will improve if possible.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	44	Floor Grilles				Open
Description Awaiting ship date on flanged grilles. About 3 weeks out, and then these will be swapped for the existing grilles						
Previous Meeting Minutes Apr 10, 2024 (None)						

Punch List

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	45	Punch List				Open
Description Items we are aware of or are already in progress: <ul style="list-style-type: none"> • Soft close hinges for cabinet doors/drawers • Cafe countertop completion • 2 Sprinkler head covers at vestibule and high ceiling • Exterior landscaping / sprinkler • Honeycomb fills at planter bench seating • Interior slab patching at doors • Nanawall Locking Trim • Patch/paint at bottom of book drop • Caulk at top of glass between stair and elevator • Stair completion • Window film in existing staff workroom • Two tone light fixture at reception desk - mfg is sending replacement light • Remove Temp walls & patch/paint • Remove temp ramp / restoration / gate reinstallation • Caps at old door entry glass framing • Owner's training for HVAC equipment 						
Previous Meeting Minutes Apr 10, 2024 Punch list was moved to 4/17. Punch list was developed, but the area around the stairs will be reviewed later.						

Uncategorized Items

PCI Industries, Inc
21717 Republic St.
Oak Park, Michigan 48237
United States
+12485422570

Punch Items for GC-2304-007 - Baldwin Public Library

32 Items

#1: Exterior SE Patio- Complete Honeycomb Patching

Type: Location:
Exterior renovations S.E. Side

Date Created: Due Date:
04/03/2024 04/25/2024

Priority: Status:
Work Required

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry Adam Mabry

Ball in Court: Assignee Name:
Pete Glomson (J.J. Barney Construction) Glomson, Pete (J.J. Barney Construction)
Chris Bruton (J.J. Barney Construction) Bruton, Chris (J.J. Barney Construction)
Work Required
Work Required

Description:
Complete patching of honeycomb voided areas on the new planter bench on the south east side exterior.

#2: Book Sorting conveyor glass panels

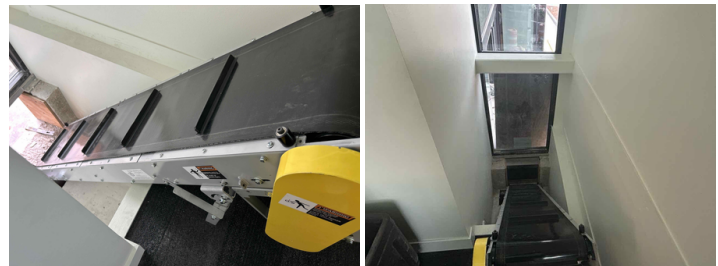
Type: Location:
Book Sorting 106

Date Created: Due Date:
04/17/2024 04/30/2024

Priority: Status:
Work Required

Creator: Reference:
Adam Mabry A-105, detail 4 (elevator enlarged floor plan) / A-400, wall section 1.

Punch Item Manager: Final Approver:



Adam Mabry

Adam Mabry

Ball in Court:

Assignee Name:

Scott McKay (Clinton Valley Products LLC)

McKay, Scott (Clinton Valley Products LLC)
Work Required

Mark Juliano II (Clinton Valley Products LLC)

Juliano II, Mark (Clinton Valley Products LLC)
Work Required

Description:

36 inch high panels on the left and right sides of the conveyor need to be installed to keep books from falling down into the voids below the sides of the conveyor, this can now be measured as the conveyor is in its final resting place. Also, as indicated on the drawings, half-inch glass rails will need to be installed on the sides of the conveyor belt to keep books from sliding off the sides.

#3: Book Sorting - silicone joints

Type:

Location:

Book Sorting 106

Date Created:

Due Date:

04/17/2024

04/30/2024

Priority:

Status:

Work Required

Creator:

Reference:

Adam Mabry

Punch Item Manager:

Final Approver:

Adam Mabry

Adam Mabry

Ball in Court:

Assignee Name:

Scott McKay (Clinton Valley Products LLC)

McKay, Scott (Clinton Valley Products LLC)
Work Required

Mark Juliano II (Clinton Valley Products LLC)

Juliano II, Mark (Clinton Valley Products LLC)
Work Required

Description:



#4: Book Sorting - complete book-drop installation

Type:

Location:

Book Sorting 106

Date Created:

Due Date:

04/17/2024

04/25/2024

Priority:

Status:

Closed by Adam Mabry on 04/23/2024

Creator:

Reference:

Adam Mabry

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
Ranbarger, Danielle (Conquest Construction Co.)
Work Required
Schofield, Mark (Conquest Construction Co.)
Work Required

Description:
Exterior Book- drop box is currently only dry-Fit into place, needs to be fastened in for a Complete install.

#5: Book Sorting - conveyor glass panels

Type: Location:
Book Sorting 106

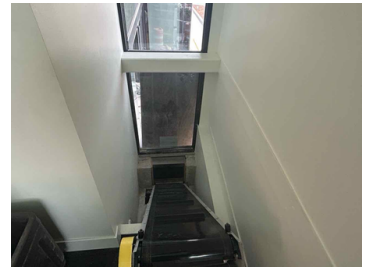
Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:
Closed by Adam Mabry on 04/17/2024

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry Adam Mabry

Ball in Court: Assignee Name:
Juliano II, Mark (Clinton Valley Products LLC)
Work Required
McKay, Scott (Clinton Valley Products LLC)
Work Required



Description:
Now that the conveyor belt is in its final location, 36" high glass panels need to be installed in order to keep books from falling into the void below.

#6: Book Sorting - door handle replacement

Type: Location:
Book Sorting 106

Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:
Closed by Tyler Wilson on 04/23/2024

Creator:
Adam Mabry

Reference:

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
Juliano II, Mark (Clinton Valley Products LLC)
Work Required
McKay, Scott (Clinton Valley Products LLC)
Work Required



Description:

This is not the style of the original door handle on this door specifically, and since this door's replacement, they noticed it is different and has a return hook style lever and is not the preferred style nor does it match other handles installed in this phase of the project.

#7: Book Sorting- paint touch ups (after book return vendor completes)

Type:

Location:
Book Sorting 106

Date Created:
04/17/2024

Due Date:
04/30/2024

Priority:

Status:
Closed by Tyler Wilson on 04/23/2024

Creator:
Adam Mabry

Reference:

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
Bobzin, Jacob (PCI Industries, Inc.)
Work Required



Description:

The work required here will not be necessary until the book drop conveyor vendor has completed his work at the end of this month.

#8: Book Return- Complete Light Installation

Type:

Location:
Book Sorting 106

Date Created:
04/17/2024

Due Date:
04/25/2024

Priority:

Status:

Closed by Adam Mabry on 04/23/2024

Creator:
Adam Mabry

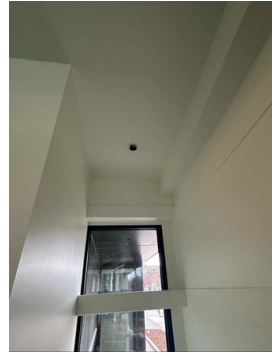
Reference:

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
Bennett, Jason (E.L. Electrical Contracting)
Work Required



Description:
fixture is still sitting down below ceiling surface needs to be fully installed and trim flush with the ceiling like the others.

#9: Book Sorting - blank off single gang box

Type: Location:
Book Sorting 106

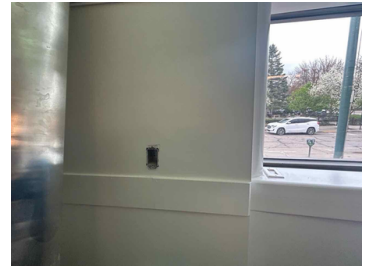
Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:
Closed by Adam Mabry on 04/23/2024

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry Adam Mabry

Ball in Court: Assignee Name:
Bennett, Jason (E.L. Electrical Contracting)
Work Required



Description:
The single gang box was recently realized to be abandoned and / or empty recently, and was requested to be blanked off as they do not use it.

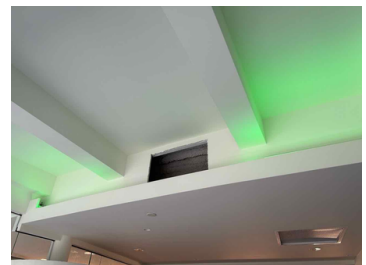
#10: Book Sorting - Drywall Patch over demo'd return air grille

Type: Location:
Book Sorting 106

Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:
Closed by Adam Mabry on 04/23/2024

Creator: Reference:



Adam Mabry

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
Ranbarger, Danielle (Conquest Construction Co.)
Work Required
Schofield, Mark (Conquest Construction Co.)
Work Required

Description:

#11: Circulation - complete base paint

Type:

Location:
Circulation Desk 104

Date Created:
04/17/2024

Due Date:
04/25/2024

Priority:

Status:
Closed by Adam Mabry on 04/23/2024

Creator:
Adam Mabry

Reference:

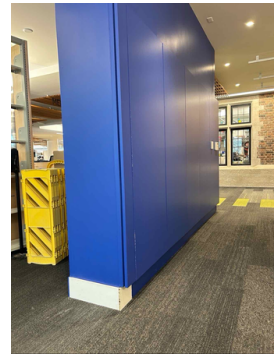
Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
Mabry, Adam (PCI Industries, Inc.)
Work Required
Bobzin, Jacob (PCI Industries, Inc.)
Work Required

Description:



#12: Circulation- touch up Holds shelving at apex & bottom row

Type:

Location:
Circulation Desk 104

Date Created:
04/17/2024

Due Date:
04/25/2024

Priority:

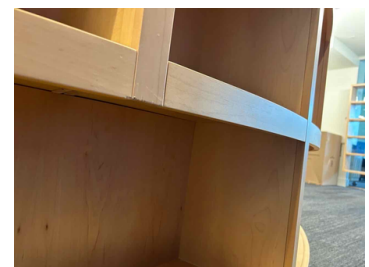
Status:
Closed by Adam Mabry on 04/23/2024

Creator:
Adam Mabry

Reference:

Punch Item Manager:

Final Approver:



Adam Mabry

Adam Mabry

Ball in Court:

Assignee Name:

**Kurtz, Michelle (Division 6
Fabrication and Installation)**

Work Required

**Kurtz, Dave (Division 6
Fabrication and Installation)**

Work Required

Description:

There are rough edges exposed on the under side of the top of the shelf opening on the bottom shelves that were modified for larger items. Also, minor scuffs need to be addressed at the Apex of the radius on the same piece, i.e. closest to the blue wall.

#13: Circulation- fill open hole at cloud light entry point

Type:

Location:

Circulation Desk 104

Date Created:

04/17/2024

Due Date:

04/25/2024

Priority:

Status:

Closed by Adam Mabry on 04/23/2024

Creator:

Adam Mabry

Reference:

Punch Item Manager:

Adam Mabry

Final Approver:

Adam Mabry

Ball in Court:

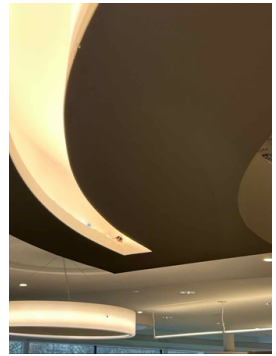
Assignee Name:

Bennett, Jason (E.L. Electrical Contracting)

Work Required

Description:

Void where power came through to feed the rope light needs to be filled and not visible from the front of the desk.



#14: Circulation - carpet repairs

Type:

Location:

Circulation Desk 104

Date Created:

04/17/2024

Due Date:

04/25/2024

Priority:

Status:

Work Required

Creator:

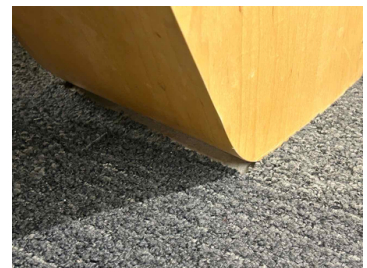
Adam Mabry

Reference:

Punch Item Manager:

Adam Mabry

Final Approver:



Adam Mabry

Adam Mabry

Ball in Court:

Assignee Name:

Gary Stanton (PCI Industries, Inc.)

Stanton, Gary (PCI Industries, Inc.)

Work Required

Description:

Carpet repairs needed at circulation desk legs/bases, as well as at the bottom row of the holds shelving and in the open space in the center next to the printer shelf.

#15: Circulation- pass over corian top with sander for minor surface scratches.

Type:

Location:

Circulation Desk 104

Date Created:

Due Date:

04/17/2024

04/25/2024

Priority:

Status:

Closed by Adam Mabry on 04/23/2024

Creator:

Reference:

Adam Mabry

Punch Item Manager:

Final Approver:

Adam Mabry

Adam Mabry

Ball in Court:

Assignee Name:

Kurtz, Dave (Division 6 Fabrication and Installation)

Work Required

Kurtz, Michelle (Division 6 Fabrication and Installation)

Work Required

Description:



#16: Circulation- align cabinet doors

Type:

Location:

Circulation Desk 104

Date Created:

Due Date:

04/17/2024

04/25/2024

Priority:

Status:

Closed by Adam Mabry on 04/23/2024

Creator:

Reference:

Adam Mabry

Punch Item Manager:

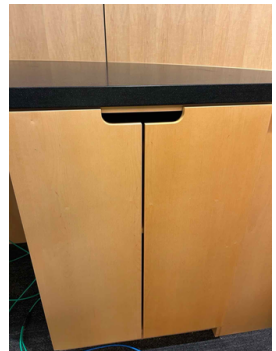
Final Approver:

Adam Mabry

Adam Mabry

Ball in Court:

Assignee Name:



**Kurtz, Dave (Division 6
Fabrication and Installation)**
Work Required
**Kurtz, Michelle (Division 6
Fabrication and Installation)**
Work Required

Description:

#17: Circulation- adjust (new) rope light in cloud alcove once new light delivers, not to be visible from the front of the desk.

Type: Location:
Circulation Desk 104

Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:
Work Required

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry Adam Mabry

Ball in Court: Assignee Name:
Jason Bennett (E.L. Electrical Contracting) Bennett, Jason (E.L. Electrical Contracting)
Work Required

Description:



#18: Lounge - 2" can lights different colors, yellow & white

Type: Location:
Lounge 105

Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:
Closed by Adam Mabry on 04/23/2024

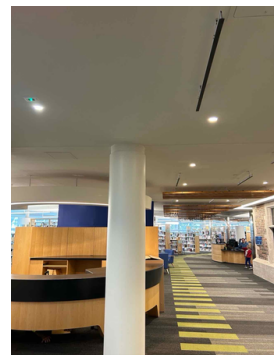
Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry Adam Mabry

Ball in Court: Assignee Name:
Bennett, Jason (E.L. Electrical Contracting)
Work Required

Description:

Lights that were outside the temp wall have a different light



color compared to the lights in rest of the lounge.

#19: Lounge- caulk at both elevator door headers

Type: Location:
Lounge 105

Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:
Closed by Adam Mabry on 04/23/2024

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry Adam Mabry

Ball in Court: Assignee Name:
Mabry, Adam (PCI Industries, Inc.)
Work Required
Bobzin, Jacob (PCI Industries, Inc.)
Work Required



Description:

#20: Lounge- light in elevator 1 alcove not working

Type: Location:
Lounge 105

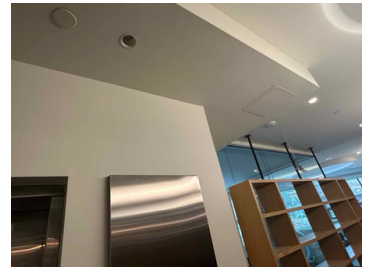
Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:
Closed by Adam Mabry on 04/23/2024

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry Adam Mabry

Ball in Court: Assignee Name:
Bennett, Jason (E.L. Electrical Contracting)
Work Required



Description:

#21: Lounge- touch up Paint @ elevator power cabinet

Type: Location:
Lounge 105

Date Created: Due Date:
04/17/2024 04/25/2024

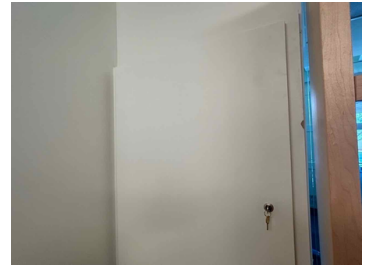
Priority: Status:
Closed by Tyler Wilson on 04/23/2024

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry Adam Mabry

Ball in Court: Assignee Name:
Bobzin, Jacob (PCI Industries, Inc.)
Work Required

Description:



#22: Lounge - make Hot Picks shelving level & plumb

Type: Location:
Lounge 105

Date Created: Due Date:
04/17/2024 04/29/2024

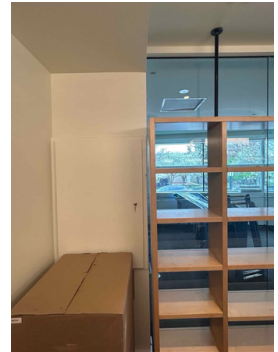
Priority: Status:
Work Required

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry Adam Mabry

Ball in Court: Assignee Name:
Dave Kurtz (Division 6 Fabrication and Installation)
Work Required
Michelle Kurtz (Division 6 Fabrication and Installation)
Work Required

Description:



#23: Rotary Room- missing escutcheons

Type: Location:
Rotary Room

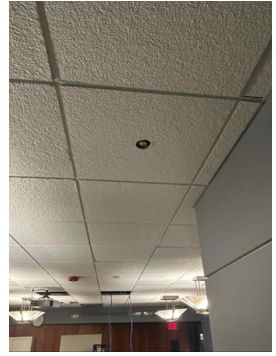
Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:
Work Required

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry

Ball in Court: Assignee Name:
Dan Briggs (Jackson Associates, Inc.)
Briggs, Dan (Jackson Associates, Inc.)
Work Required



Description:

#24: Lower Level Family Restroom- paint under sink "soft gray"

Type: Location:
Rotary Room

Date Created: Due Date:
04/17/2024 **04/25/2024**

Priority: Status:
Closed by Tyler Wilson on 04/23/2024

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry

Ball in Court: Assignee Name:
Mabry, Adam (PCI Industries, Inc.)
Work Required
Bobzin, Jacob (PCI Industries, Inc.)
Work Required



Description:

#25: Vending - adjust doors @ cafe millwork

Type: Location:
Cafe 103

Date Created: Due Date:
04/17/2024 **04/25/2024**

Priority: Status:
Closed by Adam Mabry on 04/23/2024

Creator: Reference:
Adam Mabry



Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
**Kurtz, Michelle (Division 6
Fabrication and Installation)**
Work Required
**Kurtz, Dave (Division 6
Fabrication and Installation)**
Work Required

Description:

#26: Cafe- 2" white Corian base needed to close bottom gap at the vending machine alcove- inside and out, remove shims.

Type:

Location:
Cafe 103

Date Created:
04/17/2024

Due Date:
04/25/2024

Priority:

Status:
**Closed by Tyler Wilson on 04/
23/2024**



Creator:
Adam Mabry

Reference:

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
**Kurtz, Dave (Division 6
Fabrication and Installation)**
Work Required
**Kurtz, Michelle (Division 6
Fabrication and Installation)**
Work Required

Description:

**Shims were removed and exterior is caulked in place.
Explanation for interior reveal is that shim space is required
for all millwork pieces and visibility will be heavily obscured
once vending machine is in place.**

#27: Cafe - extension box needed at Nana Wall controller

Type:

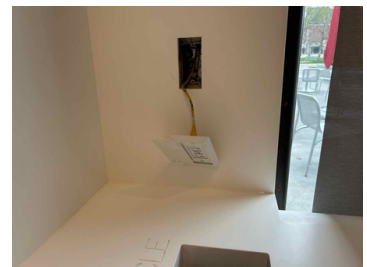
Location:
Cafe 103

Date Created:
04/17/2024

Due Date:
04/25/2024

Priority:

Status:
**Closed by Adam Mabry on 04/
23/2024**



Creator:
Adam Mabry

Reference:

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
Bennett, Jason (E.L. Electrical Contracting)
Work Required

Description:

#28: Collaboration- replacement of 5 mis-aligned window shades

Type:

Location:
Collaboration 102

Date Created:
04/17/2024

Due Date:

Priority:

Status:
Work Required

Creator:
Adam Mabry

Reference:

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:
Shane Feirick (Triangle Window Fashions)

Assignee Name:
Feirick, Shane (Triangle Window Fashions)
Work Required

Description:



#29: Collaboration- tuck cloud alcove lights down and back into cove

Type:

Location:
Collaboration 102

Date Created:
04/17/2024

Due Date:
04/25/2024

Priority:

Status:
Closed by Adam Mabry on 04/23/2024

Creator:
Adam Mabry

Reference:

Punch Item Manager:
Adam Mabry

Final Approver:
Adam Mabry

Ball in Court:

Assignee Name:
Bennett, Jason (E.L. Electrical Contracting)



Work Required

Description:

#30: Collaboration- cover/conceal shade power & control wiring

Type: Location:
Collaboration 102

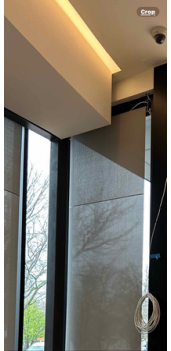
Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:
Work Required

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry Adam Mabry

Ball in Court: Assignee Name:
Shane Feirick (Triangle Window Fashions) Feirick, Shane (Triangle Window Fashions)
Work Required



Description:

#31: Collaboration- paint J-boxes black

Type: Location:
Collaboration 102

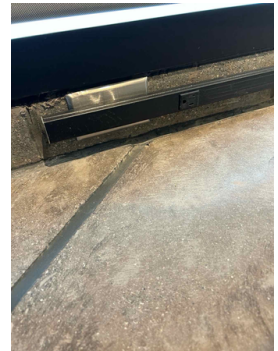
Date Created: Due Date:
04/17/2024 04/25/2024

Priority: Status:
Closed by Tyler Wilson on 04/23/2024

Creator: Reference:
Adam Mabry

Punch Item Manager: Final Approver:
Adam Mabry Adam Mabry

Ball in Court: Assignee Name:
Bobzin, Jacob (PCI Industries, Inc.)
Work Required



Description:

#32: Staff Workroom- opaque window film on 2 windows

Type: Location:
Ex Staff Workroom

Date Created:

04/18/2024

Due Date:

04/25/2024

Priority:

Status:

Work Required

Creator:

Adam Mabry

Reference:

A-406/2A

Punch Item Manager:

Adam Mabry

Final Approver:

Adam Mabry

Ball in Court:

Assignee Name:

**Mark Juliano II (Clinton Valley
Products LLC)**

Juliano II, Mark (Clinton Valley

Products LLC)

Work Required

**Scott McKay (Clinton Valley
Products LLC)**

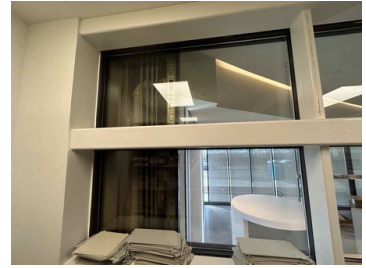
McKay, Scott (Clinton Valley

Products LLC)

Work Required

Description:

**Opaque window film needed on two windows to hide new MEP's
seen from inside this existing room, in the new chase at the
north side jam of the Nanawall.**



INFORMATION ONLY

Upcoming Events of Interest

For the Love of Money: Value Line and Investment Center at Baldwin

Wednesday, May 22 — 7:00 p.m. to 8:15 p.m.

Research investments and gather financial information with Value Line and Morningstar.

Idea Lab Event: DIY Welcome Mat

Wednesday, May 22 — 7:00 p.m. to 8:00 p.m.

Greet your visitors with a custom welcome mat! We'll provide you with a blank coir doormat, then you'll use our cutters to make a custom stencil. Take it outside to finalize your creation with a spray-on coating. Registration required. Weather permitting.

Story Time Battle: Ducks vs. Chickens

Thursday, May 23 — 10:30 a.m. to 11:00 a.m.

All ages with grown up(s). Two librarians will battle it out through stories, songs, and activities. Who will win? Vote for your favorite at the end of the program. This program is hosted offsite at Barnum Park. No registration required. The program will be canceled in case of inclement weather.

Sushi Rolling for Teens with Benihana

Thursday, May 30 — 6:00 p.m. to 7:00 p.m.

Learn how sushi chefs prepare sushi and make your own creations with staff from Benihana. Grades 7-12. Registration required.

Baldwin Boosters Orientation: Ages 11 to 14

Tuesday, June 4 — 7:00 p.m. to 8:00 p.m.

Ages 11 to 14. Find out how you can earn community service hours by joining our Summer Reading Youth Volunteers. Applications will be available Wednesday, May 1 and are due Sunday, June 9. Head to Baldwinlib.org/youth for the application. Registration required.

Dungeons & Dragons

Wednesday, June 5 — 6:00 p.m. to 8:00 p.m.

Grades 7-12. In this classic role-playing game, choose how your character interacts with the story, using dice to decide the outcome. All players are welcome to join, no experience necessary. The first meeting will be spent learning the rules of the game and building your character. Snacks will be provided. Registration required for each session.

Idea Lab Event: The Grand Tour

Wednesday, June 5 — 7:00 p.m. to 8:00 p.m.

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

Summer Reading Kickoff!

Friday, June 7 — 3:00 p.m. to 5:00 p.m.

Adventure Awaits at Baldwin's Summer Reading kickoff on June 7 from 3:00-5:00 p.m.. Spin the prize wheel, visit the ice cream truck (while supplies last), and more. Sign up and track your progress at baldwinlib.beanstack.org. Summer Reading runs from June 7 to August 2.

Family Story Time: Dogs with Therapy Dog Maple

Monday, June 10 — 10:30 a.m. to 11:15 a.m.

Registration opens one month before the program. All ages with grown up(s).

Join us for some adventurous family story times with exciting stories, songs, rhymes, and more.

Registration required.

Author Talk: Curtis Chin: Everything I Learned, I Learned in a Chinese Restaurant

Monday, June 10 — 7:00 p.m. to 8:00 p.m.

1980s Detroit was a volatile place to live, but above the fray stood a safe haven: Chung's Cantonese Cuisine, where anyone from the city could sit down for a warm, home-cooked meal. Join local author Curtis Chin as he discusses growing up Asian American in the Black and white city of Detroit and coming out in his working-class immigrant community, as well as being a first-generation college student at U of M.

Cruel Summer: A Swiftie Celebration

Thursday, June 13 — 6:00 p.m. to 8:00 p.m.

Grades 7-12. Registration required. Are you a Swiftie with a Blank Space in your calendar? Do you know her lyrics All Too Well? Make and trade friendship bracelets, sing along to (Taylor's Version) albums, tie-dye a shirt, play trivia and other games, and snack on some themed foods. You will be Safe & Sound in street clothes, but feel free to dress up as your favorite Taylor Swift era! Are You Red-y for It?

Genealogy Series: Family History through Interviews

Thursday, June 13 — 7:00 p.m. to 8:00 p.m.

Oral histories can provide invaluable family information and are treasured keepsakes. This session will teach the basics of a good interview and how to preserve it long-term.

Build Your Own Marble Run: Grades 3 to 6

Thursday, June 20 — 3:00 p.m. to 4:00 p.m.

Come put your engineering skills to the test to see if you can create the ultimate marble run using an assortment of crafting materials. Registration required.

Plants Used By the Anishinabek of the Great Lakes

Saturday, June 22 — 3:00 p.m. to 4:30 p.m.

Learn how the Anishinabek cultures of the Great Lakes region used plants as medicine. Gain understanding of a way of life rooted in respect for nature. Indigenous herbalist Nathan Wright will share his knowledge and offer some teas to sample. Hybrid event. Registration is required. Limit 75 in-person, 100 virtual.

Two local libraries holding spring book sales

Published May 3, 2024

<https://www.downtownpublications.com/single-post/two-local-libraries-holding-spring-book-sales/>

The Friends of the Baldwin Public Library will hold its spring book sale Friday, May 3, through Sunday, May 5, on the lower level of Baldwin Public Library, while the Friends of Bloomfield Township Public Library will have their Second Saturday Book Sale on Saturday, May 11.

At Baldwin Public Library, 300 W. Merrill Street in Birmingham, an exclusive preview shopping event will be open to Friends members only on Friday evening, May 3, from 6-8 p.m. Membership will be available at the door.

The sale will open to the general public on Saturday, May 4, at 10 a.m. - 4 p.m. Sunday, May 5, will be \$5 Bag Sale Day, and hours are 12:30-4 p.m.

Available for purchase are lightly-used adult and children's hardcover and paperback books, DVDs and CDs donated from patrons or withdrawn from the library. Shoppers may purchase items by using cash, personal checks, Venmo or PayPal.

All sale proceeds benefit the Baldwin Public Library. The Friends of the BPL donated approximately \$50,000 to the library in fiscal year 2022-2023 to support programming, services and equipment. Established in 1950, the Friends of BPL is a 501c3 nonprofit organization.

At Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, the Friends of Bloomfield Township Public Library will hold their Second Saturday Book Sale Saturday, May 11 from 11 a.m. - 3 p.m. Friends members can shop the sale early, from 10-11 a.m., with memberships available at the door.

The sale takes place on the lower level of the library, and includes thousands of books and audiovisual materials for all ages and interests, sorted into more than 50 categories. Highlights this Mother's Day month include gardening, cooking, chocolate, flowers, jewelry, style, spa day, guilty pleasures, rom-com DVDs, and fun things to do with kids. There is a vintage section featuring Fortune magazines from the 1930s and 1940s which have beautiful covers, stories of the times and gorgeous vintage advertisements.

There is also a room dedicated to music and film.

Visa, MasterCard and debit cards are accepted with a \$15 minimum purchase.

Birmingham DPS holds open house this Saturday

Published May 10, 2024

<https://www.downtownpublications.com/single-post/birmingham-dps-holds-open-house-this-saturday/>

The city of Birmingham's Department of Public Services (DPS) will hold its annual Open House this Saturday, May 11, from 10 a.m. to 2 p.m. at 851 S. Eton Street with fun and refreshments for all ages.

The annual event is family favorite celebration with DPS trucks and equipment on display, a sand dig for little ones to enjoy, informational exhibits and loads of giveaways, as well as complimentary grilled hot dogs and refreshments.

Visitors can climb aboard and get a close up view of some of the heavy equipment used by the city's public service professionals to keep the city's services running smoothly and the city's parks, forestry and grounds beautiful.

On-site parking at the DPS facility will not be available, but visitors are invited to park at the Birmingham Ice Sports Arena, 2300 E. Lincoln Street, or at available on-street parking.

Oakland County community calendar April 28 and beyond

Published April 28, 2024 | By Kathy Blake

<https://www.dailytribune.com/2024/04/28/oakland-county-community-calendar-april-28-and-beyond/>



Oakland County Farmers Market (Photo by Paula Pasche, MediaNews Group file photo)

Charitable activities

- The Lisa Project Fundraiser Movie Night is 6:30 p.m. May 1, in conjunction with Planet Lori Art Camp, at Emagine Palladium, 209 Hamilton Row, Birmingham in support of children who have lost a parent, surprise movie classic, popcorn, dessert, www.planetlori.com, <https://thelisaproject.net>, \$75 each.
- OLHSA's 2024 Oakland County Walk for Warmth is 9-11 a.m. May 4, at Canterbury Village, 2359 Joslyn Ct., Orion Twp., visit <https://fundraise.givesmart.com/vf/OAKLAND> to register or donate.
- HOPE Against Trafficking Kentucky Derby Gala fundraiser is May 4, at Great Oaks Country Club, Rochester, www.hopeagainstrafficking.org, \$100+.

- Book It! Waterford Friends of the Library 5K and Fun Run is May 4, in support of the Waterford Township Public Library. The 5K will start at 10 a.m., packet pick-up will start at 9 a.m. on race morning. Check in will be at The Warming House, 5050 Civic Center Drive, Waterford, <https://waterfordmi.gov/536/Friends-of-the-Library-Fundraising-Proje>, \$25 for adults, \$15 for younger than 18.
- Neighborhood House fundraising event is 6-9 p.m. May 9, at Topgolf Auburn Hills, 500 Great Lakes Crossing Drive, Auburn Hills, ranh.org/topgolf, tickets are \$125, includes golf, food and two drink tickets, \$75 spectator ticket.
- The Salvation Army William Booth Legal Aid Clinic's Walk for Justice Fundraiser is 8 a.m. May 11 at the Detroit Zoo, in Royal Oak, Advance registration is \$40, children are admitted for free and law students can register for \$30. The registration cost includes zoo admission, parking, refreshments, walkforjustice.org, email info@walkforjustice.org or call 313-361-6340.
- The city of Sylvan Lake was awarded 20 new trees from ReLeaf and DTE Energy Foundation. ReLeaf seeks volunteers to help with planting the trees in the community, May 11. Volunteers are asked to wear closed-toe shoes and comfortable clothing and bring a shovel, hard rake, and work gloves if available. The group will meet at 8:45 a.m. at 2460 Garland St., Sylvan Lake, to sign in, rain or shine. No planting experience is necessary, www.ReLeafMichigan.org.
- Kiwanis Club of Troy to host Wine Tasting Fundraiser for Mental Health, 5:30-8 p.m., May 17, at The Troy Historic Village, 60 W. Wattles Road, Troy, 248-561-8934. <https://k06542.site.kiwanis.org>, \$50 each, proceeds will benefit mental health initiatives.
- Brews & Chews Tastefest fundraiser for the American Brain Tumor Association is noon-5 p.m. May 18, at Kensington Metropark, Martindale Beach, 4570 Huron River Parkway, Milford, featuring Michigan craft breweries and cideries, food trucks, live music, family friendly games and trivia, dog's welcome, scratch off cards, and fun photo opportunities (like a larger-than-life brain), www.eventbrite.com/e/brews-chews-taste-fest-wlive-music-tickets-773887998837?aff=oddtcreator, tickets are \$10+ to \$45+.
- American Red Cross Blood Drives are hosted throughout the area. Donation appointments can be scheduled by calling 313-300-9617 or visiting www.redcrossblood.org/give.html/find-drive and entering zip code for nearby locations.

Community events

- Waterford Area Chamber of Commerce Support Local Expo is 5:30-7:30 p.m. May 1, at Waterford Mott High School, 1151 Scott Lake Road, Waterford Twp., featuring over 100 businesses, <https://waterfordchamber.org>.
- Quest Research Institute will be opening the Memory Matters Café as they provide free memory screenings and gourmet coffee, 10 a.m. to 3 p.m., May 2, at their newly expanded facility, 28555 Orchard Lake Road, Suite 200, in Farmington Hills, to increase awareness for early detection of memory loss and Alzheimer's disease. To schedule a free memory screening appointment, call 248-957-8940.

- National Day of Prayer Event is 6-7 p.m. May 2, at Veterans Memorial Plaza at Troy City Hall, 500 W Big Beaver Road, Troy, gather in front of the Troy City Hall at the Veteran's Memorial Plaza, for individual and group prayer.
- Roberto Duran Rodriguez Skatepark Ribbon Cutting is 4-6 p.m. May 3, at Oakland Park, 500 E. Montcalm St., Pontiac, <https://www.pontiac.mi.us>.
- Totally Tacos is 6-8 p.m. May 9 at Waterford Oaks County Park Activity Center, 2800 Watkins Lake Road, Waterford Twp. The program is designed for individuals ages 18+ with intellectual and developmental disabilities, and features music, dancing, dessert and tacos will be served until 6:30 p.m., \$10/participant and \$5/caregiver and preregistration is required by May 3, at OaklandCountyParks.com or call 248-858-0916.
- M1 Concourse's next Cars & Coffee event is May 4 at 8 a.m., featuring Japanese and Asian manufactured vehicles, and is free for all ages with complimentary coffee, free, registration required at m1concourse.com/cars-and-coffee.
- 39th Oakland County Economic Outlook Luncheon is 11 a.m.-1 p.m. May 8, Suburban Collection Showplace, 46100 Grand River Ave., Novi. Register at OakGov.info/EconomicOutlook2024, tickets are \$75 each, registration closes on May 1 or when sold out.

Educational activities

- Seminar on funeral planning, elder care and estate planning is 10 a.m.-noon May 4, at SALT Lutheran Church, 5475 Livernois, Troy. Speakers at this event include Mike Smela from Desmond & Sons Funeral Home and Lea Brady, Community Development Coordinator at Rutkowski Law Firm. Reservations are recommended by calling 248-879-6400, free event with coffee and snacks.
- Free Estate Planning Advice and Open House at day program serving metro Detroiters living with Dementia, 11 a.m.-1 p.m. May 5, at The Dorothy and Peter Brown Jewish Community Adult Day Program, 6720 W. Maple Road, West Bloomfield Twp., 248-233-4390 Register by contacting Debi Banooni at dbanooni@geshermi.org or call 248-233-4390.

Environmental activities

- Waterford Riverwalk Cleanup is 9 a.m.-noon, May 4, meet behind Planet Fitness (Crescent Lake Road and Highland Road), bring landscaping tools, <https://waterfordchamber.org>.
- Residents of RRRASOC communities Farmington, Farmington Hills, Milford, Milford Township, Novi, South Lyon, Southfield, Walled Lake and Wixom – are welcome to take household hazardous waste and e-waste to safely discard, 9 a.m.-2 p.m. May 4, Oakland Community College, Orchard Ridge Campus Lot 8, 27055 Orchard Lake Road, Farmington Hills, www.rrrasoc.org.

- Electronic Waste Recycling, Medication Disposal and Paper Shredding will be 9 a.m.-2 p.m. May 4, for Bloomfield Township residents, proof of residency required, there will be two entrances to the event, south onto Andover Road from Long Lake Road or west onto Andover Road from southbound Telegraph. www.bloomfieldtwp.org.

Farmers markets

- Oakland County Farmers Market is open 7 a.m.-1:30 p.m. Tuesdays, Thursdays and Saturdays, (beginning May 2) at 2350 Pontiac Lake Road, Waterford Twp. Spring Flower Days are 8 a.m.-2 p.m. Sundays, May 12-June 9, email OCmarket@oakgov.com, 248-858-5495, www.facebook.com/OaklandCountyFarmersMarket.

- Royal Oak Farmers Market: 7 a.m.-1 p.m. Fridays, May 10 through Thanksgiving and 7 a.m.-1 p.m. Saturdays, year-round, 316 E. 11 Mile, Royal Oak, 248-246-3276, romi.gov/farmersmarket. Antiques and Collectibles show is 8 a.m.-3 p.m. Sundays.

- Birmingham Farmers Market opens for the season, May 5, and is open 9 a.m.-2 p.m. Sundays, through Oct. 27 live music, locally grown seasonal produce, artisan baked goods, fresh foods, plants, food trucks and children's activities in Public Parking Lot 6 at 660 North Old Woodward Ave., downtown Birmingham, (free parking on Sundays), 248-530-1200, ALLINBirmingham.com/FarmersMarket.

- Downtown Rochester Farmers Market opening day is May 4, 8 a.m.-1 p.m. Saturdays through Oct. 26, at the corner of E. Third and Water Street, one block east of Main Street, Downtownrochestermi.com, 248-656-0060. Opening Day activities include: live music by Jannah G 10 a.m.-noon, and Ascension Providence Rochester Hospital will be providing free bicycle helmets for children in honor of Walk, Bike & Roll to School Week. (while supplies last, child must be present)

Grant opportunities

- The Olga Loizon Memorial Foundation is accepting grant applications in honor of the late founder of Olga's Kitchen. Women entrepreneurs actively building their business in Michigan can apply for the grants at olgas.com/foundation through May 6. Women applicants must live in the U.S., show financial need and provide a formal business plan. The foundation also seeks donations at www.olgas.com/donate.

Health

- Top specialists at leading academic and MS (multiple sclerosis) Centers of Excellence will gather in Southfield, at 4 p.m. May 8, to share the latest in MS research, presented by Yoga Moves MS and will take place at Carpe Diem Banquet Hall, 28847, Franklin Road, Southfield, suggested donation of \$25 requested. Register at www.yogamovesms.org/events or call 248-417-5985.

Libraries

- Vape 101-Know the Risks is 6:30 p.m. April 30, at the Berkley Public Library, 3155 Coolidge Hwy., Berkley, presented by Oakland County Health Division Health Educators, register at <http://berkleylib.evanced.info/signup/calendar>. For information, call 248-658-3440.
- Spring Book Sale is May 3-5, on the lower level of the Baldwin Public Library, 300 West Merrill, Birmingham. Hours are 6-8 p.m. on May 3 (Friends of Baldwin Public Library members only, memberships available at the door); 10 a.m. to 4 p.m. on May 4, and 12:30 to 4 p.m. on May 5 (\$5 Bag Day), www.baldwinlib.org.

Museums

- The Underground Railroad exhibit, a four-panel traveling exhibit highlighting local underground railroad history in Oakland County, will be on display throughout May and June (8 a.m.-5 p.m. Monday to Friday) at Birmingham City Hall, 151 Martin St., Birmingham. The exhibit will be moved around Oakland County municipal settings and libraries over the next two years, <https://ugrr.mioaklandhistory.org>.
- Rochester-Avon Historical Society presents "Avon at Gettysburg" on May 7, at noon at the Rochester Hills Museum at Van Hoosen Farm, 1005 Van Hoosen Road, Rochester Hills. Bring a lunch. Nonmembers-\$5 suggested donation at the door. Registration is required at rochesteravonhistoricalsociety.org/events, or send an email to rahsupdates@gmail.com, or call 248-266-5440.

Parks

- The Friends of Highland Recreation Area to host "Redbud Reveal", 10 a.m.-4 p.m. May 4, a season-opening event at Highland State Recreation Area, 5200 Highland Road (M-59), White Lake Twp. View the historic Haven Hill section of the Highland State Recreation Area which includes the new Cedar Creek trail, the historic Haven Hill Gatehouse, the Edsel Ford Barn, the picturesque Carriage House, and the Haven Hill Lodge footprint up on Haven Hill, www.fohravolunteers.org/reveal. State park entrance fees apply.
- Oakland County residents age 62 and older as well as all active military, veterans and individuals with permanent disabilities, can apply for a free annual vehicle permit at OaklandCountyParks.com, tinyurl.com/2yu8vjtd.
- Huron-Clinton Metroparks in Livingston, Macomb, Oakland, Washtenaw and Wayne, metroparks.com. Park entrance fees apply.
- Michigan State Parks and Recreation Areas, michigan.gov/dnr. Park entrance fees apply.

Senior activities

- Historian and Michigan Notable Book award winner Bruce Kopytek presents discussion “D&C Lake Lines and the Fabulous Luxury Liners of the Great Lakes,” 2 p.m. May 3 at the Oxford Senior Center, 2795 Seymour Lake Road, Oxford, register at 248-628-1720.

Shows/Sales

- Spring Art & Craft Show is 10 a.m.-4 p.m. May 4, Clarkston High School, 6093 Flemings Lake Road, off Clarkston Road, www.keepsakecollectionsshows.com, \$3 admission.
- The M-15 Annual Garage Sale is Saturday, May 4, along the M-15 corridor from Clarkston north to Bay City. Motorists are advised to drive safely, watch for pedestrians, and expect delays along the M-15 route, facebook.com/M15GarageSale.


Support resources

- For access to local community services, dial 211 (844-875-9211) or text zip code to 898211, for information and referrals to physical and mental health resources; housing, utility, food, and employment assistance; and suicide and crisis interventions, United Way, <https://unitedwaysem.org/get-help>.
- Common Ground’s Resource & Crisis Helpline is available 24/7 – call or text 800-231-1127.
- The 988 Suicide and Crisis Lifeline provides 24/7 confidential support for people who are suicidal or in emotional distress, or who know someone who is. Calls and text messages to 988 route to a 988 Suicide and Crisis Lifeline call center. Pressing 1 after dialing 988 will connect to the Veterans Crisis Lifeline, www.fcc.gov/988Lifeline.
- National Domestic Violence Hotline, 800-799-7233, available 24/7.
- Veterans Crisis Line, 800-273-8255, press 1, or text 838255.

Submit community events online at <https://bit.ly/40a2iAm>.

Speed Dating with Books

 print book

 eBook

 large print

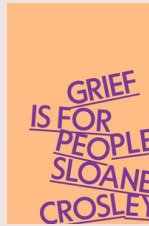
 audiobook

 eAudiobook

Emily T.

Community
Engagement
Librarian

**West Bloomfield
Twp Library**



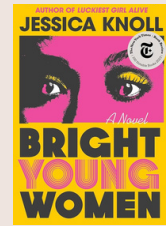
Grief is for People
Sloane Crosley



The Paris Library
Janet S. Charles



Swans of Fifth Avenue
Melanie Benjamin



Bright Young Wo...
Jessica Knoll



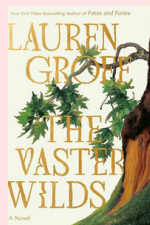
Rabbit Heart
Kristine S. Ervin

Notes:

Jolie P.

Adult Services
Librarian

**West Bloomfield
Twp Library**



The Vaster Wilds
Lauren Goff



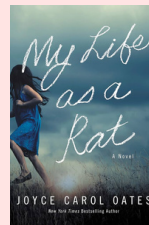
Girls & Their Mon...
Audrey Clare Farley



Marsh King's Da...
Karen Dionne



Leftover Woman
Jean Kwok



My Life as a Rat
Joyce Carol Oates

Notes:

Theresa M.

Adult Services
Librarian

**West Bloomfield
Twp Library**



One Italian Sum...
Rebecca Serle



Last Chance Li...
Freya Sampson



Beekeeper of...
Christy Leferti



Earth's the Right...
Elizabeth Berg



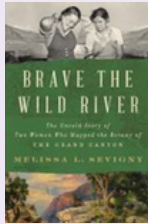
My Name is Barbra
Barbra Streisand

Notes:

Chelsie G.

Adult Services Librarian

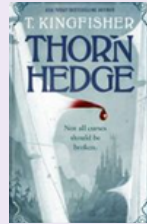
West Bloomfield Twp Library



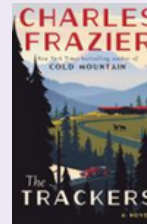
Brave the Wild...
Melissa Sevigny



Mother-Daughter...
Nina Simon



Thornhedge
T. Kingfisher



The Trackers
Charles Frazier



The Postcard
Anne Berest



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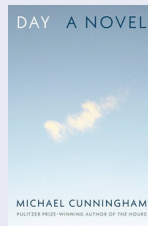
Drew H.

Adult Services Librarian

Bloomfield Twp Public Library



Babel
RF Kuang



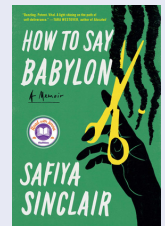
Day
M Cunningham



Chain-Gang All...
NK Adjei-Brenyah



Romantic Com...
Curtis Sittenfeld



How to Say Ba...
Safiya Sinclair

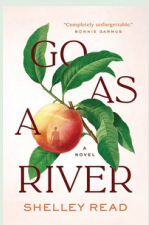


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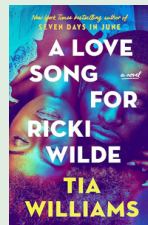
Jaclyn M.

Associate Director

Baldwin Public Library



Go as a River
Shelley Read



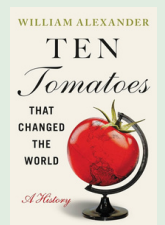
Love Song for R...
Tia Williams



The Measure
Nikki Erlick



Hang the Moon
Jeannette Walls



Ten Tomatoes...
William Alexander



Notes:

Other Notes:

Birmingham-Bloomfield EAGLE

Also Serving Beverly Hills, Bingham Farms and Franklin

April 17, 2024 | Vol. 22, No. 8

Bloomfield Township
Public Library MeLCat Clerk
Peter Banks checks out
a reserved book from the
Michigan eLibrary catalog
for Bloomfield Township
resident Harriet Sherman.

Photo by Patricia O'Blenes

DISCOVER
FREE
Enjoy a Fine-Free
Library Experience

Welcome to a new chapter at
Bloomfield Township Public Library!
To make the Library more accessible and
inclusive, we are no longer charging overdue
fines. Replacement is free for our members.



Bloomfield Township library eliminates fines for overdue materials

BY MARY BETH ALMOND
malmond@candnews.com

BLOOMFIELD TOWNSHIP — When life gets busy, local library patrons now have one less thing to worry about when their library materials turn up overdue.

The Bloomfield Township library is the latest in Oakland County to join the statewide and nationwide trend of going “fine free,” ceasing or limiting overdue library material fines.

“Right now, only about 36% of public libraries in the country are still charging overdue fines, and nearly half of the public libraries in Michigan have eliminated fines, so we are definitely riding a trend here,” said Bloomfield Township Library Director Tera Moon.

Michigan has 397 public library systems, 391 of which reported to the state in the most recent annual report due by Feb. 1, according to Joe Hamlin, library data and state aid/penal fines coordinator for the Library of Michigan. Of the 391 systems that reported,

See FINES on page 19A

Fines

from page 1A

226 said they don't collect fines on print materials from patrons, while 186 systems said they don't collect fines for non-print materials.

Hamlin said the Library of Michigan started tracking fine behavior years ago.

"In 2020, 15% of libraries had gone fine free, and then we had the pandemic in 2022 and we were at 44% who went fine free. Now, we're at 57%, so we've slowed down, but we are still moving in that direction of fine free," he said.

Library fines, Hamlin said, aren't changing behavior.

"It doesn't work. Libraries that are charging fines aren't seeing any difference in how often their materials come back while charging an overdue fine versus not charging an overdue fine. Another thing that has come back is the cost of collecting the fine in some cases will outweigh the fine itself. So if you have a 50 cent fine, how much staff time is going to collect 50 cents? And in most cases, it's way more than 50 cents-worth of pay. I also think a lot of libraries are looking to remove barriers to service, and fines can be a barrier," he added.

On April 1, the Bloomfield Township Public Library eliminated its overdue fines for books, DVDs, and other materials that are returned after their due date, also waiving existing overdue fine balances from patron accounts.

"We think that this makes the library more inclusive because it removes that barrier of overdue fines," said Moon. "It might be that somebody simply can't afford to pay the fine, and therefore, if they have a fine, that might shut them out from the library, or it might just be an inconvenience that makes people not want to use the library. We're hoping that this makes the library a

more attractive, inclusive, convenient place for the whole community."

The change, according to Moon, will have a minimal impact on the library's budget, as overdue fines have accounted for 0.02% of revenues in recent years.

Many libraries nationwide that have eliminated overdue fines have reported either a negligible or even positive impact on the rate of items being returned on time, with more patrons returning items promptly, compared to when overdue fees were in place.

"Libraries that have made this move have found that return rates remain the same or even better. That has been a major concern that people are worried about, that popular items won't get returned on time and that it will increase hold times, but the research shows that people are more likely to return an item if they know they aren't going to have to pay that overdue fine," Moon said.

But going fine free doesn't mean there's no responsibility for library patrons.

"Fine free doesn't mean consequence-free. People will still be charged if they never return an item. ... We really want the item back. There are a lot of chances and a lot of notices that we are going to send to patrons to try to get those items back," said Moon.

Those who decide not to return an item or who keep something well beyond their due date will continue to be charged a replacement fee for lost or damaged books and materials. Patrons with \$15 or more in fees on their account will not be able to borrow any more items until overdue items are returned or the fees are paid.

The Baldwin Public Library in Birmingham made the move to go fine free in 2021.

For more information about the Bloomfield Township Public Library, call (248) 642-5800 or visit www.btpl.org.

Call Staff Writer Mary Beth Almond at (586) 498-1060.

Birmingham Village Players to take audiences to 'The Prom'

BY MARY GENSON
mgenson@candgnews.com

BIRMINGHAM — Birmingham Village Players will be performing "The Prom," by Bob Martin and Chad Beguelin, May 3-19.

In "The Prom," Emma, a small-town high school student, dreams of taking her girlfriend to senior prom, but the

school's homophobic PTA gets in the way. Her story shows up on Twitter and catches the eye of four Broadway stars who see an opportunity to rehabilitate their images as celebrity activists.

Two of the Birmingham Village Players actors who play these narcissistic Broadway has-beens are Kendall Doman, in the role of Dee Dee Allen, and Jamie Richards, in the role of Barry Glickman.

Doman said one of the things that drew her to the show was the soundtrack.

"I fell in love with the music," Doman said. "There's not a bad song in the show, in my opinion. Some are fast; some are slow, but they all catch you."

Doman said she likes how the messages in the show can resonate with people. Many people can relate to wanting to

See THE PROM on page 21A



Photo by Paul Manolan Photography

Dee Dee Allen, played by Kendall Doman, and Barry Glickman, played by Jamie Richards, will be in "The Prom" at the Birmingham Village Players.

The Prom

from page 11A

be accepted and included as a teenager.

While the tone of the musical is bright and comedic, it addresses heavy topics, such as homophobia.

"It is this really hysterical comedy that also has the most beautiful message to it, and it delivers that message in a fun and funny way," Richards said.

One of Richard's favorite parts of the play is "Tonight Belongs to You," which Barry performs alongside the cast as they get Emma ready for prom.

"This show is so well written. I just love saying these lines. I love saying these words and, hopefully, the audience will like Barry as much as I like Barry," Richards said.

Richards is returning to the Birmingham Village Players after years away and shared how fun this experience has been.

"This has been very fun and enjoyable, and I am very glad that I did it," Richards said.

This show was made possible with the support of Birmingham Village Players' Red Carpet Sponsor of the Season Ameritax Plus of Berkley.

Performances will be held at 8 p.m. on Friday and Saturday nights, May 3-4, 10-11 and 17-18, and at 2 p.m. Sundays May 5, 12 and 19. Tickets can be reserved for \$25, which includes the ticketing fee. To purchase tickets, call the box office at (248) 644-2075 or visit the website birminghamvillageplayers.com.

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

Michigan Builds Website of Resources to Teach Media Literacy

A website created by state and university partners in Michigan offers free interactive content, games and videos to teach students about media, news, and differences between fact and opinion.

Published May 1, 2024 | Aaron Gifford

<https://www.govtech.com/education/k-12/michigan-builds-website-of-resources-to-teach-media-literacy>



Shutterstock

Most students have probably heard the term “fake news” by now, but do they really know what it means?

To teach children how to discern truth from fiction, and to educate them on a topic they may not have learned about before, the Library of Michigan has launched a free resource, “[Wonder Media](#),” the state’s Department of Education announced recently.

A collaboration between Western Michigan University (WMU), the Kalamazoo Valley Museum and the Library of Michigan, the website provides an interactive toolkit that allows users to learn about media and news literacy by exploring the topics of daily media use, the history of media, media as a business, the construction of social media posts, and how algorithms work, according to a recent [news release](#).

The target audience is students between the ages of 11 and 14, though some of the site's games, videos and lessons are suitable for 10-year-olds. The main goal is to provide users the ability to understand varying forms electronic and print media, why people use them, how people use them, and how to analyze news stories and determine their credibility and accuracy, the news release said.

"The Library of Michigan is proud to be a part of a project that combats the spread of misinformation online," State Librarian Randy Riley said in a public statement. "Public library staff, now more than ever, need tools and resources to create meaningful and important programming to do so, and it is very exciting to know this toolkit is available."

These online and interactive materials originated as a temporary exhibit at the Kalamazoo Valley Library. State library and WMU employees were so impressed by it that they decided to make it a permanent resource that anyone in the world can access, Cathy Lancaster, Library of Michigan youth services coordinator, told *Government Technology* on Tuesday.

"We assume they [site users] are starting with a blank slate where they don't know how to trust the timeline of the news source," Lancaster said. "Digital media, especially social media, comes at them so much faster now. It's important that they learn how to recognize where that information is coming from."

The site is brand agnostic and nonpolitical. It identifies the largest media conglomerates, but it does not endorse any news publications, social media platforms or companies.

On the "Whack a Fact" game page, users select fact or opinion in 12 different slides. The questions range from, "the Detroit Lions are the hardest-working football team," to "pizza was invented more than 200 years ago in Italy," to "school days really have to be shorter than seven hours a day."

The "Same Message/Different Meaning" page on the site lists various responses to the question "What does the U.S. flag mean to you?" from a cross section of the United States. A college student notes that the flag, in connection with the National Anthem, says it means we value wars to achieve our freedoms. A middle-aged Columbian immigrant answered that the flag means liberty, opportunity and family. An elderly veteran says the flag represents a world standard for freedom and acceptance. A high school history teacher identifies it as an interesting experiment of weaving 50 states with 50 different identities into one country. An activist said it symbolizes hope but also covers up important history about the nation's justice system.

"This is very much needed," Lancaster said of the Wonder Media website. "There's a lot of talk about news and media literacy, but where else can you provide lessons and games in a fun and interesting way?"

State Superintendent Michael Rice said in a public statement that improving childhood literacy remains a top priority — that in addition to learning how to read, "our students also need to understand the different forms of news media and how to analyze media to determine accuracy and credibility."

The Daily News

Bills would require Michigan schools to have libraries, certified librarians

Published April 18, 2024 | Jon King

<https://www.ironmountaindailynews.com/news/local-news/2024/04/bills-would-require-michigan-schools-to-have-libraries-certified-librarians/>



MICHIGAN LIBRARY ADVOCACY Day was marked Tuesday at the state Capitol in Lansing

A package of bills that would require a library and certified librarian in every Michigan public school got its first hearing Tuesday.

Introduced last month by state Sens. Darrin Camilleri, D-Trenton, and Rosemary Bayer, D-West Bloomfield, the bills came before the Senate Education Committee and were met with a mostly positive reception.

Camilleri opened up the testimony by noting he had been working on the bill package for six years and was grateful it was finally getting a hearing.

"I remember the school library being one of the best parts of being a student, especially in elementary school, but even in high school as well, where I could pull out a book, talk about it with my librarian and explore a new idea or a new concept or just read something for fun," said Camilleri. "And there are far too many situations where students don't have those opportunities

anymore, where that love of learning is not fostered in that space and we need to do something about it, which is why we're here today."

The three-bill package includes Senate Bills 741 and 742, both sponsored by Camilleri, that would require every school district in Michigan to offer a library that is accessible to students and offers resources in both electronic and print form, while also employing at least one certified school librarian, with varying requirements depending on enrollment numbers.

Senate Bill 743, sponsored by Bayer, would require a principal or other appropriate administrator to designate an individual to supervise students in a school library when a certified media specialist is not present.

Camilleri said his awareness of this issue began when he was a high school teacher in southwest Detroit, and was shocked to find that the school did not have a library where students could go to check out books.

"They had a room with computers, but not a single book was in that room," he said. "Before that, I thought every school had a library, that was a given. But as I would continue to look into this issue more deeply in the years that followed, I came to find how common this is becoming in schools across our state, especially with the proliferation of the internet and digital resources, school libraries are increasingly being seen as an afterthought."

Camilleri said the argument that school libraries no longer have relevance in the internet age is completely missing the point.

"In my opinion, the exact opposite is true. You need to have those materials in front of our students now more than ever," he argued, adding that with a certified full-time librarian, students would also have the opportunity to learn research skills, have a safe space to learn and hopefully develop a lifelong love of reading.

Camilleri said less than 10% of Michigan schools that have school libraries are staffed by a certified full-time school librarian.

"And our reading scores remain low. It's another piece here that's so important. This is an equity issue," he said. "If you want to help improve literacy outcomes, we need to help all students have the resources they need to succeed, including grade level aligned texts and knowledgeable accessible school librarians.

Bayer added that now more than ever there is a need for students to learn how to properly access information and know where to find quality sources.

"In addition to books, we have this whole world of sometimes misleading, just plain wrong information and we need some help and our kids need some help," she said.

"How do we navigate that? How do we make sure that they know how to see what it is, understand what it is they're really seeing?"

While various members shared fond memories of their experiences in school libraries, state Sen. Ruth Johnson, R-Holly, did express concern about how such a mandate might affect small, more rural districts.

To that point, Camilleri said that one of the challenges he has faced in crafting the bills is that there isn't definitive data about which schools offer school libraries, and which ones have fully certified school librarians staffing them. However, he did note that the bills have different implementation standards depending on population requirements.

Schools with fewer than 300 pupils, at least one half-time certified school librarian would be required, while a school with between 300 and 1,499 pupils would need at least one full-time certified school librarian. Those schools with 1,500 or more pupils, meanwhile, would require at least two full-time certified school librarians. However, schools with fewer than 51 students could obtain a waiver from the Michigan Department of Education to opt out of the requirements altogether.

Other issues raised concerned the potential cost of implementing the bills. An analysis from the nonpartisan Senate Fiscal Agency determined that the bills could cost school districts across the state as much as \$403.7 million per year, although those costs could be lower depending on what applicable resources districts were already budgeting for.

"When we are at times of extreme economic downturn, I'm concerned about putting a mandate in that will then force schools to cut teacher salaries, cut transportation, and have the library held whole," said Sen. Kristen McDonald Rivet, D-Bay City. *"So when we have to make really tough choices, are there ways that we don't lose teachers in order to have a staff library? I don't love that choice, but it is a reality that at some point in time we are likely to get into that situation again."*

Camilleri said that at least a portion of the funding would hopefully come directly from the state, noting that the proposed budget reported Tuesday morning out of the Pre-K-12 Appropriations Subcommittee invested \$25 million in school libraries.

"Is there a need for more? Absolutely," he said, adding that they hoped to talk with school districts already meeting the standards and figuring out how to build those costs into their budgets.

Another issue discussed was the capacity to hire enough certified school librarians. Committee Chair Dayna Polehanki, D-Livonia, a public school teacher for more than 20 years, said there was only one Michigan educational prep institution offering a media endorsement course for certified teachers and it only had about 20 openings each year.

"So there may be a necessity to move the implementation date ahead a little bit just in order to accommodate the ramping up that's going to be needed to see this to fruition," she said.

"We're open to all creative solutions to get this bill passed," replied Camilleri, who also indicated he was flexible in potentially adding into the legislation the ability of some districts to share certified librarians.

Also testifying in favor of the bills was Kathy Lester, the immediate past president of the Michigan Association of School Libraries, who said approximately 49% of Michigan schools have no library staff, while Michigan is ranked 46th in the nation in terms of the ratio of students to certified school librarians.

"This correlates very closely with our low literacy achievement scores," she said, calling it a matter of equal access for students.

Amy O'Brien, a parent and former substitute teacher living in Wayne County's Van Buren School District assisted in the Belleville High School Media Center last year, after their full-time librarian had left just before the COVID-19 pandemic and was not replaced.

"Being a substitute in the library gave me a broader perspective than what I had had as a parent," she told the committee. "A school library is a safe space. It doesn't expect a student to be in a certain learning group or functioning at a certain academic level. It meets our children where they are at, no exceptions."

However, the library was only open when she was present on Tuesdays and Thursdays, and because she wasn't a certified school librarian, she wasn't able to give the staff or students the full support that they would have if she had been, including expertise in the selection of resources, as well as teaching lessons on information literacy and integrated technology.

"I believe that all parents want their children to have a complete and equitable academic base for their studies," O'Brien said. "That includes having a fully staffed library with a certified librarian in every school from kindergarten through 12th grade. The teaching and support that certified librarians provide should not be abandoned. Student success depends on it."

Michigan Advance is part of States Newsroom, a national 501(c)(3) nonprofit. For more, go to <https://michiganadvance.com/>.

Digital reading soars in Seattle, creating problems for local libraries

Published April 23, 2024

<https://www.kuow.org/stories/digital-reading-soars-in-seattle-creating-problems-for-local-libraries>



Patrons are shown inside the Seattle Public Library Central branch on Thursday, Jan. 2, 2020, on Fourth Avenue in Seattle. KUOW Photo / Megan Farmer

The Seattle region loves to read. The city is one of just two UNESCO cities of literature in the country.

"We just have voracious readers in Seattle," said Elena Gutierrez, collection services manager at Seattle Public Library.

In the past four years, reading in the city has also shifted away from print books and toward digital options, like e-books and e-audiobooks.

Seattle Public Library is [number eight in the world](#) when it comes to digital checkouts from Overdrive, a global distributor of digital books and makers of the Libby app. King County Library System is [third](#). Seattle is the only metro area that appears on the list twice.

Digital reading is convenient — no print book to drag around. It also makes stories and information more accessible for many with disabilities, including dyslexia and vision impairment.

But the increasing demand for digital books is causing problems for local libraries. Last month, SPL announced it was [reducing the number of digital holds](#) patrons can place from 25 down to 10.

The reason: Digital books are extremely expensive for libraries, even though they're generally cheaper than print books for an individual consumer.

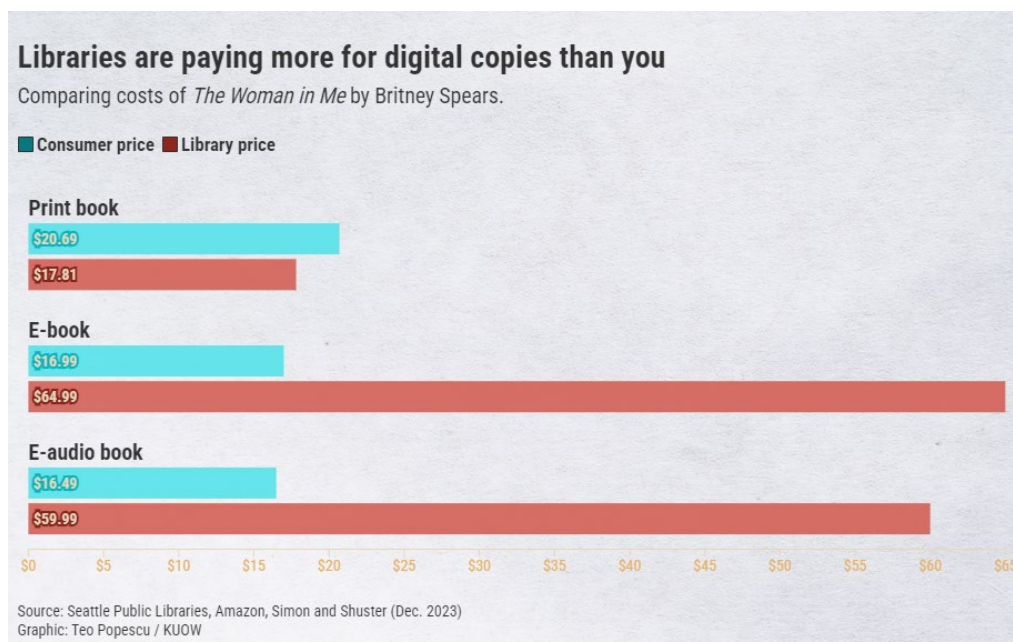
"I've seen three to 10 times as much charged to a library for the same exact material," said Kyle Courtney, the director of copyright information policy at Harvard Library. Courtney is also a founder of the [eBook Study Group](#), a nonprofit working to make digital materials more affordable for libraries across the country.

Gutierrez pointed to Britney Spears' 2023 memoir "The Woman In Me" as a prime example of the budget challenges that e-books pose. SPL paid the book's publisher \$17.81 for each physical copy it bought, a few dollars cheaper than what an individual would pay in a bookstore.

Electronic copies were a totally different story. The e-book and e-audiobook are about \$17 for a consumer, but the library paid more than three times that price: \$64.99 for an e-book and \$59.99 for a digital audiobook.

Combine the increasing demand for digital books and the higher prices, and things add up quickly.

"In total, the library's physical copies at one point were \$2,500 that we had invested," Gutierrez said. "But the digital copies cost us \$35,000."



That price tag is only the start of the story. Publishers largely don't allow libraries to own digital books outright — they have to license them for a set period of time or a set number of checkouts.

In the case of "The Woman In Me," each copy is only rented to the library for two years, then they have to pay again to keep using it.

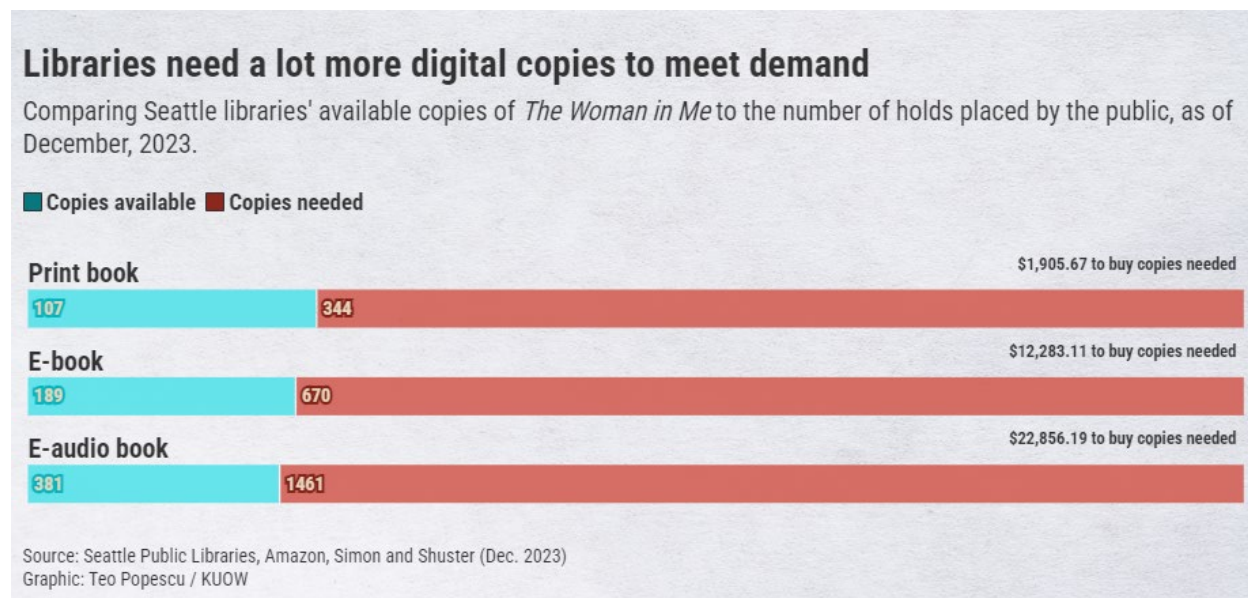
"It's like throwing money directly out a window," Courtney said.

It's a challenge that library systems across the country are struggling with, from small local organizations to the nation's biggest research institutions.

"My fear is that e-book licenses as they currently are turn libraries into Netflix and Hulu. We don't own anything. We have to continually pay for it and can go away at a moment's notice," Courtney said. "That idea of, 'last day to see this series,' right? You see that on Netflix and Hulu all the time. It's literally what's happening to our collections libraries. They're disappearing unless we pay more."

Seattle Public Library buys new digital books for one of two reasons: First, when a new book is published. And second, when there's high demand for a given title. One of the library's goals is to keep hold waits down.

As of publishing, the e-book title with the longest hold line was "The Heaven & Earth Grocery Store" by James McBride. SPL has licenses for 300 copies, but more than 2,000 patrons had the book on hold. It would take someone joining the list roughly three months to get a copy.



By reducing the number of holds each patron can place, the library is essentially asking readers to be more choosy about which books to get in line for. Gutierrez said it's already having an impact on their budget.

"We have reduced the costs for holds by a significant amount," she said. That means the library can put that money toward other titles.

"We want depth and breadth to the collection. We want to be able to offer a variety of titles and not just feed the best sellers," Gutierrez said. "So, this allows us to have funds redistributed also to acquire new content rather than have hundreds of copies of fewer titles."

While adjusting policies may offer short-term relief, Courtney said the larger issue of e-book licensing isn't likely to change without intervention.

He's working with states across the country to introduce legislation that would use existing consumer protection and contract laws to bring costs down. It would work in a similar way to net neutrality laws that prevent internet service providers from giving certain online activities or sites preferential treatment.

"We're saying, 'Dear publishers, you want to do business in this state? Whatever state adopts this particular law? Well, we have millions and millions of dollars, so the contract needs to be reflective of the library mission and include these terms or forbid these terms,'" Courtney said.

The Washington Library Association has drafted a bill in partnership with the eBook Study Group and is hoping to introduce it during next year's legislative session. A spokesperson for the group said they've started having preliminary discussions with state lawmakers on the issue.

In the meantime, local libraries offer lists of books that are available to check out with no wait through the e-book and audiobook app [Libby](#). And many local libraries, including Seattle Public Library and the King County Library System, offer [cross-system access](#) for Washington residents looking for their next read.

BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

Baldwin Public Library Trust Meeting

Delos Board Room

Monday, May 20, 2024

Immediately following regular Board meeting

Agenda

Call to order and establishment of a quorum

I. General Public Comment Period

The Library Board values public meetings and welcomes your comments on Library issues. The Board respectfully asks that comments be made as concisely as possible. We welcome your comments but will not debate items not on the agenda. The maximum time for individual speakers should not exceed three minutes.

II. Consent Agenda

All items on the consent agenda are considered routine and will be enacted by one motion and approved by a roll call vote. There will be no discussion of these items unless a board member or a citizen so requests, in which case the item will be removed from the general order of business and considered as the last item under new business.

- A. Approval of the April 15, 2024 minutes p. 94
- B. Acceptance of the April 2024 receipts of \$1,090.34 p. 104
- C. Approval of the April 2024 disbursements of \$21,286.66 p. 105

III. New and Miscellaneous Business

- A. Transfer of money from Endowment funds for current expenditure p. 97
Suggested motion: To transfer \$ \$58,897.97 from the Baldwin Public Library's Trust Endowment Funds, an amount that has been calculated according to the formula contained in the Baldwin Public Library's Trust Investment Policy. The \$58,897.97 transferred into money market and checking accounts will be spent in accordance with the various guidelines established when the individual Endowment funds were established, and in cases where there was no specific designation, in a manner consistent with the financial policies of the Library and in furtherance of the mission of the Baldwin Public Library.

IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, June 24, 2024.

Motion: To adjourn the May 20, 2024 Trust Meeting.

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

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



**BALDWIN LIBRARY BOARD MINUTES,
TRUST MEETING
April 15, 2024**

1. Call to Order

The meeting was called to order by President Karen Rock at 9:01 p.m.

Library Board present: Wendy Friedman, Melissa Mark, Frank Pisano, Karen Rock, Danielle Rumble, Jennifer Wheeler, and Student Representative Kate Walter.

Absent and excused: None.

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

Friends of the Library Liaison present: None.

Contract community representatives present: None.

Members of the public present: One, via Zoom.

1. General Public Comment Period: None.

2. Consent Agenda

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

A. Approval of the March 18, 2024 minutes

B. Acceptance of the March 2024 receipts of \$6,724.87

C. Approval of the March 2024 disbursements of \$25,287.31

1st Rumble

2nd Wheeler

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. New and Miscellaneous Business: Pisano shared a quarterly market update on the Trust's investments.

4. Adjournment:

Motion: To adjourn the meeting.

1st Wheeler

2nd Friedman

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 9:06 p.m. The next Trust Meeting will be held on Monday, May 20, 2024, following the regular meeting in the Delos Board Room.

Melissa Mark, Secretary

Date

DRAFT

Baldwin Public Library Trust: April 2024

April receipts totaled \$1,090.34. April disbursements totaled \$21,286.66.

The current value of the Trust is \$2,242,380.07, divided up in the following way:

	June 2023 - EOY	April 2024
Total endowment investments*	\$ 1,062,322.97	\$ 1,148,291.74
Endowment funds distributed for use	\$ 202,855.49	\$ 167,636.60
<hr/> Total endowment funds	<hr/> \$ 1,265,178.46	<hr/> \$ 1,315,928.34
 General spendable funds	 \$ 382,420.94	 \$ 487,379.62
Van Dragt fund	\$ 63,450.66	\$ 16,812.89
Building fund	\$ 334,358.33	\$ 367,298.69
Restricted funds**	\$ 49,360.61	\$ 30,236.99
Naming rights for Rotary Tribute Room	\$ 9,337.89	\$ 9,337.89
Naming rights for Burnett Reference Desk	\$ 9,385.65	\$ 9,385.65
Naming rights for Thal Reference Desk	\$ 6,000.00	\$ 6,000.00
<hr/> Total non-endowment funds	<hr/> \$ 854,314.08	<hr/> \$ 926,451.73
 Total endowment funds	 \$ 1,265,178.46	 \$ 1,315,928.34
Total non-endowment funds	\$ 854,314.08	\$ 926,451.73
<hr/> Total of all Trust funds	<hr/> \$ 2,119,492.54	<hr/> \$ 2,242,380.07

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

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

As of April 30, the amount of money in the Trust that is undesignated stands at \$913,738.20

Calculation of Potential Spending from Baldwin Public Library Trust Endowment Funds at 4/30/2024

Weighted Value of Endowment Market Value over Five-Year Period:						Totals
Date	4/30/2020	4/30/2021	4/30/2022	4/30/2023	4/30/2024	
Value at April 30 of Year	\$1,038,566.95	\$1,413,888.97	\$1,176,298.93	\$1,094,969.14	\$1,148,291.74	
Adjustments for Donations to Endowments:						
(Add Gifts to Prior Years' Market Values)						
4/30/2021	\$28,890.30					
4/30/2022	\$1,713.70	\$1,713.70				
4/30/2023	\$10,183.06	\$10,183.06	\$10,183.06			
4/30/2024	\$900.00	\$900.00	\$900.00	\$900.00		
Adjusted Values	\$1,080,254.01	\$1,426,685.73	\$1,187,381.99	\$1,095,869.14	\$1,148,291.74	
Weight per Year	10%	15%	20%	25%	30%	100%
Weighted Values	\$108,025.40	\$214,002.86	\$237,476.40	\$273,967.29	\$344,487.52	\$1,177,959.47
Calculated Maximum Possible Withdrawal (5% of Weighted Value of Endowment Market Value)						\$58,897.97
Principal of Endowments						\$878,197.04
"Principal of Endowments" Plus 5%						\$922,106.89
Value of Endowment Funds on 4/30/2024						\$1,148,291.74
Less Maximum Possible Withdrawal						\$58,897.97
Value of Endowment Funds on 4/30/2023 after Maximum Possible Withdrawal						\$1,089,393.77
Since the calculated maximum withdrawal will still leave the endowment value above the principal plus 5%, it is permissible.						
Recommended Withdrawal from the Endowment						\$58,897.97
From the Baldwin Public Library Trust Investment Policy, last updated on 05-15-23: "It is the policy of BPLT to approve the transfer of up to 5% of its Endowment market value (so long as such transfer will not reduce the endowment below its principal amount plus 5%) at the end of each April for the following year, using a trailing five year weighted average. Such transferred funds may be used by the Library Director, consistent with the financial policies of the Library, throughout BPL's fiscal year on expenses which further BPL's mission to provide a first class library to its users. In calculating weighted average market values, the earliest market value will be given a 10 percent weighting, the second market value a 15 percent weighting, the third market value a 20 percent weighting, the fourth market value a 25 percent weighting, and the latest a 30 percent weighting. Any gifts or additional deposits received during the latest valuation year will be added to the prior four years' market values in order to be given full weight in the payout calculation."						

**BALDWIN PUBLIC LIBRARY TRUST
FISCAL 2023/24
ENDOWMENT INTEREST ALLOCATION**

<u>NAME</u>	<u>PURPOSE</u>	<u>VALUE AS OF</u> <u>APRIL 30 2024</u>	<u>% OF VALUE</u>
			\$ 58,897.97
			0.0512918
Frances Balfour	Adult Reading	\$ 13,452.45	\$ 690.00
Gladys E. Brooks	Large Print Books/Senior Citizens	\$ 55,743.34	\$ 2,859.18
Jane Cameron	Adult Programs/Writers Live	\$ 88,356.10	\$ 4,531.94
Jane Martin Clark	Baldwin Public Library	\$ 6,726.22	\$ 345.00
Jan Coil	Baldwin Public Library	\$ 14,002.12	\$ 718.19
Aubrey & Grace Flood	Youth Services	\$ 6,726.22	\$ 345.00
Paul R. Francis	Staff Appreciation	\$ 12,650.97	\$ 648.89
Friends of the Library	Library Collections	\$ 43,048.11	\$ 2,208.02
Priscilla Goodell	Baldwin Public Library	\$ 152,979.11	\$ 7,846.58
Emmelene Hornac	Youth Services & Adult Reading	\$ 67,262.28	\$ 3,450.00
H. G. Johnston	Reference Collection	\$ 8,491.09	\$ 435.52
Bob & Jean Kelly	Youth Services Programs	\$ 13,533.25	\$ 694.14
William Kernan, Jr.	Library Collections	\$ 33,631.17	\$ 1,725.00
Merle L. Roninger	Reference Collection	\$ 337,428.53	\$ 17,307.32
Rosso Family Foundation	Baldwin Public Library	\$ 13,452.47	\$ 690.00
Marion G. Sweeney	Youth Services	\$ 14,691.28	\$ 753.54
Stephen Vartanian	Audio Visual Material	\$ 13,452.47	\$ 690.00
Clarice G. Taylor	Professional Development	\$ 82,712.96	\$ 4,242.50
Eric & Julie Gheen	Adult Reading Print Books	\$ 12,629.39	\$ 647.78
Ileane Thal	Baldwin Public Library	\$ 48,372.68	\$ 2,481.12
Judith Nix	Youth & Adult Programs	\$ 18,675.01	\$ 957.88
MAF-Rae Dumke	Architecture Books	\$ 12,674.86	\$ 650.12
Linne Underdown Hage Forester	Professional Development	\$ 36,666.83	\$ 1,880.71
Richard & Mary Henne Book Fund	Adult Reading Books	\$ 10,366.77	\$ 531.73
Douglas R. Koschik	Building Improvements	\$ 19,202.61	\$ 984.94
Jerry Dreer	General and Staff Appreciation	\$ 11,363.46	\$ 582.85
		\$ 1,148,291.75	\$ 58,897.97
General			
Jane Martin Clark		\$ 6,726.22	\$ 345.00
Jan Coil		\$ 14,002.12	\$ 718.19
Priscilla Goodell		\$ 152,979.11	\$ 7,846.58
Rosso Family Foundation		\$ 13,452.47	\$ 690.00
Ileane Thal		\$ 48,372.68	\$ 2,481.12
Jerry Dreer		\$ 5,681.73	\$ 291.43
			\$ 12,372.32
Staff Appreciation			
Paul R. Francis		\$ 12,650.97	\$ 648.89
Jerry Dreer		\$ 5,681.73	\$ 291.43
			\$ 940.32
Adult Department			
Frances Balfour		\$ 13,452.45	\$ 690.00
Friends of the Library		\$ 21,524.06	\$ 1,104.01
Eric & Julie Gheen		\$ 12,629.39	\$ 647.78
Richard & Mary Henne		\$ 10,366.77	\$ 531.73
Emmelene Hornac		\$ 33,631.14	\$ 1,725.00
William Kernan, Jr.		\$ 16,815.59	\$ 862.50
			\$ 5,561.03
Adult Large Print - Gladys E. Brooks			
		\$ 55,743.34	\$ 2,859.18
Adult Programs/Writers Live			
Jane Cameron		\$ 88,356.10	\$ 4,531.94
Judith Nix		\$ 9,337.51	\$ 478.94
			\$ 5,010.88
Adult AV - Stephen Vartanian			
		\$ 13,452.47	\$ 690.00

**BALDWIN PUBLIC LIBRARY TRUST
FISCAL 2023/24
ENDOWMENT INTEREST ALLOCATION**

Adult Reference		
H. G. Johnston	\$ 8,491.09	\$ 435.52
Merle L. Roninger	\$ 337,428.53	\$ 17,307.32
		<u>\$ 17,742.85</u>
Adult Architecture - MAF-Rae Dumke	\$ 12,674.86	\$ 650.12
Youth Department		
Aubrey & Grace Flood	\$ 6,726.22	\$ 345.00
Friends of the Library	\$ 21,524.06	\$ 1,104.01
Bob & Jean Kelly	\$ 13,533.25	\$ 694.14
Emmelene Hornac	\$ 33,631.14	\$ 1,725.00
William Kernan, Jr.	\$ 16,815.59	\$ 862.50
Marion G. Sweeney	\$ 14,691.28	\$ 753.54
		<u>\$ 5,484.20</u>
Youth Programs - Judith Nix	\$ 9,337.51	\$ 478.94
Professional Development		
Clarice G. Taylor	\$ 82,712.96	\$ 4,242.50
Linne Underdown Hage Forester	\$ 36,666.83	\$ 1,880.71
		<u>\$ 6,123.21</u>
Building Fund - Douglas R. Koschik	\$ 19,202.61	\$ 984.94
Total	\$ 1,148,291.75	\$ 58,897.97

Baldwin Public Library Trust
Endowment Funds Portfolio Performance Benchmarks
As of April 30, 2024

<u>Index</u>	<u>2024: YTD</u>	<u>2023: Entire Year</u>
S&P 500-Equity Benchmark	5.57%	24.23%
U.S. Aggregate-Bond Benchmark	-2.06%	5.53%
Blended Return of Both Benchmarks* (S&P 500: 75% and U.S. Aggregate: 25%)	3.66%	19.57%
Baldwin Endowment Funds' Portfolio	1.57%	9.80%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-2.09%	-9.76%

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

As of April 2020, this report was renamed "Endowment Funds Portfolio Performance Benchmarks," instead of "Portfolio Performance Benchmarks." The new title is more accurate, for it states clearly that the comparison between benchmarks and the Baldwin Trust's performance pertains only to the BPL Trust Endowment Funds Account at Raymond James. It does not take into account the BPL Trust General Funds Account at Raymond James or the Trust's Huntington Bank checking and money market accounts. The breakdown of the Trust's various accounts is shown on the "Balances by Financial Institutions Report," which follows this report in the Board packet. As of April 30, 2024, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,162,123.74
Raymond James Building Mutual Funds Account	\$718,093.37
Huntington Bank Checking Account	\$3,724.02
Huntington Bank Money Market Account	<u>\$358,438.94</u>
Total	\$ 2,242,380.07

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

**BALDWIN PUBLIC LIBRARY TRUST
BALANCES BY FINANCIAL INSTITUTIONS
APRIL 30, 2024**

Investment and Cash Report										
	Prior Month Balance 03/31/24	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 04/30/24	
Huntington Bank Checking:										
Endowment Money	\$0.00	\$0.00	\$0.00	\$5,997.28	\$35,371.96	\$5,997.28			\$0.00	
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$7,207.86	\$46,637.77	\$7,207.86			\$0.00	
Restricted Funds	\$3,723.86	\$0.16	\$1.57	\$4,082.82	\$41,105.19	\$4,082.82			\$3,724.02	
Restricted Funds - Covid and MAF Idea Lab	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
Subtotal - Restricted Funds	\$3,723.86								\$3,724.02	
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$3,988.70	\$11,305.53	\$3,988.70			\$0.00	
TOTAL	\$3,723.86	\$0.16	\$1.57	\$21,276.66	\$134,420.45	\$21,276.66	\$0.00		\$3,724.02	
Huntington Bank Money Market:										
Endowment Budgeted Funds	\$175,139.77	\$0.00	\$153.07	\$0.00	\$0.00	\$0.00	(\$5,997.28)		\$169,142.49	
Endowment Investment Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Building Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Van Dragt Fund	\$24,020.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$7,207.86)		\$16,812.89	
Restricted Funds	\$39,549.04	\$0.00	\$21,980.00	\$0.00	\$0.00	\$0.00	(\$4,082.82)		\$35,466.22	
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$516.43	
Restricted Fund - Idea Lab MAF	(\$84.03)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		(\$84.03)	
General Spendable Funds	\$139,493.46	\$1,090.18	\$84,715.63	\$10.00	\$100.00	\$0.00	(\$3,988.70)		\$136,584.94	
TOTAL	\$378,635.42	\$1,090.18	\$106,848.70	\$10.00	\$100.00	\$0.00	(\$21,276.66)		\$358,438.94	
Raymond James & Associates:										
Endowment Fund Investments	\$1,198,557.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$51,320.75)	\$1,147,236.48	
Endowment Cash	\$16,394.41	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,507.15)	\$14,887.26	
Sub-total Endowment Funds	\$1,214,951.64	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$52,827.90)	\$1,162,123.74	
General Spendable Funds Cash	\$1,380.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.28	\$1,380.66	
General Spendable Mutual Funds	\$358,836.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$9,420.28)	\$349,416.05	
General Spendable Building Mutual Funds	\$377,101.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$9,804.78)	\$367,296.67	
Sub-total General Spendable Funds	\$737,318.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$19,224.78)	\$718,093.37	
TOTAL	\$1,952,269.79	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$72,052.68)	\$1,880,217.11	
Total All Funds	\$2,334,629.07	\$1,090.34	\$107,750.27	\$21,286.66	\$134,520.45	\$21,276.66	(\$21,276.66)	(\$72,052.68)	\$2,242,380.07	

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT BY INDIVIDUAL FUND
APRIL 30, 2024**

FUND NAME	PRINCIPAL AMOUNT OF FUND	PURPOSE	VALUE AS OF JULY 1, 2023	2023/24 DONATIONS	EARNINGS INCOME OUT	CHANGE IN VALUE	CURRENT VALUE OF ENDOWMENT INVESTMENTS
401 Frances Balfour	\$10,000.00	Adult Reading	\$12,483.77			\$968.68	\$13,452.45
402 Gladys E. Brooks	\$41,437.86	Large Print Books/Senior Citizens Programs	\$51,729.36			\$4,013.98	\$55,743.34
403 Jane Cameron	\$68,770.00	Baldwin Public Library	\$81,694.52			\$6,661.58	\$88,356.10
404 Jane Martin Clark	\$5,000.00	Baldwin Public Library	\$6,241.88			\$484.34	\$6,726.22
405 Jan Coil	\$10,500.00	Baldwin Public Library	\$12,985.01			\$1,017.11	\$14,002.12
406 Aubrey & Grace Flood	\$5,000.00	Youth Services	\$6,241.88			\$484.34	\$6,726.22
407 Paul R. Francis	\$10,000.00	Staff Appreciation	\$11,682.29			\$968.68	\$12,650.97
408 Friends of the Library	\$32,000.00	Library Collections	\$39,948.35			\$3,099.76	\$43,048.11
409 Priscilla Goodell	\$113,718.00	Baldwin Public Library	\$141,963.53			\$11,015.58	\$152,979.11
410 Emmelene Hornac	\$50,000.00	Youth Services & Adult Reading	\$62,418.91			\$4,843.38	\$67,262.28
411 H. G. Johnston	\$6,350.00	Reference Collection	\$7,875.98			\$615.11	\$8,491.09
412 Bob & Jean Kelly	\$10,508.00	Youth Services Programs	\$12,515.37			\$1,017.88	\$13,533.25
413 William Keman, Jr.	\$25,000.00	Library Collections	\$31,209.48			\$2,421.69	\$33,631.17
414 Merle L. Rominger	\$250,890.00	Reference Collection	\$313,125.44			\$24,303.09	\$337,428.53
415 Rosso Family Foundation	\$10,000.00	Baldwin Public Library	\$12,483.79			\$968.68	\$13,452.47
416 Marion G. Sweeney	\$11,400.00	Youth Services	\$13,286.99	\$300.00		\$1,104.29	\$14,691.28
417 Stephen Vartanian	\$10,000.00	Audio Visual Material	\$12,483.79			\$968.68	\$13,452.47
419 Clarice G. Taylor	\$59,852.76	Professional Development	\$76,915.18			\$5,797.79	\$82,712.96
421 Eric & Julie Gheen	\$10,000.00	Adult Reading Print Books	\$11,660.71			\$968.68	\$12,629.39
422 Ileana Thal	\$39,998.98	Baldwin Public Library	\$44,498.08			\$3,874.60	\$48,372.68
423 Judith Nix	\$15,207.48	Adult & Youth Programs	\$17,201.90			\$1,473.11	\$18,675.01
424 MAF-Rae Dumke	\$10,000.00	Architecture Books	\$11,706.18			\$968.68	\$12,674.86
425 Linne Underdown Hage Forester	\$33,909.96	Professional Development	\$32,782.06	\$600.00		\$3,284.77	\$36,666.83
426 Richard & Mary Henne Book Fund	\$10,000.00	Adult Reading Print Books	\$9,398.09			\$968.68	\$10,366.77
427 Douglas R. Koschik	\$18,554.00	Building Improvements	\$17,405.33			\$1,797.28	\$19,202.61
428 Gerald "Jerry" Dreer	\$10,100.00		\$10,385.10			\$978.36	\$11,363.46
	\$878,197.04		\$1,062,322.97	\$900.00	\$0.00	\$85,068.77	\$1,148,291.74

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
APRIL 30, 2024**

	Purpose	Prior Month Balance 03/31/24	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 04/30/24
Gift & Tribute Funds										
General Spendable Funds		\$499,708.28	\$1,090.18	\$84,715.63	\$3,998.70	\$11,405.53			(\$9,420.14)	\$487,379.62
Restricted Funds:										
Building Fund		\$377,103.33	\$0.00	\$0.00	\$0.00	\$0.00			(\$9,804.64)	\$367,298.69
Van Dragt Fund		\$24,020.75	\$0.00	\$0.00	\$7,207.86	\$46,637.77				\$16,812.89
Memorials/Tributes		\$9,568.66	\$0.16	\$351.57	\$40.11	\$203.83				\$9,528.71
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Restricted Fund - Idea Lab MAF		(\$84.03)	\$0.00	\$0.00	\$0.00	\$2,084.03				(\$84.03)
Friends	Adult Services Programs	\$10,237.51	\$0.00	\$7,750.00	\$1,529.02	\$10,678.17				\$8,708.49
	Young Adult Programs	\$1,946.09	\$0.00	\$4,300.00	\$425.63	\$5,948.57				\$1,520.46
	Youth Services Programs	\$3,112.07	\$0.00	\$1,980.00	\$466.01	\$5,559.05				\$2,646.06
	Idea Lab Program Supplies	\$1,569.20	\$0.00	\$3,000.00	\$1,622.05	\$9,802.33				(\$52.85)
	Outreach & Equipment	\$7,453.72	\$0.00	\$4,600.00	\$0.00	\$6,829.21				\$7,453.72
	Sub-total Restricted	\$435,443.73	\$0.16	\$21,981.57	\$11,290.68	\$87,742.96	\$0.00	\$0.00	(\$9,804.64)	\$414,348.57
Rotary Room Fund	Naming Rights-Principal	\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
	Maintenance Funds	\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
Ileane Thal Reference Desk		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Miranda Burnett Reference Desk		\$9,385.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,385.65
Total Gift and Tribute Funds		\$959,875.55	\$1,090.34	\$106,697.20	\$15,289.38	\$99,148.49	\$0.00	\$0.00	(\$19,224.78)	\$926,451.73
Endowment Funds										
Endowment Budgeted Funds	General Funds	\$62,658.52	\$0.00	\$128.07	\$3,598.63	\$17,973.51				\$59,059.89
	Adult Large Print	\$371.75	\$0.00	\$0.00	\$0.00	\$2,320.41				\$371.75
	Adult Services Department	\$28,789.07	\$0.00	\$0.00	\$0.00	\$2,390.07				\$28,789.07
	Adult Audio Visual	\$71.49	\$0.00	\$0.00	\$0.00	\$634.02				\$71.49
	Adult Reference	\$31,427.21	\$0.00	\$0.00	\$0.00	\$2,475.20				\$31,427.21
	Adult Programs	\$21,475.50	\$0.00	\$0.00	\$1,059.49	\$1,059.49				\$20,416.01
	Architecture	\$3,801.47	\$0.00	\$0.00	\$0.00	\$0.00				\$3,801.47
	Youth Services Department	\$5,141.01	\$0.00	\$0.00	\$1,224.29	\$5,328.15				\$3,916.72
	Youth Programs (Nix)	\$662.60	\$0.00	\$0.00	\$59.87	\$331.12				\$602.73
	Professional Development	\$15,969.85	\$0.00	\$0.00	\$20.00	\$1,475.12				\$15,949.85
	Staff Appreciation	\$2,138.27	\$0.00	\$25.00	\$35.00	\$611.84				\$2,103.27
	Koschik Building Fund	\$1,127.14	\$0.00	\$0.00	\$0.00	\$773.03				\$1,127.14
	Sub-total	\$173,633.88	\$0.00	\$153.07	\$5,997.28	\$35,371.96	\$0.00	\$0.00	\$0.00	\$167,636.60
Total Endowment Investments	All Funds	\$1,201,119.64	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$52,827.90)	\$1,148,291.74
Total Endowment Funds		\$1,374,753.52	\$0.00	\$1,053.07	\$5,997.28	\$35,371.96	\$0.00	\$0.00	(\$52,827.90)	\$1,315,928.34
Total All Trust Funds		\$2,334,629.07	\$1,090.34	\$107,750.27	\$21,286.66	\$134,520.45	\$0.00	\$0.00	(\$72,052.68)	\$2,242,380.07

TRUST RECEIPTS
April-24

Trust Money Mkt General Funds:

Money Market Interest Income	<u>\$ 1,090.18</u>	<u>\$ 1,090.18</u>
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Friends of BPL:

- Adult Programs		
- Teen Programs		
- Youth Programs		
- Idea Lab Program Supplies		
- Outreach and Equipment		
	<u>\$</u>	<u>-</u>

Memorial/Book Fund:

Checking Account Interest	<u>\$ 0.16</u>	<u>\$ 0.16</u>
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Trust Money Mkt Endowment Fund:

	<u>\$</u>	<u>-</u>
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Total Receipts at Huntington Bank

	<u>\$ 1,090.34</u>	<u>\$ 1,090.34</u>
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Raymond James

		<u>\$0.00</u>
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Total Trust Receipts (Before Bank Fees)

	<u>\$1,090.34</u>	<u>\$1,090.34</u>
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Monthly Banking Fee on Money Market Account

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

	<u>\$1,080.34</u>	<u>\$1,080.34</u>
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Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
04/19/2024	LIBRY	6103	004604	GORDON FOOD	160.28
04/19/2024	LIBRY	6104	001090	INGRAM LIBRARY SERVICES	3,753.23
04/19/2024	LIBRY	6105	000795	LIBRARY DESIGN ASSOCIATES, INC.	1,385.00
04/19/2024	LIBRY	6106	009261	NICOLSON ASSOCIATES INC	1,455.00
04/19/2024	LIBRY	6107	000486	PLANTE & MORAN PLLC	3,925.00
04/19/2024	LIBRY	6108	000757	SCHOLASTIC INC	142.11
04/19/2024	LIBRY	6109	MISC	TARIQ LUTHUN	500.00
04/26/2024	LIBRY	6110	000843	BAKER & TAYLOR BOOKS	560.48
04/26/2024	LIBRY	6111	004867	BALDWIN PUBLIC LIBRARY TRUST	57.96
04/26/2024	LIBRY	6112	MISC	DIMITRI KAPATAIS	400.00
04/26/2024	LIBRY	6113	009315	FIRST NATIONAL BANK OF OMAHA	7,886.51
04/26/2024	LIBRY	6114	009315	VOID	0.00 V
04/26/2024	LIBRY	6115	009315	VOID	0.00 V
04/26/2024	LIBRY	6116	009315	VOID	0.00 V
04/26/2024	LIBRY	6117	001090	INGRAM LIBRARY SERVICES	551.09
04/26/2024	LIBRY	6118	MISC	IRENE MILLER	500.00

LIBRY TOTALS:

Total of 16 Checks:	21,276.66
Less 3 Void Checks:	0.00
Total of 13 Disbursements:	21,276.66