

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



# LIBRARY BOARD MEETING

JUNE 24, 2024

**Karen Rock**  
PRESIDENT

**Danielle Rumble**  
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**

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Term expires 2025

Finance Committee

**Mark, Melissa**  
**SECRETARY**

635 Puritan Ave.  
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Term expires 2025

Building Committee,  
Outreach Committee

**Friedman, Wendy**

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Term expires 2027

Outreach Committee

**Pisano, Frank**

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e-mail: frank.pisano@baldwinlib.org

Term expires 2025

Finance Committee,  
Building Committee

**Wheeler, Jennifer**

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Term expires 2027

Personnel Committee,  
Policy Committee

**Walter, Kate**  
**STUDENT REPRESENTATIVE**

e-mail: katewalter350@gmail.com

Term expires February 2025



LEARN. CONNECT. DISCOVER.

# AGENDA

# **Baldwin Public Library Board Meeting**

Monday, June 24, 2024 at 7:30 p.m.

Delos Board Room

## *Agenda*

The full Board packet is available online at [www.baldwinlib.org](http://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 May 20, 2024 Board Meeting Minutes p. 9
- B. Approval of May 2024 vendor payments in the amount of \$343,755.68, including payments in excess of \$75,000. p. 12
- C. Approval of total expenses in the amount of \$412,769.56 p. 17

### III. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Danielle Rumble) p. 59
- D. Upcoming events of interest (Jaclyn Miller) p. 90

IV. Board Committee Reports

A. Finance – Danielle Rumble

p. 16

**Suggested Board Action:** To approve the following amendments to the FY 2023-24 Budget and to transfer \$229,772 from the Library’s Trust Funds to the General Fund to ensure the Fund Balance minimum of \$125,000 is met.

p. 19

<b>REVENUES</b>		
271.0-000.000-402.0000	Birmingham Tax Revenue	-\$6,068
271.0-000.000-414.0000	Provision for Tax Loss	\$13,000
271.0-000.000-528.0000	Federal Grants	\$16,000
271.0-000.000-567.0000	State Grant	\$3,000
271.0-000.000-573.0002	Local Community Stabilization Authority	\$4,980
271.0-000.000-581.0001	Penal Fines – County	-\$15,000
271.0-000.000-591.0001	Beverly Hills Contract	\$25,113
271.0-000.000-647.0005	Sale of Items	-\$700
271.0-000.000-647.0006	Vending Machine Fees	\$1,200
271.0-000.000-651.0003	Room Rentals	\$7,000
271.0-000.000-619.0009	Proctor Fees	\$100
271.0-000.000-619.0010	Program Fees	-\$100
271.0-000.000-646.0005	Copy Machine Fees	\$600
271.0-000.000-646.0007	Computer Printer Fees	\$1,500
271.0-000.000-646.0008	Fax Fees	\$450
271.0-000.000-665.0001	Investment Income	\$75,000
	<i>TOTAL REVENUE</i>	<i>\$126,075</i>

<b>EXPENSES</b>		
271.0-000.000-746.0000	Maintenance Supplies	\$2,000

271.0-000.000-748.0000	Technical Services Supplies	-\$5,000
271.0-000.000-799.0000	Equipment Under \$5,000	\$2,000
271.0-000.000-801.0200	Legal	-\$8,000
271.0-000.000-802.0100	Audit	\$420
271.0-000.000-811.0000	Other Contracted Services	\$15,000
271.0-000.000-814.0200	Marketing & Design Services	-\$1,250
271.0-000.000-816.0100	Janitorial Contract	\$4,000
271.0-000.000-830.0200	ILS Services	\$2,000
271.0-000.000-851.0000	Telephone	-\$1,700
271.0-000.000-933.0200	Equipment Maintenance	\$12,500
271.0-000.000-957.0100	Training	\$8,000
271.0-000.000-958.0200	Parking	\$15,330
271.0-000.000-960.0600	Unemployment Claims	-\$1,000
271.0-000.000-977.0000	Building Improvements	\$221,111
	<i>TOTAL EXPENSES</i>	<i>\$265,411</i>

The next meeting of the Finance Committee will be held on Monday, July 8 at 4:00 p.m.

B. Building – Frank Pisano p. 26

The next Building Committee will take place on Monday, July 8 at 1:30 p.m.

C. Policy – Karen Rock p. 29

**Suggested Board action:** To make a motion to adopt proposed changes to the Library Card Policy, Fines and Fees Policy, Electronic Device, Network, and Internet Use Policy, Collection Development Policy, and Staff Development Policy as found on pages 30 to 43 of the May 2024 Board packet.

p. 30

**Suggested Board action:** To make a motion to adopt the Communications Policy as found on pages 44 to 46 of the May 2024 Board packet.

p. 44

D. Outreach—Wendy Friedman p. 47

The next meeting of the Outreach Committee will take place on August 6 at 11:00 a.m.

V. Library Report – Rebekah Craft and Jaclyn Miller	p. 49
VI. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 60
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. 63
VIII. New & Miscellaneous Business	
A. Update Salary & Benefits Schedule and Employee Pay increases	p. 80
<b>Suggested motion:</b> Motion to approve the FY 2024-25 Baldwin Public Library Pay & Benefits Ranges schedule as shown on pages 82-83 and adopt a 3% pay increase for all staff members, excluding Pages and Substitute Librarians.	
B. Request for deliberation on whether or not staff should be allowed to wear pride flag pins while working.	p. 84
<b>Suggested motions:</b>	
To allow staff members to wear pride flag pins or buttons while working at Baldwin Public Library.	
OR	
To request that staff do not wear pride flag pins while working at Baldwin Public Library.	
IX. Unfinished Business	
X. Items removed from the Consent Agenda	
XI. Information Only	
A. Upcoming events of interest	p. 90
B. Summer Reading at BPL	p. 92
C. TLN Annual Usage Report	p. 94
D. Downtown Publications article “Celebrate Birmingham parade Sunday 1 p.m.”	p. 95



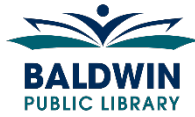
- E. Downtown Publications article “Baldwin launches summer reading program” p. 96
  - F. Touch a Truck Thank You letter p. 97
  - G. Marketplace article “Librarians aim for better e-book accessibility” p. 98
  - H. Book Riot article “Why Is Midwest Tape/hoopla Creating a New Rating System for Library Purchases” p. 101
- XII. Adjournment

The next regular meeting of the Library Board will take place on Monday, July 15, 2024 at 7:30 p.m.

**Motion:** *To adjourn the June 24, 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  
May 20, 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: Andrew Drummond (Beverly Hills)

Members of the public present: Two.

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

Mark read aloud the Library's Mission Statement.

1. General Public Comment Period: A community member distributed an article about federal legislation signed to protect migratory birds.

2. Consent Agenda:

**Motion to approve the consent agenda.**

**A. Approval of April 15, 2024 Board Meeting Minutes**

**B. Approval of April 2024 vendor payments in the amount of \$451,953.35, including payments in excess of \$75,000.**

**C. Approval of total expenses in the amount of \$697,747.46**

**1st** Pisano

**2nd** Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

**President's report:** Rock received a letter from patron Diane Anderson dated May 15 affirming the attention and compassion she received from Director Craft after an accidental injury. Rock read the letter aloud to the Board.

**Board comments:** None.

**Staff Anniversaries:** Rumble recognized the following staff anniversaries: Melissa Behrens (5 years of service), Nadia Bertala (7 years), Sam Hollo (1 year), H Jennings (7 years), Jody Jennings (5 years), Emily Malek (3 years), Grace Noble (3 years), and Robbie Terman (6 years).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which are on pages 66-67 of the May Board packet.

4. Board Committee Reports

**Finance Committee:**

Rumble reported that the Finance Committee met on May 7. Present were Pisano, Rumble, Craft, and Miller. Full minutes from this meeting are on page 14 of the May Board packet. The next meeting of the Finance Committee will take place on Monday, June 10, 2024 at 4:00 p.m. in the Delos Board Room.

**Building Committee:**

Pisano reported that the Building Committee met in the afternoon of May 20. Present were Mark, Pisano, Craft, and Miller. The Phase 3 budget is on track. The stair tile installation is nearly complete. The automatic sorter has been installed. A plaque commemorating the three phases will be installed in the next few weeks. Furniture has been assembled and will be in place for a mid-June opening of the addition. A September 15 open house event is being planned.

The staff lounge was repainted using credit card reward points to fund the project. Perennial plants are being ordered to fill in the southeast garden beds, which is funded by grant money from the Bloomfield Hills Garden Club. The Teen Scene space will be reassembled on the far west side of the Birkerts addition. A test panel of bird-safe glass film will be installed after window washing in June.

The next meeting of the Building Committee will take place on Monday, June 17, 2024 at 1:00 p.m. in the Delos Board Room.

**Policy Committee:**

The Policy Committee recommends the Board approve changes to the Volunteer Policy, to state that "Volunteers" must be in grades 7 through 12.

**Motion to make a motion to adopt the proposed grade change for teen volunteers in the Volunteer Policy on pages 18-19 of the May Board packet.**

**1st** Wheeler

**2nd** Rumble

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

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 May Board packet.

6. Liaisons

Friends: Ryndee thanked those who attended the annual meeting. The Friends received \$1758 at their last book sale. The next 4<sup>th</sup> Saturday sale will be on June 22 from 10:00 a.m. to 2:00 p.m.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

7. Phase 3: Renovation Update:

Craft provided a Phase 3 renovation update and shared a slideshow of progress photos, which can be found on pages 33-42 of the May Board packet. The project contingency budget stands at \$41,682. There is about \$45,000 remaining in the FFE budget.

8. New & Miscellaneous Business: None.

9. Unfinished Business: None.

10. Items Removed from Consent Agenda: None.

11. Information Only: See pages 65-90 of the May Board packet.

12. Adjournment:

**Motion to adjourn the meeting.**

**1st** Rumple  
**2nd** Friedman

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 8:12 p.m. The next regular meeting is scheduled for Monday, June 24, 2024, at 7:30 p.m. in the Rotary & Donor Room.

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Melissa Mark, Secretary

Date

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

Check Number	Vendor #	Vendor	Amount
	006638	ACTION MAT & TOWEL RENTAL, INC	20.00
	009440	ALLIANCE ENTERTAINMENT, LLC	123.53
	009126	AMAZON CAPITAL SERVICES INC	143.98
	000843	BAKER & TAYLOR BOOKS	13.78
	009535	BIRMINGHAM PAPERS	624.00
	003904	CAPITAL ONE BANK	3,852.32
	000902	CENGAGE LEARNING INC	126.36
	009319	COMPTON PRESS INDUSTRIES LLC	3,274.16
	000575	DEMCO, INC	303.24
	008164	GARY EISELE	86.43
	001090	INGRAM LIBRARY SERVICES	13,228.62
	008827	KANOPY, INC	359.55
	009351	MERRITT CIESLAK DESIGN PLC	1,000.00
	007927	MICHELLE HOLLO	568.75
	006349	MIDWEST COLLABORATIVE	200.00
	002013	MIDWEST TAPE	11,573.68
	006785	OVERDRIVE, INC.	5,671.60
	007823	PITNEY BOWES GLOBAL FINANCIAL	479.25
	009612	PLAYAWAY PRODUCTS LLC	677.32
	009840	THOMAS S. KLISE COMPANY, INC	487.80
	007408	T-MOBILE	646.70
	000158	VERIZON WIRELESS	103.08
10644	000517	BEIER HOWLETT P.C.	198.00
10770	002013	MIDWEST TAPE	356.14
10783	005861	UNIQUE MGMT SERVICE, INC	51.50
10794	000605	CINTAS CORPORATION	253.28
10797	009840	THOMAS S. KLISE COMPANY, INC	557.06
10812	003527	LOWER HURON SUPPLY CO INC	954.04
10815	002013	MIDWEST TAPE	675.43
297937	006638	ACTION MAT & TOWEL RENTAL, INC	40.00
297941	007745	ALL COVERED	1,701.45
297944	009202	AQUARIUM DESIGN INC	240.00
297947	MISC	AT&T	61.66
297962	009024	THE D.M. BURR GROUP	4,819.00
297987	000249	GA BUSINESS PURCHASER LLC	284.64
298043	007408	T-MOBILE	652.44
298054	009863	US BANK EQUIPMENT FINANCE	144.93
298063	MISC	WEST BLOOMFIELD TWP PUBLIC LIBRARY	15.40
298088	MISC	CRYSTAL DALLOO	40.00
298097	004493	ELITE IMAGING SYSTEMS, INC	732.59
298129	006349	MIDWEST COLLABORATIVE	100.00
298139	009478	ODP BUSINESS SOLUTIONS, LLC	332.59
298143	006432	ELISABETH PHOU	40.20
298153	006932	SALINE DISTRICT LIBRARY	9.99
298174	009026	WELLS FARGO VENDOR FIN SERV	768.47
298191	008355	BIRMINGHAM PUBLIC SCHOOLS	225.00
298198	000902	CENGAGE LEARNING INC	27.99
298226	000179	DTE ENERGY	7,110.75

**Register of Claims**

Baldwin Public Library

300 W. Merrill Street  
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
298227	003613	EBSCO INFORMATION SERVICES, INC	301.57
298235	006666	GRID 4 COMMUNICATIONS INC.	228.39
298260	009612	PLAYAWAY PRODUCTS LLC	193.47
298266	004072	SHOWCASES	14.10
Total:			64,694.23

**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.**

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**Secretary of the Baldwin Public Library Board**



## **BOARD COMMITTEE REPORTS**

Finance Committee

Building Committee

Policy Committee

Outreach Committee



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## June 2024 Finance Committee Report

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The Baldwin Public Library Board's Finance Committee met on Monday, June 10, 2024 at 4:00 p.m. in the Delos Board Room. Present were Frank Pisano, Danielle Rumble, Rebekah Craft, and Jaclyn Miller

- Public comment: none
- Craft shared the FY 2023-24 budget report after eleven months. The library owes one last payment to PCI Dailey, which will be paid upon project completion.
- Craft discussed the draft memo for the FY 2023-24 Budget amendment. The memo shows the adjustments made to each budget line item and sets the withdrawal amount of \$307,252 from the Trust to pay for the Phase 3 project.
- The Committee reviewed the FY 2023-24 Salary increases and Staff Pay & Benefits Chart and discussed the draft memo to explain the proposal for a 3% increase for most positions, along with adjusted benefits
- Miller shared the May Trust expenditures with Friends of the Library funds. Funds primarily paid for program and presenter fees, refreshments, summer reading prizes and supplies.
- Pisano reported on the Investment and Retirement Board meetings he attended.

The next meeting will be held on Monday, July 8, 2024 at 4:00 p.m. in the Delos Board

## FINANCIAL REPORT: May 2024

This report references the Revenue and Expense Report 2023-24, found on the following page. At 91.7% of the way through fiscal year 2023-2024, the Library has spent 90.4% of its budget and received 94.9% of its revenue. By this point of the year, the Library was budgeted to have spent 91.7% of its budget and to have received 91.7% of its revenue.

Three pay periods were recorded in the month.

### Vendor payments in excess of \$75,000:

PCI Industries, Inc. (Phase 3)	\$	-
Total vendor payments in excess of \$75,000	\$	-
Balance of vendor payments less than \$75,000	\$	64,694.23
<b>Total vendor payments</b>	<b>\$</b>	<b>64,694.23</b>

### City of Birmingham allocations:

Payroll Period Ending 04/27/24	\$	120,164.95
Payroll Period Ending 05/11/24	\$	102,289.08
Payroll Period Ending 05/25/24	\$	99,919.74
Missed Dental/Optical for April 2024	\$	782.64
Employee Health Care Payroll Deduction 05/11/24	\$	(877.98)
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	2,838.58
Retirement Cost (acct 711.0010)	\$	9,032.00
<b>Total Payroll</b>	<b>\$</b>	<b>334,149.01</b>

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
<b>Total City of Birmingham allocations</b>	<b>\$</b>	<b>343,755.68</b>

### Reconciling adjustments:

Refunds (Fines, Bags, Room Rentals, Magazines etc.)	\$	(80.40)
Credit Card Fees	\$	126.05
Water Bill		
City of Birmingham Parking	\$	4,274.00
<b>Total Recon Adjustments</b>	<b>\$</b>	<b>4,319.65</b>

<b>Total expenses for the month</b>	<b>\$</b>	<b>412,769.56</b>
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BALDWIN PUBLIC LIBRARY  
REVENUE AND EXPENSE REPORT 2023-24  
May 2024

	Approved 2023-2024 Budget	Current Month Budget May 2024	Current Month Actual May 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	11th Month of the year 91.67%
<b>REVENUES</b>										
TAXES	\$4,180,640	\$348,387	\$0	(\$348,387)	\$3,832,253	\$4,174,572	\$342,319	99.9%	\$3,869,880	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$13,750)	(\$1,294)	\$12,456	8.6%	(\$2,086)	13.9%
COUNTY AND STATE REVENUE	\$107,000	\$8,917	\$3,422	(\$5,494)	\$98,083	\$31,103	(\$66,980)	29.1%	\$26,175	24.7%
GRANTS	\$0	\$0	\$9,600	\$9,600	\$0	\$11,200	\$11,200	100.0%	\$16,407	0.0%
COMMUNITY CONTRACTS	\$1,028,140	\$85,678	\$178,811	\$93,133	\$942,462	\$970,002	\$27,540	94.3%	\$916,590	92.4%
PATRON USE REVENUE	\$25,650	\$2,138	\$2,378	\$240	\$23,513	\$34,721	\$11,209	135.4%	\$33,239	123.1%
INVESTMENT INCOME	\$5,000	\$417	(\$74)	(\$491)	\$4,583	\$86,833	\$82,250	1736.7%	\$66,150	220.5%
OTHER REVENUE	\$260,000	\$21,667	\$0	(\$21,667)	\$238,333	\$189	(\$238,145)	0.1%	\$0	0.0%
TOTAL REVENUE	\$5,591,430	\$465,953	\$194,137	(\$271,815)	\$5,125,478	\$5,307,325.84	\$181,848	94.9%	\$4,926,354.84	98.3%
<b>EXPENSES</b>										
PERSONNEL SERVICES	\$2,962,180	\$246,848	\$334,149	\$87,301	\$2,715,332	\$2,636,079	(\$79,252)	89.0%	\$2,341,285	82.3%
SUPPLIES	\$151,150	\$12,596	\$4,940	(\$7,656)	\$138,554	\$126,597	(\$11,957)	83.8%	\$107,873	75.4%
CONTRACTED SERVICES	\$303,450	\$25,288	\$22,583	(\$2,705)	\$278,163	\$280,787.84	\$2,625	92.5%	\$460,897	92.3%
TECHNOLOGY & MAINTENANCE	\$161,500	\$13,458	\$1,605	(\$11,853)	\$148,042	\$165,025	\$16,984	102.2%	\$96,091	69.1%
UTILITIES	\$117,600	\$9,800	\$7,111	(\$2,689)	\$107,800	\$102,665	(\$5,135)	87.3%	\$94,445	89.9%
OTHER CHARGES	\$93,180	\$7,765	\$5,508	(\$2,257)	\$85,415	\$93,165	\$7,750	100.0%	\$63,836	78.3%
BUILDING IMPROVEMENTS & FURNISHING	\$3,346,000	\$278,833	\$0	(\$278,833)	\$3,067,167	\$3,026,000	(\$41,167)	90.4%	\$37,745	56.1%
COLLECTIONS	\$660,250	\$55,021	\$36,874	(\$18,147)	\$605,229	\$617,188	\$11,959	93.5%	\$596,107	91.7%
TOTAL EXPENSES	\$7,795,310	\$649,609	\$412,769.56	(\$236,840)	\$7,145,701	\$7,047,507.39	(\$98,193)	90.4%	\$3,798,278.09	83.8%
VARIANCE	(\$2,203,880)	(\$183,657)	(\$218,632)	(\$34,976)	(\$2,020,223)	(\$1,740,182)	\$280,042			
FUND BALANCE-BEGINNING OF YEAR						\$2,498,443.24				
FUND BALANCE-CURRENT						\$758,261.69				

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.

# MEMORANDUM

DATE: June 21, 2024  
TO: Baldwin Public Library Board of Directors  
FROM: Rebekah Craft, Library Director  
SUBJECT: Budget Amendment for FY 2023-24

## INTRODUCTION

Annually, projected revenues and expenditures are provided by the Library Director in order to determine whether any additional adjustments are necessary to the Library's current year budget. When necessary, these adjustments are brought to the Library Board in June before the end of the fiscal year.

## BACKGROUND

The Uniform Budgeting Act requires budgets to be amended on a periodic basis as needed. As the fiscal year end approaches, department heads were asked to submit their final revenue and expenditure estimates for the fiscal year. These estimates were reviewed to determine whether additional budget adjustments are necessary.

## LEGAL REVIEW

No legal review is required for this action.

## FISCAL IMPACT

Based on analysis by the Library Director of the FY 2023-24 budget through May 2024 and provided from department heads, the following is a list of the Library's recommended adjustments:

Birmingham Tax Revenue	-\$6,068
Provision for Tax Loss	\$13,000
Federal Grants <i>Note: 10 grants were received from the Library of Michigan to attend conferences</i>	\$16,000
State Grant	\$3,000
Local Community Stabilization Authority	\$4,980
Penal Fines – County	-\$15,000
Beverly Hills Contract <i>Note: Village Millage rate was determined after FY23-24 Budget Hearing</i>	\$25,113
Proctor Fees	\$100
Program Fees	-\$100
Copy Machine Fees	\$600
Computer Printer Fees	\$1,500
Fax Fees	\$50
Sale of Items	-\$700
Vending Machine Fees	\$1,200

Room Rentals	\$7,000
Investment Income <i>Note: Due to strong market returns this year, we received significantly more in investment income that previously estimated.</i>	\$75,000
Maintenance Supplies	\$2,000
Technical Services Supplies	-\$5,000
Equipment Under \$5,000 <i>Note: Installation of door counter at Youth Room entry</i>	\$2,000
Legal	-\$8,000
Audit	\$420
Other Contracted Services <i>Note: Miscellaneous IT installations related to Phase 3 (speaker wiring, relocation of PA equipment, relocation of audio rack in Rotary Room, Security camera installation)</i>	\$15,000
Marketing & Design Services	-\$1,250
Janitorial Contract <i>Note: Increase in cost of window cleaning and carpet cleaning</i>	\$4,000
ILS Services	\$2,000
Telephone	-\$1,700
Equipment Maintenance <i>Note: We had originally budgeted \$50,000 for the Automated Materials Handling system relocation and reconfiguration, but this project cost came in at \$65,000.</i>	\$12,500
Training <i>Note: Additional staff were able to attend conferences after 10 Library Grants were received to cover conference attendance.</i>	\$8,000
Parking <i>Note: Rates increased in FY23-24 and were not known at the time of budget creation.</i>	\$15,330
Unemployment Claims	-\$1,000
Building Improvements <i>Note: We received bids for the Phase 3 Addition and Renovation after the FY 2023-24 Budget was approved. The selected bid for the project came in at \$3,677,232, which was above our budgeted amount for the project by \$400,232. \$54,000 was paid for Phase 3 in FY22-23 and we did not use the full contingency for the project.</i>	\$221,111

## SUMMARY

Based on the analysis performed by the Library Director, it is recommended that the Library Board approve the suggested budget amendments as explained above. The current balance of Trust funds designated for Building projects is \$343,952. With a withdrawal from the Trust of \$229,772, this will bring the remaining balance of the Trust Building funds to \$114,180.

## ATTACHMENTS

Comprehensive Budget, including Budget Amendment for 2023-24

### SUGGESTED BOARD ACTION

To approve the following amendments to the FY 2023-24 Budget and to transfer \$229,772 from the Library's Trust Funds to the General Fund to ensure the Fund Balance minimum of \$125,000 is met.

REVENUES		
271.0-000.000-402.0000	Birmingham Tax Revenue	-\$6,068
271.0-000.000-414.0000	Provision for Tax Loss	\$13,000
271.0-000.000-528.0000	Federal Grants	\$16,000
271.0-000.000-567.0000	State Grant	\$3,000
271.0-000.000-573.0002	Local Community Stabilization Authority	\$4,980
271.0-000.000-581.0001	Penal Fines – County	-\$15,000
271.0-000.000-591.0001	Beverly Hills Contract	\$25,113
271.0-000.000-647.0005	Sale of Items	-\$700
271.0-000.000-647.0006	Vending Machine Fees	\$1,200
271.0-000.000-651.0003	Room Rentals	\$7,000
271.0-000.000-619.0009	Proctor Fees	\$100
271.0-000.000-619.0010	Program Fees	-\$100
271.0-000.000-646.0005	Copy Machine Fees	\$600
271.0-000.000-646.0007	Computer Printer Fees	\$1,500
271.0-000.000-646.0008	Fax Fees	\$450
271.0-000.000-665.0001	Investment Income	\$75,000
	<i>TOTAL REVENUE</i>	<i>\$126,075</i>

EXPENSES		
271.0-000.000-746.0000	Maintenance Supplies	\$2,000
271.0-000.000-748.0000	Technical Services Supplies	-\$5,000
271.0-000.000-799.0000	Equipment Under \$5,000	\$2,000
271.0-000.000-801.0200	Legal	-\$8,000
271.0-000.000-802.0100	Audit	\$420
271.0-000.000-811.0000	Other Contracted Services	\$15,000
271.0-000.000-814.0200	Marketing & Design Services	-\$1,250
271.0-000.000-816.0100	Janitorial Contract	\$4,000
271.0-000.000-830.0200	ILS Services	\$2,000
271.0-000.000-851.0000	Telephone	-\$1,700
271.0-000.000-933.0200	Equipment Maintenance	\$12,500
271.0-000.000-957.0100	Training	\$8,000
271.0-000.000-958.0200	Parking	\$15,330
271.0-000.000-960.0600	Unemployment Claims	-\$1,000
271.0-000.000-977.0000	Building Improvements	\$221,111
	<i>TOTAL EXPENSES</i>	<i>\$265,411</i>

**Baldwin Public Library: Budget Summary  
FY 2023-24 Budget Amendment**

<b>FY 2022-23 Actual</b>	<b>FY 2023-24 Budget</b>	<b>FY 2023-24 Changes to Budget</b>	<b>FY 2023-24 Amended Budget</b>	<b>FY 2024-25 Proposed Budget</b>	<b>FY 2025-26 Proposed Budget</b>	<b>FY 2026-27 Proposed Budget</b>
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**REVENUE**

Birmingham Tax Revenue (1.1 mills)	\$3,088,997	\$3,507,807	\$13,646	\$3,494,161	\$3,775,964	\$3,936,523	\$4,199,320
Birmingham Tax Revenue (0.2380 mill in FY21-22; 0.2142 mill in FY22-23; 0.2143 mill in FY23-24; 0.2079 in FY24-25; 0.2015 in FY25-26)	\$783,165	\$672,833	-\$7,578	\$680,411	\$684,136	\$700,737	\$300,060
Provision for Tax Loss	-\$12,326	-\$15,000	-\$13,000	-\$2,000	-\$15,000	-\$15,000	-\$15,000
Federal Grants	\$16,407	\$0	\$16,000	\$16,000	\$0	\$0	\$0
State Grants	\$46,015	\$42,000	\$7,980	\$49,980	\$45,000	\$45,000	\$45,000
Local Contributions	\$1,050,790	\$1,093,140	\$10,113	\$1,103,253	\$1,134,850	\$1,167,396	\$1,200,918
Charges for Services	\$33,384	\$20,650	\$10,050	\$30,700	\$27,500	\$32,500	\$32,500
Fines	\$4,862	\$5,000	\$0	\$5,000	\$5,000	\$5,000	\$5,000
Investment income	\$53,243	\$5,000	\$75,000	\$80,000	\$5,000	\$12,000	\$15,000
<b>Total Revenue</b>	<b>\$5,064,537</b>	<b>\$5,331,430</b>	<b>\$126,075</b>	<b>\$5,457,505</b>	<b>\$5,662,450</b>	<b>\$5,884,156</b>	<b>\$5,782,798</b>

**EXPENSES**

Personnel	\$2,696,713	\$2,962,180	\$0	\$2,962,180	\$3,164,748	\$3,180,156	\$3,196,248
Supplies	\$114,612	\$151,150	-\$1,000	\$150,150	\$164,000	\$167,000	\$170,000
Contracted Services	\$498,428	\$303,450	\$10,170	\$313,620	\$346,760	\$312,990	\$314,640
Technology & Maintenance	\$61,265	\$161,500	\$12,800	\$174,300	\$158,000	\$159,000	\$159,000
Utilities	\$102,073	\$117,600	\$0	\$117,600	\$134,978	\$139,027	\$143,198
Fees & Dues; Communication; Other Charges	\$71,012	\$93,180	\$22,330	\$115,510	\$110,100	\$111,610	\$113,130
Capital Outlays (Bldg/Furn/Equip)	\$207,311	\$3,346,000	\$221,111	\$3,567,111	\$179,000	\$110,000	\$390,000
Collections	\$646,386	\$660,250	\$0	\$660,250	\$727,000	\$767,000	\$811,000
<b>Total Expenses</b>	<b>\$4,397,802</b>	<b>\$7,795,310</b>	<b>\$265,411</b>	<b>\$8,060,721</b>	<b>\$4,984,586</b>	<b>\$4,946,783</b>	<b>\$5,297,216</b>

**GENERAL FUND**

Total Revenue	\$5,064,537	\$5,331,430	\$126,075	\$5,457,505	\$5,662,450	\$5,884,156	\$5,782,798
Total Expenses	\$4,397,802	\$7,795,310	\$265,411	\$8,060,721	\$4,984,586	\$4,946,783	\$5,297,216
Variance Between Revenue and Expenses	\$666,734	-\$2,463,880	-\$139,336	-\$2,603,216	\$677,864	\$937,372	\$485,582
Transfer from Baldwin Public Library Trust	\$0	\$260,000	\$229,772	\$229,772	\$0	\$0	\$0

**NET CHANGE IN FUND BALANCE**

Beginning Fund Balance	\$1,219,311	\$2,375,704		\$2,498,443	\$125,000	\$802,864	\$1,740,236
End Fund Balance	\$2,498,443	\$171,824		\$125,000	\$802,864	\$1,740,236	\$2,225,818

**Baldwin Public Library: Revenues  
FY 2023-24 Budget Amendment**

		<b>FY 2022-23 Actual</b>	<b>FY 2023-24 Budget</b>	<b>FY 2023-24 Changes to Budget</b>	<b>FY 2023-24 Amended Revenue</b>	<b>FY 2024-25 Proposed Revenue</b>	<b>FY 2025-26 Proposed Revenue</b>	<b>FY 2026-27 Proposed Revenue</b>
402.0000	Birmingham Tax Revenue (1.1 mills)	\$3,088,997	\$ 3,507,807	-\$13,646	\$3,494,161	\$3,775,964	\$3,936,523	\$4,199,320
402.0000	Birmingham Tax Revenue (0.2142 mill in FY22-23; 0.2142 mill in FY23-24; 0.1993 in FY24-25; 0.1829 in FY25-26; 0.0786 in FY26-27)	\$783,165	\$ 672,833	\$7,578	\$680,411	\$684,136	\$700,737	\$300,060
414.0000	Provision for Tax Loss	-\$12,326	-\$15,000	\$13,000	-\$2,000	-\$15,000	-\$15,000	-\$15,000
	<b>Total B'ham Tax Rev.</b>	<b>\$3,859,836</b>	<b>\$4,165,640</b>	<b>\$6,932</b>	<b>\$4,172,572</b>	<b>\$4,445,100</b>	<b>\$4,622,260</b>	<b>\$4,484,380</b>

<b>528.0000</b>	<b>Federal Grants</b>	<b>\$16,407</b>	<b>\$0</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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567.0000	State Grant	\$38,515	\$35,000	\$3,000	\$38,000	\$38,000	\$38,000	\$38,000
573.0002	Local Community Stabilization Authority	\$7,500	\$7,000	\$4,980	\$11,980	\$7,000	\$7,000	\$7,000
	<b>Total State Grants</b>	<b>\$46,015</b>	<b>\$42,000</b>	<b>\$7,980</b>	<b>\$49,980</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>\$45,000</b>

581.0001	Penal Fines - County	\$50,946	\$65,000	-\$15,000	\$50,000	\$50,000	\$50,000	\$50,000
591.0001	Beverly Hills Contract	\$543,940	\$561,060	\$25,113	\$586,173	\$603,758	\$621,871	\$640,527
591.0002	Bingham Farms Contract	\$125,313	\$129,070		\$129,070	\$132,942	\$136,930	\$141,038
591.0003	Bloomfield Hills Contract	\$330,590	\$338,010		\$338,010	\$348,150	\$358,595	\$369,352
	<b>Total Local Contributions</b>	<b>\$1,050,790</b>	<b>\$1,093,140</b>	<b>\$10,113</b>	<b>\$1,103,253</b>	<b>\$1,134,850</b>	<b>\$1,167,396</b>	<b>\$1,200,918</b>

619.0009	Proctor fees	\$200	\$100	\$100	\$200	\$100	\$100	\$100
619.0010	Program fees	\$0	\$100	-\$100	\$0	\$0	\$0	\$0
646.0005	Copy machine fees	\$1,441	\$1,200	\$600	\$1,800	\$1,200	\$1,200	\$1,200
646.0008	Computer printer fees	\$4,214	\$3,000	\$1,500	\$4,500	\$4,000	\$4,000	\$4,000
646.0008	Fax fees	\$224	\$50	\$450	\$500	\$200	\$200	\$200
647.0005	Sale of Items	\$805	\$1,000	-\$700	\$300	\$1,000	\$1,000	\$1,000
647.0006	Vending machine fees	\$1,319	\$200	\$1,200	\$1,400	\$1,000	\$1,000	\$1,000
651.0003	Room Rentals	\$25,181	\$15,000	\$7,000	\$22,000	\$20,000	\$25,000	\$25,000
	<b>Total Charges for Services</b>	<b>\$33,384</b>	<b>\$20,650</b>	<b>\$10,050</b>	<b>\$30,700</b>	<b>\$27,500</b>	<b>\$32,500</b>	<b>\$32,500</b>

<b>660.0000</b>	<b>Fines</b>	<b>\$4,862</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
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<b>665.0001</b>	<b>Investment income</b>	<b>\$53,243</b>	<b>\$5,000</b>	<b>\$75,000</b>	<b>\$80,000</b>	<b>\$5,000</b>	<b>\$12,000</b>	<b>\$15,000</b>
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<b>Total revenue</b>	<b>\$ 5,064,538</b>	<b>\$ 5,331,430</b>	<b>\$ 126,075</b>	<b>\$ 5,457,505</b>	<b>\$ 5,662,450</b>	<b>\$ 5,884,156</b>	<b>\$ 5,782,798</b>
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**Baldwin Public Library: Expenses  
FY 2023-24 Budget Amendment**

<b>PERSONNEL</b>		<b>FY 2022-23 Actual Expenses</b>	<b>FY 2023-24 Budgeted Expenses</b>	<b>FY 2023-24 Changes to Expenses</b>	<b>FY 2023-24 Amended Expenses</b>	<b>FY 2024-25 Proposed Expenses</b>	<b>FY 2025-26 Proposed Expenses</b>	<b>FY 2026-27 Proposed Expenses</b>
702.0001	Salaries & Wages	\$2,054,629	\$2,224,150	\$0	\$2,224,150	\$2,378,874	\$2,378,874	\$2,378,874
702.0002	Overtime Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
711.0001	F.I.C.A.	\$153,216	\$170,150	\$0	\$170,150	\$181,984	\$181,984	\$181,984
711.0002	Hospitalization	\$184,176	\$241,260	\$0	\$241,260	\$291,120	\$305,772	\$321,108
711.0003	Life Insurance	\$6,837	\$8,000	\$0	\$8,000	\$6,327	\$6,327	\$6,327
711.0004	Retirement Health Care	\$45,912	\$38,090	\$0	\$38,090	\$28,323	\$28,323	\$28,323
711.0005	Dental/Optical Insurance	\$16,615	\$19,090	\$0	\$19,090	\$16,236	\$16,992	\$17,748
711.0006	Long/Short Term Disability	\$11,034	\$12,510	\$0	\$12,510	\$13,872	\$13,872	\$13,872
711.0007	Worker's Compensation	\$7,400	\$8,350	\$0	\$8,350	\$6,423	\$6,423	\$6,423
711.0010	Retirement Employer Contrb.	\$92,935	\$108,380	\$0	\$108,380	\$96,482	\$96,482	\$96,482
711.0011	HRA Benefit	\$1,000	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
711.0012	Retirement-Def. Contr. Emplr.	\$96,320	\$105,200	\$0	\$105,200	\$116,287	\$116,287	\$116,287
711.0013	Ret Hlth Svgs Contr Emplr.	\$26,638	\$26,000	\$0	\$26,000	\$27,820	\$27,820	\$27,820
	<b>Subtotal</b>	<b>\$2,696,713</b>	<b>\$2,962,180</b>	<b>\$0</b>	<b>\$2,962,180</b>	<b>\$3,164,748</b>	<b>\$3,180,156</b>	<b>\$3,196,248</b>

<b>SUPPLIES</b>								
727.0000	Postage	\$10,324	\$16,500	\$0	\$16,500	\$17,000	\$17,000	\$17,000
729.0000	Operating Supplies	\$19,078	\$25,000	\$0	\$25,000	\$30,000	\$32,000	\$34,000
742.0000	Computer Software	\$29,369	\$34,650	\$0	\$34,650	\$38,000	\$38,000	\$38,000
746.0000	Maintenance Supplies	\$8,760	\$10,000	\$2,000	\$12,000	\$12,000	\$12,000	\$12,000
748.0000	Technical Services Supplies	\$7,544	\$15,000	-\$5,000	\$10,000	\$16,000	\$16,000	\$16,000
753.0000	Idea Lab Supplies	\$31,523	\$35,000	\$0	\$35,000	\$36,000	\$37,000	\$38,000
799.0000	Equipment Under \$5,000	\$8,015	\$15,000	\$2,000	\$17,000	\$15,000	\$15,000	\$15,000
	<b>Subtotal</b>	<b>\$114,612</b>	<b>\$151,150</b>	<b>-\$1,000</b>	<b>\$150,150</b>	<b>\$164,000</b>	<b>\$167,000</b>	<b>\$170,000</b>

<b>CONTRACTED SERVICES</b>								
801.0200	Legal	\$5,735	\$10,500	-\$8,000	\$2,500	\$4,120	\$11,250	\$11,500
802.0100	Audit	\$3,910	\$3,990	\$420	\$4,410	\$5,000	\$5,500	\$6,000
805.0100	Landscape Services	\$700	\$3,500	\$0	\$3,500	\$3,500	\$3,500	\$3,500
805.0200	Architectural Services	\$207,365	\$20,000	\$0	\$20,000	\$0	\$0	\$0
811.0000	Other Contracted Services	\$92,997	\$70,000	\$15,000	\$85,000	\$137,000	\$95,000	\$95,000
813.0000	Administrative Services	\$104,890	\$104,890	\$0	\$104,890	\$104,890	\$104,890	\$104,890
814.0200	Marketing & Design Services	\$14,201	\$17,250	-\$1,250	\$16,000	\$17,250	\$17,250	\$17,250
816.0100	Janitorial Contract	\$68,630	\$73,320	\$4,000	\$77,320	\$75,000	\$75,600	\$76,500
	<b>Subtotal</b>	<b>\$498,428</b>	<b>\$303,450</b>	<b>\$10,170</b>	<b>\$313,620</b>	<b>\$346,760</b>	<b>\$312,990</b>	<b>\$314,640</b>

**Baldwin Public Library: Expenses  
FY 2023-24 Budget Amendment**

		FY 2022-23 Actual Expenses	FY 2023-24 Budgeted Expenses	FY 2023-24 Changes to Expenses	FY 2023-24 Amended Expenses	FY 2024-25 Proposed Expenses	FY 2025-26 Proposed Expenses	FY 2026-27 Proposed Expenses
<b>TECHNOLOGY &amp; MAINTENANCE</b>								
830.0200	ILS Services	\$21,431	\$59,000	\$2,000	\$61,000	\$61,000	\$62,000	\$62,000
830.0300	Cataloging & ILL Services	\$8,197	\$15,000	\$0	\$15,000	\$17,000	\$17,000	\$17,000
851.0000	Telephone	\$5,665	\$10,000	-\$1,700	\$8,300	\$10,000	\$10,000	\$10,000
933.0200	Equipment Maintenance	\$25,972	\$77,500	\$12,500	\$90,000	\$70,000	\$70,000	\$70,000
	<b>Subtotal</b>	<b>\$61,265</b>	<b>\$161,500</b>	<b>\$12,800</b>	<b>\$174,300</b>	<b>\$158,000</b>	<b>\$159,000</b>	<b>\$159,000</b>

<b>UTILITIES</b>								
920.0000	Electricity	\$77,821	\$84,000	\$0	\$84,000	\$97,000	\$99,910	\$102,907
921.0000	Gas	\$18,048	\$21,000	\$0	\$21,000	\$25,000	\$25,750	\$26,523
922.0000	Water & Sewage	\$6,204	\$12,600	\$0	\$12,600	\$12,978	\$13,367	\$13,768
	<b>Subtotal</b>	<b>\$102,073</b>	<b>\$117,600</b>	<b>\$0</b>	<b>\$117,600</b>	<b>\$134,978</b>	<b>\$139,027</b>	<b>\$143,198</b>

<b>FEES &amp; DUES; COMMUNICATION; OTHER CHARGES</b>								
861.0000	Transportation	\$1,720	\$2,500	\$0	\$2,500	\$2,500	\$2,750	\$3,000
901.0000	Printing	\$11,780	\$11,000	\$0	\$11,000	\$12,000	\$13,000	\$14,000
955.0100	Programs	\$85	\$250	\$0	\$250	\$100	\$100	\$100
957.0100	Training	\$3,485	\$25,000	\$8,000	\$33,000	\$25,000	\$25,000	\$25,000
957.0300	Memberships & Dues	\$8,886	\$8,510	\$0	\$8,510	\$9,000	\$9,000	\$9,000
958.0200	Parking	\$38,899	\$36,750	\$15,330	\$52,080	\$52,080	\$52,080	\$52,080
960.0400	MML Insurance	\$5,880	\$6,170	\$0	\$6,170	\$6,420	\$6,680	\$6,950
960.0600	Unemployment Claims	\$0	\$1,000	-\$1,000	\$0	\$1,000	\$1,000	\$1,000
962.0000	Miscellaneous	\$277	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000
	<b>Subtotal</b>	<b>\$71,012</b>	<b>\$93,180</b>	<b>\$22,330</b>	<b>\$115,510</b>	<b>\$110,100</b>	<b>\$111,610</b>	<b>\$113,130</b>

<b>CAPITAL OUTLAYS</b>								
971.0100	Machinery & Equipment	\$29,962	\$64,000	\$0	\$64,000	\$90,000	\$80,000	\$80,000
972.0000	Furniture	\$1,100	\$5,000	\$0	\$5,000	\$12,000	\$10,000	\$10,000
977.0000	Building Improvements	\$176,249	\$3,277,000	\$221,111	\$3,498,111	\$77,000	\$20,000	\$300,000
	<b>Subtotal</b>	<b>\$207,311</b>	<b>\$3,346,000</b>	<b>\$221,111</b>	<b>\$3,567,111</b>	<b>\$179,000</b>	<b>\$110,000</b>	<b>\$390,000</b>

<b>COLLECTIONS</b>								
987.0500	Books: Adult	\$111,561	\$120,000	\$0	\$120,000	\$120,000	\$125,000	\$125,000
987.0700	Books: Youth	\$68,788	\$80,000	\$0	\$80,000	\$85,000	\$85,000	\$85,000
987.0900	Subscriptions: Adult	\$30,834	\$24,000	\$0	\$24,000	\$30,000	\$30,000	\$30,000
987.1000	Subscriptions: Youth	\$1,733	\$1,750	\$0	\$1,750	\$2,000	\$2,000	\$2,000
987.1100	Audiovisual: Adult	\$58,299	\$60,000	\$0	\$60,000	\$50,000	\$50,000	\$50,000
987.1200	Audiovisual: Youth	\$22,088	\$24,500	\$0	\$24,500	\$25,000	\$25,000	\$25,000
987.1800	Online Services	\$353,082	\$350,000	\$0	\$350,000	\$415,000	\$450,000	\$494,000
	<b>Subtotal</b>	<b>\$646,386</b>	<b>\$660,250</b>	<b>\$0</b>	<b>\$660,250</b>	<b>\$727,000</b>	<b>\$767,000</b>	<b>\$811,000</b>

<b>Total expenses</b>	<b>\$4,397,802</b>	<b>\$7,795,310</b>	<b>\$265,411</b>	<b>\$8,060,721</b>	<b>\$4,984,586</b>	<b>\$4,946,783</b>	<b>\$5,297,216</b>
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## May 2024 Building Committee Minutes

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The Baldwin Public Library Board's Building Committee met on Monday, May 20 at 1:00 p.m. in the Board Room. Present were Missy Mark, Frank Pisano, Rebekah Craft, Jaclyn Miller and one member of the public

- Public comment - None
- Phase 3 update
  - Budget update – still tracking well; painting the brown bands is a possibility, but not at this time
  - Walk through and punch list creation at May 20 OAC meeting - stairs, crack in the floor, chip in corner of limestone band, study room doors are being adjusted again for soft close
  - Stair tile installation is nearly complete – City inspection May 20
  - Sorter installation complete - machine works, computer/software adjustments are underway
  - Renovation plaque installation in next few weeks – about two weeks out
  - Furniture – exterior tables and umbrellas are in place, interior tables are assembled, chairs have to be unpacked
  - Reopening date - mid June
  - September 15 Open House planning underway - food, address list, musician, screen-printed design for bags, scarves that match the mural.
- The Staff Lounge was repainted at the beginning of May. Staff are now using credit card reward points to buy furniture and décor to outfit the space.
- Robert is purchasing perennials and shrubs to spruce up the entrance using grant money from the Bloomfield Hills Garden Club. We will look at purchasing the plants from Wiegand's nursery or Great Oaks Landscaping
- Bird glass film – a test panel will be installed after window washing in June.
- Staff will work with a shelving and layout designer to carve out a new Teen Scene in the Birkerts addition close to the three study rooms. This space will be addressed after Phase3 is finished and A/V and nonfiction shelving are in their final locations.
- The next meeting will be held on Monday, June 17 at 1pm in the Delos Board Room.

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## June 2024 Building Committee Minutes

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The Baldwin Public Library Board's Building Committee met on Monday, June 17 at 4:00 pm in the Board Room. Present were Missy Mark, Frank Pisano, Rebekah Craft, and Jaclyn Miller.

- Public comment - none
- Phase 3 update
  - Budget update – final invoice is expected to come in after July 1 and will be billed to the FY24-25 budget. No withdrawal necessary from the Trust.
  - PCI Dailey continues to work on the punch list. Most final work will be completed once the stair tiling is completed and approved.
  - Stair tile installation will begin on June 18
  - Sorter installation is complete and is functioning well
  - Renovation plaque installation will be completed in the next two weeks
  - Furniture –interior tables have been assembled, chairs are here but will be unpacked once the addition space is cleaned
  - Reopening date – early to mid-July
  - Vending machines – cold and coffee - will be installed later this month
  - September 15 Open House planning underway - food, address list, musician, screen-printed design for bags, scarves that match the mural.
  - Mural update – Craft is working with artist Popko to determine an installation date.
- Irrigation system – we've had several problems with the irrigation system on the north side of the building this spring. PCI Dailey fixed one issue with a valve that was leaking water into the sewer. A second issue occurred on June 12 after there was a small leak in the driplines in the Children's Garden. DPS personnel repaired this line on June 14.
- Staff Lounge – staff have purchased furniture, décor, and supplies for the lounge and the refresh is nearly complete.
- Gardens
  - Robert has purchased perennials from Wiegand's nursery to spruce up the entrance using grant money from the Bloomfield Hills Garden Club.
  - DPS will repair the boxwood hedge on Martin street
- Bird glass film – a test panel has been ordered and will be installed by NGS Films and Graphics. The cost for this is \$1,807.
  - Window cleaning to come first
- BPS Artwork – BPS art coordinator Sarah Smith has provided new panels of student artwork to hang along the perimeter of the Youth Room. We will begin installation of these pieces the week of June 17.
- We are waiting on the completion of the Phase 3 project and subsequent shelving

relocation before we begin working with a shelving and layout designer to carve out a new Teen Scene in the Birkerts addition close to the three study rooms.

- Craft is getting quotes for a mini split unit for the Idea Lab, to balance the heat generated by the Lab equipment. She will coordinate the project with the City's Building Department.
  - Project is already in the budget for 2024-25
- Awaiting a new roof membrane over youth room and loading dock reconstruction after Phase 3 is complete. These are both city managed projects.
- Next meeting - Monday, July 8 at 1:30pm

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## Policy Committee Report

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The Baldwin Public Library Board’s Policy Committee met on Friday, May 31, 2024 at 9:30 a.m. in the Delos Board Room. Present were Jennifer Wheeler, Karen Rock, Rebekah Craft, and Jaclyn Miller.

The Committee reviewed existing policies and suggested the following changes. The redline versions of these policies are included in the following pages.

<b>Policy</b>	<b>Last Reviewed</b>
Library Card Policy <i>Changes proposed:</i> Clarify language used, change references to BPL, update Item Limits	May 2023
Fines and Fees Policy <i>Changes proposed:</i> Clarify language, reorder and better organize notice schedule and collections schedule, change references to BPL	May 2023
Electronic Device, Network, and Internet Use Policy <i>Changes proposed:</i> Update section on Filtering	May 2023
Collection Development and Maintenance Policy <i>Changes proposed:</i> Update section on Gift donations	May 2023
Staff Development Policy <i>Changes proposed:</i> Update types of travel, update compensation for travel time, update transportation guidelines, update tipping guidelines, add suggestion to apply for grants and scholarships to cover attendance	May 2023

The Committee also reviewed and edited the new, proposed Communications Policy. After the meeting, the City Attorney reviewed the final draft and approved the policy as to form.

The next meeting of the Policy Committee will take place in October 2024. The Committee will review the following policies at that time: Naming Rights Policy, Gift and Donation Policy, Code of Conduct Policy, Privacy Policy, Hours of Services Policy, Library Displays Policy, Group Study Rooms Policy, Public Comment Policy, Unattended Children Policy

Baldwin Public Library (BPL) cards are available to individuals who reside, own property, attend a **K to 12** school, or work in the service area of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills.

A BPL card entitles the holder to borrow materials eligible for loan from the BPL collection and to utilize the services, programs, and equipment of the library for which a card is required.

## Library Card Responsibilities

A BPL Cardholder or reciprocal library user:

- Agrees to abide by the rules and regulations of the library and accept full responsibility for all materials checked out on the card (including all charges).
  - Cards issued to individuals under age 18 (**minors**) are the responsibility of the parent or guardian whose name is associated with the library account
- Must present their library card or valid photo identification to BPL staff at the time of checkout. Cardholders not wishing to carry a physical library card may present a digital version of their library card barcode on a mobile device.
- Agrees to report changes in name, street address, telephone number, and email address as soon as possible.
- Agrees to report a lost, stolen, or damaged card to BPL as soon as possible. A cardholder continues to be responsible for the use of the card until BPL has been notified of a theft or loss.
- Will be blocked from using BPL services if library account charges reach \$10 or more.
- Understands that BPL staff do not act in the place of parents/guardians regarding selection of materials and the adherence to BPL rules in the case of **use by individuals under age 18 minor use**.

## Types of Library Cards

### Residents

To apply for a BPL card, individuals who live in Birmingham, Beverly Hills, Bingham Farms, or the City of Bloomfield Hills are required to provide valid photo identification (driver's license, passport, state identification) listing their current address. If the identification does not reflect a qualifying address, they must supply an official, current piece of mail with their name and current address along with photo identification. Resident cards expire every three years and must be renewed in person by showing proof of current address **when BPL is fully open for service**. Alternate renewal methods are at the discretion of BPL staff.

**A parent or guardian must be physically present and provide valid photo identification in order to obtain a card for an individual under age 18. Individuals under age 18 wishing to apply for a resident card must be accompanied in person by a parent or**

~~guardian. BPL requires the parent or guardian to present valid photo identification in order to obtain a card when BPL is fully open for service.~~ Alternate confirmation methods are at the discretion of BPL staff.

### **Employees**

Employees who work in BPL's service area (Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills) are eligible for a BPL card. To apply for a library card, employees are required to provide current proof of employment (e.g. **recent** paycheck stub or letter from their employer) and valid photo identification (driver's license, passport, state ID card) that lists their current home address. **Business cards are not considered valid proof of employment.** Please note that Baldwin cards are issued only to the individual employed in our service area. Employee cards expire every 12 months and must be renewed in person by showing proof of current employment, ~~when BPL is fully open for service.~~ Alternate renewal methods are at the discretion of BPL staff.

### **Property Owners**

Patrons who own property in BPL service area (Birmingham, Beverly Hills, Bingham Farms and the City of Bloomfield Hills) are eligible for a **BPL Baldwin** card. To apply, property owners are required to provide current proof of property ownership (e.g. tax receipt for property or deed) and valid photo identification (driver's license, passport, state ID card) that lists their current home address. BPL cards are issued only to the individual(s) named on the document showing property ownership. Property owner cards expire every three years and must be renewed in person by showing proof of current property ownership, ~~when BPL is fully open for service.~~ Alternate renewal methods are at the discretion of BPL staff.

### **Birmingham Students**

Students who do not live within but who attend a school within the BPL service area are eligible for a BPL card. To apply, students and/or their parent or guardian must provide proof of enrollment (e.g. a student ID or confirmation via Powerschool). BPL cards are issued to the student who is registered in school, and must be co-signed by a parent or guardian. Student cards must be renewed every 12 months by showing proof of current enrollment. Electronic applications and renewals may require secondary verification with the parent or guardian by BPL staff.

### **Home Delivery Card**

BPL offers Home Delivery service to residents who meet the library card eligibility requirements. Those wishing to use this service must complete an application for Home Delivery service ~~and a library card application~~ in order to receive a BPL card. Certain special considerations apply to Home Delivery cardholders. Find more information at [www.baldwinlib.org/home-delivery](http://www.baldwinlib.org/home-delivery).

### **Computer users**



Patrons who do not live, work, or own property in BPL's service area are eligible for a computer user account at BPL. This account may only be used to access computers inside BPL ~~for two hours per business day. Valid photo identification must be presented at the circulation desk in order to obtain this account.~~ Computer user accounts will be removed after twelve (12) months of inactivity.

### **Cardholders from Other Libraries**

Patrons who are not eligible for a BPL card may be able to use the card issued by their home library to check out physical materials at ~~BPL Baldwin~~. ~~BPL Baldwin~~ participates in The Library Network (TLN) cooperative. Patrons whose home library is part of TLN and offers reciprocal borrowing privileges can use their card at ~~BPL Baldwin~~. Troy residents with a Troy Public Library card are also able to register their cards at ~~BPL Baldwin~~. A complete list of reciprocal libraries is available upon request.

To register, patrons must provide their home library card and valid photo identification showing their current address. Reciprocal cards expire every three years and must be renewed in person by showing proof of current address, when BPL is fully open for service. Alternate renewal methods are at the discretion of BPL staff.

Reciprocal cardholders may check out physical materials available within the library, use library computers, and place holds for physical BPL materials.

### **Use of Library Cards by Persons Other Than the Owner**

Borrowers are discouraged from lending their library cards for use by others. Cardholders who allow their library cards to be used by others continue to be responsible for the care and safety of all BPL materials charged to their cards, as well as for paying charges and other financial assessments that result from the use of the library card.

A BPL cardholder may allow another person to pick up materials using the cardholder's account. To do so, the BPL cardholder must contact BPL and provide the name of the person who is authorized to pick up materials on behalf of the cardholder. Permission may be revoked by the cardholder at any time by contacting BPL staff. Cardholders agree to notify BPL immediately upon discovery that their card may be in use by someone who does not have permission, so that the card can be suspended.

### **Item Limits**

All cardholders may check out a limited number of the following items:

- ~~● Holiday books (limit of 10)~~
- Video games (limit of 6)
- Internet To Go kit (limit of 1)
- Mobile Hot Spot (limit of 1)

# Fines and Fees Policy

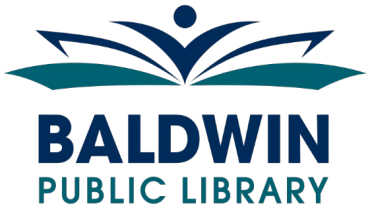
300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

In keeping with the Baldwin Public Library's (BPL) core values of equitable service and barrier-free access to information and services, BPL will no longer impose or collect fines for the late return of materials.

## *Regulations*

1. BPL does not charge overdue fines for borrowed materials.
2. ~~After Once~~ available renewals have been utilized, BPL will notify a patron that an item is overdue. Notifications will be sent to the email address, cell phone, or mailing address listed on the patron's account. It is the patron's responsibility to notify **BPL the Library** of any changes in their contact information or notification method. The following notices and bills will be sent to patrons when an item is:
  - a. Seven (7) and fourteen (14) days overdue: email or text notice
  - b. Twenty-one (21) days overdue: ~~mailed~~ **emailed** notice
  - c. Thirty (30) days overdue: bill for the replacement cost of the item ~~mailed~~ **emailed** to the address on file.
  - d. ~~Sixty (60) days overdue: collection notice for the replacement cost of the item will be mailed to the address on file. Accounts owing more than fifty dollars (\$50) will be sent to collections if the materials are not returned or paid for after thirty (30) days from the billing date. This information is not reported to credit bureaus. If the total fees owed on the account is more than fifty dollars (\$50), a collection notice for the replacement cost of the item will be mailed to the address on file. This information is not reported to credit bureaus.~~
3. Any patron with an item that is not returned within ten (10) days of the due date shall forfeit all account privileges until the item is returned.
4. Any patron with an account balance of ten dollars (\$10) or more shall forfeit borrowing ~~additional items, electronic items, and new items,~~ or using public computers until the charge is below ten dollars (\$10).
5. ~~A ten dollar (\$10) nonrefundable collection agency processing fee will be added to the patron's account for items sixty (60) days overdue.~~ Should an account be sent to collections due to items sixty (60) days overdue, a ten dollar (\$10) nonrefundable collection agency processing fee will be added to the patron's account. At this point, all fees owed must be paid down to \$0 before account privileges are restored.
6. ~~Replacement Cost fees are restored when paid down to \$0 or waived (if unpaid) only until the items are one hundred twenty (120) days overdue.~~ Replacement Cost fees are refundable (if paid) or waived (if unpaid) only when the item in question is less than one hundred twenty (120) days overdue.

7. Patrons have the option of paying fees fines by credit card, cash, or check at BPL the Library. Patrons may also pay from their online BPL Library accounts.
8. Patrons experiencing unusual difficulty in returning their materials or paying their fees fines should contact the Library Director.



# Electronic Device, Network, and Internet Use Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

The Baldwin Public Library (BPL) provides Internet access through loaned computers and through its affiliated network. Users may bring their own devices or borrow BPL's devices, such as laptops, workstations, or hot spots.

## Use of Library Computing Resources and Network

Users are granted a specified amount of access time per day; additional time may be given if there are no users waiting. Some workstations are limited to children, parents and guardians of children, and/or young adults.

All computer resources must be used in a responsible manner, respecting the rights of others and taking care of the equipment.

## Accessing Information

BPL does not monitor and has no control over the information **available on accessed through** the Internet and cannot be held responsible for its content. The Internet and its resources may contain material that may be deemed controversial or inappropriate by certain users. BPL does not restrict access or protect users from information that they may find offensive, except as provided by law or specifically delineated in this Policy (**see Filtering, Prohibited Activities**). Users access the Internet at their own discretion and are expected to abide by this Policy's rules and regulations.

Parents and guardians of children under the age of 18, not BPL staff, are responsible for their children's use of the Internet through BPL's connection.

## Filtering

Although BPL does not control the information available on the Internet, BPL does enforce certain automated filtering of content accessed through its networks and devices, such as that suspected to be illegal, obscene, sexually explicit or harmful to minors. As this filtering may misidentify content, users who believe that a site has been mistakenly filtered can submit a request to the Library Director to have the site filter removed. If the administrative staff determines that the site does not contain **any such material ~~obscene matter or sexually explicit matter that is harmful to minors~~**, then the administrative staff may authorize the system wide unblocking of the site. The user will be informed of the decision in writing. The decision may be appealed by submitting a written request to BPL staff. BPL staff shall then schedule a hearing before the Library Board and shall notify the user requesting the hearing in writing at least seven days before the hearing.

## Prohibited Activities

Users may not produce profane or loud noises while using electronic devices. Noises must not be louder than the general noise level for the area.

Users may not use any electronic device to create, send, receive or display images that are obscene, illegal or sexually explicit. (Refer to [BPL's Code of Conduct](#).)

Users must abide by copyright laws pertaining to the Internet. Activities **including like** uploading, downloading or copying copyrighted materials may infringe on copyright law unless permission is granted by a copyright owner. Unless an exception is granted, the transmission of copyrighted materials is prohibited.

Users are prohibited from using identification other than their own to access the Internet. This includes the unauthorized use of another's Library card and PIN, and usernames and passwords on websites.

Any activities that are intended to disrupt the network, services on the network, or physical equipment are prohibited.

### **Violation**

BPL's computers, network, and Internet connection may not be used for any illegal activity or in any manner in violation of [BPL's Code of Conduct](#). Anyone committing illegal acts will be prosecuted to the full extent of the law.

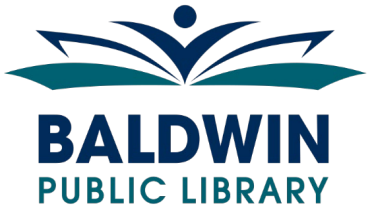
Users violating this Policy will be asked to comply by staff. In response to serious or repeated violations of this Policy, BPL reserves the right to terminate a user's session, ask a user to leave the BPL building, and/or prevent a user from using BPL's computers, network, or Internet connection.

BPL reserves the right to remotely monitor and access all public access computers for customer support, maintenance, and security purposes.

### **Precautions**

Files downloaded from the Internet, through BPL's network, or from BPL computers may contain malware that may infect other computers. BPL is not responsible for damage or loss that may occur from the use of BPL's computers, network, or Internet connection, and users use these resources at their own risk.

Users are responsible for ensuring that their personal data is not compromised when using BPL's computers, network, or Internet connection. Accessing, sending, or connecting information to BPL's computers, network, or Internet connection is done at the sole risk of the user. **BPL The Library** has no control over the security of a user's data.



# Collection Development & Maintenance Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

## Policy Statement

The purpose of this policy is to serve as a guide for the librarians of the Baldwin Public Library (BPL) in the process of materials selection and to inform the public of the principles upon which BPL selections and deselections are made. Basic to this policy is the American Library Association's [Library Bill of Rights](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#), as affirmed by the BPL Board.

## Objectives

BPL strives to achieve the following goals with its materials collections:

1. Provide materials that are of interest and relevance to the members of its community
2. Balance collections to incorporate both popular materials and those of lasting value
3. Offer materials in a variety of formats to meet the needs of the community
4. Represent a broad spectrum of interests to appeal to individuals of all ages and backgrounds
5. **Provide Give** all relevant perspectives on topics of interest to its community and support intellectual freedom
6. Create and maintain a special collection that highlights knowledge and information about BPL's history
7. Consider the value of each item, the needs of the community, the existing collection, future trends, and BPL's budget when adding materials to the collection

## Scope of the collection

BPL provides materials and services that reflect the diverse educational, informational, and recreational needs of its users, though BPL may be unable to meet every need with on-site materials due to space and affordability constraints. BPL provides collections to support a wide audience, including the needs of specific populations.

BPL recognizes that content and medium should be suitably matched, and that BPL patrons have different learning styles and preferences for how they receive information. Therefore, BPL provides materials in a variety of formats, including, when appropriate:

- **Print** – hardcover books, paperbacks, magazines, and newspapers
- **Audiovisual** – Blu-Rays, DVDs, books on CD, and other audio and visual formats
- **Digital Resources** – online databases, digital books, recordings, images, and software programs
- **Equipment** – toys, magnifiers, bike locks, Internet to Go Kits, etc.

## Selection Guidelines

Selection of all materials shall be the responsibility of the Library Director, who operates within the framework of policies determined by the Library Board of Directors. Under the Director's guidance, a staff of librarians with professional education and training selects materials in accordance with state law and the principles and practices of collection development and maintenance. Materials are selected to meet patron needs and reflect a variety of viewpoints and opinions. Criteria for consideration include popular demand, literary merit, enduring value, accuracy, authoritativeness, local interest, cultural significance, importance of subject matter to the collection, timeliness, cost, scarcity of information on the subject, availability elsewhere, and the quality and suitability of the format.

- **Reference Materials** – Items are purchased if they are authoritative works of general interest
- **Popular Materials** – BPL collects current, timely materials to satisfy popular demand; these items include fiction and non-fiction materials
- **Textbooks** – Textbooks and curriculum-specific material are added to the collection only when such materials also serve the general public. BPL's collection is designed to complement, but not duplicate, school district resources
- **Periodicals** – Items are added to the collection on the basis of relevance and community interest
- **Audiovisual materials** – BPL recognizes its responsibility to provide access to information, cultural enrichment, and recreation through as wide a variety of media as possible. As new technologies are developed, BPL will investigate the appropriateness of new media formats and will select popularly adopted formats for the collection
- **Self-published works** – BPL generally does not select self-published materials unless they meet the same guidelines as other materials purchased for the collection, have received positive professional reviews, or are in particularly high demand
- **Gifts** – **Any donations of materials to be added to the collection must be approved by BPL staff prior to accepting the gift. Gifts must meet BPL-accepts-gift-donations-of materials-which-meet** the same criteria as purchased materials. BPL accepts commemorative requests, places a bookplate in each item and integrates the item into the appropriate collection. *See Gift and Donation Policy*
- **Toys** - Toys are evaluated based on developmental appropriateness for the intended user, current popular interests, literacy-based connections, and the level of active play involved. High priority is given to toys with educational value.
- **Databases** – BPL makes available a variety of online resources purchased to supplement and enhance BPL's collection. These resources are evaluated on the basis of timeliness, ease **and frequency** of use, accuracy, and ability to meet patrons' information needs
- **Electronic Resources** – BPL will monitor advances in technology, future trends, and the emergence of new formats and will adjust the emphasis within collections to reflect the changing times

## Collection Maintenance

*Collection Development & Maintenance Policy adopted by the BPL Board on April 17, 2006. Revised February 15, 2016, January 19, 2022, May 15, 2023, June 24, 2024*

In order to provide the best service to our community, the collection is regularly evaluated. BPL has limited space and therefore a limited collection size. To keep the collection updated, relevant, in good condition, and contained to its present space, BPL maintains a schedule of evaluation. Items are withdrawn from the collection if:

- The item is worn, stained, or damaged beyond repair
- The item is out of date, contains inaccurate data or is not historically significant
- A new, more current, or more comprehensive resource is available
- A more desirable format of the content is available
- Duplicates of the item exist in the collection
- The item has low circulation

Items removed from the collection are to be either sold with proceeds to benefit BPL, or disposed of properly. Items withdrawn by reason of condition, loss, or damage will be considered for replacement. Items that cannot be easily replaced, yet can be repaired, may be repaired.

### **Patron Suggestions**

BPL welcomes and considers all requests from BPL cardholders. Librarians use the same selection criteria for requests as BPL uses for the collection. If an item is unavailable for purchase, BPL will make every attempt to obtain the item via interlibrary loan for BPL cardholders.

### **Controversial Materials and Intellectual Freedom**

It should be noted that inclusion of an item or resource in BPL's collections is not an endorsement of a particular point of view or philosophy and that BPL holds censorship to be a purely individual matter. While anyone is free to personally reject books and other materials of which they do not approve, they may not exercise censorship to restrict the freedom of others.

Also, responsibilities for materials selected/read/or viewed by children and adolescents rests with their parent(s) or legal guardian(s). Selection decisions are not influenced by the possibility that materials may be accessible to minors.

Because strong feelings and emotions can develop over items in BPL's collection, patrons are welcome to fill out a *Request for Reconsideration of Library Materials* form. When this form is completed, it is given to the Library Director for response. The item will be reviewed in accordance with BPL's Collection Development Policy, the Library Bill of Rights, and the American Library Association guidelines on intellectual freedom.

The Library Director and Library Board of Directors will review these written challenges and the patron will be informed of the Board's decision regarding the challenged material. The decision of the Library Board is final.



## **Purpose:**

The Baldwin Public Library (BPL) realizes the importance of a knowledgeable staff and encourages their growth and development through participation in educational and training programs and conference attendance.

Staff members have a goal to continue to develop themselves professionally to enhance their excellence as library staff and to fulfill their roles as members of the professional library community. Attendance at and participation in professional library functions is recognized as beneficial to both BPL and to the public it serves.

BPL strives to offer an educational training day each year for all staff, organized around current library needs. All staff are encouraged to attend. Department and all-staff meetings will be regularly scheduled for training purposes and to update staff on library procedures and policy.

A budget is established at the beginning of each fiscal year to support training and conference expenditures. The Board of Directors will request that the Baldwin Library Trust pay out-of-state travel expenses for continuing education programs.

The Library Director will collect recommendations from Department Heads for conference attendance during the budget process. Those recommendations will be incorporated into the general budget. All professional development support for training and conferences is predicated on the availability of funding and can be decreased at any given time during a fiscal year due to a BPL budget decrease or to a change of budget priorities.

The two basic types of staff development include:

- Training -These types of sessions are job specific and necessary to obtain a specific subset of skills, to update previous skills, or to learn current techniques.
- Continuing Education -These are professional activities necessary to implement strategic planning and to develop a vision for future operations.

BPL staff who attend conferences will be expected to give a summary report and to share the information gained with other department members. Management or supervisory staff will incorporate the information into in-house training programs.

## **Guidelines for Attending a Conference or Training Session:**

1. Prior approval must be received before attendance at any training session or conference.
2. Attendance at any outside training session or conference within the state of Michigan must be approved by the Director on recommendation of the Department Head.
3. Attendance at any national training session or conference outside the State of Michigan must be approved by the Board of Directors.

4. Employee-paid travel to a conference or workshop does not need approval aside from time off requests necessary for travel.
5. If staff interest for a conference or workshop is greater than the amount budgeted for professional development, the Director will select which staff members are eligible to attend.

Staff members may travel to conduct general library business, attend a conference or professional development opportunity, or serve as an elected/appointed officer or committee member of a professional library or scholarly organization.

~~There are two basic types of Travel:~~

- ~~• *Administrative Travel*—Travel by staff for the purpose of conducting general library business. (e.g., attendance as official representative of BPL at meetings of associations, other organizations, etc.).~~
- ~~• *Non-Administrative Travel*—Travel to a conference to present a session, to participate in a panel discussion, to serve as an elected/appointed officer or committee member of a professional library or scholarly organization or attendance to broaden a staff member's perspective and to stay abreast of developments in the library field. This also includes travel to participate in workshops, institutes, seminars, etc. in order to promote, improve, or enhance job-related skills.~~

Scope of Travel

- In-State Travel— Travel within the state of Michigan.
- Out-of-State Travel – Travel outside the state of Michigan but within the United States.

Staff members will be paid for travel time to and from a conference or professional development committee meeting.

### **Procedures for Applying for Reimbursement:**

Initiating travel request - Whether initiated by the Library Administration or by a staff member, individuals must obtain written approval from their Department Head as soon as they become aware of a conference, meeting, etc. that they would like to attend.

### **Reimbursement**

- As soon as possible upon their return, the staff member should fill out the City of Birmingham Advance Expense and/or Final Expense report, and submit it along with all itemized receipts to the Bookkeeper. The Bookkeeper will then prepare a check for the individual. Note that checks cannot be issued immediately as they must first be approved by the Library Board.
- Receipts must be submitted for the staff member to receive reimbursement. In lieu of receipts, only photocopies of registration forms and personal checks will be accepted. Receipts that are not submitted within 15 work days may lose their eligibility for reimbursement.

*Staff Development Policy adopted by the BPL Board November 21, 2005. Updated December 20, 2021, May 15, 2023, June 24, 2024*

## **Payment**

- BPL will only pay in advance for an event registration, conference, etc. with approval from the Director.

## **Additional Savings Opportunities**

Staff shall take advantage of early registration, conference room rates and any other discounts associated with their travel (e.g., double-room occupancy, etc.).

## **Transportation**

**When planning transportation, the most economical and efficient form of travel should be selected. When a staff member is driving other staff members, the driver of the vehicle must be licensed and insured and follow all applicable state driving laws.**

- Personal Automobile – BPL will reimburse mileage at the current approved rate per mile set by the IRS. The Board of Directors may adjust this amount in the event of a BPL budget decrease. When two or more staff members attend the same event by personal automobile, staff members are expected to carpool unless a justifiable reason prevents it. When two or more staff members travel together, only the staff member who drove their vehicle will be reimbursed for the mileage allowance.
- Air Travel – It is expected that staff members will have their flight arrangements made through a designated staff member. If the staff member is making their own reservations, the email confirmation from the airline is the accepted form of receipt. Reservations should be made for economy class fare. Reimbursement for business, first-class, or other equivalent airfare is not allowed.
- Other forms of transportation (Railroads, Buses, etc.) – These forms of transportation are allowed but should not exceed the commercial airfare that would be reimbursable for the same trip.
- Rental Automobile – A rental automobile may be used when renting in a specific situation is considered to be more advantageous than other means of transportation.

## **Ground Transportation**

Costs for local transportation to and from destinations will be reimbursed. Transportation between the staff member's hotel and meeting sites will also be reimbursed. If free shuttles are available, staff member should use this mode of transportation in lieu of paid transportation.

## **Lodging**

- The Library will reimburse the staff member the actual cost of accommodations within a reasonable level. When a staff member is attending a conference and conference rates are given at various hotels or motels, the staff member should make reservations at one of these locations. Other lodgings may be booked but should not exceed the cost of hotel or motel conference rates.
- Double occupancy should be considered in an effort to reduce lodging costs.

*Staff Development Policy adopted by the BPL Board November 21, 2005. Updated December 20, 2021, May 15, 2023, June 24, 2024*

## **Meals**

Library staff members are expected to make reasonable selections when ordering food and non-alcoholic beverages. The Library does allow a per diem for food and non-alcoholic beverages of \$75.00 per day. In cities, where the cost-of-living is deemed higher, an increase of \$10 - \$20 will be allowed on a case-by-case basis. Charges for alcohol are not eligible for reimbursement.

## **Parking Fees**

- Reasonable and necessary costs for automobile parking will be reimbursed.
- The least expensive parking at the airport is preferred unless there is a physical or business reason to justify an exception.

## **Tips**

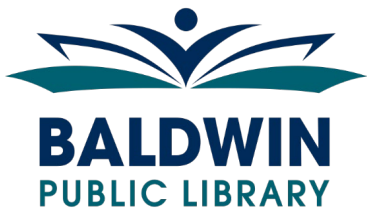
Tipping will be reimbursed. The amount of the tip should not exceed 20% of total **service or** meal cost, excluding charges for alcohol.

## **WiFi**

If free wifi is not available, wifi charges associated with the trip will be reimbursed, but should be kept at a minimum.

## **Miscellaneous**

- **Staff members are encouraged to apply for scholarships and continuing education stipends to attend conferences and professional development opportunities.**
- Other expenses will be reimbursed if determined to be reasonable and necessary and if supporting receipts, documents, etc. are provided as set forth in the above guidelines.
- Movies, exercise facilities, or other forms of entertainment are not reimbursable Library travel expenses.



# Communications Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

The Baldwin Public Library (BPL) communicates through a variety of means, including but not limited to, photographs, video, media releases, newsletters, and social media. BPL strives to accurately inform the public about activities, events, and incidents that take place within BPL as well as share information about its mission, services, and resources.

The purpose of this policy is to establish standards for and responsibilities regarding the means by which Staff members, Trustees, and Friends communicate about BPL that is in keeping with existing policies and legal requirements. It is a tool to guide communication with the media, officials, schools, residents of our service area, and visitors to BPL.

How we communicate information has an impact on how BPL is perceived and what message is received. Staff members, Trustees, and Friends should always bear in mind that communication is two-way, and the message we send may not be the message that is received.

BPL's communications will:

- Reflect BPL's values and its commitment to responsive public service
- Be delivered clearly and effectively in a respectful and positive manner
- Support intellectual freedom while protecting privacy rights
- Represent the diverse nature of the community in a fair and inclusive manner
- Reflect the value of accessibility and comply with accessibility legislation and standards
- Provide information in different formats using various means of communication to efficiently reach the intended audience
- Be delivered in a proactive, rather than reactive, manner

## **Authority and Responsibility**

The Library Director is ultimately responsible for communications about BPL. With the intent of providing effective, responsive, and consistent communications to our community, the Library Director, Associate Director, or BPL Board President are authorized to speak on behalf of BPL. However, all staff members, as well as Trustees and Friends, can have a positive impact on the success of BPL's publicity and image.

The Library Board President is the spokesperson for the Library Board of Trustees. All inquiries from patrons, politicians, or the media should be reported immediately to the Library Director or Associate Director. The Library Board President works in tandem with the Library Director to coordinate communications and respond to questions. The Library Director will contact BPL's attorney for guidance when warranted. Whenever feasible, the Library Board President will engage the entire Board in official discussion during a BPL Board meeting before

responding. However, depending on the urgency of the matter in question, the Library Board President may speak on behalf of the full Board without having first met with the full Board.

When asked by the public for information related to BPL business or policy, staff members should respond in accordance with BPL guidelines regarding such requests and, in the case of doubt, should consult with the Library Director or Associate Director.

BPL staff members are permitted to speak about BPL on behalf of BPL to members of the public and media, but must limit themselves to areas of their operational expertise, including:

- Answering a reference question or providing materials from BPL collections
- Talking about a particular program, display, or service for which the employee is responsible

Staff members should also bear in mind their obligation to present BPL in the best possible light. Interviews with staff members are permitted as long as the supervisor is informed and it does not interfere with job duties. Staff members should avoid speculation on any topic and refrain from offering personal opinions about BPL policies or programs, even when asked to do so.

Questions from the public regarding the general operations or direction of BPL should be referred to the Library Director. Inquiries related to the underlying principles of a policy that are open to interpretation from a political, constitutional, and/or legal perspective should be referred to the Director. Examples of such policies include but are not limited to those covering Internet Access, Filtering, Intellectual Freedom, and Meeting Room issues.

Inquiries regarding BPL's budget should be referred to the Library Director.

### **Print and Promotional Materials**

Newsletters, brochures, press releases, and other promotional materials shall be produced and distributed through approved channels. All such materials shall originate with the Associate Director and shall receive the approval of the Library Director prior to distribution.

All material written or prepared by BPL staff members shall be reviewed for appropriateness, accuracy, completeness and eye-appeal by the Library Director, Associate Director, Department Head, or Office Administrator before being released to the public or media. This includes printed material such as flyers, bookmarks, newspaper articles, press releases, BPL's website, and BPL's social media accounts.

### **Crisis Communication**

In the case of media interest in controversial, negative, or crisis issues, every effort should be made to contact the Library Director, Associate Director, or Board President immediately. The Library Director or designee will prepare an informed statement that can be given when questions arise about particularly sensitive issues.

## **Public Records and Freedom of Information Requests**

Requests from the media for public records should be handled promptly and in a manner consistent with other BPL policies. All public record requests should be forwarded to the Library Director. When there are questions about whether the information requested can be released, the Library Director will consult with BPL's attorney.

## **Photography, Film, and Audio Recordings**

*Professional Photography and Videography:* All photographers and videographers hired by entities not involved with BPL must seek permission from the Library Director or designee before taking photos or filming at BPL. Official identification must be shown. Patrons may not have their pictures taken, unless consent is granted from the patron to the professional photographer or videographer.

*Open and/or Public events:* BPL staff members have the right to photograph, film, and record BPL events and patrons for promotional use. Visitors to BPL, or participants in any BPL event being captured on film or by photograph, will be advised in advance, verbally or through signage, that their participation in the event acts as consent to being photographed, filmed or recorded, unless they otherwise clearly indicate to the contrary to BPL staff members. Person's images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

*Non-public events (e.g. school visits):* BPL recognizes that entities using BPL for non-public events may have different release or permission requirements. BPL will follow requirements from third party entities regarding photography, videography, and audio recordings.

*Restrictions:* In order to protect the rights of individual patrons and to prevent disruptions, interference with staff members or patrons, or conduct inconsistent with BPL's mission, photographing and video or audio recording on BPL property are restricted as follows:

- The general public, media, or all other entities are discouraged from taking photographs or recording video or audio without the express permission of any BPL patron or staff member who may be photographed, filmed, or recorded. In the case of minors, permission must come from the minor's parent or legal guardian.
- All members of the general public and media are subject to the provisions of BPL's Code of Conduct and may not disturb the normal operations of BPL.

## **Personal Opinion**

When speaking to the public or the media about BPL, it is expected that Trustees and designated staff members will define when their remarks represent personal opinion.

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## June 2024 Outreach Committee Minutes

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The Outreach Committee met on Monday, June 3, 2024 at 3:30 p.m. in the Delos Board Room. Present were Wendy Friedman, Missy Mark, Rebekah Craft, and Jaclyn Miller

- Public Comment - none
  - Old Business
    - Stickers and magnifiers ready to go
      - We will also acquire one more item to give away
    - Print on Demand website info – Miller will reach out to Visibles to set up an online merchandise shop, to give people the chance to purchase and wear BPL branded items like, tees, sweatshirts, bags and hats.
    - BSD pieces – determined we need just one piece, and will update a previously used trifold, once the addition is fully finished and photographed.
      - Craft spoke with the new BSD Director and several upcoming events through 2024 and into 2025 are potential opportunities to promote the library.
    - All Seasons drop off – July – Friedman will cover this delivery
- New business
- Movie Nights at Booth Park – June 7, July 19, August 9, September 6 - library staff will take the book bike to each movie night (weather permitting) for the hour leading up to the movie showing to promote summer reading and library services.
  - NEXT Car Show – August 13 – Miller will take the book bike to this new event.
- Items not on the agenda - none
  - The next meeting of the Outreach Committee will be held on August 6 at 11:00 am.





## LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

# Statistical Dashboard

May 2024

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 23-24 Q4 Target
<b>Financials</b>					
Revenues	\$ 194,137	\$ 183,838	\$ 5,307,326	\$ 4,915,238	
Expenses	\$ 412,770	\$ 297,930	\$ 7,047,507	\$ 4,153,728	
<b>Circulation</b>					
Circ (Charges & Renewals)	46,321	45,872	551,136	510,281	<b>470,000</b>
Self-Check Usage	17.5%	50.1%	20.0%	49.4%	
% of Circ by Residents*	91.1%	91.2%	91.1%	91.7%	<b>92.0%</b>
% of Circ by Non-Residents	8.9%	8.8%	8.9%	8.2%	<b>8.0%</b>
<b>Interlibrary Loans</b>					
Items borrowed	723	612	8,011	7,812	
Items loaned	707	856	8,386	9,053	
<b>Technology Usage</b>					
Database Sessions	5,551	5,137	67,725	51,166	<b>35,000</b>
Downloadable Content	14,858	12,573	161,706	137,425	<b>150,000</b>
Public Computer Usage	591	577	6,261	5,505	
Wireless Sessions	2,231	5,064	41,692	53,365	<b>54,000</b>
<b>Program Attendance</b>					
Program Attendance for Adults	622	170	2,534	2,304	
# of Programs for Adults	12	11	140	148	
Program Attendance for Teens	965	1,073	1,781	1,861	
# of Programs for Teens	11	10	66	64	
Program Attendance for Youth	4,744	3,679	20,863	18,435	
# of Programs for Youth	104	32	586	463	
Computer Classes		30	389	370	
# of Computer Programs	5	7	57	62	
Online Video Views	41	46	899	769	
Idea Lab Visits	210	279	2,154	2,220	
<b>Total Program Attendance</b>	<b>6,582</b>	<b>5,277</b>	<b>28,620</b>	<b>25,959</b>	<b>26,000</b>
<b>Total # of Programs</b>	<b>132</b>	<b>60</b>	<b>849</b>	<b>737</b>	<b>1,000</b>
<b>Outreach Attendance</b>	4,772	4,921	<b>10,634</b>	9,377	
<b># of Outreach Programs</b>	56	27	<b>105</b>	128	
<b>Visitors</b>	<b>19,998</b>	<b>19,105</b>	<b>199,112</b>	<b>182,762</b>	<b>160,000</b>
<b>Volunteer Hours</b>	<b>103</b>	<b>139</b>	<b>1,020</b>	<b>1,281</b>	<b>1,200</b>
<b>Social Media</b>					
Website Hits/Pageviews	27,871	22,039	261,030	258,280	<b>65,000</b>
e-Newsletter Subscribers	-9	-44	10,803	11032	<b>11000</b>
Facebook Page Followers	7	7	3,488	3302	<b>2800</b>
TikTok Followers^	0	103	1,012	665	
Instagram Followers	6	13	2,361	1987	<b>2000</b>

\*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

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## Key Metrics & Strategic Plan Status Report

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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.

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### Programs & Services

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

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#### *Summer Reading & Kickoff*

We officially kicked off the 2024 Summer Reading Challenge on Friday, June 7. Eight library staff members set up computer stations on the new plaza to help folks register for the challenge, while additional staff ran programs – video games, crafts, and prize wheel fun – in and out of the library. We also treated 237 people to treats from the Ice Cream truck, courtesy of the Friends of BPL.

As of Friday, June 21, we had 136 Adults, 106 Teens, and 468 Youth signed up for our Summer Reading program.



### *Family Fort Fun Program*

On Tuesday, June 11, Josh and Alyssa from Youth Services provided blankets and flashlights to families who came to build forts and read! Some families read together in their completed structures, and some kids claimed the spaces for themselves and kicked out the grownups!



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## **Facility**

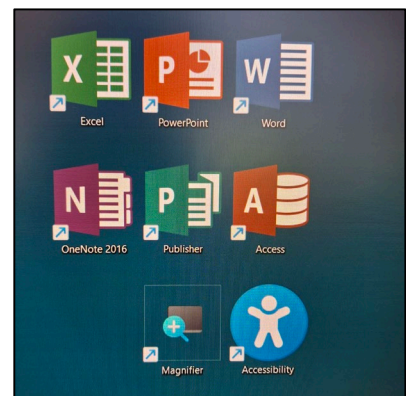
*Strategic goal: Create a welcoming, safe, and accessible building that meets the needs of our staff and users.*

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### *Princh – updated wireless printing software*

Due to the phasing out of PrinterOn by Envisionware, we are now using a new wireless printing product called Princh. Usability is similar, and patrons have not reported any difficulty in using the new software since the launch in late May.

### *Windows Accessibility Options*



Adam Redmond, IT Coordinator, placed shortcuts to the Windows built-in accessibility options on the desktops of the two public PCs with the yellow, high visibility keyboards.

### *Maple Trees on Bates*

Three maple trees along Bates Street were removed on June 18 as they were declining in health. The tree roots will be removed this fall and new trees will be planted in their place next spring.

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## **Diversity and Equity**

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

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### *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 hosted 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. They also took action on the suggestion to offer staff the opportunity to include their pronouns on their nametags, to assist guests and new staff with using the correct pronouns when interacting with each other.

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.

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## **Community Outreach and Partnerships**

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

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### *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.

Library staff, Friends, and Board members marched in the Celebrate Birmingham Hometown Parade on May 19.



*Beverly Hills*

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

Library staff and volunteers participated 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.

*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](mailto:Rebekah.craft@baldwinlib.org) to request the book and join the next discussion.

*Birmingham Schools – Summer Reading School Visits*

Summer reading visits wrapped up in early June. Pictured here are some of our teen services team who visited Berkshire Middle School on May 23 to talk up the challenge and hand out prizes!



*BPS Early Childhood Center visits*

Youth Services staff member Susan Dion conducted monthly visits in March, April and May to 5 classrooms, presenting a fun story time to each group.



### *Birmingham Youth Assistance*

On May 18, Adult Services staff member Vicki Sower represented the Library at the BYA Annual Touch a Truck event. Thanks to an assist from the DPS who made a special delivery, Vicki was able to distribute goody bags and information from the library Book Bike.



### *Friends of the Baldwin Public Library*

The FOL held their monthly meeting on June 11 at which they approved \$17,650 of wish list items for library programs and resources. They also welcomed several potential new board members, who had a chance to talk about what they would like to help with, and learn a little more about Friends operations. The group will vote on adding board members during their next meeting, which will be on Zoom on July 9.

### *Idea Lab on TV!*

On Sunday, June 16, the Idea Lab worked with North One TV studio from the U.K. to film footage for an upcoming episode of "The United States of Birmingham". The television show features host comedian Joe Lycett traveling to 18 different Birminghams around the United States. Idea Lab Supervisor Jeff Jimison showed the host and the 9-member film crew around the Lab and introduced the different machines and services we offer to our patrons. Birmingham Mayor Elaine McClain showed the host all of the art installations around Birmingham.

### *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
- Business card updates
- Summer reading promotional material
- New YS concept labels

### *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.

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## **Personnel and Organization**

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

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### *MLA Thinkspace*

Rebekah Craft attended the third and final session of the 2023-24 Thinkspace conference for library directors from May 22 through 24 on Mackinac Island at the Mission Point Resort.

The conference focused on Future Ready Libraries and this session included classes on the following:

- **Tech transformation** – Nick Tanzi, a library technology consultant, talked about staff technology development and guiding our community through technological disruptors (the internet, Google, smartphones, ereaders, pandemic virtualization, and now AI). He shared a lot of practical ideas for creating a culture of learning in our libraries and I created a long list of program ideas and training initiatives to try at Baldwin.
- **Succession planning** – Deborah Charbonneau, a professor at Wayne State, shared plans and questions to start succession planning in our organization. She recommended adding succession planning to the strategic planning, having every staff member create an "if I win the lottery plan, here is what I do that no one else here does," and many other helpful tips. I will be working with the management team to discuss and implement many things she shared in her presentation.
- **Design thinking** – Cathryn Copper, an architecture librarian from the University of Toronto discussed how libraries can adopt the startup mindset to create new programs and services in this thought-provoking session. The speaker discussed creating a culture of exploration and failure to encourage staff to think outside the box and to spark new ideas and encourage creativity. She suggested creating a budget to try new initiatives to reward people for coming up with new ideas
- **Planning flexible spaces** – In this session, two Michigan architects talked about best practices for creating spaces that can grow with changing technology and needs. Having reached the tail end of our building renovations, it was interesting to see how other libraries are creating multi-use spaces and planning for future changes. One

thing that we don't have right now, but might be nice to have in the future, is shelving stacks on wheels for versatility.

- **Community Partnerships** – Kelvin Watson, the Director of the Las Vegas District Libraries, discussed the multitude of programs that his District has planned and implemented with community partners. Of special note was the ethical considerations of his library's partnership with the NFL for the 2024 Super Bowl. He worked with the NFL to provide little free libraries inside barbershops around town to promote literacy. Then the library barbers from around town in their main branch to cut children's hair. Each barbershop received a ticket to the Super Bowl and Kelvin Watson received two tickets to the Super Bowl as part of their participation in the partnership. Watson did not share the receipt of this gift with his library board and it came out in the press that he had accepted tickets on behalf of the library, which is in violation of library policy. (read the article at: <https://www.reviewjournal.com/news/politics-and-government/las-vegas/not-by-the-book-super-bowl-tix-for-library-officials-may-have-violated-district-policy-3053133/>).



The conference was a lovely experience for me! I was able to meet lots of different library directors from around the state, learn about how different libraries handle matters, and enjoy

the beautiful views on the Island during our lunches, at the welcome reception for the event, and on bike rides around the island.

### *Staff Communications*

An All Staff meeting was held May 29. 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 June 25. Recordings of each meeting are sent to all staff.

### *Staff Anniversaries*

**Angelina Belotti**, Page, reached 1 year of service on June 12.

**Debra Gantz**, Substitute Youth Librarian, reached 21 years of service on June 17.

**Megan Gusho**, Page, reached one year of service on June 12.

**Jennifer Halpern**, Library Assistant I, reached one year of service on June 12.

**Jennifer Hassell**, Adult Services Librarian, reached 3 years of service on June 1.

**Sebastian Hernandez**, Page, reached one year of service on June 19.

**AJ Jawad**, Page, reached 1 year of service on June 12.

**Mayoree Jones-Toubeaux**, Page, reached 1 year of service on June 19.

**Daniel O'Brien**, Page, reached 23 years of service on June 12.

**Sheila Sweeting**, Technical Services Assistant II, reached 3 years of service on June 12.

### *Staffing Changes*

A position was posted for a part-time Teen Services Librarian, and for a part-time Teen Services Assistant, to replace staff members who are departing for college and law school in August.

Shoshana Loomer starts as the new teen library assistant on August 1. She's a rising senior at Berkley High School and the secretary of the National Honor Society. Her hobbies are reading, writing, watching true crime documentaries, and listening to Taylor Swift.

Interviews for the part-time Teen Services Librarian are in progress.

### *Volunteer Hours*

103 volunteer hours were utilized in the month of May.

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## **Financial Stability**

*Strategic goal: Maintain and improve financial health.*

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Craft continues to monitor both the Library's budget and the performance of its Trust funds in order to ensure fiscal responsibility.

<b>Baldwin Public Library: Friends Funds</b>	
<b>May 2024 Expenditures</b>	
<b>Adult Services</b>	
Presenter Fees - Restaurant, Plants	\$ 900.00
Refreshments - Bee House, Poetry, No Man's Land, 3T Book Club	\$ 95.32
Mason Bee House program supplies	\$ 195.39
Seed Library supplies	\$ 114.16
Books Unshelved	\$ 14.99
Summer Reading Prizes	\$ 22.99
Total	\$ 1,342.85
<b>Teen Services</b>	
Escape Room program	\$ 215.00
TEENy Tiny Art Show	\$ 150.00
Pizza for TAB and Pizza & Pages	\$ 83.96
Summer Reading	\$ 209.42
Taylor Swift party	\$ 477.43
Books Unboxed	\$ 88.04
Total	\$ 1,223.85
<b>Youth Services</b>	
Kids Library Society	\$ 24.45
Birbery lunch for students	\$ 327.50
School Librarian In-Service lunch	\$ 309.85
Book Club refreshments & supplies	\$ 58.03
Program supplies - General, No Bake program	\$ 210.42
Presenter Fees - Puppets	\$ 485.00
2nd grade tour supplies	\$ 201.67
Books Unboxed	\$ 76.39
Summer reading kickoff	\$ 209.55
Summer Reading Prizes	\$ 330.00
Total	\$ 2,232.86
<b>Idea Lab</b>	
Format Conversion Components	\$ 672.28
Printer repair parts	\$ 43.73
Luckly 13 kit filament	\$ 131.34
Cutting files	\$ 39.19
Welcome Mat program supplies	\$ 27.90
Supply return	\$ (68.39)
Total	\$ 846.05
<b>Outreach &amp; Equipment</b>	
Parade Candy	\$ 461.20
Magnifiers for giveaway at events	\$ 390.78
Book Bike repairs	\$ 60.00
Total	\$ 911.98
<b>Total Expenditures</b>	
	<b>\$ 6,557.59</b>
<b>May 2024 Balances</b>	
Adult Services	\$ 7,365.64
Teen Services	\$ 296.61

Youth Services	\$ 413.20
Idea Lab	\$ (159.73)
Outreach & Equipment	\$ 6,541.74
<b>Total Balance</b>	<b>\$ 14,457.46</b>
<b>May In-Library Book &amp; Button Sale Cash Donations</b>	
Submitted by Jaclyn Miller for June 10, 2024	\$ 844.88



**PHASE 3 RENOVATION**

**UPDATE:**

**June 2024**



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## Phase 3 Updates: May 2024

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Since our last meeting, the sprinkler line feeding the new southeast garden beds has been repaired.

A walk through was held on Monday, May 20 to develop the final punch list for the project.

The following items have been completed since the last board meeting:

- Shade corrections/replacements have been completed.
- The elevator lighting fuse has been replaced and adjustments were made to the operating system.
- Floor grilles have been installed.
- The Nanawall trim has been delivered and installed.
- Sprinkler caps have been replaced and installed in the ceiling.

Now we are waiting for the following items to be completed:

- The new tile stairs should be completed by July 3.
- The temporary wall will be removed the first week of July. 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.

### **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
HVAC revisions (credit)	+\$4,048.05
18" GRG Plasterform Column Cover	-\$4,826.00
Glass revisions in study rooms (credit)	+\$1,200.00
Landscape revisions (credit)	+2,360.00
Restroom Column	-\$4,275.00
Electrical revisions	-\$6,066.00
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.

The mural by Wendy Popko has been delayed to an issue sourcing the correct paint colors.

<b>Baldwin Public Library: PHASE 3 RENOVATION BUDGET</b>	
	<b>Current Budget</b>
<b>Renovation Costs</b>	
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
<b>Guaranteed Maximum Price</b>	<b>\$ 3,677,232</b>
<b>Other Costs: not coordinated by PCI Dailey</b>	
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
<b>TOTAL: Other Costs</b>	<b>\$ 475,760</b>
<b>GRAND TOTAL</b>	<b>\$ 4,152,992</b>
<b>Funding Sources</b>	
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
<b>TOTAL FUNDS</b>	<b>\$ 4,152,992</b>

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

<b>Budget Approvals</b>		
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
<b>TOTAL FUNDS</b>	<b>\$</b>	<b>4,152,992</b>

\*Requires FY23-24 budget adjustment

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

## Baldwin Public Library: PHASE 3 RENOVATION EXPENDITURES

PCI Dailey Construction Costs*	Current Budget	Paid to Date	Projected	(Over)/Under
\$	3,677,232	\$ 3,250,131	\$ 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	\$ 3,677,232	\$ 361,430		
Pay Application #8	\$ (54,959)	\$ 285,424		
Pay Application #9	\$ 518,947.00	\$ 236,966		
Pay Application #10		\$ 163,092		
Pay Application #11		\$ 368,299		
Pay Application #12		\$ 91,847		
<b>Architectural Fees</b>	<b>\$ 264,000</b>	<b>\$ 264,000</b>	<b>\$ 264,000</b>	
Fees paid through May 2024		\$ 264,000		
<b>Engineering Fees</b>	<b>\$ 19,210</b>		<b>\$ -</b>	<b>\$ 19,210</b>
<b>FFE &amp; AV/Low Voltage Wiring</b>	<b>\$ 115,000</b>		<b>\$ 77,042</b>	<b>\$ 37,958</b>
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						
<b>Furniture Moving</b>	\$	<b>5,000</b>	\$	-	\$			5,000
<b>Signage made by Idea Lab</b>	\$	<b>1,000</b>	\$		\$	<b>1,000</b>		
<b>Endowment plaque installation</b>	\$	<b>1,750</b>	\$	-	\$			1,750
To be installed by Millwork contractor								
<b>Siberian Ram sculpture relocation/storage</b>	\$	<b>19,800</b>	\$	<b>14,473</b>	\$	<b>14,850</b>	\$	<b>4,950</b>
Deposit - 5/30/23	\$		\$	3,400				
Removal fee - 6/10/23	\$		\$	4,273				
Storage fee	\$		\$	1,250				
Reinstallation fee	\$		\$	5,550				
<b>Sorter Relocation</b>	\$	<b>50,000</b>	\$	<b>73,742</b>	\$			<b>(23,742)</b>
<b>TOTAL</b>	\$	<b>4,152,992</b>	\$	<b>3,807,078</b>	\$	<b>4,107,866</b>	\$	<b>45,126</b>

	Total	Remaining	Used
<b>*Construction Contingency</b>			
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 6/20/2024



**BPL Phase 3: Partial Punch List**  
**As of 5/20/24**  
**Attention: PCI DAILEY**

General Issues

Cleaning dust (end panels) etc. + carpet lifting in various locations

Work Scope Issues:

1. Stair repairs per building official
2. Mounting cover at shades at vestibule east wall
3. Concrete Floor crack repair at corner of ramp wall at Cafe + Propose fix for crooked and inconsistent saw cut joints repair chipping along saw cut joints
4. Replace dark caulk with light caulk to match plaster finish at ramp wall column base
5. Plaster finishing at end of ramp wall by existing building facade
6. Electrical cover patch and replace at drywall above vestibule
7. Hole patch at banding and paint to match existing banding where scratched
8. Clean slurry from concrete wall at book return at main entrance
9. Chip at limestone corner
10. Sprinkler head covers to be installed at entry
11. Blue paint chipping when doors open at electrical panel wall to be repaired
12. Add lighting at hold pickup
13. Loose door lock at Study Room 1
14. Install door patch fitting covers
15. Vestibule- install inwall heater/cover + equipment, wall base and finish painting as required
16. Touch ups to circulation desk solid surface
17. Hot picks shelving out of plumb
18. East wall shade cover not aligned flush- fix gap

1.  
No photo

2.



3.





4.



5.



6.



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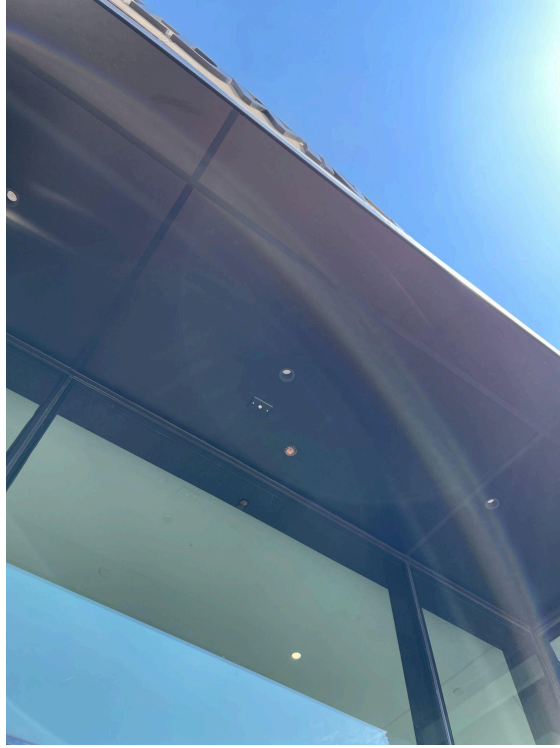
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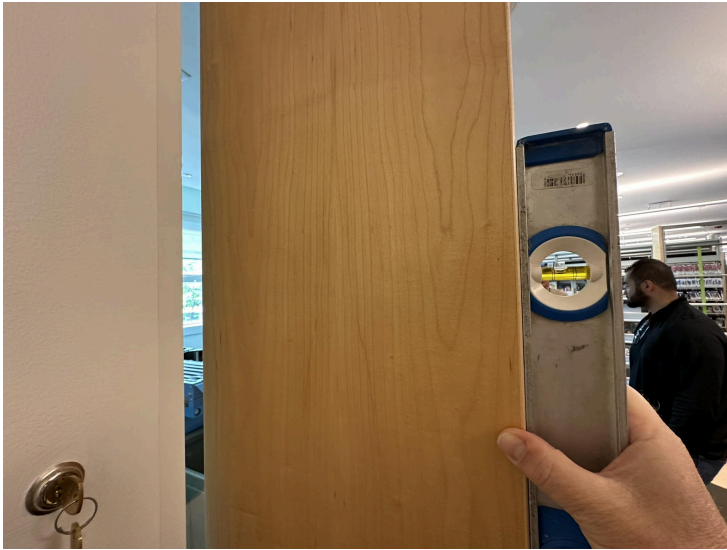
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18.

## NEW BUSINESS



# MEMORANDUM

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DATE: June 21, 2024  
TO: Baldwin Public Library Board of Directors  
FROM: Rebekah Craft, Library Director  
SUBJECT: Employee Compensation for FY 2024-25

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## INTRODUCTION

This memo outlines the rationale for the proposed 3% pay increase for Baldwin Public Library employees. Please note that this memo covers all employees at Baldwin except for Library Pages, who will be receiving a July 1 pay adjustment from \$12.00 per hour to \$12.50 per hour, and Substitute Librarians, who will be receiving a raise from \$21.90 per hour to \$23.00 per hour. This 3% falls just short of the 3.5% inflation rate in the Detroit-Warren-Dearborn area.

## BACKGROUND

In July 2022, the Library Board voted unanimously to give Baldwin staff a 5% salary increase and to update the FY 2022-23 Baldwin Public Library Pay & Benefits Ranges. In June 2023, the Library Board voted unanimously to give Baldwin staff a 4% salary increase and to update the FY2023-24 Baldwin Public Library Pay & Benefits Ranges.

The Birmingham City Commission approved the following salary increases on May 20, 2024, which includes a salary range adjustment of 3.5%:

Motion by Commissioner Haig, seconded by Commissioner Baller: To increase the Administrative Management and Non Organized pay ranges and wages of current Administrative, Management and Non-Organized personnel by 3.5% effective July 1, 2024.

This motion was approved by a 7-0 vote.

## CONSUMER PRICE INDEX

As reported by the Bureau of Labor Statistics on June 12, 2024, inflation continues to be high, though it's showing signs of slowing down.

In May, the Consumer Price Index for All Urban Consumers was unchanged, seasonally adjusted, and rose 3.3 percent over the last 12 months, not seasonally adjusted. The index for all items less food and energy increased 0.2 percent in May (SA); up 3.4 percent over the year (NSA).

## FY 2024-25 BALDWIN PUBLIC LIBRARY PAY & BENEFITS RANGES

The wages and benefits chart for all staff classifications is included after this memo. We have seen a base salary increase for librarians to \$25 per hour at many comparable libraries. For instance, recent job postings have advertised the following rates:

- Ypsilanti - \$24-28 per hour
- Canton - \$26.31-32.31

- Farmington – starting at \$25.19 per hour
- Northville - \$25.36-29.57
- Bloomfield Township – starting at \$26.95 per hour
- Troy - \$25-30 per hour
- Orion Township – starting at \$24.42 per hour
- Rochester Hills – starting at \$23.69 per hour

Even with the updated pay and benefits ranges, the hourly rate for librarians is lower at Baldwin than at comparable libraries. While we are not in the position to increase librarian wages beyond a 3% increase this year, I plan to include this pay adjustment for librarians in the FY25-26 Budget.

**SUMMARY**

Due to the cost of living increases, I propose a 3% pay increase for Baldwin Library. This salary increase is fully supported by the FY 2024-25 approved budget. This pay increase is .5% less than Birmingham City administrative staff will receive in FY 2024-25. And this pay increase is in line with salary increases of other southeast Michigan public libraries.

**SUGGESTED BOARD ACTION**

Motion to approve the FY 2024-25 Baldwin Public Library Pay & Benefits Ranges schedule as shown on the following pages and adopt a 3% pay increase for all staff members, excluding Pages and Substitute Librarians.

## Baldwin Public Library Pay & Benefits: FY2024-2025

Pay Scale					
	Full- Time	Min Hourly Rate	Minimum Salary	Max Hourly Rate	Maximum Salary
Director	Y	\$ 48.70	\$ 101,286	\$ 54.11	\$ 112,540
Associate Director	Y	\$ 37.90	\$ 78,832	\$ 42.52	\$ 88,442
Bookkeeper	Y	\$ 23.81	\$ 49,518	\$ 30.68	\$ 63,810
Office Administrator	Y	\$ 21.64	\$ 45,016	\$ 28.41	\$ 59,084
Operations Assistant	N	\$ 15.00		\$ 20.56	
Head of IT	Y	\$ 31.52	\$ 65,557	\$ 39.01	\$ 81,142
IT Coordinator	Y	\$ 24.16	\$ 50,261	\$ 29.22	\$ 60,772
IT Technician	N	\$ 17.86		\$ 22.72	
Idea Lab Supervisor	Y	\$ 24.89	\$ 51,769	\$ 30.09	\$ 62,595
Idea Lab Assistant I	N	\$ 16.81		\$ 21.64	
Department Head	Y	\$ 30.30	\$ 63,023	\$ 37.90	\$ 78,823
Asst. Department Head	Y	\$ 27.32	\$ 56,816	\$ 33.55	\$ 69,775
Librarian II (FT)	Y	\$ 26.27	\$ 54,631	\$ 32.46	\$ 67,524
Librarian (FT)	Y	\$ 24.00	\$ 49,920	\$ 30.30	\$ 63,023
Librarian (20<hr<28)	N	\$ 24.00		\$ 30.30	
Librarian (<20 hr)	N	\$ 24.00		\$ 30.30	
Substitute Librarian	N	\$ 23.00		\$ 23.00	
Librarian Intern	N	\$ 20.60		\$ 20.60	
Reference Assistant	N	\$ 19.28		\$ 19.28	
Library Assistant III (FT)	Y	\$ 23.11	\$ 48,075	\$ 29.22	\$ 60,772
Library Assistant III (PT)	N	\$ 23.11		\$ 29.22	
Library Assistant II	N	\$ 19.96		\$ 24.89	
Library Assistant I	N	\$ 15.00		\$ 18.95	
Library Page	N	\$ 12.50		\$ 12.50	

Family and Medical Leave Act (FMLA) is available to any employee who has been employed at least 12 months and has worked at least 1,250 hours in the past 12 months.

Full-time employees hired before January 1, 2007, participate in the City of Birmingham's defined benefit plan, rather than the 401a and RHS plans.

Librarians (except for Substitute Librarians) and Circulation Assistants receive time and a half pay on Sundays. This does not apply to any other staff members.

\*Part-time staff working 25-28 hours per week are eligible for sick leave per Michigan's Paid Medical Leave Act

Baldwin Public Library Pay & Benefits: FY2024-2025

Benefits										
	Full-Time	Sunday 1.5 Time	Vacation/Personal	Sick	Health Insurance	Dental/Optical	Life Insurance	Long/Short Term Care	Retirement	
Director	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
Associate Director	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
Bookkeeper	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
Office Administrator	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
Operations Assistant	N	N	N	N*	N	N	N	N	N	N
Head of IT	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
IT Coordinator	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
IT Technician	N	N	N	N*	N	N	N	N	N	N
Idea Lab Supervisor	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
Idea Lab Assistant I	N	N	N	N*	N	N	N	N	N	N
Department Head	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Asst. Department Head	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Librarian II (FT)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Librarian (FT)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Librarian (20<hr<28)	N	Y	Y	Y	N	N	N	N	Y	Y
Librarian (<20 hr)	N	Y	Y	Y	N	N	N	N	N	N
Substitute Librarian	N	N	N	N*	N	N	N	N	N	N
Librarian Intern	N	N	N	N*	N	N	N	N	N	N
Reference Assistant	N	N	N	N*	N	N	N	N	N	N
Library Assistant III (FT)	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
Library Assistant III (PT)	N	Y	Y	Y	N	N	N	N	Y	Y
Library Assistant II	N	Y	Y	Y	N	N	N	N	Y	Y
Library Assistant I	N	Y	N	N*	N	N	N	N	N	N
Library Page	N	N	N	N*	N	N	N	N	N	N

# MEMORANDUM

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DATE: June 21, 2024  
TO: Baldwin Public Library Board of Directors  
FROM: Rebekah Craft, Library Director  
SUBJECT: Pride Flag Pins

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## INTRODUCTION

In the past few months, I have received requests from staff members about whether or not they can wear an LGBTQ pride flag pin while at work. I have wrestled with this request and can see the pros and cons of this concern. I would appreciate having the full board weigh in on this before I update or change our policy on pin wearing at Baldwin.

## BACKGROUND

Historically, staff members have never worn pins to advertise a belief or cause. When I receive enough inquiries from staff members about an issue, I like to take time to evaluate the inquiry and determine whether or not it is appropriate to make a change in policy or procedures.

Our dress code does not have specific guidelines and is purposely left loose to allow for staff to dress for the different types of tasks they may encounter during the work day. The dress code states:

Your personal cleanliness and appearance is of importance to both yourself and BPL. All employees are expected to dress neatly and appropriately for their job and avoid any apparel that may not be in keeping with good business taste. Employees are expected to wear their name badges.

Employees who report to work dressed inappropriately will be asked to go home to change. This will be unpaid time.

Some libraries do not allow staff members to wear jeans, some don't allow staff members to wear clothing with words or phrases, and some libraries require that if staff wear clothing with words on it, the words must promote libraries or reading. As you can see, our dress code is looser than many other libraries.

Our Employee Handbook states that:

According to the Michigan Compiled Laws 169.204 and 169.257, employees of public bodies, such as the Baldwin Public Library, are legally prohibited from advertising their political views or spending time working on a political cause while at work or using BPL equipment.

We do not allow staff members to wear buttons that show support for or against a politician, political cause, or political party.

Because freedom of religion is protected, staff members are welcome to wear jewelry that signifies their belonging to or support of a religious group.

In this case, I believe that wearing a pin to show support for someone's identity or to signal that a staff member is a member of a protected group is different than wearing a pin to signal support of a political candidate or cause. Pride flag pins are tied directly to someone's core identity, which is not the same as a belief or cause, of which an opinion can change over time.

Our core values at Baldwin include intellectual freedom, a welcoming environment, integrity, and equitable and inclusive access. That being said, staff at Baldwin want to remain very neutral during interactions with patrons. Staff work to provide information and services that are without prejudice and to not to share personal beliefs or pass judgement on anyone using the public library.

The management team grappled with this issue at a recent meeting. Members of the management team all want staff to feel supported. One way we can do that is by allowing staff to wear pins, buttons, or jewelry that align with their identity, whether that is a religious symbol or a symbol of their sexuality or gender identity. The management team also recognizes that we live in polarizing times and that if we do allow staff to wear pins, it may cause them to be personally attacked for their identity while at work. We don't want staff members to be verbally abused while working, so we have a natural inclination to feel protective of how each individual staff member is treated by the public. We also recognize that members of the LGBTQ community have had to deal with personal attacks about their identity just for being a member of the LGBTQ community, and that these types of attacks are not always preventable.

With the rise of book challenges in the United States, many of which specifically target LGBTQ materials, I realize that allowing staff members to wear pride flag pins may cause backlash in the community. I am personally concerned about the types of reactions staff members may receive from wearing these symbols even though I want to give staff the freedom to wear a pride flag pin.

While I remain concerned about the potential backlash, this does not change Baldwin's support of LGBTQ+ individuals or its commitment to diversity and inclusion and creating a welcoming environment. Staff here will continue to promote diversity and inclusion through

the thematic book displays we create each month. We will continue to provide a collection that has books and media that represent every member of our community.

We want to respect and honor every LGBTQ employee who works at Baldwin. We also want to give staff members the opportunity to express their support of the LGBTQ community. But we also recognize that wearing a button with a pride flag could put staff members at risk for complaints from members of the public. On the other hand, if a member of the LGBTQ community enters the library and sees a staff member wearing a pride flag pin, they may feel more comfortable approaching that staff person for assistance.

## **SUMMARY**

In examining the issue, there are several pros and cons to allowing staff to wear pride flag pins while working at the services desks.

Pros include:

1. **Promotion of Inclusivity:** Allowing staff to wear pride flag pins sends a clear message that Baldwin is a welcoming space and it demonstrates our commitment to supporting diversity and inclusion within our community.
2. **Visibility and Representation:** Pride flag pins serve as symbols of visibility and representation for LGBTQ+ staff and patrons. By allowing staff to wear these pins, we acknowledge and celebrate the LGBTQ+ community's presence and contributions to Baldwin.
3. **Employee Morale:** Allowing staff to express themselves authentically can boost morale and job satisfaction. When employees feel supported and valued for who they are, they are likely to be more engaged and productive in their roles.

Cons include:

1. **Potential for Controversy:** Allowing staff to wear pride flag pins may spark controversy or backlash from individuals who hold differing beliefs or values. This could create tension or conflict between staff members and patrons.
2. **Perception of Bias:** Some may perceive allowing pride flag pins as endorsing a particular political or social agenda, potentially leading to accusations of bias or favoritism. It's important to maintain neutrality and impartiality in our role as a public institution.

I would like to have the board decide whether or not it is appropriate for staff members to wear pride flag pin while working at Baldwin.

**SUGGESTED BOARD ACTION**

To allow staff members to wear pride flag pins or buttons while working at Baldwin Public Library.

OR

To request that staff do not wear pride flag pins while working at Baldwin Public Library.





**INFORMATION ONLY**

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## Upcoming Events of Interest

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### **Oliver's Interactive Puppet Show**

*Tuesday, June 25 — 3:00 p.m. to 4:00 p.m.*

Join us for a furry, fun-filled, amazing puppet show with Alex Thomas and Friends. Registration required. Registration opens one month before the program. All ages with grown up(s).

### **Astronaut Training Camp: Grades 1 to 3**

*Wednesday, June 26 — 3:30 p.m. to 4:30 p.m.*

Do you have what it takes to be an astronaut? Find out by completing the challenges at our astronaut boot camp. Registration required. Registration opens one month before the program. For children entering grades 1 to 3 in the fall. Caregivers must stay in the building during the program if the participant is ten years old or younger.

### **Teen Escape Room**

*Thursday, June 27 — 6:00 p.m. to 8:00 p.m.*

Grades 7-12. Registration required. Please arrive 5 minutes early.

Time slots: 6:00 P.M., 6:30 P.M., 7:00 P.M., 7:30 P.M. Total of 8 teens per time slot; coordinate with your friends if you want to play with someone specific. Each game lasts 25 minutes.

### **Sensory Adventure: Grades 1 to 3**

*Tuesday, July 2 — 2:00 p.m. to 3:00 p.m.*

Get ready to get your hands dirty in this sensory adventure. Participants with touch, explore, and play with kinetic sand, slime, and more. Registration opens one month before the program. For children entering grades 1 to 3 in the fall with their grown up(s). Registration required.

### **Paw Patrol Party: Ages 3 and up**

*Monday, July 8 — 10:00 a.m. to 11:00 a.m.*

Celebrate all things Paw Patrol with activities, crafts, and more. Registration opens one month before the program. Registration required. For children ages 3 and up with their grown up(s).

### **Monger's Provisions Teaches us Olive Oils and Vinegars**

*Tuesday, July 9 — 7:00 p.m. to 8:00 p.m.*

Back by popular demand! Our friends from Monger's Provisions will visit the library to give us a tasting tour of olive oils and vinegars. Join us as co-owner and storyteller extraordinaire Zach Berg talks about flavor profiles, countries of origin and qualities to look for when purchasing. This event is in person only. Registration is required. Registration opens May 1, 2024 and closes 1 hour before the event begins.

### **Idea Lab Event: The Grand Tour**

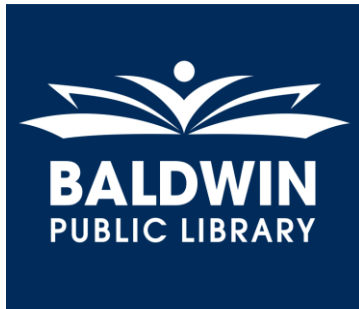
*Wednesday, July 10 — 7:00 p.m. to 8:00 p.m.*

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.

**NYT & WSJ from Home**

*Wednesday, July 10 — 7:00 p.m. to 8:15 p.m.*

Learn how to access popular newspapers, including the New York Times and the Wall Street Journal with your Baldwin Public Library card.



**FOR IMMEDIATE RELEASE**

Contact: Jaclyn Miller, Baldwin Public Library

Phone: 248-554-4682

Email: [Jaclyn.miller@baldwinlib.org](mailto:Jaclyn.miller@baldwinlib.org)

**Adventure Awaits this Summer at the Baldwin Public Library**

BIRMINGHAM, MI (May 20, 2024) – Readers of all ages are invited to participate in the Baldwin Public Library’s annual Summer Reading challenge. The Summer Reading program runs from June 7 through August 2.

Visit [www.baldwinlib.org/summer-reading](http://www.baldwinlib.org/summer-reading) for more information about the program, and details about each challenge. The 2024 Summer Reading Kickoff event will be held on June 7 from 3-5 p.m. at the Library. Activities and crafts are planned around the theme of “Adventure Awaits at your Library”, and participants of all ages are invited to attend and enjoy the fun. The Friends of the Baldwin Public Library are the 2024 sponsors of the Summer Reading program.

Library staff are excited to share the plans for this year’s program. Stephanie Klimmek, Head of Youth Services, said that the Summer Reading Challenge is “great because we have something for all ages, birth through adults; everyone can participate at their own level. Summer Reading helps to highlight the importance of reading together and give families fun, practical, easy ways to add reading to their daily routine. And there are fun prizes, including books, to earn along the way!”

The Teen Services team has also been busy planning an exciting schedule of events. Librarian Elisabeth Phou is “very excited for our teen summer program! I love that Beanstack is easy to use for kids who are busy and on the go. Whether you're on vacation or staying at home, we make it accessible for everyone. There are options to read, write book reviews, and do activities like attend a library program or get outside and have an adventure. They can win prizes by earning points, but there are also random drawings, so there's a chance for everyone to win something. I am most excited for our Taylor Swift party, but if you're not a Swiftie, we also have Dungeons and Dragons, a Super Smash Bros tournament, and to finish off the summer we're playing Nerf Wars after-hours! Anyone going into 7-12 grade are welcome.”

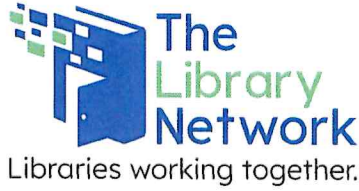
Kids and teens aren’t the only ones who can get in on the fun. Jen Hassell, Adult Services Librarian, hopes adults will also take part in the challenge, saying “Reading is a great escape and empathy builder. Though many of us wish we could read more, we often have trouble carving

out the time. I hope that by combining the challenge element with the more relaxed summer months, more people will allow themselves the freedom and fun of a good book.”

Summer reading progress for all ages can be logged at [baldwinlib.beanstack.org](http://baldwinlib.beanstack.org), beginning on June 7. This year, you can count minutes or complete activities to meet the challenge goals. Prizes will be awarded at various points all summer long, so participants are encouraged to record their progress regularly.

The Baldwin Public Library is located in downtown Birmingham at 300 W. Merrill Street. The Library’s hours are 9:30 a.m. to 9:00 p.m., Monday through Thursday, 9:30 a.m. to 5:30 p.m. Friday and Saturday and 12:00 p.m. to 5:00 p.m. on Sunday. The Library’s website [www.baldwinlib.org](http://www.baldwinlib.org) has information on how to register for a Library Card and access all of the Library’s services.

###



### Dollar Power Using The Library Network Services

**For the Year 2023, your Public Library received significant value for the cost of services to The Library Network.**

#### Birmingham Baldwin Public

TLN Cooperative Service	Cost to Library	Value to Library	Notes
Michigan Activity Pass	\$ 115	\$ 1,169	123 MAP passes checked out
Delivery Service	\$ 13,566	\$ 275,240	34,405 items received
Cataloging & Records	\$ -	\$ -	- items
Items Borrowed	\$ -	\$ 100,088	4,241 items from TLN Catalog
Ebooks - Libby	\$ -	\$ -	- items checked out
Emagazines - Libby	\$ -	\$ -	- items checked out
Wide Area Network & Internet, net of e-rate	\$ 5,955	\$ 10,837	250 Mbs Service
Employee Assistance Program (EAP)	\$ -	\$ -	- Employees Covered
Amazon Prime Membership	\$ 9	\$ 129	Statewide

**2023 Totals \$ 19,645 \$ 387,462**

Other Benefits Not Quantified:	
Programs Attended	1
SAS Programs Attended	-
IT Services	
Book/Magazine Discounts	
Database Discounts	
Equipment Discounts	

## **Celebrate Birmingham parade Sunday at 1 p.m.**

Published May 17, 2024 | Municipal

<https://www.downtownpublications.com/single-post/celebrate-birmingham-parade-sunday-at-1-p-m>

The Celebrate Birmingham Hometown Parade will come marching through downtown Birmingham this Sunday, May 19, beginning at 1 p.m., with a party following it at Shain Park until 4 p.m.

The parade features lots of local businesses, civic groups and organizers to celebrate all that is wonderful about Birmingham. The parade will begin near Booth Park and travel south along N. Old Woodward Avenue, west along Maple Road, and finally turn south along Bates Street, ending at Birmingham's Shain Park. Be sure to find a spot along the route to enjoy the parade, which will feature public safety vehicles, unicyclists from the Redford Township Unicycle Club, Baldwin Public Library, local businesses, and many others.

Following the parade, everyone is invited to party in Shain Park, presented by Bloom Pediatrics and Bank of Ann Arbor. There will be lots of free activities, including face painting, mini train rides, a bounce house, crafts and entertainment, all until 4 p.m.

A hot dog stand and ice cream truck will have items available for purchase during the event.

Visitors are encouraged to park free of charge at the municipal parking structures located at 333 North Old Woodward Avenue, 180 South Chester Street or 333 Pierce Street. For more information on parking, visit [bhamgov.org/parking](http://bhamgov.org/parking). All parking is free of charge on Sundays.



## **Baldwin launches summer reading challenge**

Published May 24, 2024

<https://www.downtownpublications.com/single-post/baldwin-launches-summer-reading-challenge>

Baldwin Public Library is inviting readers of all ages to participate in its annual summer reading challenge, running from Friday, June 7 through Friday, August 2.

The 2024 Summer Reading Kickoff will be held Friday, June 7, from 3-5 p.m. at the library. Activities and crafts are planned around the theme of "Adventure Awaits at your Library," and participants of all ages are invited to attend and enjoy the fun. The Friends of the Baldwin Public Library are the 2024 sponsors of the Summer Reading program.

Library staff are excited to share the plans for this year's program. Stephanie Klimmek, head of Youth Services, said that the Summer Reading Challenge is "great because we have something for all ages, birth through adults – everyone can participate at their own level. Summer Reading helps to highlight the importance of reading together and give families fun, practical, easy ways to add reading to their daily routine. And there are fun prizes, including books, to earn along the way."

The Teen Services team has also been busy planning an exciting schedule of events. Librarian Elisabeth Phou is "very excited for our teen summer program. I love that Beanstack is easy to use for kids who are busy and on the go. Whether you're on vacation or staying at home, we make it accessible for everyone. There are options to read, write book reviews and do activities like attend a library program or get outside and have an adventure. They can win prizes by earning points, but there are also random drawings, so there's a chance for everyone to win something. I am most excited for our Taylor Swift party, but if you're not a Swiftie, we also have Dungeons and Dragons, a Super Smash Bros tournament, and to finish off the summer we're playing Nerf Wars after-hours. Anyone going into 7-12 grades are welcome."

The Summer Reading Challenge is not just for kids and teens. Jen Hassell, Adult Services librarian, hopes adults will also take part in the challenge. She said, "Reading is a great escape and empathy builder. Though many of us wish we could read more, we often have trouble carving out the time. I hope that by combining the challenge element with the more relaxed summer months, more people will allow themselves the freedom and fun of a good book."

Summer reading progress for all ages can be logged at [baldwinlib.beanstack.org](http://baldwinlib.beanstack.org), beginning June 7. This year, readers can count minutes or complete activities to meet the challenge goals. Prizes will be awarded at various points all summer long, so participants are encouraged to record their progress regularly.



**Chair**

Ann Nazareth Manning

**Vice Chair**

Susan Robbins

**Treasurer**

Richard Stasys

**Secretary**

Eileen Pulker

**Past Chair**

Dave Wind

**Members**

Andrew G. Acho

Judith Adelman

Mary Jo Dawson

Dr. Embekka Roberson

Jill Fill

Kate Layton

Meg Lopé

Jennifer Rass

Erin Reemmer

Jay Reynolds

Katie Schafer

Vicki Sower

Shelley Taub

David Walker

**Police Liaison**

Det. James Balagna

Sgt. K. McCanham

**Advisory Members**

Sheriff Michael Bouchard

Jason Clinkscale

**Caseworker**

Catherine Womack

**Administrative Assistant**

Lynne Zacharias

June 3, 2024

Vicki Sower

Baldwin Public Library

300 W Merrill St

Birmingham, MI 48009

Dear Vicki Sower,

Please accept our sincere thanks and appreciation for arranging the “crafts to go” for our 14<sup>th</sup> Annual Touch-a-Truck event that was held on Saturday, May 18, 2024. We’re so thankful you were part of this year’s event that saw a crowd of nearly 1,000 people! With your participation, the event was a great success.

Your participation helped to make the event enjoyable for the children and their families. We hope that Birmingham Public Library will be able to participate again next year. We are planning on May 17<sup>th</sup> for the 2025 event.

Birmingham Youth Assistance has been providing service to youth and their families for 62 years. Please visit our website to learn more about what our organization is all about at: [www.birminghamyouthassistance.org](http://www.birminghamyouthassistance.org)

Sincerely,

Lynne Zacharias

Administrative Assistant

Birmingham Youth Assistance

*The mission of Birmingham Youth Assistance is to strengthen youth and families and to reduce the incidence of delinquency, abuse and neglect through community involvement.*

## **Librarians aim for better e-book accessibility**

Kai Ryssdal and Aleezeh Hasan  
June 20, 2024

"Because the copies that we circulate have digital rights management on them, we don't feel that we are violating anything having to do with copyright," says Sarah McCusker, head of the Connecticut Library Association.

In the current digitized world, many readers are opting to read in nontraditional formats such as e-books. And while those book rentals might be free for library patrons on apps like Libby or Hoopla, libraries are still on the hook for the licensing fees for these books — and they're not cheap.

Librarians in Connecticut, Maryland and Hawaii have all been pushing for the expansion of greater access to e-books in their states. Sarah McCusker, head of the Connecticut Library Association, is one of them. She spoke to "Marketplace" host Kai Ryssdal about it. Below is an edited transcript of their conversation.

**Kai Ryssdal:** For those who are unfamiliar, how does the business end of e-books work for a public library?

**Sarah McCusker:** So a lot of people have this misconception that we just have access to every e-book that's out there. We don't. We have to purchase copies of it, just like we purchase copies of regular print items. We have to purchase them from the publishers. We don't have any opportunity to do any comparison shopping, we're basically tied into what the publishers charge us.

**Ryssdal:** So, speaking of charges. Let's say you want, I don't know, pick your New York Times bestseller. How much is a license going to cost you? How long do you have it for, you know?

**McCusker:** So when we buy print copies, we get substantial discounts. So we can get a print copy of your average hardcover bestseller for, you know, \$15. If we get the e-book, it might be \$100, \$120 and we only have that for two years, or 26 checkouts.

**Ryssdal:** Sorry, 26 checkouts so, so if I'm number 27 I'm out of luck.

**McCusker:** If you're number 27 you're out of luck. If you're waiting for that item and our license has expired, we need to purchase it again, and generally speaking, when we purchase

it again, we're paying the same inflated price that we paid initially. We don't get like a like a renewal price or anything like that.

Ryssdal: Publishers who have taken on this case, as you and other states present bills to try to do something about this, basically say you're depriving authors of copyright, and fundamentally you're interfering with interstate commerce. What do you say?

McCusker: So because the copies that we circulate have digital rights management on them, we don't feel that we are violating anything having to do with copyright. Basically all that we're saying is that the authors get paid based on the number of copies that they sell. They get the same amount in their contract regardless of whether an individual purchase it or a library purchases it.

Ryssdal: Right. I don't suppose the 'public libraries are a civic good' argument does you any good in this case?

McCusker: It doesn't seem to, no.

Ryssdal: So where do you go from here? Because if you don't have any opportunity to pass legislation, or if it gets overturned in court, as at least one of these laws has been, seems library patrons are on the losing end.

McCusker: Correct. The demand for downloadable materials just keeps going up and up and up. But unfortunately, our ability to purchase those items does not go up. You know, we liken it to if your town puts in a playground, everyone loves the playground, everyone wants to use the playground, but then imagine that that playground had a two-year expiration date on it, and so at the end of two years, there might be people lined up to use that playground, but they can't use it until we pay again. And like I say, we're paying the same amount for that playground we paid the first time around. Meanwhile, people are standing there, they can see that it is available, but they can't actually access it.

Ryssdal: There is a middleman here, right between the libraries and the publishers. It's the e-book, you know, apps or what have you, Libby, OverDrive, I've used them both. Where do they play in this? Because they, you know, they kick in a little markup of their own too, right?

McCusker: Right? They do. The big thing on our end is that, you know, we don't have any other alternatives. And ultimately, we aren't looking for kind of unfettered access to these materials. We just want to be able to negotiate with the publishers to get terms that allow us to better serve our patrons.

Ryssdal: It's a seller's market, right? I mean, they kind of got you,

Sarah McCusker: Yeah, absolutely, because that's our only option. We buy them at their prices, or we don't have them at all.

We reached out to the Authors Guild for comment. Below is their response:

Mary Rasenberger, CEO of Authors Guild and member of Protect the Creative Economy  
"These state bills are opposed by authors, independent bookstores, newspapers, and others because they strip away the constitutional rights of the creative community. They are clearly preempted by the federal copyright laws that protect American creativity. Courts have declared them to be unconstitutional, and states across the country have rejected them. Authors and publishers invest massive amounts of time and resources to create books. They also work diligently to ensure that libraries have broad access to the materials they create, which has resulted in an environment in which library patrons can – and do – borrow literary works in digital formats at a greater volume than ever before in history. The terms on which they sell their work should not be dictated by the state.

These ill-considered bills detract from the real issue of giving libraries the funding they need to fulfill the growing demands of their communities. They unfairly target publishers and authors who play a crucial role in American creativity, endangering their ability to make a living with their pen.

Specifically relevant to the Connecticut bill, please see also the attached letter in which nearly 70 authors recently wrote to the state legislature strongly opposing this legislation and calling on them 'to identify mechanisms to support its libraries, so that they can afford to buy books at market prices, rather than shift the economic burden onto authors who can least afford it.'

The letter can also be found at this link: <https://authorsguild.org/news/connecticut-ag-members-oppose-state-ebook-licensing-bill/>."

# Book Riot

## Why Is Midwest Tape/hoopla Creating a New Rating System for Library Purchases?

[Kelly Jensen](#) Jun 19, 2024

Library workers likely missed the update from Midwest Tape/hoopla, distributor of audiovisual materials and digital materials. In an email that went out to subscribers June 18 with the subject “Coming Soon! Ghostbusters: Frozen Empire – Order Now!,” the distributor announced a change coming soon. They would be implementing a new ratings system on all of their materials.

Midwest Tape and hoopla’s new system is called the Universal Content Ratings System. Per the link in the announcement, “Libraries have often struggled with the myriad of ratings available by content, by vendor, and more. To streamline this process, and to provide confidence that the content provided by Midwest Tape and hoopla is age appropriate and in alignment with local and national guidelines, we are instituting a Universal Content Ratings System (UCRS). These ratings, as described below, take into consideration restrictions and qualifiers by format, vendor, and country served.”

Except, libraries *haven’t* struggled with ratings systems for materials. Books come with age ratings on them, and audio and visual material also utilize ratings on them ([see the MPAA ratings](#)). Library workers use their knowledge, expertise, professional experience, and an array of review resources to determine whether or not to acquire material.

This new ratings system comes with no background on its development nor any information on its provenance—both of which are key factors in aiding library workers in determining whether or not information is from a reliable source. Who is determining what constitutes a certain degree of nudity or violence here? What differentiates moderate from intense nudity? Where would a puberty ebook written for 7-10 year olds fall here if there is no drug use but images of, well, nudity because puberty involves the physical body? None of these questions are answered nor addressed.

This ratings system, with a name identical to the one [created by Moms For Liberty on BookLooks](#) (“[Universal Book Content Rating](#),” utilizing a 0-5 scale akin to the YC-A here), is below:

### Universal Content Ratings System

Libraries have often struggled with the myriad of ratings available by content, by vendor, and more. To streamline this process, and to provide confidence that the content provided by Midwest Tape and hoopla is age appropriate and in alignment with local and national guidelines, we are instituting a Universal Content Ratings System (UCRS). These ratings, as described below, take into consideration restrictions and qualifiers by format, vendor, and country served.

Universal Content Ratings System (UCRS) Audience	Name	Grades	Age	Description	Reason
YC	Young Children	0-K	0-5	Contains no questionable content.	Drug Use - No Nudity - No Profanity - No Violence - No
C	Children	1-3	6-9	May contain minimal depictions of mild cartoon-like violence. No nudity, sex scenes, or drug use are present. Crude/bathroom humor/offensive language present. No profanity.	Drug Use - No Nudity - No Profanity - No Violence - Cartoon-like
PT	Preteen	4-6	10-12	May contain mild violence, mild profanity, brief non-sexual nudity, and/or subjective themes. Subjective themes consist of portrayals of domestic violence, racism, religious matters, death, or controversial social issues.	Drug Use - No Nudity - Brief non-sexual Profanity - Mild Violence - Mild
T	Teen	7-8	13-14	May contain mild to moderate violence, nudity, sensuality, language, and adult activities (drug use).	Drug Use - Mild Nudity - Mild/moderate Profanity - Mild/moderate Violence - Mild/moderate
YA	Young Adult	9-11	15-17	May contain moderate suggestive dialogue, strong coarse language, moderate sexual situations, moderate drug use, or intense violence.	Drug Use - Moderate Nudity - Moderate Profanity - Intense Violence - Intense
A	Adult	12+	18+	May contain intense violence, extensive profanity, nudity, sexual themes, drug use, and other content suitable only for an older audience.	Drug Use - Intense Nudity - Intense Profanity - Intense Violence - Intense

It is not explicitly stated whether or not these ratings would only be seen by librarians as they make their purchases, but the language makes it sound like these will be ratings added to materials in addition to the age and rating information that already exists.

Per the American Library Association’s Bill of Rights, [rating systems are a violation of patron rights](#). This leads to the question of how material that appears on hoopla or is distributed to libraries via Midwest Tape will be rated and where it might violate the ethics and spirit of the American public library—and it again begs the question of *where did these ratings come from?* None of these questions are answered in Midwest Tape’s email. Instead the email simply reads that, “to address the growing need for an age-appropriate ratings system, we will be launching a [Universal Content Ratings System](#) on [MidwestTape.com](#) within the coming weeks. This system will provide librarians with valuable information to help make informed decisions about content, including new data points on every title across all formats, such as Audience, Age Range, and Grade Level.”

Only one state in the US has codified and implemented a law that requires vendors to rate materials and [that’s Tennessee](#). The law in Texas is currently on pause as it moves through the Circuit Court system, [as it was challenged as unconstitutional](#). A ratings system created by a vendor like Midwest Tape/hoopla is one way to hoist responsibility of material onto the already overworked positions of library workers. If someone has a problem with a rating as given on

hoopla, they complain to the library and not the vendor. A vendor profiting from libraries in this case is electing to put additional liability on their customers via a system that they invented to “help” them. [Ratings systems are not a solution](#). They’re contributing to the problem of censorship, rather than fighting it.

These ratings are the perfect tool for [silent/quiet censorship](#), already a major problem in libraries nationwide. Even in learning about the new system, at least one library worker blatantly shared that it would help them decide to simply elect not to buy material “[because budget](#).” That is censorship and it’s an unethical practice for any library worker.

This isn’t the first time Midwest Tape/hoopla has made decisions that counter the purpose and ethos of the public library. In 2022 it was found that [the hoopla service was filled with anti-vaccine, Holocaust denial, and pro-LGBTQ+ conversion materials](#).

Libraries have options. When vendors take these paternalistic and patronizing positions to their customers, they can’t be surprised when those customers are not only angry but take their business elsewhere.





# 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, June 24, 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 May 20, 2024 minutes p. 107
- B. Acceptance of the May 2024 receipts of \$3,140.50 p. 114
- C. Approval of the May 2024 disbursements of \$47,999.24 p. 115

III. New and Miscellaneous Business

IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, July 15, 2024.

**Motion:** To adjourn the June 24, 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  
May 20, 2024**

**1. Call to Order**

The meeting was called to order by President Karen Rock at 8:12 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: None.

**1. General Public Comment Period: None.**

**2. Consent Agenda**

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

**A. Approval of the April 15, 2024 minutes**

**B. Acceptance of the April 2024 receipts of \$1,090.34**

**C. Approval of the April 2024 disbursements of \$21,286.66**

1st Pisano

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:**

**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.**

1st Rumble

2nd Mark

A voice vote was taken.

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

Nays: None.  
Absent and excused: None.  
The motion was approved unanimously.

**4. Adjournment:**

**Motion: To adjourn the meeting.**

1st Friedman

2nd Pisano

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:17 p.m. The next Trust Meeting will be held on Monday, June 24, 2024, following the regular meeting in the Delos Board Room.

---

Melissa Mark, Secretary

Date

## Baldwin Public Library Trust: May 2024

May receipts totaled \$3,140.50. May disbursements totaled \$47,999.24.

The current value of the Trust is \$2,260,153.84, divided up in the following way:

	<b>June 2023 - EOY</b>	<b>May 2024</b>
Total endowment investments*	\$ 1,062,322.97	\$ 1,127,683.81
Endowment funds distributed for use	\$ 202,855.49	\$ 221,162.20
<hr/> Total endowment funds	<hr/> \$ 1,265,178.46	<hr/> \$ 1,348,846.01
 General spendable funds	 \$ 382,420.94	 \$ 502,288.86
Van Dragt fund	\$ 63,450.66	\$ 16,663.66
Building fund	\$ 334,358.33	\$ 343,952.17
Restricted funds**	\$ 49,360.61	\$ 23,679.60
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/> \$ 911,307.83
 Total endowment funds	 \$ 1,265,178.46	 \$ 1,348,846.01
Total non-endowment funds	\$ 854,314.08	\$ 911,307.83
<hr/> Total of all Trust funds	<hr/> \$ 2,119,492.54	<hr/> \$ 2,260,153.84

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

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

As of May 31, the amount of money in the Trust that is undesignated stands at \$910,189.66

**Baldwin Public Library Trust**  
**Endowment Funds Portfolio Performance Benchmarks**  
**As of May 31, 2024**

<u>Index</u>	<u>2024: YTD</u>	<u>2023: Entire Year</u>
S&P 500-Equity Benchmark	10.64%	24.23%
U.S. Aggregate-Bond Benchmark	-1.64%	5.53%
Blended Return of Both Benchmarks* (S&P 500: 75% and U.S. Aggregate: 25%)	7.57%	19.57%
Baldwin Endowment Funds' Portfolio	4.94%	9.80%
<b>Endowment Funds' Performance Compared to Blended Return of Benchmarks</b>	<b>-2.63%</b>	<b>-9.76%</b>

\*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 May 31, 2024, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,141,515.81
Raymond James Building Mutual Funds Account	\$702,435.84
Huntington Bank Checking Account	\$3,724.22
Huntington Bank Money Market Account	<u>\$412,477.97</u>
<b>Total</b>	<b>\$ 2,260,153.84</b>

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  
MAY 31, 2024**

Investment and Cash Report											
12_c	Prior Month Balance 04/30/24	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 05/31/24		
<b>Huntington Bank Checking:</b>											
Endowment Money	\$0.00	\$0.00	\$0.00	\$5,372.37	\$40,744.33	\$5,372.37			\$0.00		
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$149.23	\$46,787.00	\$149.23			\$0.00		
Restricted Funds	\$3,724.02	\$0.20	\$1.77	\$6,557.59	\$47,662.78	\$6,557.59			\$3,724.22		
Restricted Funds - Covid and MAF Idea Lab	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00		
Subtotal - Restricted Funds	\$3,724.02								\$3,724.22		
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$148.87	\$11,454.40	\$148.87			\$0.00		
<b>TOTAL</b>	\$3,724.02	\$0.20	\$1.77	\$12,228.06	\$146,648.51	\$12,228.06	\$0.00		\$3,724.22		
<b>Huntington Bank Money Market:</b>											
Endowment Budgeted Funds	\$169,142.49	\$0.00	\$153.07	\$0.00	\$0.00	\$58,897.97	(\$5,372.37)		\$222,668.09		
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	\$35,761.18	\$0.00	\$40,000.00	\$0.00		\$4,238.82		
Van Dragt Fund	\$16,812.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$149.23)		\$16,663.66		
Restricted Funds	\$35,466.22	\$0.00	\$21,980.00	\$0.00	\$0.00	\$0.00	(\$6,557.59)		\$28,908.63		
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)	\$1,350.00	\$1,350.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,265.97		
General Spendable Funds	\$136,584.94	\$1,790.30	\$86,505.93	\$10.00	\$110.00	\$0.00	(\$148.87)		\$138,216.37		
<b>TOTAL</b>	\$368,438.94	\$3,140.30	\$109,989.00	\$35,771.18	\$110.00	\$98,897.97	(\$12,228.06)		\$412,477.97		
<b>Raymond James &amp; Associates:</b>											
Endowment Fund Investments	\$1,147,236.48	\$0.00	\$0.00			\$0.00	\$0.00	(\$13,713.05)	\$1,133,523.43		
Endowment Cash	\$14,887.26	\$0.00	\$900.00			\$0.00	(\$58,897.97)	\$52,003.09	\$7,992.38		
Sub-total Endowment Funds	\$1,162,123.74	\$0.00	\$900.00			\$0.00	(\$58,897.97)	\$38,290.04	\$1,141,515.81		
General Spendable Funds Cash	\$1,380.66	\$0.00	\$0.00			\$0.00	\$0.00	(\$999.78)	\$380.88		
General Spendable Mutual Funds	\$349,416.05	\$0.00	\$0.00			\$0.00	\$0.00	\$12,417.70	\$361,833.75		
General Spendable Building Mutual Funds	\$367,296.67	\$0.00	\$0.00			\$0.00	(\$40,000.00)	\$12,924.55	\$340,221.21		
Sub-total General Spendable Funds	\$718,093.37	\$0.00	\$0.00			\$0.00	(\$40,000.00)	\$24,342.47	\$702,435.84		
<b>TOTAL</b>	\$1,880,217.11	\$0.00	\$900.00			\$0.00	(\$98,897.97)	\$62,632.51	\$1,843,951.65		
<b>Total All Funds</b>	\$2,242,380.07	\$3,140.50	\$110,890.77	\$47,999.24	\$146,758.51	\$111,126.03	(\$111,126.03)	\$62,632.51	\$2,260,153.84		



**BALDWIN PUBLIC LIBRARY TRUST  
ENDOWMENT BY INDIVIDUAL FUND  
MAY 31, 2024**

12d	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
						JULY 1, 2023 to JUNE 30, 2024	64,460.84	
401	Frances Balfour	Adult Reading	\$12,483.77			\$734.01	\$13,217.79	
402	Gladys E. Brooks	Large Print Books/Senior Citizens Programs	\$51,729.36			\$3,041.59	\$54,770.95	
403	Jane Cameron	Baldwin Public Library	\$81,694.52			\$5,047.81	\$86,742.33	
404	Jane Martin Clark	Baldwin Public Library	\$6,241.88			\$367.01	\$6,608.89	
405	Jan Coil	Baldwin Public Library	\$12,985.01			\$770.71	\$13,755.72	
406	Aubrey & Grace Flood	Youth Services	\$6,241.88			\$367.01	\$6,608.89	
407	Paul R. Francis	Staff Appreciation	\$11,682.29			\$734.01	\$12,416.31	
408	Friends of the Library	Library Collections	\$39,948.35			\$2,348.84	\$42,297.19	
409	Priscilla Goodell	Baldwin Public Library	\$141,963.53			\$8,347.05	\$150,310.58	
410	Emmelene Hornac	Youth Services & Adult Reading	\$62,418.91			\$3,670.07	\$66,088.97	
411	H. G. Johnston	Reference Collection	\$7,875.98			\$466.10	\$8,342.08	
412	Bob & Jean Kelly	Youth Services Programs	\$12,515.37			\$771.30	\$13,286.67	
413	William Keman, Jr.	Library Collections	\$31,209.48			\$1,835.03	\$33,044.51	
414	Merle L. Rominger	Reference Collection	\$313,125.44			\$18,415.66	\$331,541.10	
415	Rosso Family Foundation	Baldwin Public Library	\$12,483.79			\$734.01	\$13,217.81	
416	Marion G. Sweeney	Youth Services	\$13,286.99	\$300.00		\$836.78	\$14,423.77	
417	Stephen Vartanian	Audio Visual Material	\$12,483.79			\$734.01	\$13,217.81	
419	Clarice G. Taylor	Professional Development	\$76,915.18			\$4,393.27	\$81,308.45	
421	Eric & Julie Gheen	Adult Reading Print Books	\$11,660.71			\$734.01	\$12,394.73	
422	Ileane Thal	Baldwin Public Library	\$44,498.08			\$2,935.98	\$47,434.05	
423	Judith Nix	Adult & Youth Programs	\$17,201.90			\$1,116.25	\$18,318.14	
424	MAF-Rae Dumke	Architecture Books	\$11,706.18			\$734.01	\$12,440.20	
425	Linne Underdown Hage Forester	Professional Development	\$32,782.06	\$600.00		\$2,489.04	\$35,871.10	
426	Richard & Mary Henne Book Fund	Adult Reading Print Books	\$9,398.09			\$734.01	\$10,132.11	
427	Douglas R. Koschik	Building Improvements	\$17,405.33			\$1,361.89	\$18,767.22	
428	Gerald "Jerry" Dreer		\$10,385.10			\$741.35	\$11,126.45	
			\$1,062,322.97	\$900.00	\$0.00	\$64,460.84	\$1,127,683.81	

**BALDWIN PUBLIC LIBRARY TRUST  
ENDOWMENT FUNDS BY DESIGNATION  
MAY 31, 2024**

		Prior Month Balance 04/30/24	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 05/31/24
<b>Gift &amp; Tribute Funds</b>	<b>Purpose</b>									
<b>General Spendable Funds</b>		\$487,379.62	\$1,790.30	\$86,505.93	\$158.87	\$11,564.40		\$11,927.81	\$500,938.86	
<b>Restricted Funds:</b>										
Building Fund		\$367,298.69	\$0.00	\$0.00	\$35,761.18	\$35,761.18		\$12,414.66	\$343,952.17	
Van Dragt Fund		\$16,812.89	\$0.00	\$0.00	\$149.23	\$46,787.00			\$16,663.66	
Memorials/Tributes		\$9,528.71	\$0.20	\$351.77	\$0.00	\$203.83			\$9,528.91	
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00			\$516.43	
Restricted Fund - Idea Lab MAF		(\$84.03)	\$1,350.00	\$1,350.00	\$0.00	\$2,084.03			\$1,265.97	
Friends	Adult Services Programs	\$8,708.49	\$0.00	\$7,750.00	\$1,342.85	\$12,021.02			\$7,365.64	
	Young Adult Programs	\$1,520.46	\$0.00	\$4,300.00	\$1,223.85	\$7,172.42			\$296.61	
	Youth Services Programs	\$2,646.06	\$0.00	\$1,980.00	\$2,232.86	\$7,791.91			\$413.20	
	Idea Lab Program Supplies	(\$52.85)	\$0.00	\$3,000.00	\$846.05	\$10,648.38			(\$898.90)	
	Outreach & Equipment	\$7,453.72	\$0.00	\$4,600.00	\$911.98	\$7,741.19			\$6,541.74	
	<b>Sub-total Restricted</b>	\$414,348.57	\$1,350.20	\$23,331.77	\$42,468.00	\$130,210.96	\$0.00	\$12,414.66	\$385,645.43	
<b>Rotary Room Fund</b>	Naming Rights-Principal	\$7,832.00	\$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	\$1,505.89	
<b>Ileane Thal Reference Desk</b>		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	
<b>Miranda Burnett Reference Desk</b>		\$9,385.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,385.65	
<b>Total Gift and Tribute Funds</b>		\$926,451.73	\$3,140.50	\$109,837.70	\$42,626.87	\$141,775.36	\$0.00	\$24,342.47	\$911,307.83	
<b>Endowment Funds</b>										
<b>Endowment Budgeted Funds</b>	General Funds	\$59,059.89	\$0.00	\$128.07	\$1,894.76	\$19,868.27	\$12,372.32		\$69,537.45	
	Adult Large Print	\$371.75	\$0.00	\$0.00	\$205.22	\$2,525.63	\$2,859.18		\$3,025.71	
	Adult Services Department	\$28,789.07	\$0.00	\$0.00	\$107.26	\$2,497.33	\$5,561.02		\$34,242.83	
	Adult Audio Visual	\$71.49	\$0.00	\$0.00	\$0.00	\$634.02	\$690.00		\$761.49	
	Adult Reference	\$31,427.21	\$0.00	\$0.00	\$0.00	\$2,475.20	\$17,742.85		\$49,170.06	
	Adult Programs	\$20,416.01	\$0.00	\$0.00	\$1,476.21	\$2,535.70	\$5,010.88		\$23,950.68	
	Architecture	\$3,801.47	\$0.00	\$0.00	\$0.00	\$0.00	\$650.12		\$4,451.59	
	Youth Services Department	\$3,916.72	\$0.00	\$0.00	\$316.72	\$5,644.87	\$5,484.19		\$9,084.19	
	Youth Programs (Nix)	\$602.73	\$0.00	\$0.00	\$101.85	\$432.97	\$478.94		\$979.82	
	Professional Development	\$15,949.85	\$0.00	\$0.00	\$20.00	\$1,495.12	\$6,123.21		\$22,053.06	
	Staff Appreciation	\$2,103.27	\$0.00	\$25.00	\$123.21	\$735.05	\$940.32		\$2,920.38	
	Koschik Building Fund	\$1,127.14	\$0.00	\$0.00	\$1,127.14	\$1,900.17	\$984.94		\$984.94	
	<b>Sub-total</b>	\$167,636.60	\$0.00	\$153.07	\$5,372.37	\$40,744.33	\$68,897.97	\$0.00	\$221,162.20	
<b>Total Endowment Investments</b>	All Funds	\$1,148,291.74	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	(\$58,897.97)	\$1,127,683.81	
<b>Total Endowment Funds</b>		\$1,315,928.34	\$0.00	\$1,053.07	\$5,372.37	\$40,744.33	\$68,897.97	(\$58,897.97)	\$1,348,846.01	
<b>Total All Trust Funds</b>		\$2,242,380.07	\$3,140.50	\$110,890.77	\$47,999.24	\$182,519.69	\$58,897.97	(\$62,632.51)	\$2,260,153.84	

**TRUST RECEIPTS**  
**May-24**

12f\_

**Trust Money Mkt General Funds:**

The Barber Pole to Honor Michele Deller  
Money Market Interest Income

	\$ 150.00	
	\$ 1,640.30	\$ 1,790.30

**Friends of BPL:**

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

\$ -

**Trust Money Mkt Restricted Funds:**

Michigan Architectural Foundation Grant for Idea Lab to Support STEAM Programs

	\$ 1,350.00	\$ 1,350.00
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**Memorial/Book Fund:**

Checking Account Interest

	\$ 0.20	\$ 0.20
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**Trust Money Mkt Endowment Fund:**

\$ -

**Total Receipts at Huntington Bank**

	\$ 3,140.50	\$ 3,140.50
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**Raymond James**

\$0.00

**Total Trust Receipts (Before Bank Fees)**

	\$3,140.50	\$3,140.50
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**Monthly Banking Fee on Money Market Account**

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

	\$3,130.50	\$3,130.50
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Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
05/17/2024	LIBRY	6119	MISC	ALEXANDRA CLARK	450.00
05/17/2024	LIBRY	6120	000843	BAKER & TAYLOR BOOKS	204.11
05/17/2024	LIBRY	6121	004867	BALDWIN PUBLIC LIBRARY TRUST	65.83
05/17/2024	LIBRY	6122	004604	GORDON FOOD	260.00
05/17/2024	LIBRY	6123	001090	INGRAM LIBRARY SERVICES	273.63
05/17/2024	LIBRY	6124	006127	LANDSCAPE FORMS, INC	19,295.00
05/17/2024	LIBRY	6125	MISC	MACFARLAND PAINTING	1,569.47
05/17/2024	LIBRY	6126	006432	ELISABETH PHOU	69.42
05/17/2024	LIBRY	6127	000757	SCHOLASTIC INC	240.00
05/31/2024	LIBRY	6128	003858	ADVANCED LIGHTING & SOUND INC	2,146.00
05/31/2024	LIBRY	6129	MISC	ALEX THOMAS AND FRIENDS, LLC	485.00
05/31/2024	LIBRY	6130	000843	BAKER & TAYLOR BOOKS	91.43
05/31/2024	LIBRY	6131	MISC	CURTIS CHIN	400.00
05/31/2024	LIBRY	6132	008777	DESIGN INDUSTRY, LLC	9,850.80
05/31/2024	LIBRY	6133	MISC	ESCAPE ROOM NOVI	215.00
05/31/2024	LIBRY	6134	009315	FIRST NATIONAL BANK OF OMAHA	6,814.85
05/31/2024	LIBRY	6135	009315	VOID	0.00 V
05/31/2024	LIBRY	6136	009315	VOID	0.00 V
05/31/2024	LIBRY	6137	009315	VOID	0.00 V
05/31/2024	LIBRY	6138	004604	GORDON FOOD	19.99
05/31/2024	LIBRY	6139	MISC	HEATHER DYSON	200.00
05/31/2024	LIBRY	6140	001090	INGRAM LIBRARY SERVICES	344.88
05/31/2024	LIBRY	6141	009060	ROSEMARY ISBELL	24.45
05/31/2024	LIBRY	6142	MISC	NATHAN JOHN WRIGHT	500.00
05/31/2024	LIBRY	6143	007098	SHAW SYSTEMS & INTEGRATION	4,469.38

LIBRY TOTALS:

Total of 25 Checks:	47,989.24
Less 3 Void Checks:	0.00
Total of 22 Disbursements:	47,989.24