

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

OCTOBER 21, 2024

Karen Rock
PRESIDENT

Danielle Ruple
VICE PRESIDENT

Melissa Mark
SECRETARY

Wendy Friedman

Frank Pisano

Jennifer Wheeler

Rebekah Craft
LIBRARY
DIRECTOR



LEARN. CONNECT. DISCOVER.

MISSION

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

VISION

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

CORE VALUES

WE ARE COMMITTED TO:

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

ADOPTED APRIL 2022

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

Rock, Karen
PRESIDENT

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

Term expires 2027

Personnel Committee,
Policy Committee

Rumple, Danielle
VICE PRESIDENT

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

Term expires 2025

Finance Committee

Mark, Melissa
SECRETARY

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

Term expires 2025

Building Committee,
Outreach Committee

Friedman, Wendy

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

Term expires 2027

Outreach Committee

Pisano, Frank

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

Term expires 2025

Finance Committee,
Building Committee

Wheeler, Jennifer

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

Term expires 2027

Personnel Committee,
Policy Committee

Walter, Kate
STUDENT REPRESENTATIVE

e-mail: katewalter350@gmail.com

Term expires February 2025



LEARN. CONNECT. DISCOVER.

AGENDA

Baldwin Public Library Board Meeting

Monday, October 21, 2024 at 7:30 p.m.

Rotary/Donor Rooms

Agenda

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

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

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

I. 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 September 16, 2024 Board Meeting Minutes p. 7
- B. Approval of September 2024 vendor payments in the amount of \$98,758.34, including payments in excess of \$75,000. p. 10
- C. Approval of total expenses in the amount of \$364,080.42 p. 15

III. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Danielle Rumble) p. 30
- D. Upcoming events of interest (Jaclyn Miller) p. 36

- IV. Board Committee Reports
 - A. Finance – Danielle Rumble p. 14
 The next meeting of the Finance Committee will be held on Monday, November 11 at 4:00 p.m.
 - B. Building – Frank Pisano p. 18
 The next meeting of the Building Committee will take place on Monday, November 4 at 4:00 p.m.
 - C. Outreach – Wendy Friedman p. 19
 The next meeting of the Outreach Committee will take place on Wednesday, November 6 at 11:00 a.m.

- V. Library Report – Rebekah Craft and Jaclyn Miller p. 21

- VI. Liaisons
 - A. Report from Friends of the Baldwin Public Library (Ryndee Carney) p. 34
 - 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. New & Miscellaneous Business

- VIII. Unfinished Business

- IX. Items removed from the Consent Agenda

- X. Information Only
 - A. Upcoming events of interest p. 36
 - B. BPL 2022-2025 Strategic Plan Update: July to September 2024 p. 38

- XII. Adjournment
 The next regular meeting of the Library Board will take place on Monday, November 18, 2024 at 7:30 p.m.
Motion: *To adjourn the October 21, 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
September 16, 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, via Zoom.

Contract community representatives present: None.

Members of the public present: Three.

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

Mark read aloud the Library's Mission Statement.

1. General Public Comment Period:

1. One member of the public stated that the September 15 open house was an enjoyable event.

2. Consent Agenda:

Motion to approve the consent agenda.

A. Approval of August 19, 2024 Board Meeting Minutes

B. Approval of August 2024 vendor payments in the amount of \$88,143.53, including payments in excess of \$75,000.

C. Approval of total expenses in the amount of \$346,534.76

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 thanked Craft and Miller for planning the Phase III open house. Rock thanked the Building Committee for their work getting to the end of Phase III. Rock thanked the Friends of the Library for their contributions toward reading programs.

Board comments: Mark provided her appreciation for the open house event, and thanked area directors and trustees who attended. Pisano said staff did a great job organizing the open house. Wheeler recognized the creativity that went into the open house. Rumble shouted out Youth Services staff.

Staff Anniversaries: Rumble recognized the following staff anniversaries: Diana Ancog (3 years of service), Beverly Banks (3 years), Brandon Bolek-Toubeaux (23 years), Ethan Cronkite (3 years), David Dapkus (7 years), Alyssa Gudenburr (2 years), Patricia Henricks (7 years), Jessica Hoeck (7 years), Jeff Jimison (7 years), Haylie May (3 years), Vicki Sower (17 years), and Lynn Szykiel (5 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 38-39 of the September Board packet.

4. Board Committee Reports

Finance Committee:

Rumble reported that the Finance Committee met on September 9. Present were Pisano, Rumble, Craft, and Miller. Full minutes from this meeting are on page 14 of the September Board packet. The next meeting of the Finance Committee will take place on Monday, October 14, 2024 at 4:00 p.m. in the Delos Board Room.

The PCI Dailey final invoice is expected to arrive after they finish final items on the project punch list.

Building Committee:

Pisano reported that the Building Committee met on September 4. Present were Mark, Pisano, Craft, and Miller. Full minutes from this meeting are on pages 17-18 of the September Board packet. The next meeting of the Building Committee will take place on Monday, October 7, 2024 at 4:00 p.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 19-33 of the September Board packet.

WiFi sessions recorded in the Statistical Dashboard have decreased month-over-month because of a change in equipment which impacted how frequently sessions timed out.

6. Liaisons

Friends: There was no report.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

7. New & Miscellaneous Business: None.

8. Unfinished Business: None.

9. Items Removed from Consent Agenda: None.

10. Information Only: See pages 37-45 of the September Board packet.

11. Adjournment:

Motion to adjourn the meeting.

1st Rumble
2nd Friedman

A voice call 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 8:02 p.m. The next regular meeting is scheduled for Monday, October 21, 2024, at 7:30 p.m. in the Rotary & Donor Room.

Melissa Mark, Secretary

Date

DRAFT

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

Check Number	Vendor #	Vendor	Amount
	009440	ALLIANCE ENTERTAINMENT, LLC	1,243.77
	000843	BAKER & TAYLOR BOOKS	94.20
	003914	BOOK PAGE	744.00
	000902	CENGAGE LEARNING INC	59.97
	MISC	DETROIT LEGAL NEWS	80.00
	001090	INGRAM LIBRARY SERVICES	15,925.28
	008827	KANOPY, INC	359.55
	003527	LOWER HURON SUPPLY CO INC	1,383.48
	009085	MGSE SECURITY LLC	375.00
	MISC	MICHAEL MALLOY	321.00
	007927	MICHELLE HOLLO	682.50
	002013	MIDWEST TAPE	12,308.77
	009478	ODP BUSINESS SOLUTIONS, LLC	99.95
	006785	OVERDRIVE, INC.	21,972.86
	009612	PLAYAWAY PRODUCTS LLC	202.47
	009840	THOMAS S. KLISE COMPANY, INC	246.02
	000158	VERIZON WIRELESS	104.10
11579	000517	BEIER HOWLETT P.C.	49.50
11586	000605	CINTAS CORPORATION	253.28
11632	009024	D.M. BURR GROUP	4,819.00
11650	008336	NBS COMMERCIAL INTERIORS	856.00
11665	005861	UNIQUE MGMT SERVICE, INC	51.50
11673	000605	CINTAS CORPORATION	253.28
11678	009840	THOMAS S. KLISE COMPANY, INC	820.31
299864	009202	AQUARIUM DESIGN INC	240.00
299882	009920	CORPORATE DINING CONCEPTS	279.00
299915	000249	GA BUSINESS PURCHASER LLC	3,091.50
299980	007408	T-MOBILE	572.12
299999	006638	ACTION MAT & TOWEL RENTAL, INC	70.72
300012	009932	CERTASITE, LLC	1,036.19
300054	004904	KONICA MINOLTA BUSINESS SOLUTIONS	2,652.70
300070	009478	ODP BUSINESS SOLUTIONS, LLC	318.23
300091	009863	US BANK EQUIPMENT FINANCE	69.93
300124	004493	ELITE IMAGING SYSTEMS, INC	864.93
300128	009030	SYNTHA GREEN	39.26
300129	006666	GRID 4 COMMUNICATIONS INC.	227.43
300149	009478	ODP BUSINESS SOLUTIONS, LLC	138.26
300160	007115	TERMINIX PROCESSING CENTER	1,011.00
300172	009026	WELLS FARGO VENDOR FIN SERV	1,174.30
300175	009126	AMAZON CAPITAL SERVICES INC	233.53
300176	009126	AMAZON CAPITAL SERVICES INC	11.23
300179	006759	AT&T	221.05
300181	000843	BAKER & TAYLOR BOOKS	186.38
300187	008256	BRAINFUSE, INC.	4,500.00
300194	003904	CAPITAL ONE BANK	6,408.27

Register of Claims

Baldwin Public Library

300 W. Merrill Street
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
300200	000902	CENGAGE LEARNING INC	32.79
300209	000575	DEMCO, INC	194.08
300212	000179	DTE ENERGY	10,597.77
300233	008164	GARY EISELE	75.71
300240	000249	GA BUSINESS PURCHASER LLC	50.00
300250	MISC	LAUREN FRITH	4.95
300263	007588	PERMACARD	576.82
300264	009612	PLAYAWAY PRODUCTS LLC	574.40
Total:			98,758.34

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

_____, 20____

Executive Library Director

Allowance of Vouchers

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

Secretary of the Baldwin Public Library Board

BOARD COMMITTEE REPORTS

Finance Committee

Building Committee

Outreach Committee

October 2024 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, October 14, 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 reported on the FY 2023-24 budget report after three months.
 - Quarterly payment from City of Bloomfield Hills received.
 - We received the final invoice from PCI Dailey; the overall project cost will come in about \$54,000 under budget.
 - Our water bill was unusually high due to an undetected sprinkler leak this summer.
 - The Technology line is high right now because of our lump sum ILS payment in August.
- Miller reported on the September Friends of the Library expenditures.
- Pisano did not attend any meetings.

The next meeting will be held on Monday, November 11, 2024 at 4:00 p.m. in the Delos Board Room.

FINANCIAL REPORT: September 2024

This report references the Revenue and Expense Report 2024-25, found on the following page. At 25.0% of the way through fiscal year 2024-2025, the Library has spent 22.2% of its budget and received 84.0% of its revenue. By this point of the year, the Library was budgeted to have spent 25.0% of its budget and to have received 25.0% of its revenue.

Two pay periods were recorded in the month.

Vendor payments in excess of \$75,000:

	\$ -
Total vendor payments in excess of \$75,000	\$ -
Balance of vendor payments less than \$75,000	\$ 98,758.34
Total vendor payments	\$ 98,758.34

City of Birmingham allocations:

Payroll Period Ending 08/31/24	\$ 125,849.53
Payroll Period Ending 09/14/24	\$ 101,804.98
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$ 1,979.17
Retirement Cost (acct 711.0010)	\$ 8,040.17
Total Payroll	\$ 237,673.85

BS&A Software Charge (acct 811.0000)	\$ 351.67
Administrative Services (acct. 813.0000)	\$ 8,740.83
MML Insurance Premium (acct. 960.0400)	\$ 535.00
Total City of Birmingham allocations	\$ 247,301.35

Reconciling adjustments:

Refunds and Voids (Fines, Bags, Room Rentals, Magazines etc.)	\$ (20.90)
Audit Fees	\$ 1,130.00
Credit Card Fees	\$ 175.87
Water Bill	\$ 12,199.76
City of Birmingham Parking	\$ 4,536.00
Total Recon Adjustments	\$ 18,020.73

Total expenses for the month	\$ 364,080.42
-------------------------------------	----------------------

BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2024-25
September 2024

	2024-2025 Budget	Current Month September 2024	Current Month Actual September 2024	Variance For Month	Y-T-D Budget 2024-2025	Y-T-D Actual 2024-2025	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2023-2024	25.00% of the year	3rd Month of the year
REVENUES											
TAXES	\$4,497,490	\$374,791	\$0	(\$374,791)	\$1,124,373	\$4,492,575	\$3,368,203	99.9%	\$4,174,572	100.0%	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	(\$751)	\$499	(\$3,750)	(\$751)	\$2,999	5.0%	(\$1,294)	64.7%	64.7%
COUNTY AND STATE REVENUE	\$95,000	\$7,917	(\$19,639)	(\$27,556)	\$23,750	\$0	(\$23,750)	0.0%	\$0	0.0%	0.0%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%	0.0%
COMMUNITY CONTRACTS	\$1,084,860	\$90,405	\$85,751	(\$4,654)	\$271,215	\$273,552	\$2,337	25.2%	\$178,811	17.0%	17.0%
PATRON USE REVENUE	\$32,500	\$2,708	\$3,330	\$622	\$8,125	\$10,114	\$1,989	31.1%	\$9,024	25.3%	25.3%
INVESTMENT INCOME	\$5,000	\$417	\$12,755	\$12,338	\$1,250	\$12,730	\$11,480	254.6%	\$19,381	24.2%	24.2%
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0	\$25	\$25	0.0%	\$24	0.0%	0.0%
TOTAL REVENUE	\$5,695,850	\$474,988	\$81,445.67	(\$393,542)	\$1,424,963	\$ 4,788,244.22	\$ 3,363,282	84.0%	\$4,380,517.51	76.9%	76.9%
EXPENSES											
PERSONNEL SERVICES	\$3,164,800	\$263,733	\$237,674	(\$26,059)	\$791,200	\$660,004	(\$131,196)	20.9%	\$614,845	20.8%	20.8%
SUPPLIES	\$164,000	\$13,667	\$6,494	(\$7,173)	\$41,000	\$34,325	(\$6,675)	20.9%	\$35,881	23.9%	23.9%
CONTRACTED SERVICES	\$346,760	\$28,897	(\$34,688)	(\$63,584)	\$86,690	\$84,280	(\$2,410)	24.3%	\$72,713	23.2%	23.2%
TECHNOLOGY & MAINTENANCE	\$158,000	\$13,167	\$64,523	\$51,356	\$39,500	\$72,322	\$32,822	45.8%	\$101,189	58.1%	58.1%
UTILITIES	\$134,980	\$11,248	\$22,798	\$11,549	\$33,745	\$43,739	\$9,994	32.4%	\$30,894	26.3%	26.3%
OTHER CHARGES	\$110,100	\$9,175	\$6,176	(\$2,999)	\$27,525	\$19,357	(\$8,168)	17.6%	\$24,240	21.0%	21.0%
BUILDING IMPROVEMENTS & FURNISHING	\$179,000	\$14,917	\$851	(\$14,065)	\$44,750	\$16,057	(\$28,693)	9.0%	\$559,678	15.7%	15.7%
COLLECTIONS	\$727,000	\$60,583	\$60,252	(\$331)	\$181,750	\$177,008	(\$4,742)	24.3%	\$150,947	22.9%	22.9%
TOTAL EXPENSES	\$4,984,640	\$415,387	\$364,080.72	(\$51,306)	\$1,246,160	\$1,107,091.71	(\$139,068)	22.2%	\$1,590,386.61	35.1%	35.1%
VARIANCE	\$715,210	\$59,601	(\$282,635)	(\$342,236)	\$178,803	\$3,681,152.51	\$3,502,350				
FUND BALANCE-BEGINNING OF YEAR						\$695,839.42					
FUND BALANCE-CURRENT						\$4,376,991.93					

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.

Baldwin Public Library: PHASE 3 RENOVATION BUDGET

	Current Budget	Actual	Difference
Phase 3: PCI Dailey Construction Costs			
Constr. Costs incl. FOL counter, Study Rooms, Snow Melt	\$ 3,429,574	\$ 3,413,646	\$ (15,928)
Construction Manager Fee (2.5%)	\$ 91,114	\$ 91,114	\$ -
Liability Insurance	\$ 14,578	\$ 14,578	\$ -
Owner's Contingency	\$ 141,966	\$ 100,284	\$ (41,682)
Guaranteed Maximum Price	\$ 3,677,232	\$ 3,619,622	\$ (57,610)
			\$ -
Phase 3: Other Costs			
			\$ -
Architectural Fees	\$ 264,000	\$ 265,284	\$ 1,284
Engineering Fees	\$ 19,210	\$ -	\$ (19,210)
FFE & AV/Low Voltage Wiring	\$ 115,000	\$ 77,042	\$ (37,958)
Furniture Moving (Elevator Room, Circ Desk, Teen, Etc)	\$ 5,000	\$ -	\$ (5,000)
Signage made by Idea Lab	\$ 1,000	\$ -	\$ (1,000)
Endowment plaque installation	\$ 1,750	\$ -	\$ (1,750)
Artpack: Siberian Ram sculpture relocation/storage	\$ 19,800	\$ 14,473	\$ (5,327)
Sorter Relocation	\$ 50,000	\$ 73,742	\$ 23,742
TOTAL: Other Costs	\$ 475,760	\$ 430,541	\$ (45,219)
GRAND TOTAL	\$ 4,152,992	\$ 4,050,163	\$ (102,829)

Phase 3: Payment Calendar	
FY22-23 City: Construction	\$ 54,959
FY22-23 City: Architectural Services	\$ 244,000
FY23-24 City: Construction	\$ 3,491,737
FY23-24 City: Architectural Services - Construction Admin	\$ 21,284
FY23-24 City: Sorter Relocation	\$ 73,742
FY23-24 Trust: FFE	\$ 91,515
FY24-25: Construction	\$ 72,926
TOTAL FUNDS	\$ 4,050,163

Phase 3: Funding Sources	
Millage up to	
Headlee Cap for	
FY21-22 to FY25-26	\$ 3,353,057
Existing Millage	
/Cash Reserves	\$ 375,819
Transfer from Trust	
& Use of Trust Funds	\$ 321,287
TOTAL FUNDS	\$ 4,050,163

Baldwin's Three-Phase Building Improvement Plan	
Phase 1: Adult Services (2017)	\$ 2,064,253
Phase 2: Youth Services (2020)	\$ 2,729,146
Phase 3: Front Entrance & Access Services (2024)	\$ 4,050,163
TOTAL COST	\$ 8,843,562

October 2024 Building Committee Minutes

The Baldwin Public Library Board's Building Committee met on Monday, October 7 at 4:00 p.m. in the Board Room. Present were Missy Mark, Frank Pisano, Rebekah Craft, and Jaclyn Miller.

- Public Comment - none
- Phase 3 update
 - Sod is progressing; sprinklers will be winterized the week of October 21
 - Butterfly bench to be installed in the Littles' garden once the sod is set
 - Outdoor book return door repair in progress – the box and cover are with the auto body shop currently
 - Painter touched up the atrium pillar in the corner near the main entrance
 - Kristen and Jaclyn are working on a warranty claim for the indoor slot, which had a separation of metal pieces
 - New vertical trim was installed to protect the edge of the glass near the atrium stairs
- Staff Lounge
 - ISCG will install carpet on 10/8 using existing attic stock.
- Water damage in Youth Room
 - Roof replacement work started on 10/1 and should be complete by 10/8.
 - Belfor will come in soon to work on drywall replacement and repair
- 20 wheeling and foldable tables for Rotary/Donor Room have been assembled and are in use.
- Rebekah is working on quotes for a 360 tour of the building for the website
- City Photographer Chris Cook was here on 9/30 to take promotional photos of the building. He will return for the rest of the photos when the Youth Room reopens.
- Next meeting: Monday, November 4 at 4pm in the Delos Board Room

September 2024 Outreach Report

The Outreach Committee met on Tuesday, September 24 at 11:00 a.m. in the Delos Board Room at the Baldwin Public Library. Present were Wendy Friedman, Missy Mark, Rebekah Craft, and Jaclyn Miller.

- Public Comment – none
- Old Business
 - Review trifold draft – committee members will send comments and changes to Jaclyn by September 27.
 - Non-profit fair information collection:
 - The committee created a list of organizations for which we will gather contact information and send a letter to determine interest. Mark and Friedman will make the initial contact to determine who should receive the letter
 - Event will focus on connecting organizations with potential volunteers
 - Miller will send a shared file to the committee for information tracking
 - The fair will be held April 12, 2025 from 11am-1pm, in the Atrium at the Library
- New Business
 - QLNA Neighborhood Picnic – book bike: Miller will take the book bike on Sunday, September 29
- Next meeting date: November 6, 2024 at 11:00am.

LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

Statistical Dashboard

September 2024

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 24-25 Q1 Target
Financials					
Revenues	\$ 81,446	\$ (16,401)	\$ 4,788,244	\$ 1,397,585	
Expenses	\$ 364,081	\$ 649,609	\$ 1,107,092	\$ 1,948,828	
Circulation					
Circ (Charges & Renewals)	48,273	47,176	157,790	157,359	117,500
Self-Check Usage	19.0%	183.0%	22.7%	20.7%	
% of Circ by Residents*	91.0%	91.0%	91.0%	91.4%	92.0%
% of Circ by Non-Residents	9.0%	9.0%	9.0%	8.6%	8.0%
Interlibrary Loans					
Items borrowed	706	679	2,426	2,083	
Items loaned	685	791	2,236	2,452	
Technology Usage					
Database Sessions	5,376	5,475	16,650	23,410	8,750
Downloadable Content	14,741	13,041	45,511	40,779	37,500
Public Computer Usage	473	575	1,894	1,772	
Wireless Sessions	2,350	5,904	6,941	18,085	13,500
Program Attendance					
Program Attendance for Adults	451	184	914	560	
# of Programs for Adults	14	14	40	35	
Program Attendance for Teens	65	65	398	296	
# of Programs for Teens	5	5	19	16	
Program Attendance for Youth	1,397	817	5,227	4,513	
# of Programs for Youth	54	41	145	113	
Computer Classes Attendance	52	35	192	120	
# of Computer Programs	6	5	18	17	
Online Video Views	32	37	121	74	
Idea Lab Visits	258	106	637	329	
Total Program Attendance	2,255	1,244	7,489	2,892	6,500
Total # of Programs	79	65	222	181	250
Outreach Attendance	283	56	1,122	836	
# of Outreach Programs	6	2	18	8	
Visitors	19,822	16,447	64,174	52,216	40,000
Volunteer Hours	76	107	334	418	300
Social Media					
Website Hits/Pageviews	35,763	19,964	97,163	60,884	16,250
e-Newsletter Subscribers	-16	-17	10,726	10981	11000
Facebook Page Followers	16	16	3,541	3352	4200
TikTok Followers^	1	17	1,030	779	
Instagram Followers	9	15	2,428	2237	3000

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

^As of December 2022

Visitors incl. Terrace Door as of 4/2023

~WIFI stats have changed with new equipment installation

Key Metrics & Strategic Plan Status Report

Key Metrics Explanation: July-September 2024 (Q1)

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

Cautionary = 0.1% to 3% beneath goal

Off Target = More than 3% beneath goal

Circulation (On Target): Circulation was 25% higher than anticipated this quarter and slightly up from last year. We planned for a slight drop after summer reading ended, but that did not occur. All departments are highlighting collections on displays, Hot Picks and New Books were placed in their new homes in July and Best Bets made it to the floor for use.

Technology Statistics

- Database Sessions (On Target): Database usage remains strong – twice our quarterly target, and but down from last year. Our higher usage last year at this time was likely attributable to the building access changes, and now people can come in to access things like newspapers and get homework help in person.
- Downloadable Content (On Target): The Library's downloadable content usage remains wildly popular. Usage exceeded the quarterly goal by 17%. People really love the e-resources, and the statewide borrowing capability has made them even more accessible.
- Website Pageviews (On Target): Total pageviews are up over last year. Staff work hard to make any changes to service hours, days closed, events, and COVID test availability known on our homepage.

Visitors (On Target): The number of people entering the library was 37% higher than the target number for FY 2024-25. In our quarterly goal we anticipated that word might be slow to spread in July that the new entrance was open, after stair-related delays, but we are happy to report that was not the case!

Program Attendance (On Target): Program attendance is on target, and can likely be attributed to easier access to the building and an increase in programming, now that our presentation spaces are once again fully available. Combine those factors with the exciting programs being developed and improved by presenting staff and we are happy to welcome so many folks to our events!

Social Media (Off Target): Social media followings and participation remain a wild card. Our new teen assistant Shoshana is working on creating content for the Library TikTok and Instagram, and we continue to post updates about services and events regularly.

Strategic Plan Action Items – 2023-24 Q1: The Goal Champions (GC) for each of the 6 Strategic Goals have been working to fill in the action items and timelines for their sections of the plan. Many of our targets are ongoing, or will repeat regularly, and the GCs are engaging with the appropriate staff members to find out who and how those action items can best be

implemented. The updated report can be found in the Information Only section of this packet.

Programs & Services

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

Cookbook Club/Author Visit

On October 2, Cookbook Club attendees met to share their attempts from “Ruffage” by Abra Berens, and hear from the author herself.



COVID-19 At Home Testing Kit distribution

In recent months, BPL had maintained its status as a pickup location for COVID-19 test kits available from the state of Michigan. MDHHS has currently paused their partnership with libraries to distribute at-home testing kits for COVID-19, but will renew distribution once their inventory has been replenished. Once they are shipped, BPL will make them available in our lobby on a first come, first served basis, while supplies last.

Facility

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

Air Purifiers

As part of the MDHHS MI Indoor Air Ventilation Program, we received and are placing 12 large air purifiers around the Library.

New Youth Services Roof

Work commenced on the replacement of the damaged roof over the Youth Department on October 1. Out of an abundance of caution, the Youth Department was closed to public access while materials were being loaded onto the roof, and demolition was underway. We are so grateful to our staff for their flexibility and to our patrons for their understanding. We are pleased to report that the new roof withstood the heavy rains over the weekend of October 12. Belfor began replacement of the interior drywall ceilings in the Youth Department on Monday, October 15 and we look forward to fully reopening the entire Youth Department in the very near future.



Rotary/Donor Room Tables

As room rentals continue to increase, and furnishings in the Rotary/Donor room are showing considerable wear and tear, we replaced many of the heavy, broken, and damaged tables in the lower level meeting room. The new, easy-to-maneuver, larger tables are the same model as what were added to the Jeanne Lloyd Room in 2022.

Spooky Tales Display

AS Librarian Stuart Sturton shared his personal build of a haunted house to “thrill” patrons browsing the display of spooky tales in January.



Security Cameras

After receiving quotes from three companies, we selected Shaw Security to upgrade the library's security camera system at a cost of \$36,971. This budget item was included in the FY2024-25 budget. On October 16 and 17, Shaw upgraded all existing security cameras to be high definition. In January, they will be installing 8 additional security cameras in the building to reach additional missing angles of coverage.

Diversity and Equity

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

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

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

A SnackChat discussion group was held on October 17, where staff shared tips and strategies for empathetic customer service. The next “Working on Knowing Each Other” (WOKE) Book Club will be held in December.

Project READY

The Youth Department continues to meet monthly to work through this curriculum.

Community Outreach and Partnerships

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

Baldwin Merchandise

The merchandise website is now live at baldwinlib.org. Staff were provided a discount code for their first orders, and staff are starting to wear their new branded pieces of clothing around the building.

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.

Beverly Hills

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



Bingham Farms

Miller submits monthly Board Meeting updates to the Library Liaison. Rebekah Craft attended the August 26 Bingham Farms Village Council meeting to give an update on the library to council members.

City of Bloomfield Hills

Miller submits monthly Board Meeting updates to the Library Liaison. Rebekah Craft attended the October 8 Commission meeting to give an update on the library to commissioners. Based on her conversation with Commissioners, Baldwin will investigate the possibility of making CBH City Hall a pickup location for holds.

Birmingham Next

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

Birmingham Public Schools

- Stephanie Klimmek presented up-to-date information to the BCS PTA on Thursday, October 17.
- First Grade First Card visits have started. Rosemary Isbell started with students at Pierce Elementary. She and Susan Dion will continue visiting schools through November.
- Quarton 5th graders are once again participating in Zoom booktalks with librarians, who share all about new and exciting titles this fall.
- Preschool story times were presented by Syntha Green at Greenfield Elementary and Alyssa Gudenburr at the Goddard School.

Friends of the Baldwin Public Library

The FOBPL board met on October 8. They planned for their next book sale, which will be October 26 & 27, and the final 4th Saturday sale of 2024 will be held on November 23. They also discussed potential fundraisers and had an informal training session in the sorting room.

Marketing

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

- *Learn.Connect.Discover* newsletter drafts
- Youth Program posters and fliers
- Story Book Trail posters
- Winter Reading Challenge Beanstack images

- ELL Talk Time flier
- Battle of the Books images and fliers



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.

TLN Tech Forum

In recent years, Idea Lab Coordinator Jeff Jimison has had the pleasure of working with counterparts at other Michigan libraries to form a group known as the Guild of Library Makers, or GOLM. Now several dozen members strong (and ever growing!), they are a collaborative information-sharing group to educate and edify anyone in the library makerspace field. GOLM has been a tremendous success, and has already made a presence at local library-related events such as the Michigan Library Association 2024 conference, and the recent TLN Technology Forum.

The TLN Tech forum recently hosted a panel consisting of GOLM's founding members; makerspace experts who are eager to share their knowledge and provide support to other libraries. Jeff contributed to that discussion in the form of an entertaining and informational video segment on the topic of integrating the makerspace into the library as a whole, a subject on which Jeff has presented at past events such as MLA Spring Institute and the 2023 MLA Conference. Jeff enjoyed producing this segment, and since it aired he has received many positive comments from other professionals in both the makerspace and library fields. As the Idea Lab continues to participate in GOLM panels and events, the library makerspace community will grow stronger and more capable of serving our respective patrons. Jeff is excited to share additional information about GOLM activities in the future.

Personnel and Organization

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

Back in Circulation Conference

Kristen Tait, Head of Access Services, recently attended the conference Back in Circulation 2024, held in Madison (WI) by the University of Wisconsin. The conference brings together academic and public library staff from around the world with the main focus of sessions being Circulation and Access Services. While there, Kristen presented on combining the Circulation and Technical Services' departments at Baldwin.

Some highlights of the conference:

The keynote speaker, Mia Henry, was engaging and informative, and has a history of working with libraries about improving the power and equity of patrons. Her program "Power Flower" would be a good addition to our DEI staff training options. Several presentations from other libraries discussed circulating Library of Things items, which was timely considering our soon-to-launch LOT collection. In addition, the session on preparing staff for a First Amendment audit was a good reminder to cover this topic with our newer desk staff. The conference concluded with a presentation by staff from the Qatar National Library, which opened in 2018 with state-of-the-technology including a shelf-reading robot. Although researchers come from around the world to this library because of its extensive archives, the building, designed by Rem Koolhaas, has quickly become a tourist attraction in its own right: www.qnl.qa/en. It was gratifying to hear that staff there handle the same day-to-day tasks and challenges that we do at public libraries in the United States.

Staff Communications

An All Staff meeting was held at Staff Development Day on September 20. We continue to meet following the monthly Library Board meeting to share updates with all attendees. Our next meeting is scheduled for October 22. Recordings of each meeting are sent to all staff.

Staff Anniversaries

Wren Drisko, Circulation Assistant, will reach 4 years of service on October 25

Gary Eisele, Operations Assistant II, reached 15 years of service on October 1

Lawson Glenn III, Operations Assistant, reached 3 years of service on October 13

Phoenix Nash, Reference Assistant, reached 4 years of service on October 7

Nolan Peterson, Library Page, reached 4 years of service on October 7

Cyndi Summers, Library Assistant, reached 4 years of service on October 7

Stephanie Klimmek, Head of Youth Services, reached 13 years of service on October 17

Jamie Richards, IT Coordinator, reached 9 years of service on October 19

Carolyn Wheeler, Youth Substitute Librarian, reached 11 years of service on October 4

Faith Whitted, Teen Assistant and Page, reached 4 years of service on October 7

Staff Development Day

Baldwin was closed to the public on Friday, September 20 so that our staff members could gather as a team for training.

On Staff Development Day, we recognized 13 staff members celebrating milestone years with BPL in 2024:

5 years:

Julie Beckwell
Lauren Clifford
Jody Jennings
Morgan Kosciuk

Cheyenne Nierhaus

Robert Stratton
Lynn Szykiel
Melissa Behrens
Maggie Weddell

10 years:

Mary MacMillan

15 years:

Gary Eisele
Carri Gvozdich



In the morning, staff participated in departmental meetings as often times staff day is the only day that all members of a department are in the building and available to meet together as a group.

We introduced our new DEI initiative for the year where staff members choose from 9 different DEI topic training modules on topics including implicit bias, bystander intervention, diverse books, racial equity, unintentional bias, microaggressions, and more. Staff members are required to complete 2 modules (for part-timers) or 4 modules (for full-timers) in the coming year.

We offered several elective sessions in the morning so that staff could pick the best sessions of use to them. Session topics included an ebooks refresher, a book ordering refresher, HR benefits for full-time employees, toy collection & library of things, book bike training, using the new doors and lighting in the atrium, home delivery service, public computers refresher, and a building tour.

After lunch, two paramedics from the Birmingham Fire Department conducted life-saving CPR training and instructed staff on the use of our AED machine, which is kept in the first floor stroller room.

In the afternoon, we held discussion groups where designated group leaders led staff in discussions of relevant topics, including deescalating and angry patron, providing backup to coworkers during a patron conflict, brainstorming new programs, combatting disinformation with patrons, advocating for the library in the community, and AI and its uses and implications in the library.

At the end of the day, Jaclyn hosted our Baldwin version of Jeopardish where she quizzed staff on Baldwin history, services, collections, and programs. Youth Librarian II Syntha Green was victorious in this year's game.



Step Challenge

The SHINE committee announced the winners of the September Step Challenge 2024. The "Just Happy Stepping Victors" came in first place with 1,190,863 total steps! Please congratulate Jenn Halpern, Haylie May, Sheila Sweeting, and Vicki Sower!

In 2nd place "The Stepford Librarians" with 1,158,523 steps

In 3rd place "Heart and Sole" with 924,077

In 4th place "Cobblestone Conquerors" with 836,917

Big thanks to our SHINE committee for coordinating fun staff initiatives all year long.

Volunteer Hours

76 volunteer hours were utilized in the month of September.

Financial Stability

Strategic goal: Maintain and improve financial health.

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

The final invoice for the Phase 3 project was received on October 14. The total project cost came in at \$4,050,163, which was \$102,829 under budget. We were able to save money on allowances, our contingency, and our FFE expenses.

After finishing our three-phase building project, the total cost for renovations to these areas of our building came in at the following amounts:

Baldwin's Three-Phase Building Improvement Plan	
Phase 1: Adult Services (2017)	\$ 2,064,253
Phase 2: Youth Services (2020)	\$ 2,729,146
Phase 3: Front Entrance & Access Services (2024)	\$ 4,050,163
<i>TOTAL COST</i>	<i>\$ 8,843,562</i>

Baldwin Public Library: Friends Funds	
September 2024 Expenditures	
Adult Services	
Pumpkin Wreath supplies	\$ 229.60
Water Authority Program refreshments	\$ 12.92
Books Unshelved	\$ 23.09
Lost at Sea Presenter Fee	\$ 200.00
Craft supply returns	\$ (48.98)
Third Tuesday Book Club & Wreath refreshments	\$ 36.97
Manhattan Short Film Festival Fee	\$ 600.00
Total	\$ 1,053.60
Teen Services	
Filament	\$ 33.98
Pizza and Pages refreshments	\$ 52.99
Amigurumi Program	\$ 367.17
Pop Tarts program supplies	\$ 44.51
Teens Night Out	\$ 121.25
Book Club Books	\$ 63.70
Total	\$ 683.60
Youth Services	
Talk Like a Pirate program supplies	\$ 83.34
Take and Make Craft supplies	\$ 16.11
Books Unboxed	\$ 241.67
Parrot Puppet, Wonderbook replacements	\$ 72.08
Summer Reading Prizes	\$ 104.00
Kids Library Society	\$ 14.50
Total	\$ 531.70
Idea Lab	
Bluetooth transmitter	\$ 45.99
Hydroponic Garden program supplies	\$ 451.37
Tote Bag and Label Maker Returns	\$ (203.25)
Squeeze bottles	\$ 6.51
Batteries	\$ 23.61
Total	\$ 324.23
Outreach & Equipment	
Bike Cable	\$ 14.39
Survey Monkey annual fee	\$ 372.00
Crayons	\$ 26.99
Total	\$ 413.38
Total Expenditures	
\$ 3,006.51	
September 2024 Balances	
Adult Services	\$ 8,513.31
Teen Services	\$ 867.76
Youth Services	\$ 1,355.21
Idea Lab	\$ (661.95)
Outreach & Equipment	\$ 2,934.20
Total Balance	\$ 13,008.53
September In-Library Book & Button Sale Cash Donations	
Submitted by Jaclyn Miller for September 9, 2024	\$ 1,111.03

INFORMATION ONLY

Upcoming Events of Interest

Smart TV

Wednesday, October 23 — 7:00 p.m. to 8:15 p.m.

In this modern digital age, traditional cable television is becoming a thing of the past. This one-hour class is designed to guide you through the process of cutting the cord and transitioning to streaming services. You'll learn about the benefits, options, and practical steps to replace your cable TV with more flexible and cost-effective alternatives. Registration required.

Scary Trivia

Thursday, October 24 — 7:00 p.m. to 8:00 p.m.

Get into the season by showing off your knowledge of scary stuff during Trivia Night.

We'll have five rounds of questions covering the following subjects: Scary Books, Chilling TV, Creepy Movies, Picture Round: Iconic Masks, Music Round: Horror Themes/Songs.

We recommend teams of 2–6 players. Snacks and prizes will be provided. All ages welcome.

Haunted Library for Tweens (Grade 4-6) and Teens (Grade 7-12)

Friday, October 25 — 7:00 p.m. to 9:00 p.m.

Join us after hours for some creepy fun. Librarians will lead groups of tweens through the library as teens try to scare them. This is the one night when screaming is allowed in the library!

61 Years Later: The Assassination of President John F. Kennedy

Sunday, November 3 — 2:00 p.m. to 4:00 p.m.

November 22, 2024 is the 61st anniversary of that fateful day in Dallas when a vibrant young President was struck down in the prime of his life. Kennedy assassination expert Jay Hernandez brings a fact-based perspective to events and discusses how recently released classified documents shed new light on what we thought we knew. Jay is a technician for the Troy Police Department who has studied the Kennedy assassination for many years. He uses his law enforcement training to objectively look at the events of November 22nd, 1963 and encourages program attendees to make their decisions based on those facts. Registration is required. *Attend in person only.*

Writing Workshop

Monday, November 4 — 7:00 p.m. to 8:00 p.m.

November is National Novel Writing Month and Baldwin will be hosting local published author Karen White-Owens to tell us about her best tips and techniques for getting your thoughts onto paper. Registration Required. *Attend in person only.*

Baldwin's Bibliophile Bonanza

Saturday, November 9 — 2:00 p.m. to 4:00 p.m.

Readers of all ages (kids, teens, and adults) are encouraged to drop by the Library as we welcome local writers to Baldwin's first ever local author fair. Discover your next great read or the perfect holiday gift while getting to know some of the writers in the area for youth, teens, and adults. A complete list of participating authors will be available starting in October. No registration required.

Behind the Scenes of Detroit's Thanksgiving Day Parade

Monday, November 11 — 7:00 p.m. to 8:00 p.m.

Come learn about the history and production of the Detroit Parade Company. Learn the ins and outs of parade float production.

Birmingham's Early Aviators and their Exploits

Thursday, November 14 — 7:00 p.m. to 8:00 p.m.

Those daring young folks in their flying machines! Birmingham had its share of men and women who took to the skies in the early 1900s, and at least one timeless love story is at the heart of it. Presented by Donna Casaceli of the Birmingham Museum.

Baldwin Public Library Strategic Plan (2022-2025): Action Plan

Strategic Goal 1: Programs & Services - Adapt programs and services to meet the needs of the changing population

Champion: H, Stephanie

October 2024 Updates (July-September 2024):

A Determine the wants and needs of users for library services and programs and adjust services and programs in response to feedback

Strategic Objective & Action Plan	Responsibility	Expenses budgeted/used	
1 Present surveys to the public in a variety of formats to assess services and programs	Head of Adult, Head of Youth, Technology Trainer	\$192 for SurveyMonkey subscription	
2 Analyze trends and demographics from previous years and at other libraries	Head of Adult, Head of Youth	None	YS changed two story times based on attendance trends. Books & Boogie is now all ages and attendance for September 2024 alone has increased by 100 people over attendance for September 2023. Sing & Tell is now on Mondays and attendance for September 2024 has increased by 20 people over attendance from September 2023. Our Summer Reading attendance and participation is on track, matching the trends seen in other Metronet Libraries. W
3 Determine the extent to which STEAM programs are in demand for all ages	Idea Lab, Teen Librarian, Head of Youth	None	The Youth video game club scheduled for September has lower attendance than the June one, proving that this program has higher interest when the kids are not in school. The Brick Builders program has had steady attendance since it began in March with higher attendance in the summer.
4 Examine and analyze circulation statistics for collections	Head of Adult, Head of Youth, Access Services Coordinator	None	Due to ever increasing circulation in the Graphic Novel collection, YS moved the Graphic Novels to a new space with more shelving. At the moment, all the Graphic Novels fit on the shelf and we do not have to utilize overflow shelving.
5 Examine and analyze technology needs and trends for patrons	Technology Trainer, Idea Lab, IT Coordinator	Upgrade wifi, charging stands, phone/laptop chargers, etc.	Since Wonderbooks have a higher turnover rate than regular picture books, YS added another company, Vox Books, to the Media Kit collection. They have already circulated over 300 times this fiscal year.
6 Evaluate staff led outreach based on community need and reach	Associate Director	None	YS Staff went to the Goddard school for story times. YS staff continue to host Lions Club Kidsight Vision Screening. YMCA came 5 times a week in July and August. Susan went to the Farmers Market in July and September to host KidsZone. Alyssa spoke with teachers at WestMaple Nursery School on early literacy and choosing books for reading to children in their classrooms.

B Ensure library materials, programs, technology, and services are available, relevant, and welcoming to all abilities and backgrounds

1 Identify and offer programs and services for underserved populations	Head of Adult and Head of Youth	Program and presenter fees	Youth has been focusing on more programs for early elementary students.
2 Improve discovery of physical and virtual collections	Head of Adult, Head of Youth, Head of Access Services		Youth moved Graphic Novels to a new section so the collection would have more shelf space. Tech Services added more Shelf Locations to Youth collections so it is easier for staff and patrons to know where items are.
3 Prioritize programming and promotion of those programs that focus on creating an equitable society (youth engagement, economic and psychological recovery, health and human services, civic engagement, and media literacy)	Head of Adult, Head of Youth	program and presenter fees	

4	Significantly expand a <i>Library of Things</i>	H, Ethan	\$10,000.00	
5	Provide open, welcoming spaces that encourage collaboration and connection	Public Services Staff	furniture and lighting signage	
C Develop a technology plan to support existing programs and services				
1	Expand support for digital literacy and skills training by delivering technology and computer training sessions each year, both asynchronously and synchronously	AS and YS librarians	editing software	
2	Provide technology training to staff in multiple formats to support multiple learning styles	Primarily IT Coordinator, Public Services Dept. Heads		
3	Provide technology assistance during all hours open to the public	IT Coordinator		
4	Ensure the library technology is up-to-date and fully supported	Primarily IT Coordinator, Public Services Dept. Heads		IT is updating computers to Windows 11. YS staff computers are now updated.
Strategic Goal II: Facility - Create a welcoming, safe, and accessible building that meets the needs of our staff and users				
Strategic Objective & Action Plan				
A Develop and plan for long-term facility needs				
1	Identify exterior needs	Jaelyn, John G.		
2	Identify interior needs	Jaelyn		
3	Develop long term plan to address interior and exterior needs	Jaelyn		Develop 5, 10, 20 year plans
4	Update physical environments to support the needs of our customers and staff			
B Develop and complete expansion and renovation of front entrance and circulation area				
1	Develop and issue RFP for design development and construction documents for Phase 3	Rebekah	\$264,000	Complete, awarded to MCD in April 2022
2	Plan for access during construction for patrons and staff	Director, AD, Head of Access Services		Create temporary signage, buy temporary ramps for loading dock area, keep staff entrance at the lower level
3	Publicize availability of the Library during construction	Jaelyn	none	Utilize local media, social media, library website, city announcements, school listservs, e-newsletter subscribers, post in LCD that goes home the quarter prior
C Maintain a safe and accessible environment				

1	Evaluate building accessibility				High seating was installed in the lobby after a patron who recently had hip surgery indicated that much of our seating is too low for people to comfortably get out of during recovery. The stools have been well received by patrons and are often in use.
2	Offer a variety of environmental choices for users within the building that accounts for sensory sensitivities	Jaclyn, Department Heads			
3	Create accessible collections by adjusting lighting and height of existing shelving	Jaclyn, Department Heads			Completed
D Continue to monitor and make improvements to facility					
1	Develop regular maintenance schedule with applicable vendors for cleaning carpet, furniture, windows	Jaclyn			Completed
2	Establish and document regular maintenance schedule	Jaclyn, John G.			Completed
3	Update garden beds around the facility with native plantings and pollinators	Robert			new plants were added to the southwest side of the building
4	Investigate/implement/update building management system	John G			
5	Identify ways to make building more eco-friendly	Jaclyn, Robert			During staff development day we encouraged staff to bring their own reusable cups for water and coffee, and compostable plates and flatware were used for lunch service. At the Phase 3 Ribbon Cutting and Open House, we also utilized compostable plates, cups and napkins, and offered drinks in bulk instead of single use plastic.
Strategic Goal III: Diversity & Equity - Provide and promote equitable and inclusive resources and opportunities for all populations					
Strategic Objective & Action Plan		Responsibility	Expenses budgeted/used	Comments/Status	
A Prioritize diversity, equity, and inclusion practices					
1	Enhance inclusion of underrepresented groups in collections to highlight diverse voices, perspectives, and absent narratives	Purchasing staff	15% annual budget		Josh Campeau is now working with Diverse Book Finder to review books and help identify metadata for the website's database.
2	Develop and implement civil discourse programming	IDEA TF	presenter fees		Completed
3	Include funding for DEI initiatives in the annual budget	Director	TBD		Completed
4	Review existing and future post-COVID plans with an equity lens to ensure new services focus on those who need Library services most and who may not yet be well connected to the Library	IDEA TF	none		Completed

5	Provide a clear way for staff to contact the IDEA Task Force to identify areas of improvement and offer suggestions	IDEA TF	None	Completed
B Develop and implement a training and education plan				
1	Identify needs for training	IDEA TF	None	Completed
2	Seek out DEI training and educational programs for staff members and patrons	IDEA TF	training fees	Completed
3	Offer 5 training opportunities for staff each year and require that full-time staff choose 2 to attend and part-time staff choose one to attend	IDEA TF	training fees	A DEI training dashboard was introduced at Staff Development Day. All staff have a challenge to complete by September 2025, and will participate in training sessions of their choosing from a selection of courses and webinars curated by the IDEA task force. Staff are also encouraged to share any future sessions that may be of interest.
4	Update website to address accessibility and improve user experience	Associate Director, Director		Quotes received to add a 360 tour of the library, now that all public areas of the Library are reopened and the changes are complete.
C Review and improve recruitment, hiring, retention and promotion methods				
1	Advertise jobs in more geographically and demographically diverse venues	Associate Director	posting fees	Currently: website, Michlib, TLN, Handshake Potential: SLC, Michigan Works, Shelters, Indeed, Idealist.org Seek input from all staff on ways to expand posting reach
2	Ensure that all portions of the application and interview process are accessible	IDEA TF, Mgt	None	Completed
3	Participate in the Institute of Museum and Library Services (IMLS) internship program for high school students of color			
4	Actively recruit candidates from underrepresented populations when filling open positions			
5	Provide a transparent pathway to promotion within the organization	Director	None	Completed
6	Solicit feedback from candidates regarding the application and interview process	Director	None	
7	Review and adjust qualifications for each job posting to expand the candidate pool	Director	None	Completed
D Assess and document progress				

1	Complete a diversity audit of Library programming to ensure underrepresented perspectives are being included				Completed
2	Establish criteria for auditing programs	IDEA TF	None		Completed
3	Create form for staff to evaluate their planned offerings	IDEA TF	None		Completed
4	Merge and compare results across Library	IDEA TF	None		Completed
5	Publish an annual review of programs and trainings	IDEA TF	None		In progress
Strategic Goal IV: Community Outreach & Partnerships - Develop and strengthen BPL connections within the community					
Strategic Objective & Action Plan		Responsibility	Expenses budgeted/used	Comments/Status	
A Identify and develop new community relationships and partnerships					
1	Identify and connect with potential community partners	Jaelyn, work group, Board Outreach Committee			Completed
2	Review policies and practices of potential community partners	Jaelyn			Completed
3	Attend meetings of retail and civic organizations	Various Staff, Board Members			Ongoing
4	Develop programming with interested partners	Programming Staff			Ongoing
5	Coordinate annual 'fairs' with participants of the same "type"	Programming Staff			In progress. Fair scheduled for April 2025
B Maintain and strengthen existing community relationships and partnerships					
1	Participate in community events	Jaelyn			Ongoing
2	Establish a plan to engage staff and Board in outreach events	Jaelyn			Ongoing
3	Develop a plan for requests for Book Bike appearances	Jaelyn	no cost, staff time to manage requests		Completed
4	Establish "Get to Know the Library" events	Programming Staff			Ongoing
C Develop an external marketing and communication plan					
1	Identify additional marketing outlets				
2	Update library logo/branding after Bham establishes theirs	Jaelyn, Michelle H, Staff, Board	\$500 in design fees		Completed

3	Develop passive advertising - car stickers, license plate frames, t-shirts, etc to be displayed by Library users	Jaclyn, Michelle H, Staff, Board	\$700, FOL donation	Baldwin logoed merchandise is now for sale on our website. Orders are printed on demand and shipped directly to the consumer. As we get feedback, we can alter the offerings for purchase. This is all through a third party and requires little effort on the part of staff.
Strategic Goal V: Personnel & Organization - Train, empower, and equip members of the organization to best support users and each other				
Strategic Objective & Action Plan		Responsibility	Expenses budgeted/used	Comments/Status
A	Support a learning culture that encourages innovation and risk-taking to develop new services and programs that meet the unique character of the communities we serve.	Support a learning culture that encourages innovation and risk-taking to develop new services and programs that meet the unique character of the communities we serve.		
1	Expand transparent communication, policies, and shared documentation	Director, AD, Department Heads, Employees	None	In progress In November 2024, we will be adding a full-time employee to the Idea Lab to increase redundancy and offer further open hours of the Lab.
B	Attract and retain well-qualified staff who are inclusive and welcoming to all	Attract and retain well-qualified staff who are inclusive and welcoming to all		
1	Conduct a compensation study to ensure that BPL is providing a pay structure for all positions that is fair, competitive, and equitable both internally and externally.	Director	none	Completed annually
2	Develop onboarding plan to train all new hires	Administrative Assistant & Department Heads	none	In progress
3	Establish an onboarding process for volunteers, including review of expectations for Library representatives	Director & Assistant Director		Completed
C	Identify and provide opportunities for staff growth	Identify and provide opportunities for staff growth		
1	Review and assess opportunities for job shadowing, cross training, and cross departmental teams to expand staff knowledge and leadership opportunities			Ongoing
2	Research library and retail trends to determine how they can best benefit Baldwin's community	All Staff		In progress
3	Empower staff and supervisors with quality training, tools, resources, and spaces	Management Team		Held 2024 Staff Development Day in September. The day included small group discussion, peer training, emergency procedure review, and AED training with the Birmingham Fire Department.
4	Offer training in Library advocacy so all staff can speak to the importance of the Library in the community	Director		Ongoing
5	Create opportunities for staff to learn from each other and the broader library field, as we improve our efforts to serve our patrons	Management Team		Ongoing

6	Encourage staff participation in professional conferences and organizations	Management Team		Ongoing
Strategic Goal VI: Financial - Maintain and improve financial health				
	Strategic Objective & Action Plan	Responsibility	Expenses budgeted/used	Comments/Status
A Analyze current and future expenses and identify cost-saving opportunities				
1	Act as stewards of the yearly budget by reviewing and analyzing all expenditures	Director	none	Ongoing
2	Recommend changes and cost reductions	Director		Ongoing
3	Evaluate current staffing structure and recommend adjustments	Director		Ongoing
4	Identify areas for optimization and consolidation	Director		Ongoing
B Analyze current and future revenue and identify potential revenue streams				
1	Identify current Library revenue streams and how much they generate currently and in the future	Director		Reviewed annually
2	Explore other revenue sources, including grants, notary public services, and meeting room utilization	Director		Ongoing
3	Strengthen relationships with the City Commission, City Administration, citizens, and businesses for strong and continued millage support	Director		Ongoing
4	Identify and develop increased revenue from fundraising sources (Trust, Friends, grants, sponsorships, special events, etc.)	Director		Ongoing
C Maintain awareness of economic trends				
1	Identify sources of economic trend information	Bookkeeper		Ongoing
2	Follow national library financial trends	Director		Ongoing
3	Engage with professional financial services	Director		Ongoing
4	Publish economic outlook with annual budget	Director		In progress

BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

Baldwin Public Library Trust Meeting

Rotary Donor Room

Monday, October 21, 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 September 16, 2024 minutes p. 47
- B. Acceptance of the September 2024 receipts of \$1,757.54 p. 54
- C. Approval of the September 2024 disbursements of \$21,205.40 p. 55

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, November 18, 2024.

Motion: To adjourn the October 21, 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
September 16, 2024**

1. Call to Order

The meeting was called to order by President Karen Rock at 8:02 p.m.

Library Board present: Wendy Friedman, Melissa Mark, Frank Pisano, Karen Rock, Danielle Rumble, and 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 August 19, 2024 minutes

B. Acceptance of the August 2024 receipts of \$2,247.09

C. Approval of the August 2024 disbursements of \$33,203.16

1st Friedman

2nd Rumble

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. New and Miscellaneous Business: Pisano noted that the Trust's portfolio performance has beat the benchmark for the first time this year.

4. Adjournment:

Motion: To adjourn the meeting.

1st Pisano

2nd Wheeler

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 8:05 p.m. The next Trust Meeting will be held on Monday, October 21, 2024, following the regular meeting in the Rotary Tribute & Donor Room.

Melissa Mark, Secretary

Date

DRAFT

Baldwin Public Library Trust: September 2024

September receipts totaled \$1,757.54. September disbursements totaled \$21,205.40.

The current value of the Trust is \$2,117,154.90, divided up in the following way:

	June 2024 - EOY	September 2024
Total endowment investments*	\$ 1,130,701.05	\$ 1,209,804.71
Endowment funds distributed for use	\$ 218,537.84	\$ 199,440.49
<hr/> Total endowment funds	<hr/> \$ 1,349,238.89	<hr/> \$ 1,409,245.20
 General spendable funds	 \$ 514,855.26	 \$ 538,907.01
Van Dragt fund	\$ 16,663.66	\$ -
Building fund	\$ 118,787.20	\$ 122,702.88
Restricted funds**	\$ 37,762.23	\$ 23,082.16
Naming rights for Rotary Tribute Room	\$ 9,337.89	\$ 7,832.00
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/> \$ 712,791.89	<hr/> \$ 707,909.70
 Total endowment funds	 \$ 1,349,238.89	 \$ 1,409,245.20
Total non-endowment funds	712,791.89	\$ 707,909.70
<hr/> Total of all Trust funds	<hr/> \$ 2,062,030.78	<hr/> \$ 2,117,154.90

* The principal of the endowment funds is \$879,097.04.

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

As of September 30, the amount of money in the Trust that is undesignated stands at \$720,585.60

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

<u>Index</u>	<u>2024: YTD</u>	<u>2023: Entire Year</u>
S&P 500-Equity Benchmark	20.81%	24.23%
U.S. Aggregate-Bond Benchmark	3.40%	5.53%
Blended Return of Both Benchmarks* <i>(S&P 500: 75% and U.S. Aggregate: 25%)</i>	16.46%	19.57%
Baldwin Endowment Funds' Portfolio	12.54%	9.80%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-3.92%	-9.76%

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

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

Raymond James Endowment Funds Account	\$1,223,636.71
Raymond James Building Mutual Funds Account	\$508,773.40
Huntington Bank Checking Account	\$4,225.70
Huntington Bank Money Market Account	<u>\$380,519.09</u>
Total	\$ 2,117,154.90

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 SEPTEMBER 30, 2024**

Investment and Cash Report											
12_c	Prior Month Balance 08/31/24	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 09/30/24		
Huntington Bank Checking:											
Endowment Money	\$0.00	\$0.00	\$0.00	\$9,967.42	\$20,603.24	\$9,967.42			\$0.00		
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$8,149.55	\$16,663.66	\$8,149.55			\$0.00		
Restricted Funds - Memorials and Friends	\$4,225.53	\$0.17	\$0.64	\$3,006.51	\$15,014.73	\$3,006.51			\$4,225.70		
Restricted Funds - Building	\$0.00	\$0.00	\$0.00	\$0.00	\$1,499.07	\$0.00			\$0.00		
Restricted Funds - Covid and MAF Idea Lab	\$0.00	\$0.00	\$0.00	\$0.00	(\$34.02)	\$0.00			\$0.00		
Subtotal - Restricted Funds	\$4,225.53								\$4,225.70		
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$71.92	\$131.88	\$71.92			\$0.00		
TOTAL	\$4,225.53	\$0.17	\$0.64	\$21,195.40	\$53,878.56	\$21,195.40	\$0.00		\$4,225.70		
Huntington Bank Money Market:											
Endowment Budgeted Funds	\$209,407.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$9,967.42)		\$199,440.49		
Endowment Investment Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
Building Fund	\$999.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$999.75		
Van Dragt Fund	\$8,149.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$8,149.55)		\$0.00		
Restricted Funds	\$30,732.19	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	(\$3,006.51)		\$27,725.68		
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$516.43		
Restricted Fund - Idea Lab MAF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
General Spendable Funds	\$150,161.29	\$1,757.37	\$5,483.57	\$10.00	\$30.00	\$0.00	(\$71.92)		\$151,836.74		
TOTAL	\$399,967.12	\$1,757.37	\$5,783.57	\$10.00	\$30.00	\$0.00	(\$21,195.40)		\$380,519.09		
Raymond James & Associates:											
Endowment Fund Investments	\$1,199,449.42	\$0.00	\$0.00			\$0.00	\$0.00	\$16,101.84	\$1,215,551.26		
Endowment Cash	\$7,674.46	\$0.00	\$0.00			\$0.00	\$0.00	\$410.99	\$8,085.45		
Sub-total Endowment Funds	\$1,207,123.88	\$0.00	\$0.00			\$0.00	\$0.00	\$16,512.83	\$1,223,636.71		
General Spendable Funds Cash	\$1,092.29	\$0.00	\$0.00			\$0.00	\$0.00	(\$0.72)	\$1,091.57		
General Spendable Mutual Funds	\$380,463.49	\$0.00	\$0.00			\$0.00	\$0.00	\$5,326.01	\$385,789.50		
General Spendable Building Mutual Funds	\$120,210.44	\$0.00	\$0.00			\$0.00	\$0.00	\$1,681.90	\$121,892.33		
Sub-total General Spendable Funds	\$501,766.21	\$0.00	\$0.00			\$0.00	\$0.00	\$7,007.19	\$508,773.40		
TOTAL	\$1,708,890.09	\$0.00	\$0.00			\$0.00	\$0.00	\$23,520.02	\$1,732,410.11		
Total All Funds	\$2,113,082.74	\$1,757.54	\$5,784.21	\$21,205.40	\$53,908.56	\$21,195.40	(\$21,195.40)	\$23,520.02	\$2,117,154.90		

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

12d	FUND NAME	PRINCIPAL AMOUNT OF FUND	PURPOSE	VALUE AS OF JULY 1, 2024	2024/25 DONATIONS	EARNINGS INCOME OUT	CHANGE IN VALUE		CURRENT VALUE OF ENDOWMENT INVESTMENTS
							JULY 1, 2024 to JUNE 30, 2025	JULY 1, 2024 to JUNE 30, 2025	
401	Frances Balfour	\$10,000.00	Adult Reading	\$13,252.14			\$899.83	\$14,151.97	
402	Gladys E. Brooks	\$41,437.86	Large Print Books/Senior Citizens Programs	\$54,913.32			\$3,728.70	\$58,642.02	
403	Jane Cameron	\$68,770.00	Baldwin Public Library	\$86,978.61			\$6,188.12	\$93,166.73	
404	Jane Martin Clark	\$5,000.00	Baldwin Public Library	\$6,626.07			\$449.91	\$7,075.98	
405	Jan Coil	\$10,500.00	Baldwin Public Library	\$13,791.80			\$944.82	\$14,736.62	
406	Aubrey & Grace Flood	\$5,000.00	Youth Services	\$6,626.07			\$449.91	\$7,075.98	
407	Paul R. Francis	\$10,000.00	Staff Appreciation	\$12,450.66			\$899.83	\$13,350.49	
408	Friends of the Library	\$32,000.00	Library Collections	\$42,407.14			\$2,879.45	\$45,286.59	
409	Priscilla Goodell	\$113,718.00	Baldwin Public Library	\$150,701.28			\$10,232.67	\$160,933.95	
410	Emmelene Hornac	\$50,000.00	Youth Services & Adult Reading	\$66,260.76			\$4,499.14	\$70,759.90	
411	H. G. Johnston	\$6,350.00	Reference Collection	\$8,363.90			\$571.39	\$8,935.29	
412	Bob & Jean Kelly	\$10,508.00	Youth Services Programs	\$13,322.77			\$945.54	\$14,268.31	
413	William Keman, Jr.	\$25,000.00	Library Collections	\$33,130.40			\$2,249.57	\$35,379.98	
414	Merle L. Rominger	\$250,890.00	Reference Collection	\$332,403.09			\$22,575.80	\$354,978.89	
415	Rosso Family Foundation	\$10,000.00	Baldwin Public Library	\$13,252.16			\$899.83	\$14,151.99	
416	Marion G. Sweeney	\$11,700.00	Youth Services	\$14,462.93			\$1,052.80	\$15,515.73	
417	Stephen Vartanian	\$10,000.00	Audio Visual Material	\$13,252.16			\$899.83	\$14,151.99	
419	Clarice G. Taylor	\$59,852.76	Professional Development	\$81,514.09			\$5,385.72	\$86,899.81	
421	Eric & Julie Gheen	\$10,000.00	Adult Reading Print Books	\$12,429.08			\$899.83	\$13,328.91	
422	Ileane Thal	\$39,998.98	Baldwin Public Library	\$47,571.48			\$3,599.22	\$51,170.70	
423	Judith Nix	\$15,207.48	Adult & Youth Programs	\$18,370.39			\$1,368.41	\$19,738.81	
424	MAF-Rae Dumke	\$10,000.00	Architecture Books	\$12,474.55			\$899.83	\$13,374.38	
425	Linne Underdown Hage Forester	\$34,509.96	Professional Development	\$35,987.60			\$3,105.30	\$39,092.91	
426	Richard & Mary Henne Book Fund	\$10,000.00	Adult Reading Print Books	\$10,166.46			\$899.83	\$11,066.29	
427	Douglas R. Koschik	\$18,554.00	Building Improvements	\$18,830.97			\$1,669.54	\$20,500.51	
428	Gerald "Jerry" Dreer	\$10,100.00		\$11,161.15			\$908.83	\$12,069.98	
		\$879,097.04		\$1,130,701.05	\$0.00	\$0.00	\$79,103.66	\$1,209,804.71	

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

		Prior Month	Current	Year to	Current	Year to	Current	Year to	Transfer	Change in	Ending
		Balance	Month	Date	Month	Date	Month	Date	In	Investment	Balance
		08/31/24	Revenue	Revenue	Expense	Expense	Expense	Expense	Out	Value	09/30/24
	Purpose										
Gift & Tribute Funds											
General Spendable Funds		\$531,906.09	\$1,757.37	\$5,483.57	\$81.92	\$161.88				\$5,325.46	\$538,907.01
Restricted Funds:											
Building Fund		\$121,021.15	\$0.00	\$0.00	\$0.00	\$1,999.07				\$1,681.73	\$122,702.88
Van Dragt Fund		\$8,149.55	\$0.00	\$0.00	\$8,149.55	\$16,663.66					\$0.00
Memorials/Tributes		\$9,830.22	\$0.17	\$300.64	\$0.00	\$0.00					\$9,830.39
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00					\$516.43
Restricted Fund - Idea Lab MAF		\$0.00	\$0.00	\$0.00	\$0.00	(\$34.02)					\$0.00
Friends	Adult Services Programs	\$10,066.91	\$0.00	\$0.00	\$1,053.60	\$3,004.97					\$9,013.31
	Young Adult Programs	\$1,551.36	\$0.00	\$0.00	\$683.60	\$2,373.67					\$867.76
	Youth Services Programs	\$1,886.91	\$0.00	\$0.00	\$531.70	\$1,992.31					\$1,355.21
	Idea Lab Program Supplies	(\$1,110.91)	\$0.00	\$0.00	\$324.23	\$3,931.24					(\$1,435.14)
	Outreach & Equipment	\$3,347.58	\$0.00	\$0.00	\$413.38	\$3,712.54					\$2,934.20
	Sub-total Restricted	\$155,259.20	\$0.17	\$300.64	\$11,156.06	\$33,643.44		\$0.00	\$0.00	\$1,681.73	\$145,785.04
Rotary Room Fund	Naming Rights-Principal	\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$7,832.00
	Maintenance Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89		\$0.00	\$0.00	\$0.00	\$0.00
Ileana Thal Reference Desk		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$6,000.00
Miranda Burnett Reference Desk		\$9,385.65	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$9,385.65
Total Gift and Tribute Funds		\$710,382.95	\$1,757.54	\$5,784.21	\$11,237.98	\$35,311.21		\$0.00	\$0.00	\$7,007.19	\$707,909.70
Endowment Funds											
Endowment Budgeted Funds	General Funds	\$67,494.31	\$0.00	\$0.00	\$7,518.85	\$9,053.32					\$59,975.46
	Adult Large Print	\$1,988.00	\$0.00	\$0.00	\$71.25	\$127.19					\$1,926.75
	Adult Services Department	\$33,274.86	\$0.00	\$0.00	\$0.00	\$940.49					\$33,274.86
	Adult Audio Visual	\$437.68	\$0.00	\$0.00	\$15.71	\$139.37					\$421.97
	Adult Reference	\$49,170.06	\$0.00	\$0.00	\$0.00	\$0.00					\$49,170.06
	Adult Programs	\$20,842.17	\$0.00	\$0.00	\$1,506.31	\$4,233.00					\$19,335.86
	Architecture	\$1,824.15	\$0.00	\$0.00	\$22.53	\$2,649.97					\$1,801.62
	Youth Services Department	\$8,221.98	\$0.00	\$0.00	\$12.74	\$784.98					\$8,209.24
	Youth Programs (Nix)	\$922.00	\$0.00	\$0.00	\$0.00	\$0.00					\$922.00
	Professional Development	\$21,694.06	\$0.00	\$0.00	\$438.09	\$777.09					\$21,255.97
	Staff Appreciation	\$2,543.70	\$0.00	\$0.00	\$183.95	\$193.95					\$2,359.75
	Koschik Building Fund	\$984.94	\$0.00	\$0.00	\$197.99	\$197.99					\$786.95
	Sub-total	\$209,407.91	\$0.00	\$0.00	\$9,967.42	\$19,097.35		\$0.00	\$0.00	\$0.00	\$199,440.49
Total Endowment Investments	All Funds	\$1,193,291.88	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$16,512.83	\$1,209,804.71
Total Endowment Funds		\$1,402,699.79	\$0.00	\$0.00	\$9,967.42	\$19,097.35		\$0.00	\$0.00	\$16,512.83	\$1,409,245.20
Total All Trust Funds		\$2,113,082.74	\$1,757.54	\$5,784.21	\$21,205.40	\$54,408.56		\$0.00	\$0.00	\$23,520.02	\$2,117,154.90

TRUST RECEIPTS
September-24

12f_

Trust Money Mkt General Funds:

Jessica Bell	\$	24.01
Judith Adelman	\$	97.52
Cathrine Carver in Memory of Mary Clark McCormack	\$	97.52

Money Market Interest Income	\$	1,538.32	\$	1,757.37
------------------------------	----	----------	----	----------

Friends of BPL:

\$ -

Trust Money Mkt Restricted Funds:

\$ -

Memorial Book Fund:

Checking Account Interest	\$	0.17	\$	0.17
---------------------------	----	------	----	------

Trust Money Mkt Endowment Fund:

\$ -

Total Receipts at Huntington Bank	\$	1,757.54	\$	1,757.54
--	-----------	-----------------	-----------	-----------------

Raymond James

\$0.00

Total Trust Receipts (Before Bank Fees)	\$	1,757.54	\$	1,757.54
--	-----------	-----------------	-----------	-----------------

Monthly Banking Fee on Money Market Account	\$	(10.00)	\$	(10.00)
---	----	---------	----	---------

Total Trust Receipts (Net)	\$	1,747.54	\$	1,747.54
-----------------------------------	-----------	-----------------	-----------	-----------------

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
09/27/2024	LIBRY	6190	000843	BAKER & TAYLOR BOOKS	28.91
09/27/2024	LIBRY	6191	MISC	BKFD	450.00
09/27/2024	LIBRY	6192	004269	CENTER POINT LARGE PRINT	71.25
09/27/2024	LIBRY	6193	007822	REBEKAH CRAFT	28.25
09/27/2024	LIBRY	6194	007403	SUSAN DION	16.11
09/27/2024	LIBRY	6195	009315	FIRST NATIONAL BANK OF OMAHA	4,490.17
09/27/2024	LIBRY	6196	009315	VOID	0.00 V
09/27/2024	LIBRY	6197	009315	VOID	0.00 V
09/27/2024	LIBRY	6198	009315	VOID	0.00 V
09/27/2024	LIBRY	6199	004604	GORDON FOOD	224.85
09/27/2024	LIBRY	6200	001090	INGRAM LIBRARY SERVICES	1,469.40
09/27/2024	LIBRY	6201	009060	ROSEMARY ISBELL	70.41
09/27/2024	LIBRY	6202	009857	JACLYN MILLER	400.54
09/27/2024	LIBRY	6203	MISC	JESSICA SPENCER	300.00
09/27/2024	LIBRY	6204	MISC	JOHN F. WUKOVITS	200.00
09/27/2024	LIBRY	6205	MISC	MANHATTAN SHORT	600.00
09/27/2024	LIBRY	6206	006432	ELISABETH PHOU	44.51
09/27/2024	LIBRY	6207	000757	SCHOLASTIC INC	104.00
09/27/2024	LIBRY	6208	MISC	UNIQUE SHORT TREE DESIGN/UPHOLSTERY	697.00
09/27/2024	LIBRY	6209	MISC	WENDY POPKO	12,000.00

LIBRY TOTALS:

Total of 20 Checks:	21,195.40
Less 3 Void Checks:	0.00
Total of 17 Disbursements:	21,195.40