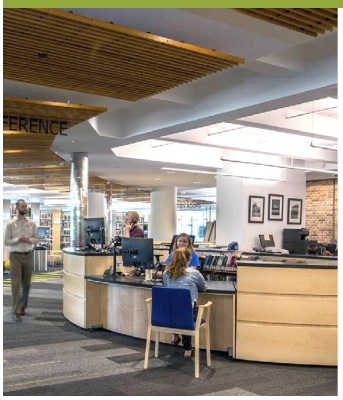
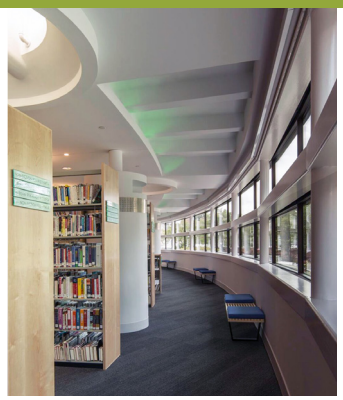
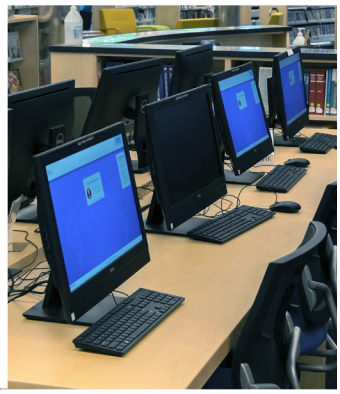
BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS







LIBRARY **BOARD** MEETING

MAY 18, 2020

Ashley Aidenbaum
PRESIDENT

Melissa Mark
VICE PRESIDENT

Frank Pisano
SECRETARY

James W. Suhay

Bob Tera

Jennifer Wheeler

Doug Koschik
LIBRARY DIRECTOR

BPL LEARN. CONNECT. DISCOVER.

MISSION

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

VISION

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

CORE VALUES

WE ARE COMMITTED TO:

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

ADOPTED OCTOBER 2010

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

Aidenbaum, Ashley M. **PRESIDENT** 327 Southfield Rd. Apt. 2CS Birmingham, MI 48009 Home: (248) 892-2149 e-mail: ashleymariea@gmail.com	Term expires 2021	Communications and Personnel Committees
Mark, Melissa S. **VICE PRESIDENT** 635 Puritan Birmingham, MI 48009 Home: (248) 644-8451 e-mail: weir527@gmail.com	Term expires 2021	Communications, Building and Personnel Committees
Pisano, Frank **SECRETARY** 612 Davis Birmingham, MI 48009 Home: (248) 646-0463 Cell: (248) 835-6058 e-mail: frank.pisano@baldwinlib.org	Term expires 2021	Building and Finance Committees
Suhay, James W. 740 Fairfax Birmingham, MI 48009 Home: (248) 642-8514 e-mail: jsuhay@sbcglobal.net	Term expires 2023	Building and Finance Committees
Tera, Robert 315 Chesterfield Avenue Birmingham, MI 48009 Cell: (248) 515-6063 e-mail: sugimori@sbcglobal.net	Term expires 2023	Finance and Policy Committees
Wheeler, Jennifer 1665 Holland Birmingham, MI 48009 Cell: 248 808-4495 e-mail: jennybwheeler@gmail.com	Term expires 2023	Communications and Policy Committees
Blank, Roni **STUDENT REPRESENTATIVE** e-mail: blankroni@gmail.com	Term expires February 2021	
Stephenson, Storm **STUDENT REPRESENTATIVE** e-mail: 4astorm@gmail.com	Term expires February 2021	

AGENDA

Baldwin Public Library Board Meeting

Monday, May 18, 2020 at 7:30 p.m.
Zoom Virtual Meeting

Agenda

The full Board packet is available online at www.baldwinlib.org on the Friday preceding the meeting.
This is an open meeting. All members of the public are invited to attend.

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

I. Consent Agenda
All items on the consent agenda are considered routine and will be enacted by one motion and approved by a roll call vote. There will be no discussion of these items unless a Board member or a citizen so requests, in which case the item will be removed from the general order of business and considered as the last item under new business.
   A. Approval of April 20, 2020 Board Meeting minutes. p. 7
   B. Approval of April 2020 vendor payments in the amount of $80,734.31, including payments in excess of $6,000. p. 11
   C. Approval of total expenses in the amount of $265,047.37. p. 15

II. Board Reports and Special Announcements
   A. President's report
   B. Board comments
   C. Staff anniversaries p. 23
   D. Upcoming events of interest (Rebekah Craft) p. 32

III. Board Committee Reports
   A. Finance Committee (Bob Tera) p. 14
   B. Building Committee (Jim Suhay) p. 17

IV. Library Report and Renovation Update p. 19
   A. Discussion of COVID-19 Measures

V. Liaisons
   A. Report from Friends of the Baldwin Public Library (Ryndee Carney) p. 30

B. Beverly Hills (Lee Peddie, Beverly Hills Village Council)
C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)

VI. Unfinished Business

VII. New & Miscellaneous Business

VIII. Items Removed from Consent Agenda

IX. Information Only

A. Upcoming events of interest p. 32
B. Letter of thanks from PACE Southeast Michigan p. 34
C. WWJ950 News Radio, "Birmingham Library Uses 3D Printers to Help Frontline Workers" p. 35
D. The Oakland Press, "Thank you, local helpers during coronavirus crisis in Oakland County" p. 37
E. Macomb Daily, "MSGCU offering help to first responders and small businesses during COVID crisis" p. 39
F. UpNorthLive, "Credit Union donates nearly $50,000 to Michigan non-profits" p. 41
G. PROSPER, "Six More Manufacturers Receive Oakland County 'Saving Business, Saving Lives' Grants" p. 43
H. The Oakland Press, "Oakland County community calendar May 10" p. 45
I. Traverse City Record Eagle, "Business in Brief 05-10-20" p. 50
J. Oakland County Times, "Birmingham Commission Approves Economic Recovery Efforts" p. 52
K. StateTech, "How Public Libraries Are Expanding Digital Service Offerings" p. 54
L. Publishers Weekly, "Public Libraries After the Pandemic" p. 57
M. Detroit Free Press, "Why Detroit kids should apply to college, even during a pandemic" p. 60
N. IFLA, "COVID-19 and the Global Library Field" p. 62
O. MI Safe Start-A Plan to Re-engage Michigan's Economy p. 101

X. General Public Comment Period

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

XI. Adjournment

The next regular meeting of the Library Board will be on Monday, June 15, 2020 at 7:30 p.m.

Motion: To adjourn the May 18 Board Meeting.

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

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta session pública deben ponerse en contacto con la oficina del escribano de la biblioteca en el número (248) 647-1700 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un dia 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,
VIRTUAL REGULAR MEETING
April 20, 2020

1. Call to Order and Roll Call:

The meeting, held via Zoom, was called to order by President Ashley Aidenbaum at 7:30 p.m.

Library Board present: Ashley Aidenbaum, Melissa Mark, Frank Pisano, Jim Suhay, Bob Tera, and Jennifer Wheeler.

Absent and excused: None.

Library Staff present: Doug Koschik, Director; Rebekah Craft, Associate Director; Robert Stratton, Administrative Assistant.

Friends of the Library liaison present: Ryndee Carney.

Contract community representatives present: None.

Members of the public present: None.

This meeting was held online, via Zoom software, due to the State-mandated stay-at-home order issued in response to the COVID-19 pandemic.

2. Consent Agenda:

Motion to approve the consent agenda.
1st Tera
2nd Mark
A roll call vote was taken.
Yeas: Aidenbaum, Mark, Pisano, Suhay, Tera, and Wheeler.
Nays: None.
Absent and excused: None.
The motion was approved unanimously.

3. Board Reports and Special Announcements:

President's report: Aidenbaum thanked Library staff for their hard work in continuing to provide as much Library service to the community as possible during the pandemic. In particular, she lauded the efforts of Jeff Jimison and his volunteers in their effort to provide face shields to healthcare workers on the front lines of the pandemic. She also thanked donors who have aided the effort, including the Friends of the Library.

Aidenbaum noted April 20 is Holocaust Remembrance Day, and reflected on the vital importance of libraries as "repositories of our very complex history as a society".

Board comments: None.

Staff Anniversaries: Pisano recognized the following staff anniversaries and gave thanks to these staff members for their dedication and service to the Library: Elaine Asher (1 year); Belinda Bolivar (5 years);

Cameron Crawford (5 years); Ethan Cronkite (5 years); Ruth Ann Czech (1 year); Carri Fritz-Gvozdich (11 years); Bob Glenn (8 years); Alyssa Gudenburr (2 years); George Kasparian (23 years); Rosemary Retford (2 years); and Lauren Ziolkowski (5 years).

Upcoming events of interest: Craft reported upcoming events at the Library, full details of which can be found on pages 67 – 68 of the April Board packet. These events will be held virtually, as physical-presence Library programs have been cancelled through May 31.

4. Board Committee Reports

Finance Committee:

Tera reported that the Committee held a Zoom conference on Monday, April 13 with Ron Carpenter from Raymond James, who gave a rundown on the current status of the Trust's investments. Carpenter noted that the Trust's accounts were down, but that they are now recovering somewhat.

The budget for FY 2019-20 continues to be on track.

The next meeting of the Finance Committee will take place on Monday, May 11, 2020 at 4:30 p.m. It will be held via Zoom.

Building Committee:

Suhay reported that the Construction Committee last met on Monday, March 16 in the Jeanne Lloyd Board Room. Work on the Youth Room expansion and renovation was halted on Monday, March 23, by State executive order. (The Library itself closed to the public effective March 15.)

As of March 16, drywall installation was 80% complete, electricians were beginning to prepare for lighting fixture installation, glass work was finishing up, roofers were working on roof coping, and lumber for doors and jambs was en route.

The Committee has begun research on outdoor furniture for the terrace and garden.

The completion of construction is expected to be delayed several weeks beyond the originally expected date. It is also uncertain when landscaping will begin and when it will be finished.

5. Library Report and Discussion of COVID 19 Measures:

Koschik discussed the Library's statistical dashboard, found on page 26 of the April Board packet. It reflects the Library's level of activity during the first three quarters of FY 2019-20. He noted that two large payments were made in March to the Dailey Company. Expenses in April will be lower.

The Library has done very well in meeting its benchmarks for the first eight months of the fiscal year. With the Library's closure to the public on March 15, however, most of March statistics are quite low. And they will continue to be low through the end of the fiscal year.

The next quarterly newsletter will not be sent by mail. The summer newsletters will instead be monthly and available online.

Craft reported that she continues to work with Michelle Hollo on marketing material, social media outreach, and digital resources. Hollo has created numerous infographics pertaining to the use of the Library's digital resources. The 'Storybook Trail' at Beverly Park has been updated by Youth Librarian

Caroline Salucci, with graphics produced by Hollo. Craft will continue to work with Hollo on producing summer reading program material and the May eNewsletter.

A new Library program, "Friday 5 at 5," is being held every Friday, with a different librarian each time sharing five things one can do at home during the quarantine. Recently, Maria Williams, Head of Adult Services, presented five cookbooks, and Stephanie Klimmek, Head of Youth Services, shared five handwashing songs.

Craft also reported she had sent out two press releases: one for the Idea Lab Face Shield initiative, and one for the virtual storytimes that the Library is offering.

The key word in summer programming discussion is 'pivotable'. Koschik stressed that Library staff will remain adaptable when organizing and holding summer programs. Outside vendors will not be brought in during this time.

Discussion of COVID-19 Measures:

The Library has tried to continue to provide services to the public despite its physical closure. Staff has done its best to make online Library resources readily available to the public, and the Library has waived all fines so that online resources will remain accessible to all patrons. A full listing of what the Library has done so far in the pandemic and how it is planning to handle the re-opening of the Library at some date in the future can be found on pages 28 – 36 of the April Board packet.

Limited physical presence by staff in the Library is necessary for mail retrieval and bill payment. Books are being mailed to book club participants and homebound patrons via USPS. Jamie Richards and Bart Gioia have updated Library computers during the closure.

Zoom management meetings occur weekly. The management team is discussing the procedures that need to be in place once the Library re-opens, such as the use of face masks by staff; requiring employees to monitor their temperatures; a distancing policy for browsing, studying, and computer usage; and adaptable, phased strategies for re-opening.

Craft reports that staff continues to remain accessible by phone or email and is purchasing requested digital materials. New Library cardholders are being registered online. Librarians are preparing summer programs that they can host themselves.

Josh Rouan, Technical Services Coordinator, has expanded access to Ancestry.com so that it can be used at home. Money budgeted for physical materials is being shifted to digital materials, such as purchasing additional copies of popular books in Overdrive and Libby, and allowing more patron use of Hoopla.

Summer programming funding is expected to be limited this year because of the cancellation of the Friends of the Library book sale and the Friends' purse sale.

A decision will be made next month regarding the withdrawal of funds from the Trust's endowments funds.

6. Liaisons

Friends (Ryndee Carney):

Carney wished everyone a happy National Library Week. She reported that the Friends donated $2,320 to the Idea Lab to cover the cost of a new 3D printer and supplies for 2,000 face shields. The Books, Bags, and Bagels fundraiser has been postponed, and the May book sale has been cancelled.

The most recent Friends of the Library Board meeting was held on April 14 via Zoom.

The Annual Friends of the Library Meeting is anticipated to be held on May 12, at 7:00 p.m., via Zoom.

Mark thanked Carney and the Friends for their generosity and support of the Idea Lab's endeavors.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

7. Unfinished Business: None.

8. New & Miscellaneous Business:

Mark noted that we need to decide whether or not to hold the Books & Bites Fundraiser originally scheduled for October 2020. She recommends making a decision by June.

9. Items Removed from Consent Agenda: None

10. Information Only: See pages 43 - 139 of the April Board packet.

11. General Public Comment Period: None

12. Adjournment:

Motion to adjourn the meeting.

1st Mark
2nd Wheeler
Yeas: Aidenbaum, Mark, Pisano, Suhay, Tera, and Wheeler.
Nays: None.
Absent and excused: None.
The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:27 p.m. The next regular meeting is scheduled for Monday, May 18, 2020 at 7:30 p.m.

Frank Pisano, Secretary Date

Register of Claims

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

Check Number	Vendor #	Vendor	Amount
	009126	AMAZON CAPITAL SERVICES INC	1,406.56
	000843	BAKER & TAYLOR BOOKS	664.66
	008827	KANOPY, INC	630.00
	007927	MICHELLE HOLLO	595.00
	002013	MIDWEST TAPE	6,317.75
	006785	OVERDRIVE, INC.	15,895.71
	008473	THE FINANCIAL TIMES LIMITED	1,777.00
2329	009126	AMAZON CAPITAL SERVICES INC	(75.00)
2340	000795	LIBRARY DESIGN ASSOCIATES, INC.	25,179.00
2345	005861	UNIQUE MGMT SERVICE, INC	17.90
2347	009126	AMAZON CAPITAL SERVICES INC	439.99
272984	000158	VERIZON WIRELESS	104.97
272994	007745	ALL COVERED	1,738.00
273000	000843	BAKER & TAYLOR BOOKS	1,104.73
273004	000525	BIRMINGHAM PUBLIC SCHOOLS	82.40
273008	003904	CAPITAL ONE BANK	15,207.60
273009	002067	CENTRAL PARKING SYSTEM	884.00
273020	004493	ELITE IMAGING SYSTEMS	245.29
273025	000249	GUARDIAN ALARM	197.41
273036	002013	MIDWEST TAPE	15.60
273070	000627	CONSUMERS ENERGY	1,270.00
273073	007822	REBEKAH CRAFT	48.76
273075	009024	THE D.M. BURR GROUP	3,221.32
273076	000575	DEMCO, INC	430.49
273094	004493	ELITE IMAGING SYSTEMS	261.17
273100	006666	GRID 4 COMMUNICATIONS INC.	273.64
273111	000678	OCLC, INC.	300.81
273113	008783	PRESIDIO NETWORKED SOLUTIONS GROUP	317.08
273124	009026	WELLS FARGO VENDOR FIN SERV	677.87
273173	007907	SP+ CORPORATION	1,400.00
273179	000158	VERIZON WIRELESS	104.60
		Total:	80,734.31

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

May Finance Committee Report

The Baldwin Public Library Board's Finance Committee met via a Zoom virtual meeting on Monday, May 11 at 4:30 p.m. Present were Frank Pisano, Bob Tera, Jim Suhay, Ron Carpenter, Doug Koschik, and Rebekah Craft.

- The Committee decided to recommend that the Library Board transfer $55,501.44 from the Library's Trust Endowment Funds, the full allowable withdrawal amount that has been calculated according to the formula contained in the Baldwin Public Library's Trust Investment Policy.
- Ron Carpenter suggested that we do the following: Transfer $55,501.44 to the Trust's Chemical Bank account to be used for Library programs and services in FY 2020-21, as mentioned above. Then liquidate some of the Trust's investments in equities and move the resulting cash (approximately $60,000) to money market accounts for safekeeping during a volatile market. Specifically, the following actions will be taken:
    - Move the approximately $26,000 currently in cash to the Trust Chemical Bank account.
    - Liquidate our investment in the John Hancock Regional Bank Fund and move its approximately $24,000 to the Trust Chemical Bank account.
    - Withdraw $40,000 from our investment in the S&P 500 Small Cap 600 Value Fund, move approximately $5,000 of it to the Trust Chemical Bank account, and move the remaining approximately $35,000 into a money market fund.
    - Liquidate our investment in Wisdom Tree U.S. Midcap Dividend Fund and move its approximately $25,000 into a money market fund.

  After these sales, approximately 63% of the Endowment Funds Account will be in equities, and 37% will be in fixed income, cash, and cash equivalents, which is in keeping with the Baldwin Trust Investment Policy. The Committee agreed with Carpenter's recommendations.
- Koschik gave an update on the FY 2019-20 budget. After ten months, the budget is tracking well.
- The Committee discussed the upcoming millage renewal elections for the City of Bloomfield Hills (August) and the Village of Beverly Hills (November).
- The next meeting of the Finance Committee will take place on Monday, June 8, 2020, at 4:30 p.m. via a Zoom Virtual meeting.

FINANCIAL REPORT: April 2020

This report references the Revenue and Expense Report 2019-20, found on the following page. At 83.33% of the way through fiscal year 2019-2020, the Library has spent 73.0% of its budget and received 89.7% of its revenue. By this point of the year, the Library was budgeted to have spent 73.1% of its budget and to have received 89.8% of its revenue.

Payments were made to Library Design Associates ($25,179) for the Youth Room Renovation, for pre-payment of furniture.

Vendor payments in excess of $6,000:

Library Design Associates	$25,179.00
Overdrive	$15,895.71
Capital One	$15,207.60
Midwest Tape	$6,317.75
Total vendor payments in excess of $6,000	**$62,600.06**
Balance of vendor payments less than $6,000	$18,134.25
Total vendor payments	**$80,734.31**
City of Birmingham allocations:	
Payroll Period Ending 04/04/20	$82,751.59
Payroll Period Ending 04/18/20	$81,317.00
Employee Health Care Payroll Deduction 04/18/20	($669.88)
Fixed Past Retirement Health Care Cost	$6,929.92
Fixed Past Retirement Cost	$4,373.50
Total Payroll	$174,702.13
BS&A Software Charge	$248.19
Administrative Services	$8,740.83
MML Insurance Premium	$380.83
Total City of Birmingham allocations	**$184,071.98**
Reconciling adjustments:	
Credit Card Processing Fee	$214.41
Unapplied Vendor Credits	$26.67
Total Recon Adjustments	$241.08
Total expenses for the month	**$265,047.37**

BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2019-20
April 2020

83.33% — 10th Month of the year

	Approved 2019-20 Budget	Current Month Budget April 2020	Current Month Actual April 2020	Variance For Month	Y-T-D Budget 2019-20	Y-T-D Actual 2019-20	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2018-19	% Received/ Spent Prior Y-T-D
REVENUES										
TAXES	$3,385,950	$0	$0	$0	$3,385,950	$3,385,950	$0	100.0%	$3,249,870	100.0%
PROVISION FOR TAX LOSS	($15,000)	($1,250)	$0	$1,250	($12,500)	($127)	$12,373	0.8%	($679)	4.5%
COUNTY AND STATE REVENUE	$104,300	$11,550	$14,030	$2,480	$18,750	$21,140	$2,390	20.3%	$7,217	7.0%
LOCAL GRANTS	$0	$0	$0	$0	$0	$0	$0	100.0%	$45,000	0.0%
COMMUNITY CONTRACTS	$924,890	$106,859	$106,859	($0)	$567,867	$569,557	$1,690	61.6%	$676,326	75.2%
PATRON USE REVENUE	$81,150	$6,700	($13)	($6,713)	$67,000	$48,635	($18,365)	59.9%	$77,690	94.1%
INVESTMENT INCOME	$52,290	$4,358	$3,024	($1,334)	$43,579	$43,404	($175)	83.0%	$39,482	106.9%
TOTAL REVENUE	$4,533,580	$128,217	$123,900	($4,317)	$4,070,646	$4,068,559	($2,087)	89.7%	$4,094,906	94.0%
EXPENSES										
PERSONNEL SERVICES	$2,374,870	$173,500	$174,702	$1,202	$1,912,500	$1,977,711	$65,211	83.3%	$1,781,558	78.4%
SUPPLIES	$96,000	$5,000	$3,253	($1,747)	$86,000	$84,240	($1,760)	87.7%	$79,775	105.7%
CONTRACTED SERVICES	$383,600	$30,000	$17,891	($12,109)	$292,000	$243,320	($48,680)	63.4%	$365,360	103.1%
TECHNOLOGY & MAINTENANCE	$123,500	$17,000	$2,422	($14,578)	$100,000	$112,373	$12,373	91.0%	$171,002	114.0%
UTILITIES	$102,000	$12,000	$9,932	($2,068)	$78,200	$68,676	($9,524)	67.3%	$70,487	70.1%
OTHER CHARGES	$75,770	$5,000	$2,905	($2,095)	$65,500	$64,619	($881)	85.3%	$59,788	90.4%
BUILDING IMPROVEMENTS & FURNISHINGS	$2,408,000	$30,000	$27,767	($2,233)	$1,501,000	$1,492,865	($8,135)	62.0%	$204,310	167.5%
COLLECTIONS	$647,010	$36,000	$26,390	($9,610)	$505,000	$488,757	($16,243)	75.5%	$472,590	80.4%
TOTAL EXPENSES	$6,210,750	$308,500	$265,262	($43,238)	$4,540,200	$4,532,561	($7,639)	73.0%	$ 3,204,870	85.9%
VARIANCE	($1,677,170)	($180,283)	($141,362)	$38,921	($469,554)	($464,002)	$5,552			
FUND BALANCE-BEGINNING OF YEAR						$1,961,960				
FUND BALANCE-CURRENT						$1,497,958				

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

Note: Of the $3,385,950 in Birmingham tax revenue, $2,681,265 is for operating expenses, and $704,685 is for pre-funding the Youth Room expansion and renovation.

Youth Room Terrace Furniture Discussion

Members of the Building Committee met on Tuesday, April 29 at 11:00 via a Zoom online meeting to discuss terrace furniture selection for the Youth Terrace and Garden. Present were Doug Koschik, Rebekah Craft, Stephanie Klimmek, Frank Pisano, Jim Suhay, and Melissa Mark.

Craft presented photos and prices of furniture available from Landscape Forms. For the terrace and garden, the architects have specified 3 tables (36") with 3 umbrellas and 12 chairs and 3 benches (60"). The working group discussed the following furniture selections:

Garden bench

- Garden benches with a back are preferable for the comfort of users.
- Most of the bench will be visible from inside the building because the garden will be 2-3" below grade level next to the floor-to-ceiling curtain wall windows.
- The bench design should match the aesthetics of the furniture used in the Youth Room
- The group discussed using the traditional Birmingham green benches but would like to explore other options

Table and Chairs

- The group selected the Traverse chair with the Catena base table with a solid Steelhead top.
- The Landscape Forms sales representative will send color samples of table finishes so that the group can choose the color closest to "Birmingham green."

Umbrella

- The group selected the Equinox umbrella and is waiting on fabric samples from the Landscape Forms sales representative.

The next working group session will be at a later date and will include architect John Gardner.

LIBRARY REPORT

- Key Metrics Dashboard
- Strategic Plan Status Report
- Services and Programs
- Marketing and Public Relations
- Financial Stability
- Personnel and Organization
- Community Relationships and Partnerships
- Facilities and Technology
- Program Photos
- Expenditures from FOBPL Donations

Strategic Plan Status Report

Key Metrics Dashboard: April 2020

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 19-20 End of Q3 Target
Financials					
Revenues	$ 123,900	$ 235,288	$ 4,068,559	$ 4,094,906	
Expenses	$ 265,262	$ 273,823	$ 4,532,561	$ 3,204,870	
Circulation					
Circ (Charges & Renewals)	13,362	49,140	420,572	443,412	**515,000**
Self-Check Usage	0.0%	19.7%	21.5%	22.1%	**20.0%**
% of Circ by Residents*	99.7%	91.1%	91.5%	91.9%	**92.0%**
% of Circ by Non-Residents	0.3%	8.9%	8.4%	8.1%	**8.0%**
Interlibrary Loans					
Items borrowed	-	802	8,864	7,973	
Items loaned	-	292	7,087	8,172	
Technology Usage					
Database Sessions	1,899	1,385	17,837	12,543	**15,000**
Downloadable Content	12,946	9,558	101,994	91,374	**105,000**
Public Computer Usage	-	1,400	9,587	11,977	
Wireless Sessions	4,590	21,953	182,540	232,026	**270,000**
Program Attendance					
Adults	52	1,014	3,443	4,450	
# of Programs for Adults	8	29	212	236	
Teens	6	58	855	1,248	
# of Programs for Teens	1	9	49	112	
Youth	95	1,846	18,558	21,439	
# of Programs for Youth	22	60	523	535	
Computer Classes	13	38	294	358	
# of Computer Programs	5	9	76	84	
Online Video Views	537	43	800	404	
Idea Lab Certifications	-	-	140	36	
Idea Lab Visits	-	301	2,330	1,889	**2,400**
Total Program Attendance	**703**	**3,300**	**26,420**	**29,824**	**27,000**
Total # of Programs	**36**	**107**	**860**	**967**	**850**
Outreach Attendance	-		**6,582**		
# of Outreach Programs	-		**144**		
Gate Count	**306**	**20,741**	**194,134**	**214,166**	**250,000**
Volunteer Hours	**28**	**269**	**2,142**	**2,333**	**2,600**
Social Media	**New Users**	**New Users LY**			
Website Hits/Pageviews	14,191	20,952	205,399	249,652	**295,000**
e-Newsletter Subscribers	-9444	-5	2347	1926	**2100**
Facebook Page Likes	17	18	2429	2119	**2300**
Twitter Followers	7	5	1290	1219	**1300**
Instagram Followers	79	196	1490	1022	**1300**

*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

Strategic Plan Status Report

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

Most dashboard statistics were down considerably in April because the building was closed. The only numbers that increased were the use of materials that could be accessed electronically (Database Sessions and Downloadable Content) and programs that were available online (Online Video Views).

Services and Programs

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

COVID-19 Response

Because of the COVID-19 pandemic, the Library closed to the public and ceased all in-person services in March. It will remain closed until further notice. All live, in-person Library programs have been cancelled for the foreseeable future, and the librarians have pivoted to providing virtual programs. Executive orders from Governor Whitmer have mandated the closure of all Michigan libraries through at least May 28.

Staff members continue to work from home, and some have continued to come to the Library to carry out essential responsibilities, such as paying bills and picking up mail at the post office. The closure of the physical building has required a major re-imagination of public library services, including moving all book clubs to Zoom meetings, hosting Instagram Live author talks, recording virtual story times, and launching online scavenger hunts.

The Library's management team is developing a six-phase reopening plan, which is modeled on a plan authored by staff at the Clinton Macomb Public Library. When the State of Michigan Stay Home, Stay Safe initiative is lifted and libraries are allowed to reopen, Baldwin will start the reopening process. In the first stage of re-opening, staff will return, at least partially, to the building, and patrons will be allowed to return materials, which—after a period of quarantine—will be shelved. Then, Baldwin will implement curbside pickup for materials, while keeping the physical building closed to the public. After that, the building will slowly be opened up to the public. Staff has already begun reviewing the re-opening plan, and the Library Board will be provided with a copy of it as well, for discussion at the May 18 Board meeting.

Library Administration is also preparing a COVID-19 leave policy, which will be in sync with the policy that the City of Birmingham has established. That, too, will be available to the Library Board in time for discussion on May 18.

Finally, Library Administration is planning to have available on May 18 a revision of the Library's Code of Conduct, which will enable Administration to enforce appropriate personal protection equipment (PPE) and social distancing requirements for staff and the public.

School Visits
In the past, the Youth Department has hosted historical tours for second-grade students in Birmingham Schools. When each class visits, a Youth Services librarian shares the history of the Baldwin Library, shows historical photos of the library, and then takes the students around the building for a tour. This year, Youth Librarian Rosemary Retford has written and filmed a historical tour of the Library that will be sent to second-grade students to view online.

Financial Stability

Strategic goal: Develop and implement a solid financial plan that maximizes existing resources and actively pursues cost efficiencies and additional revenue streams.

Financial Oversight
Koschik is carefully monitoring both the Library's budget and the performance of its Trust funds in order to make sure that the Library does not fall into financial danger because of the COVID-19 pandemic.

FY 2020-21 Budget
Koschik will present the Library's proposed FY 2020-2021 budget to the City Commission at its public budget hearing on Saturday, June 6.

Books & Bites 2020
The fall fundraiser, scheduled for October 16, has been cancelled because the Library is quite sure that large events like that will not be allowed, even in the fall. The Committee will meet next spring to discuss the possibility of a fall 2021 fundraiser.

Marketing and Public Relations

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

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

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

- Graphics to advertise the Library's online resources (Book Clubs at Baldwin)
- Story Book Trail Opening and Closing Signs
- BPL PPL [Baldwin Public Library People-to-People] Podcast logo
- Summer Reading game cards, poster, social media graphics, t-shirt
- Learn.Connect.Discover June digital issue

Personnel and Organization

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

Volunteer Hours
28 volunteer hours were utilized in the month of April. (Some volunteers were able to carry out database cleanup projects from home.)

Communications with Staff
A virtual all-staff meeting was held on May 13 to discuss the Library's reopening plan. Another one is scheduled for May 20.

Staff Updates
Melissa Behrens, Youth Services Substitute Librarian, celebrated 1 year of service on May 5.
Nadia Bertala, Page, celebrated 3 years of service on May 3.
H Jennings, Adult Services Librarian, celebrated 3 years of service on May 14.
Jody Jennings, Circulation Clerk, celebrated 1 year of service on May 6.
Denise Konchel, Adult Services Substitute Librarian, celebrated 18 years of service on May 6.
Sophia McFadden-Keesling, Youth Substitute Librarian, celebrated 1 year of service on May 12.
Briana Ratchford, Circulation Clerk, will celebrate 1 year of service on May 19.
Robbie Terman, Adult Services Substitute Librarian, will celebrate 2 years of service on May 20.

From Maria Williams, Head of Adult Services:
In April, Adult Services staff focused their professional development on two areas: staying up-to-date on how the pandemic is affecting public library service in Michigan and throughout the country, and new skills development. Staff attended a variety of webinars from authoritative sources including IMLS, ALA, MLA, and Ryan Dowd, as well as attending local committee meetings such as the TLN Teen Services Committee and the Metronet Adult Services Committee. One of Baldwin's primary materials

vendors, Midwest Tape, is launching an updated purchasing interface, and the staff members who regularly select materials from MWT attended a series of training webinars to learn how to effectively use the new platform, which launches soon. Additionally, in anticipation of delivering more virtual programs in the coming months, staff spent time learning to use Facebook Live, Instagram Live, Zoom, Zencastr, and other platforms. Staff have also spent time taking in-depth tutorials on Lynda.com to improve upon existing skills using Excel and Google Drive, and to learn new skills like Adobe Photoshop.

From Stephanie Klimmek, Head of Youth Services:
Here are some ways Youth Services employees have been at work in the month of April to serve the public, despite not having access to the Library building:

- Monitoring and responding to their emails and the Youth Reference email.
- Youth librarians have watched tutorials on topics like Google Forms, Windows Video Editor, DIVI Builder (for the website), etc., and have read articles on topics like time management, mindfulness, and other library related topics.
- Cathy Gimby created a Virtual Scavenger Hunt and a Cipher challenge for students to do from home.
- Book clubs have been facilitated via Zoom. Cathy Gimby hosted the Moms Book Club, and Susan Dion hosted Books & Bagels and the Mother/Daughter Book Club.
- Cathy continues to purchase eBooks and eAudiobooks to meet patron requests and fulfill holds ratios.
- Staff have been hard at work brainstorming ideas for virtual programs for Summer Reading and re-imagining the entire Summer Reading program in light of the need for social distancing and germ-transmission mitigation.
- Stephanie, Donna Smith, Rosemary Retford, Syntha Green, and Caroline Salucci have planned and recorded weekly programs for children from birth through early elementary school. They also type up a transcript for these story times to use as subtitles. All staff have been watching and giving feedback to the other librarians on these programs.
- There is a weekly department meeting via Zoom that has been attended by the entire Youth staff.
- Cathy has attended the virtual TLN Youth Services meetings and Syntha has attended the MiYouth virtual meetings.
- Youth librarians continue to watch webinars on Summer Reading, remote programming, new releases in the Youth literature world and more!
- Youth librarians continue to create carts of physical materials to order after the librarian opens.
- Youth librarians are reviewing professional journals digitally to keep track of the trends and new releases in the Youth Services world.
- Stephanie launched a new program called Librarian Letters, in which patrons sign up to receive a letter from a librarian. Ten librarians (Adult, Youth, and Management) have volunteered to write letters to patrons.
- Staff continue to read children's books to stay current on reader's advisory and to review titles for the Battle of the Books and Birbery programs.

- Caroline continues to monitor the Story Book Trail in Beverly Park. She assembled and installed the May book, In the Tall, Tall Grass.
- Staff contribute to social media content such as emailing Rebekah potential articles and websites, and Caroline participated in the Staff Selfie Project. Staff have also participated in the Library's "Friday Five at Five" program.
- Syntha has begun to work on a BPL Podcast with staff members in Adult Services.
- Staff are reaching out to local organizations to see how we can partner and support one another at this time.
- Rosemary put together the Summer Reading Game Cards with input from other YS staff members. She has also been hosting the Kids Library Society virtually and recruiting new members.
- Susan created a virtual Book Scavengers, and emails registrants every other week with a printable scavenger hunt they can do at home.
- Stephanie has kept the Youth website up-to-date with the current remote activities.

STEAM Concepts through Your Storytimes Course

This spring, Caroline Salucci completed a four-week course called "STEAM Concepts through Your Storytimes: Joyous Opportunities for Building Abstract Thinking in Young Children, Their Parents, and Caregivers." This class emphasized that kids learn through exploration and showed how librarians can include more exploration in story time. Caroline was encouraged to see that she already incorporates many of these STEAM concepts in her story times. The course helped to define why STEAM concepts are important, provided practical ways for librarians to be intentional with these concepts in story time planning, and included ways to share the importance of STEAM with parents. Examples include giving early literacy tips in story time, telling parents the why behind the what in story time, offering empowering tips, and suggesting ways that parents can apply STEAM at home in their daily lives.

The Library Network

Jim Pletz, director of The Library Network, has announced his resignation and retirement.

Community Relationships and Partnerships

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

City of Birmingham

Koschik has attended weekly City of Birmingham staff meetings. The meetings are now being held via Zoom. Craft submitted content to the City of Birmingham for inclusion in its monthly *Around Town* email newsletter and for its Summer 2020 quarterly Birmingham newsletter.

Beverly Hills

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

Birmingham Next
Rebekah Craft continues to host the Popular Reads book club virtually on the second Monday of each month at 1:00 p.m. The Library's non-fiction book club is also meeting virtually on the second Thursday of every month at 10:00 a.m. Contact Rebekah.craft@baldwinlib.org to request the book and join the meeting.

Birmingham Rotary Club
Birmingham Rotary Club meetings are being conducted via Zoom. Koschik is participating every Monday at noon.

Bingham Farms
The Library will install a book return box in the lobby of the Village's office building when Michigan lifts the Stay-at-Home order.

Friends of the Baldwin Public Library
Doug Koschik and Rebekah Craft—along with Library Board members Ashley Aidenbaum, Melissa Mark, and Frank Pisano—attended the FOL Annual meeting on May 12, which was held via Zoom.

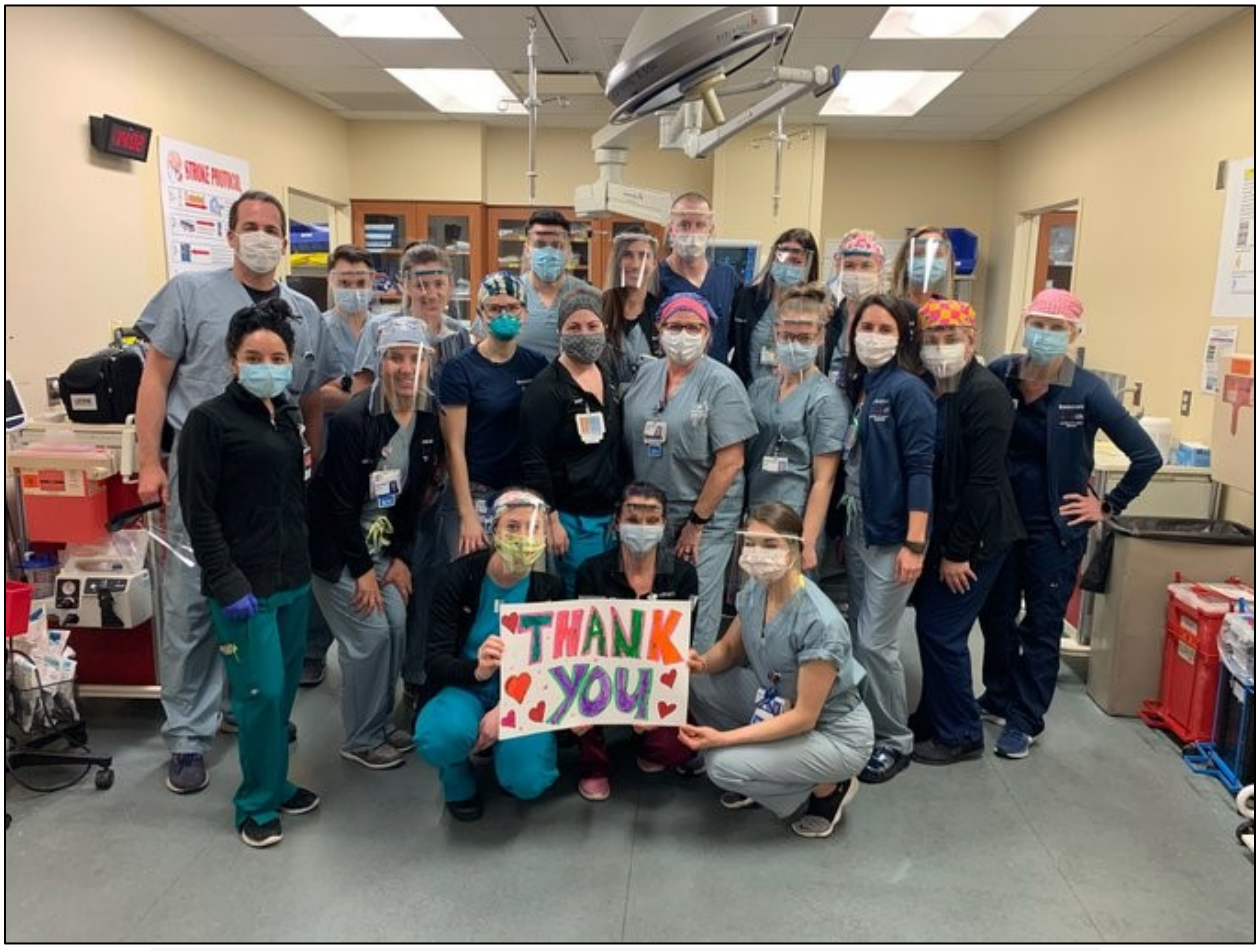
Idea Lab Face Shield Project
When the Baldwin Library was forced to close in March because of the COVID-19 pandemic, Jeff Jimison, the Idea Lab's supervisor, took all five of the Library's 3D printers, plus selected other equipment, to his home. At that point, one of the Lab's frequent users reached out to Jeff to make a proposal. Many health professionals and first-line responders were short of face shields, which they needed to protect themselves against COVID-19, and they were having difficulty sourcing them. The resident proposed that Jeff coordinate the production of face shields using about a dozen 3D printers—both the Library's as well as ones belonging to individual volunteers.

The word spread, and a manufacturing company called PolyFlex Products Inc. contacted Jeff. It offered to supply both free labor and injection molding machines to produce face shields on a more industrial scale. All PolyFlex asked in return was for help raising money for the raw materials.

The Library went on a media blitz (for example: https://youtu.be/OAijE5m9Gaw), and in the course of a month, the Baldwin Public Library Trust raised $40,000 for the cause. So far, the Library's team and PolyFlex have together produced and distributed 35,000 shields. The shields were given, at no charge, to over 150 organizations, including many hospitals, doctor's offices, police and fire departments, and senior centers. The City of Birmingham itself received approximately 100 shields for its various departments. The Library has now offered face shields at no cost to Next, The Community House, members of the Friends of the Baldwin Public Library, members of the Birmingham Rotary Club, members of the Birmingham Bloomfield Chamber of Commerce, and members of the Birmingham Shopping District.

Donations have flowed in from over 200 individuals and organizations. The gifts have ranged from $2 to $10,000. The largest single donors have been the Michigan Schools & Government Credit Union, the Birmingham Rotary Club Endowment Fund, and the Friends of the Baldwin Public Library.
All of the donations and expenses of the project, through the end of April, are listed in the Trust section of this month's Board packet.

The Baldwin Public Library is very proud of the role it has played in helping out Michigan during the pandemic. It has cooperated with individual citizens and private business to fulfill an urgent need, and thereby proved that its Idea Lab is an essential resource for the community.



Beaumont Troy health care workers thank Baldwin and PolyFlex for face shields.

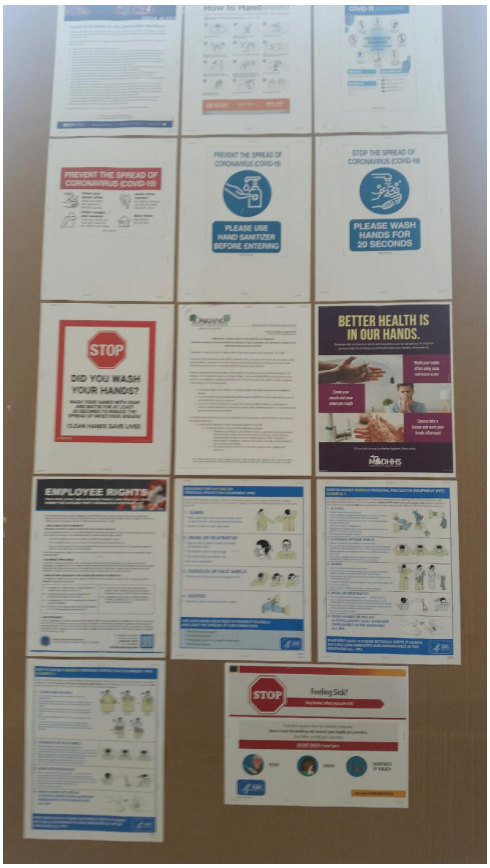
Facilities and Technology

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

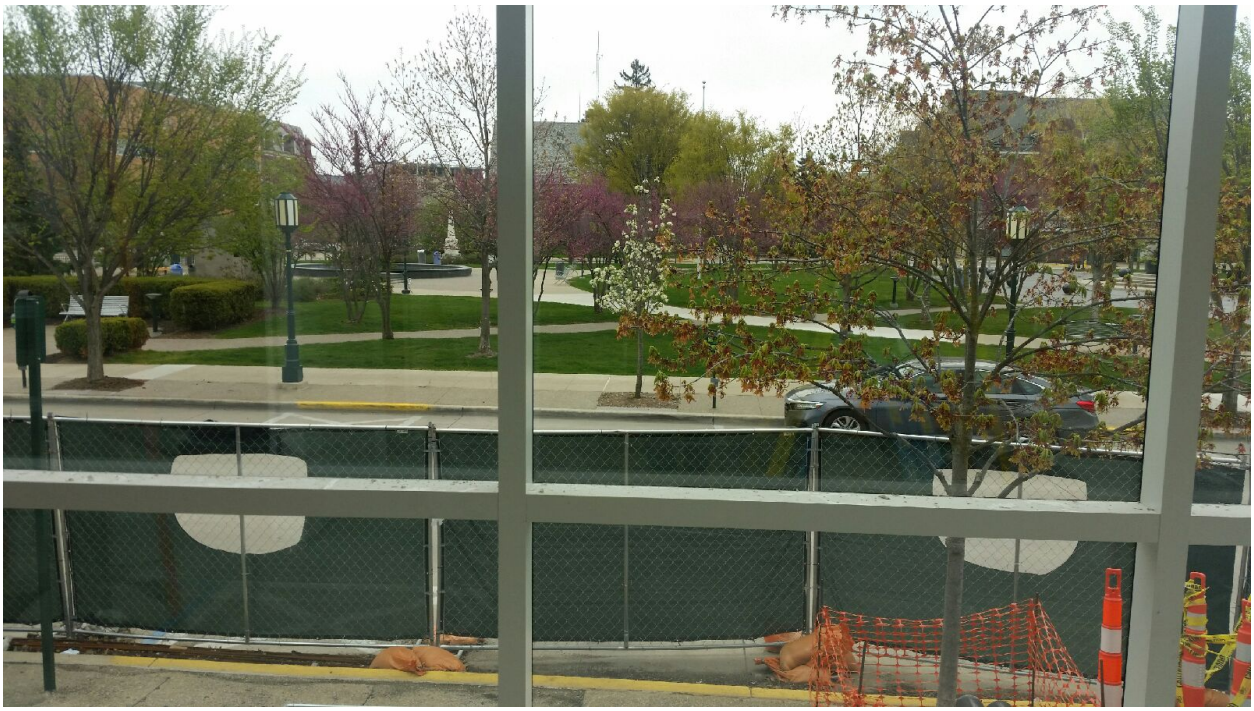
Youth Room Expansion & Renovation

Work restarted on the Youth Room Expansion and Renovation on Thursday, May 7. Currently, contractors are focusing on drywall finishing and electrical work. Painting will start the week of May 18. The construction crew is concentrating especially on completing the restroom renovations so that the restrooms are accessible to staff and patrons by the end of the month.

Because of the COVID-19 pandemic, the project has been delayed about six weeks. At the May 18 Library Board meeting, a new construction timeline will be presented.



The construction crew is required to follow all recommended anti-coronavirus precautions.



View from the Story Room window, toward Shain Park.

Drywallers finished up their work the week of May 11.

Baldwin Public Library: Friends Funds		
April 2020 Expenditures		
Adult Services		
Total	$	-
Teen Services		
Deposit refund for Photo Booth Rental	$	(100.00)
Pizza & Pages Refreshments	$	35.13
Total	$	(64.87)
Youth Services		
Total	$	-
Outreach & Equipment		
Total	$	-
Total Expenditures	**$**	**(64.87)**
April 2020 Balances		
Adult Services	$	1,261.78
Teen Services	$	1,743.14
Youth Services	$	3,803.65
Outreach & Equipment	$	1,598.72
Total Balance	**$**	**8,407.29**
April Book Sale Proceeds		$0.00
Submitted by Rebekah Craft on May 14, 2020		

INFORMATION ONLY

Upcoming Events of Interest

All live, in-person Library events have been cancelled due to health concerns regarding the novel coronavirus COVID-19. Please visit www.baldwinlib.org for more updates.

Virtual Story Times
Watch story times with Baldwin's librarians online each week at www.baldwinlib.org/storytime
Mondays - Sing & Sign with Miss Donna. Best for ages 18 months to 3 years.
Tuesday - Wiggle & Rhyme with Miss Stephanie. Best for ages 0 months to 2 years.
Wednesday - Syntha's Stories. Best for ages 3 years to 5 years.
Thursday - Book Adventures with Miss Rosemary. Best for Grades K to 2.
Friday - Fun-tastic Fridays with Miss Caroline. Best for ages 3 years to 5 years.

Introduction to PowerPoint
Wednesday, May 20 from 6:30 to 7:45 p.m.
Learn the fundamentals of slideshow creation with Microsoft PowerPoint in this two-session class. Once registered, you will receive a Zoom link at 6:00 pm the day of the class, one half hour prior to the start time.

Virtual Teen Advisory Board Meeting
Thursday, May 21 from 7:00 to 8:00 p.m.
Do you have some ideas on how the library can serve teens this summer in our new world of social distancing? We will discuss virtual programming, prizes, and more. Open to grades 6-12. To join the virtual meeting please email Elisabeth Phou at elisabeth.phou@baldwinlib.org.

Friday Five at Five on Facebook Live!
Friday, May 22 from 5:00 to 5:15 p.m.
Join a new member of the BPL team on Facebook Live each Friday at 5:00 PM for five quick recommendations to use in self-isolation - or whenever! Hop on over the Library's Facebook page to watch it live at 5:00, or click the videos section to see prior episodes. See you soon!

May 22 - H shares her Bingeable Besties - 5 TV shows on Hoopla that feature best friends forever
May 29 - Caroline reveals her five favorite kid movies
June 5 - Elisabeth features some YA titles for the summer

Lisa Ludwinski of Sister Pie
Tuesday, May 26 from 7:00 to 7:30 p.m.
Catch up with Detroit's favorite baker of pies, Lisa Ludwinksi, to find out what she's been up to since the publication of her bestselling cookbook and how you can support the Sister Pie shop during the pandemic. This is an Instagram Live event, follow us on Instagram @baldwinlib to watch.

Books 'N Brews

Wednesday, May 27 from 7:00 to 8:00 p.m.
This book club normally meets at Dick O'Dow's (160 Maple Rd) in Downtown Birmingham, but will meet virtually until further notice. Join us every 4th Wednesday for a librarian-led discussion of both fiction and nonfiction. This month's selection is "The River" by Peter Heller. To join the virtual discussion please contact Sarah Bowman at sarah.bowman@baldwinlib.org.

Virtual Kids Library Society - Grades 3 to 5
Thursday, May 28 from 7:00 to 8:00 p.m.
Grades 3 to 5. Do you want to be more involved with the Library? Would you like to help us shape our upcoming programs? Email Ms. Rosemary at rosemary.retford@baldwinlib.org if you are interested in a virtual version of KLS.

Start a Blog
Wednesday, June 3 from 7:00 to 8:15 p.m.
Learn how to create a blog for personal or professional use. In the class we will set up an account on a blogging website, learn about various blogging platforms, and tips for successful blogging. Once registered, you will receive a Zoom link at 6:30 pm the day of the class, one half hour prior to the start time.

Email Basics: Gmail
Saturday, June 6 from 2:00 to 3:15 p.m.
Email like a pro. In this single session class, learn how to set up an email account, send attachments and much more. In the class, we will set up an email account, format an email, attach a photo to an email, send an email to someone, and open an email someone has sent to you. Once registered, you will receive a Zoom link at 1:30 pm the day of the class, one half hour prior to the start time.

Virtual Teen Book Club
Thursday, June 11 - 7:00 to 8:00 p.m.
Join us for our monthly teen book club for grades 7-12. This month's selection is "If I Was Your Girl" by Meredith Russo. Contact the Teen Librarian at elisabeth.phou@baldwinlib.org if you would like to get the book and participate in the discussion via Zoom.

PACE
SOUTHEAST MICHIGAN
keeping seniors independent

Southfield Center
and Main Office
24463 West Ten Mile Rd.
Southfield, MI 48033

Thome Rivertown Center
250 McDougall
Detroit, MI 48207

Sterling Heights Center
35501 Mound Rd.
Sterling Heights, MI 48310

Eastpointe Center
17401 E. Ten Mile Rd.
Eastpointe, MI 48021

Dearborn Center
15401 North Commerce Dr.
Dearborn, MI 48120

855-445-4554
www.pacesemi.org

April 16, 2020

Mr. Doug Koschik
Baldwin Public Library Trust
300 West Merrill Street
Birmingham, MI 48009

Dear Mr. Koschik,

We can't thank you enough for your donation of face shields to PACE Southeast Michigan! Our team of direct-care workers are providing medical and other services in our clinics and in our senior participants' homes. Like all other healthcare organizations, we are searching for personal protective equipment (PPE). And face shields are the hardest to come by.

Thank you so much for your partnership and looking out for our staff and participants ensuring they have the proper PPE to do their job and avoid exposure to the COVID-19 virus. We are thankful for your call to action! It will save lives.

PACE Southeast Michigan provides care for frail seniors on a limited income. Our mission is to help them remain independent, at home, rather than a nursing home. Your generous donation will ensure that seniors remain safe in their homes.

PACE Southeast Michigan is a 501 (c) 3 non-profit organization. Your contribution is tax-deductible to the extent allowed by law. Please know that no goods or services of any value were provided in exchange for your generous donation of face shields. Please see the enclosed form for tax purposes.

Sincerely,

Laurie Arora

Laurie Arora
Vice President Public Affairs, Philanthropy & Org. Development

Thank you so much! Very helpful!

Birmingham Library Uses 3D Printer to Help Frontline Workers

The goal is to make 30,000 face shields by end of month

Published on April 19, 2020 | Written by WWJ NEWS

(WWJ) Volunteer nurses and workers at the Baldwin Public Library in Birmingham are on a mission to help frontline healthcare workers in the midst of the coronavirus pandemic.
The library is currently closed…but the 3D printer in its "Idea Lab" is hard at work making face shields.

The shields serve as barriers for doctors, nurses and first responders against infectious particles. Their goal is to make 30,000 face shields before the end of the month. They have made and delivered 20,000 since April 1st.

Registered nurse, Cathy Dennis, spoke live on WWJ: "Literally, as the orders are coming in, we are filling them."

The program has already handed out face shields to firefighters and paramedics in Detroit, the Department of Veteran Affairs, McLaren Hospital in Flint, and Beaumont Health System.
Their main focus is areas with over one thousand cases, Dennis said, but they are willing to donate anywhere in Michigan.

Dennis told WWJ masks are reusable if they are cleaned with a 70% isopropyl alcohol, a 28% hydrogen peroxide or a 1 to 10 bleach solution.

Despite the generosity of local businesses; Dennis said the Baldwin Public Library is trying to raise an additional $12,000 to buy materials and to continue fulfilling orders.

If you would like to donate, you can do so here.

First responders and medical workers can order face shields through this link.

To learn more about the 30k Face Shield mission, click here.

THE OAKLAND PRESS

Thank you: Local helpers during coronavirus crisis in Oakland County, May 7

Published on May 7, 2020 | Written by Kathy Blake

Airea, a Southfield-based commercial furniture dealership celebrated frontline heroes on National Nurses Day, May 6. The team at Airea installed a 35-foot sign on the front lawn of Beaumont Royal Oak and donated funds to provide dinner for staff of the emergency care unit, according to a press release. *Photo courtesy of Airea.*

Farmington Hills company hosts 'Talent Show Zoomathon' fundraiser

Farmington Hills-based Member Driven Technologies, a financial technology company that supports local credit unions, recently held a Talent Show Zoomathon where employees and their families performed via Zoom to raise money for local charities during the COVID-19 crisis, according to a press release.

The company matched employee donations, for a total of $20,000, which were donated to two area charities, Gleaners Food Bank and #FeedTheFrontLine-ezCater, which went to restaurant participant Alie's Lebanese Grill, to feed employees of Ascension Macomb-Oakland Hospital – Warren Campus.

Member Driven Technologies, which has offices in Montana, also donated to two Montana-based American Red Cross locations.

The Rainbow Connection and Guernsey Farms Dairy donates ice cream

The Rainbow Connection and Guernsey Farms Dairy of Northville provided free cartons of ice cream to Rainbow Connection Wish Families, through a contactless drive-thru system, May 7, according to a press release. The event was held at The Rainbow Connection in Rochester, which has a mission to grant wishes to children battling life-threatening medical conditions, www.rainbowconnection.org.

Lighthouse LIVE fundraiser to stream online, May 9

Lighthouse of Oakland County's Lighthouse LIVE telethon to support the COVID-19 Emergency Food & Shelter Fund, will stream on Facebook and YouTube, 2 p.m.-2 a.m. May 9. The event is sponsored by Gardner White and PNC Bank and is set to feature performances by 50 plus entertainers, according to a press release. For information, visit www.lighthousemi.org.

MSU Federal Credit Union donates $46,000 to several organizations

MSU Federal Credit Union and its foundation, the Desk Drawer Fund, donated funds to organizations that are helping community members in need, according to a press release.

Recipients and amounts included: Haven House - $2,500; Holy Cross Services - $2,500; St. Vincent Catholic Charities - $2,500; Tri County Office on Aging (TCOA) - $5,000 and YMCA Healthy Living Mobile Kitchen Bus - $2,500.

MSUFCU also donated $30,000 to Sparrow Hospital in Lansing.

In addition, the Desk Drawer Fund donated $1,000 to the Baldwin Public Library Trust, benefitting a local group’s goal of manufacturing 30,000 face shields in 30 days, using the library’s 3D printers to create plastic headbands and face shields. For more information, visit msufcu.org.

— Kathy Blake, MediaNews Group

MACOMB DAILY

MSGCU offering help to first responders and small businesses during COVID crisis

Published on May 8, 2020 | Written by Gina Joseph

Universal Macomb Emergency Medial Technician Mike Whitmore and Paramedic Adam Williard are among the first responders who will benefit from the donation by Michigan Schools and Government Credit Union (MSGCU). Photo courtesy of Universal Macomb

Sterling Heights and St. Clair Shores fire departments along with Universal Macomb ambulance are among the recipients of a $10,000 donation from Michigan Schools and Government Credit Union (MSGCU).

The donation will go toward the goal of providing personal protection equipment (PPE) including 30,000 face shields to local first responders, hospital staff, and nursing and senior home personnel.

The shortage of PPE remains a significant challenge to the safety of those working on the frontlines. As such, MSGCU partnered with the Baldwin Public Library Idea Lab, joining forces with local manufacturers, to provide frontline workers in Michigan with reusable face shields. When treating patients who are coughing and sneezing, these shields are essential in reducing transmission of the COVID-19 virus.

“We are humbled to support this mission to ensure that emergency, medical, and healthcare workers have the equipment they need,” said Pete Gates, MSGCU president and CEO. “Their selfless dedication has inspired all of us at MSGCU and we are grateful for their service.”

Thousands of face shields have already been donated to local hospitals and emergency service departments including Detroit Medical Center, Detroit VA, Garden City Hospital, Ascension Genesys Hospital, McLaren Hospital Flint, McLaren Oakland Hospital, Birmingham Fire Department, and several nursing homes.

Other recipients of the PPE donation include several police and fire departments in Oakland County.

The Michigan Credit Union Foundation (MCUF) is providing a $10,000 matching grant through their Community Crisis Support Grant program to supplement these efforts. This grant will continue the distribution of additional shields to community partners extending support to much-needed areas including funeral homes, nursing homes, and assisted living centers.

“We are honored to live by the credit union mission of people helping people by supporting our local first responders and healthcare workers during this essential time of need,” said Deborah Fahrney, MSGCU chief retail officer.

In addition to this support, MSGCU is helping members experiencing financial hardship due to the Coronavirus with low-interest loans, flexible loan payment options and by offering financial counseling during this unprecedented time. You do not have to be a teacher or government employee to join the credit union.

For more information about Michigan Schools and Government Credit Union, visit msgcu.org or call 866-674-2848.

-- Gina Joseph, The Macomb Daily

UpNorthLive.COM

Credit Union donates nearly $50,000 to Michigan non-profits

Published on May 8, 2020 | Written by Devon Mahieu

MSU Federal Credit Union is donating $46,000 to non-profits in the communities it serves during the COVID-19 pandemic. (MSU Federal Credit Union)

MICHIGAN (WPBN/WGTU) -- A Michigan-based credit union is doing its part to help those impacted by the coronavirus.

MSU Federal Credit Union has donated $46,000 to several organizations throughout the communities it serves through the Desk Drawer Fund.

“We recognize that local organizations need our help now more than ever. Because of this, we are redirecting funds to several organizations on the front lines of the COVID-19 pandemic,” said Whitney Anderson-Harrell, MSUFCU’s Chief Community Development Officer/Executive Director of the Desk Drawer Fund. “During these unprecedented times, we continue our commitment to our mission, contributing to a universal wellbeing and investing in our local communities.”

Those organizations include:

- Haven House - $2,500
- Holy Cross Services - $2,500
- St. Vincent Catholic Charities - $2,500
- Tri-County Office on Aging (TCOA) - $5,000
- YMCA Healthy Living Mobile Kitchen Bus - $2,500

MSUFCU has also donated $30,000 to Sparrow Hospital with $10,000 going to the Sparrow's Care for the Caregivers Fund, which supports caregivers who have been exposed to COVID-19 and who have lost income.

$20,000 will also be going to the Challenge Response Fund, which helps shore up the current strain on Sparrow's resources in caring for the community.

Through the Desk Drawer Fund, MSUFCU was able to donate $1,000 to the Baldwin Public Library Trust, benefitting a local group's goal of manufacturing 30,000 face shields in 30 days.

All of the latest coronavirus information can be found on our coronavirus page.

Six More Manufacturers Receive Oakland County 'Saving Business, Saving Lives' Grants

Companies to make PPE and ventilator components to help fight COVID-19

Published on May 1, 2020 | by Oakland County

Six Oakland County manufacturers will share more than $344,000 in "Saving Business, Saving Lives" grants to make desperately needed personal protective equipment and ventilator components used in the fight against the coronavirus.

Oakland County Executive David Coulter announced the awards May 1. They come from a $700,000 fund he proposed and approved by the county Board of Commissioners to incentivize Oakland County manufacturers who can shift production to personal protective equipment such as masks, gowns and face shields or medical device components.

"I am so proud and thankful these manufacturers understand the urgency of the situation and are anxious to help our health care workers, first responders and the patients they serve," Coulter said. "There continues to be a desperate need for protective equipment and related items because of the pandemic."

The "Savings Lives, Saving Funds" grant is part of a larger job stabilization fund proposed by Coulter and approved by the county board. The county has appropriated nearly $14 million to help small businesses which have been devastated by the COVID-19 pandemic.
The companies receiving grants are:

- Oxus America of Auburn Hills. Oxus is an engineering, manufacturing, and service company specializing in medical devices and gas separation technology. The company has more than 15 years of experience in the design and development of portable oxygen concentrators and other gas separation applications. It is now manufacturing critical ventilator repair parts. The CEO and founder is Gary Ambusamra.

- Connexion, doing business in Pontiac as Tangico. It manufactures award-winning custom promotional products. It is transitioning to the manufacture of face shield parts. The company CEO is Sue Kinch.
- PolyFlex Products Co. of Farmington Hills. The company provides design, prototype, tooling and manufacturing services. Products include reusable containers, in-plant processing trays, racks and rack dunnage. The company will manufacture high volumes of face shields. The company CEO is Mark Kirchmer.
- SignaRama of Troy supplies a wide range of custom-made signs, banners and decals for buildings, vehicles and more. It provides graphic design, project management and installation services. SignaRama transformed to the manufacture of face shields. Company president is Robert Chapa.
- Acme Mills of Bloomfield Hills has operated as a privately owned provider of industrial textiles and textile solutions to automotive, aviation, furniture, marine and many other industries since 1917. Acme has transitioned to produce face masks, gowns and hair covers. Company CEO is James Colman.
- RPB Safety of Royal Oak manufactures respirators, air monitoring, filtration and essential safety equipment for the industrial market. The company transformed to the production of respirators and HEPA filters for the medical market. Company CEO is Phillip Ivory.

Vaughn Custom Sports and Detroit Sewn were awarded grants last month to make gowns and face masks. Sixty companies applied for funding. Each proposal was reviewed by a panel. The panel members are:

- Manager Alain Piette, MI-SBTDC Technology Team
- Dr. Carmine Jabri, co-founder of E.M.M.A. International Consulting Group, Inc.
- Jaideep Rajput, leader of identification, protection, commercialization and management of Beaumont's intellectual property portfolio
- Michael W. Long, Ph.D., executive director of Oakland University Mobilization Zone
- Julie Killian, CPA, Clayton & McKervey
- Dan Radomski, director, Lawrence Technological University Centrepolis Accelerator

County Commissioners County Commissioner Janet Jackson, D-Southfield; William Miller, D-Farmington and Michael Spisz, R-Oxford, participated in an advisory role. A business applying for a grant must demonstrate the ability to execute the project during the Covid-19 pandemic.

Eligible use of funds includes:

- Procuring necessary equipment to manufacture supplies
- Logistics, shipping, technology upgrades
- Other costs related to operationalizing new product lines.

No new applications are being accepted. The 60 companies who initially applied are being considered for the remaining $280,700 in the fund.

THE OAKLAND PRESS

Oakland County community calendar May 10

Published on May 8, 2020 | Written by Kathy Blake

Roy Akers — For Media News Group

Coronavirus information websites and hotlines

• Oakland County COVID-19 Help Hotline is 248-858-1000 or email to hotline@oakgov.com or text OAKGOV to 28748 or visit https://www.oakgov.com/covid/Pages/default.aspx.

• For information about the COVID-19 coronavirus, visit Michigan.gov/Coronavirus and CDC.gov/Coronavirus.

• Beaumont Health offers information and answers about the coronavirus, at www.beaumont.org/health-wellness/coronavirus or call Beaumont's COVID-19 hotline at 800-592-4784.

• The City of Birmingham COVID-19 hotline as an information resource and to provide assistance for the elderly, quarantined or immunocompromised. Birmingham residents may call the COVID-19 hotline at 248-530-1805, Monday through Friday from 8 a.m.-5 p.m.

Education

• The Walled Lake Consolidated School District is hosting Virtual Kindergarten Orientation for the 2020-21 school year. Families are eligible to enroll kindergarteners who will be five-years-old, on or before Sept. 1, 2020. The WLCSD fully Virtual Kindergarten Enrollment information and materials including a how to video is available on the District website, www.wlcsd.org/ko. After listening to the video, families are encouraged to complete the kindergarten questionnaire at www.wlcsd.org/kindergartenquestions.

Family activities

• Michigan History for Kids, aimed at children in third and fourth grades, where state history is taught in Michigan's schools, Michigan History for Kids goes beyond the textbooks, exploring the history and heritage of all Michigan's peoples, http://michigankids.org/home/

• Pure Michigan offers virtual tours of Michigan, from live cams featuring beautiful beaches to unique exhibits through new #VirtualPureMichigan campaign, on Pure Michigan's Facebook, Instagram and Twitter channels, facebook.com/puremichigan.

• While closed, online access is available to the Detroit Institute of Arts to view collections and online resources for children and adults, dia.org/athome, dia.org/education/resources.

• While Cranbrook Institute of Science in Bloomfield Hills is closed, scientists and educators share their expertise related to astronomy, dinosaurs, bugs, water conservation and museum collections in weekly videos online at science.cranbrook.edu.

• Joann Fabrics & Crafts retailer offers two months free of its CreativeBug website, with unlimited access to thousands of online arts and crafts courses, creativebug.com.

Farmers markets/Gardening

• 18th Annual Birmingham Farmers Market, drive-through only, 9 a.m.-noon, Sundays through Oct. 25, at Municipal Parking Lot 6, 660 N. Old Woodward Ave., Birmingham, customers must stay in their cars. A preview display table will be at the market entrance. Wares will be sold in $10 and $20 units - shoppers are asked to bring exact bills, as change will not be available, 248-530-1200, www.allinbirmingham.com/visitors/birmingham_farmers_market.php.

• The Oakland County Farmers Market resumes its summer hours and added a Sunday market day, starting May 10. The market is open 7 a.m.-1:30 p.m. Tuesdays, Thursdays and Saturdays; and 8 a.m.-noon Sundays. (Crowds are typically smaller on Tuesdays and Thursdays). Shoppers are required to wear masks inside the market and encouraged on site. Shoppers and vendors inside the building are limited to less than 50 at one time. Also there is a limit to number of vehicles allowed in the parking lot. Phone orders for delivery or curbside pickup are available. The market is at 2350 Pontiac Lake Road in Waterford Twp., 248-858-5495, email OCmarket@oakgov.com.

• Royal Oak Farmers Market, 316 E. 11 Mile, open 7 a.m.-1 p.m. Saturdays only, 248-246-3276, ci.royal-oak.mi.us/portal/community-links/farmers-market.

• Farmington Farmers and Artisans Market, at Walter E. Sundquist Pavilion, 33113 Grand River Ave., at Grove St., open 9 a.m.- 2 p.m. Saturdays, May 16-Oct. 31, 248-473-7276 ext. 13, www.farmingtonfarmersmarket.com.

Friends of the Rouge offers free, online resources to help homeowners build rain gardens, https://therouge.org/BuildRainGarden/. Photo courtesy of Friends of the Rouge.

• Friends of the Rouge, a nonprofit to protect the Rouge River watershed, is encouraging residents of Southeast Michigan to plant rain gardens to control puddles, keep basements dry and prevent runoff. Rain gardens are designed using native Michigan plants and natural flood controls. The nonprofit has free, online resources to help homeowners build rain gardens, https://therouge.org/BuildRainGarden/.

Library activities

• While closed, many libraries offer online services, including e-books, https://mel.org/welcome.

• The Baldwin Public Library in Birmingham offers virtual story times while the library is closed to the public. Youth librarians are offering four new weekly video storytimes for children. Wiggle & Rhyme with Miss Stephanie is best for children from birth to 2 years of age every Tuesday; Syntha's Stories for ages 3-5; Book Adventures with Miss Rosemary for students in grades K-2 and Fun-tastic Fridays with Miss Caroline is best for children ages 3 to 5. The story time will include songs, TumbleBooks story videos, and lots of movement activities. Visit www.baldwinlib.org/storytime for the latest videos and accompanying resource links.

• Berkley Public Library is retooling its Summer Reading program to offer virtual programming this year, visit www.berkleymich.org/elibrary to learn about digital content offerings.

• Brandon Township Public Library in Ortonville added two more databases to its online eResources this spring, available to Brandon Township library cardholders. The library now has Mango, a personalized, adaptive launguage-learning experience and Hoopla, a service for the digital checkout of movies, music, audiobooks, eBooks, comics and TV shows, www.brandonlibrary.org.

• Ferndale Area District Library in Ferndale offers new online resource, "TumbleBooks", animated talking picture books, facebook.com/ferndalekids, www.ferndalepubliclibrary.org/online-resources. The library also features e-books, e-audiobooks, movies, music, and magazines, plus online courses and other educational materials. The library offers Hoopla, RBdigital and Libby MeL digital media services, Mango Languages, Lynda.com, Joann Fabrics & Crafts CreativeBug online arts and crafts courses.

• While closed, the Rochester Hills Public Library invites community members to visit the library's website at rhpl.org to access virtual services and resources including ebooks, audiobooks, movies, online tutoring and educational resources, storytime activities.

• While the Troy Public Library is closed, patrons can access online resources including apps and platforms, such as OverDrive and Hoopla, that offer downloadable eBooks, audiobooks, movies, podcasts, music, eMagazines and eNewspapers. Patrons can also access more than 65 online resources and databases, including Creativebug, Ancestry.com, and Mango Languages. Visit troypl.org/digital. For questions, email the tech center at outreach@troypl.org. The library continues its adult and teen programs' through live online video software platforms. The library is using social media to collect letters and notes of encouragement to give to the medical community, and offers children of all ages video story times, how-to crafts and STEM projects, troypl.org, 248-524-3538.

Parks

• The Michigan Department of Natural Resources is waiving recreation passport requirements for state park and recreation area entry, until further notice. The DNR closed shooting ranges and offices to the public. Fishing and hunting licenses, camping reservations are available for purchase online, www.michigan.gov/dnr.

• Oakland County Parks and Recreation parks and trails are open and entrance fees have been waived through June 1. All playgrounds and park buildings are closed, OaklandCountyParks.com. The county recommends safe practices such as social distancing, hand washing and to take along hand sanitizer. Dog parks are closed.

• Oakland County Parks and Recreation golf courses are open with restrictions. Golfers should bring their clubs, face masks and hand sanitizer. There are no golf carts allowed per the governor's executive order. Pro shop and clubhouses will be closed to the public. No rental equipment is available. Tee times will be required for all golfers – no walk-ons accepted and the preferred use of credit cards to pay. Glen Oaks Golf Course in Farmington Hills, 248-851-8356

and White Lake Oaks Golf Course in White Lake, 248-698-2700, opened May 1. Lyon Oaks Golf Course in Lyon Township, Red Oaks Golf Course in Madison Heights and Springfield Oaks Golf Course in Davisburg, opened May 4, oaklandcountyparks.com.

• All 13 Huron-Clinton Metroparks remain open, but public programming, restrooms, playgrounds, offices, interpretative and nature centers are closed until further notice. The parks offer free admission on Tuesdays, Wednesdays and Thursdays, but are still charging regular admission on Fridays, Saturdays, Sundays and Mondays, www.metroparks.com/shop. Download virtual activities at www.metroparks.com/virtual. Parks remain open with additional precautions in place and intermittent closures possible to control potential overcrowding. Metroparks golf courses are now open with strict social distancing precautions in place, register for tee times, 1-800-234-6534, https://golf.metroparks.com/teetimes/.

Photography/Scholarship contests

• Stewardship Network is hosting a photography contest. Submit up to four photographs per nature related category in jpeg or jpg format by Dec. 15 to The Stewardship Network, Winners receive a $100 cash prize and their work will be featured on The Stewardship Network's website, https://conference.stewardshipnetwork.org/.

• Scholarship Shelving Inc., is hosting its 6th annual business scholarship contest. The scholarships will be awarded to three eligible college students currently pursuing a major in business and/or enrolled in a business-related field of study. One student will receive a $1,500 first place scholarship, and two students will receive $1,000 as second and third place scholarships. Scholarship applications are accepted until July 26, apply at https://www.shelving.com/Shelving-com-Business-Scholarship-Application-s/2053.htm.

Support activities

• The Disaster Distress Helpline, 1-800-985-5990, provides immediate crisis counseling to people affected by the coronavirus pandemic. The helpline connects callers to trained professionals from the closest crisis counseling centers in the nationwide network of centers, http://disasterdistress.samhsa.gov/.

• National Suicide Prevention Lifeline is 1-800-273-TALK (8255), suicidepreventionlifeline.org or text 741741.

Submit community events to The Oakland Press online at www.bit.ly/1iUM73e

TRAVERSE CITY RECORD EAGLE

Business in Brief: 05/10/20

Published on May 10, 2020 | From Staff Reports

Foundation receives $10,000 grant

MANISTEE — The Manistee County Community Foundation received a $10,000 grant from the Consumers Energy Foundation for the organization's Community Response Fund.

The award is part of $300,000 in grants from the Consumers Energy Foundation to community groups in Consumer's Energy's service territory to address COVID-19 relief efforts.

The Community Response Fund is a cooperative effort between the Manistee County Community Foundation, United Way of Manistee County and the Manistee County Human Services Collaborative Body. For eligibility requirements or information on applying for a Community Response Fund grant, visit www.manisteefoundation.org.

Heathcare jobs portal launched

LANSING — The Michigan Departments of Health and Human Services and Labor and Economic Opportunity launched a portal for healthcare professionals to apply for jobs relating to COVID-19 pandemic care.

The portal launched on Pure Michigan Talent Connect. According to a release, the portal has more than 7,000 full- and part-time positions.

A broader COVID-19 jobs portal launched last month.

Job listings and links to apply are available at www.MiTalent.org/covid-19-healthcare-jobs. New users need to create a free account on Pure Michigan Talent Connect.

MSUFCU donates $46,000 to groups

EAST LANSING — MSU Federal Credit Union has donated $46,000 to organizations in its service area.

The Credit Union and its Desk Drawer Fund foundation donated $30,000 to Sparrow Hospital, $10,000 to the Sparrow's Care for the Caregivers fund supporting caregivers exposed to COVID-19 and who have lost income and $20,000 to the Challenge Response Fund. MSUFCU also donated $2,500 to Haven House, $2,500 to Holy Cross Services, $2,500 to St. Vincent Catholic Charities, $5,000 to Tri-County Office on Aging and $2,500 to YMCA Healthy Living Mobile Kitchen Bus.

The Desk Drawer Fund also donated $1,000 to the Baldwin Public Library Trust for manufacturing face shields.

Mackinac Financial releases 1Q report

MANISTIQUE — Mackinac Financial Corporation, the holding company for mBank, released its first quarter report.

Mackinac Financial announced 2020 first quarter net income of $3.05 million or 28 cents a share. Mackinac posted a net income of $3.17 million in the first quarter of 2019 or 30 cents a share.

Total assets on March 31 were $1.36 billion, compared to $1.32 billion on March 31, 2019. Shareholders' equity totaled $160.06 million, compared to $154.75 million at March 31, 2019.

LMCU supporting local hospitals

GRAND RAPIDS — Lake Michigan Credit Union is raising money to "support healthcare heroes in the first against COVID-19," according to a release.

The Band Together program is in its fifth year, but LMCU pivoted from assisting pediatric programs to a new cause. The program raised more than $70,000 in 2019.

All of the money raised will go toward critical care needs like masks, gloves and personal protective equipment. Members, non-members and LMCU staff make donations to the program. LMCU will match the first $15,000 raised through donations this year.

More information is available at www.LMCU.org/BandTogether.

EDA accepting CARES applications

WASHINGTON, D.C. — The U.S. Commerce Department's Economic Development Administration is accepting applications for Coronavirus Aid, Relief, and Economic Security (CARES) Act supplemental funds.

According to a release, the CARES Act Recovery Assistance Fund is designed to "help communities prevent, prepare for, and respond to coronavirus."

For more information, visit https://tinyurl.com/edacares.

Birmingham Commission Approves Economic Recovery Efforts

Published on May 12, 2020 | From Staff Reports

Birmingham Commission Approves Economic Recovery Efforts

On Monday, May 11, the Birmingham City Commission approved economic assistance measures and operational initiatives to assist the community in the anticipated reopening of the State in the coming weeks. These initiatives are an initial step to mitigate the challenges residents and businesses will face in a new COVID environment.

The City worked to identify measures that will make a positive economic impact while helping the community to feel safe as people re-engage in activities such as visiting a park or heading downtown to shop or dine. Economic assistance measures approved by the City Commission include waiving a wide variety of fees, such as online payment e-check fees through June 30, 2021, field/park/shelter rental fees through September 30, 2020, and pet license fees through January 1, 2021. Parking incentives approved through September 1, 2020 include free parking in the City's parking structures and waiving fees for monthly permit holders for the same time period. The City has allocated funds to aggressively promote and develop marketing to increase awareness and adoption of the ParkMobile parking application. These initiatives will create a completely contact-free parking environment.

In addition to economic assistance measures, several operational incentives have been approved to further aid the community, such as: installing hand sanitizer stations in high pedestrian traffic areas; initiating a daily cleaning regiment in parks and at bus shelters; and expanding online

service offerings to enable City applications, permits and licenses to be submitted online with payment functions.

“Whether you work in Birmingham, own a business in Birmingham, or live in Birmingham, we are all in this together,” said Birmingham City Manager Joe Valentine. “These initiatives were designed to support an entire community struggling to recover. We are fortunate to be in a position where we can support such a comprehensive program.”

To assist restaurants struggling with the financial difficulties of the COVID-19 pandemic, the City will temporarily waive fees for items such as outdoor dining platforms, liquor license renewal fees, temporary signage permits and more. The City will delay invoices and payments for sidewalk, street, water and sewer lateral special assessments. The City Commission also approved the following measures: dedicated curbside pick-up locations for restaurants and retailers; allowing businesses with indoor group classes to utilize City parks for an outdoor venue; and temporarily modifying outdoor dining areas to allow for greater social distancing.

In conjunction with the City’s efforts to address the economic impacts of COVID-19, the Birmingham Shopping District (BSD) developed additional relief initiatives to assist downtown businesses during the COVID-19 pandemic. More than $400,000 has been allocated toward construction and COVID relief efforts, such as: providing small business kits (masks, gloves, etc.), Back to Birmingham shopping and restaurant promotions, promotional videos highlighting Birmingham businesses, Quarantine Cash (randomly selected loyal shoppers will receive gift certificates to use at local restaurants and retailers), and more.

Learn more about the City and BSD’s economic relief initiatives at www.bhamgov.org/covidrelief.

StateTech

How Public Libraries Are Expanding Digital Service Offerings

Though libraries have temporarily shut their doors, they are still providing digital books and assisting residents.

Published on April 30, 2020 | Written by Phil Goldstein

Public libraries across the country have moved to take story time and other programs digital.
SAN JOSÉ PUBLIC LIBRARY/FLICKR, CREATIVE COMMONS

Across the country, public libraries large and small closed their doors due to governors' executive orders to limit the spread of the coronavirus. But that doesn't mean they have stopped serving the public.

Instead, public libraries have been using a variety of technologies to rapidly expand digital service offerings and aid their communities.

That includes not just electronic books and streaming video of story time and other library programs but also remote support from librarians using technology to telework — and even creating personal protective equipment for healthcare workers using 3D printers.

According to a survey the Public Library Association released earlier this month, the broadest survey of public libraries' response to the pandemic to date, almost all of the 2,545 unique responses nationwide (98 percent) reported their buildings were closed to the public.

However, the PLA found, "in many cases, staff continued to expand access to digital resources, launch virtual programs and coordinate services with local government agencies," according to a news release. Indeed, 76 percent of respondents reported they extended online renewal policies, with a similar amount (74 percent) saying they had expanded online services like e-books and streaming media. Sixty-one percent said they had added virtual programming.

"As circumstances change daily for all of us, I am proud of the dedicated and creative work of our public libraries and their staff to serve everyone from toddlers to isolated senior citizens to small business owners," PLA President Ramiro Salazar said in a statement. "We are shifting popular programs online, sharing hyperlocal information and resources, and continuing to connect with our communities by chat, text, phone and email. Additionally, libraries are preparing for even greater need to support unemployed workers and small businesses than we experienced during the Great Recession."

Public Libraries Are Going Digital to Serve Residents

Downloads of digital books are up substantially, which is not surprising given the widespread stay-at-home orders in place. During March, checkouts of e-books from the Des Moines Public Library rose 25 percent, according to the Des Moines Register, and more than 750 new users accessed the library's e-books and e-audiobooks.

Additionally, the library issued more than 1,000 new digital library cards, and streaming video use soared 60 percent in the past month, the newspaper reports.

Libraries from Bell County, Texas, to Monmouth County, N.J., have taken story times digital for younger residents.

"Our services are so essential and facilities' closures have created an expansion of use for online informational resources by our patrons," Judi Tolchin, director of the Monmouth County Library system, tells centraljersey.com. "The Monmouth County Library system has worked diligently to provide accessible digital resources available 24/7 from our website as we have in the past. However, as our buildings are closed, more of our users have migrated to our electronic collections and usage has substantially increased."

Libraries are also turning to technology to ensure librarians and other staff members can still help residents despite not being among the stacks.

According to Tolchin, in early April the library's staff configured 70 laptops to deploy to staff members for use as they work remotely.

"Remote phone, online chat and email reference inquiries totaled 870 patrons assisted from March 17 to April 4, when we started keeping a record of daily reference service activity," she says. "The Monmouth County Library children's librarians are also hard at work creating virtual story times through our Facebook page."

And in El Dorado County, Calif., which sits east of Sacramento, the public library is making use of its large 3D printing lab, according to the PLA, and its lead volunteer is working with the El Dorado Community Foundation to use the printers to print face shields for local and regional hospitals and county facilities. As of early April, the library had delivered 700 face shields and plans to print 15,000 shields.

Baldwin Public Library in Birmingham, Mich., is also printing visors for face shields, sourcing the clear plastic component needed for the shield, then attaching the two, according to American Libraries magazine. The magazine also reports that Monterey County Library in California has two 3D printers being used to produce protective N95 masks.

"Libraries continue to play essential roles in our communities even as we close our buildings and work remotely to best ensure health and safety," the PLA's Salazar says. "In coming months, we will need libraries to safely reopen, support distance learning and telework and expand economic recovery services for impacted businesses and workers."

PUBLISHERS WEEKLY

Public Libraries After the Pandemic

Published on April 17, 2020 | Written by Sari Feldman

Sari Feldman

Like many people throughout the country, I am spending too much of my quarantine life obsessing about the future. What will our world look like once we are finally past this Covid-19 health crisis? Like everyone else, I long for a return to normal. But when we finally do step out from our "stay-at-home" orders, we will surely be stepping into a new normal, and one that will hold major implications for many institutions, including public libraries.

In a previous column, I wrote about the unprecedented library closures around the country in the wake of the pandemic. The value of public libraries is rarely questioned in times of crisis—think of the New Orleans Public Library after Hurricane Katrina, or the Ferguson Municipal Public Library during the unrest there. But this crisis—more specifically, the social distancing required to address this crisis—strikes at the very foundation on which the modern public library rests. And as the days go by, I find myself increasingly concerned about how libraries come back from these closures.

For one, I suspect that Covid-19 will change some people's perspective on what can and should be shared. I fear many people will begin to overthink materials handling and the circulation of

physical library collections, including books. It's a reasonable assumption that people will emerge from this public health crisis with a heightened sense of risk related to germ exposure. How many of our patrons—particularly those with means—will begin to question the safety of borrowing books and other items from the library?

In terms of our buildings, open access for everyone has long been a celebrated library value. Public libraries have evolved, survived, and have even managed to thrive through a digital transformation by reconfiguring our spaces to be more social, more functional, and by offering more programs and classes. Can we maintain that in an age of social distancing? Will libraries need to supply gloves for shared keyboards? Will parents and caregivers still want to bring their children to a "Baby and Me" program? Will seniors still find respite in a library community?

I question, above all, what this crisis will mean for the library/publisher relationship. With library buildings closed, and many librarians furloughed, how will public libraries continue to lead on book and author discovery? A number of librarians have taken to hosting Zoom chats. But with many library websites being refreshed less frequently, combined with canceled author tours and a diluted publishing schedule during the crisis, it is increasingly challenging for librarians to get out front about new books and authors.

Discovery of new books and authors will be also be impacted by the cancellations of the ALA Annual Conference, and BookExpo. These events have become premier opportunities for publishers to reach book-savvy librarians to encourage displays, hand-selling, social media, online reviews and author visits at local libraries around the country, in hopes that excited librarians will contribute to the making of a bestseller. In fact, my first book of the New York City lockdown was *Weather* by Jenny Offill—a galley I collected at the ALA Midwinter Meeting. I am recommending it as widely as I can, but it's not the same being stuck here in physical isolation.

In terms of maintaining strong collections, many libraries have suspended purchases of print titles while they are closed during the crisis. This could have major implications going forward. How many libraries will be able to double back at some point to buy copies of print books published during the crisis for their collections? And, of course, without the proper logistic systems in place, some titles might not even appear in a library's catalog.

Predictably, e-books, digital audio, and other streaming services have become essential during this crisis. OverDrive has reported a surge in the number of libraries now offering instant library cards, and a massive increase in books borrowed. In the last week of March, after stay-at-home orders went in place around the country, an astonishing 250,000 readers installed OverDrive's Libby app.

That growth trajectory is an opportunity, and is encouraging news for libraries that have tried for years to get more traction for their digital collections. However, the digital library market has been tenuous in the best of times, marked by high prices, lend limits, and other restrictions. And this sudden shift to digital now presents a whole new set of potential concerns, not the least of which is that this increase in digital usage does not automatically come with additional support for public

library budgets. And, of course, users without good access to cell and Internet service are excluded.

Beyond cost and access, this new way of doing business could also impact a library's relationship with their local community. What if readers begin to identify more with the brand delivering their service—for example, the Libby app—and less with their local public library?

The shift to digital may also blur the boundaries of public library systems. After all, if your e-books and digital audio comes through an app, why does it matter where you live? Will the sudden digital switch entice more libraries to merge collection development dollars in an effort to provide more access and shorter wait times? These are the kinds of questions that could further complicate an already tense relationship between the library and publishing communities.

Meanwhile, as individual libraries (and librarians) grapple with the pandemic, the American Library Association is dealing with its own challenges: an association-wide reorganization, and a serious cash shortfall. But whatever organizational changes follow, ALA has a critical role to play in support of America's libraries as we emerge from this crisis.

For example, rallying support for universal broadband. If nothing else, the Covid-19 crisis has laid bare the need for the Internet to be treated as an essential utility. Online education should also be a new rallying cry for professional librarians. We need librarians to curate and present content as well as support students of all ages at school, at home, and in their communities. And at some point soon we must take up the question of equal access—all content, all providers, all available to libraries. Congress has much on its plate, but demanding action for the people must be at the top of the ALA agenda.

Some observers have dubbed this crisis "The Great Pause." But I believe librarians cannot pause. Librarians cannot sit back and wait to unlock the library doors again. We must take this time to begin thinking about how public libraries will function in a society that will certainly be changed for the short term, and may be changed forever.

PW *columnist Sari Feldman is the former executive director of the Cuyahoga County Public Library in Cleveland, Ohio, and a former president of both the Public Library Association (2009–2010) and the American Library Association (2015–2016).*

Detroit Free Press

Why Detroit kids should apply to college, even during a pandemic

Published on April 23, 2020 | Written by Ashley Aidenbaum

A teacher instructs students in an English class at Southeastern High School in Detroit, MI. June, 2019. *(Photo: Anthony Lanzilote/Chalkbeat)*

Over the past few years, Detroit's business and philanthropic communities have facilitated a resurgence of career technical education opportunities in the city. The Skillman Foundation has contributed to these efforts to expand the options for career readiness and youth employment during and after high school.

But there are two facts that we cannot overlook:

In general, workers without postsecondary degrees are more vulnerable to automation, recession, and inevitable economic shifts.

Black workers are overrepresented in fields more vulnerable to automation as a result of lower degree attainment.

We are seeing this play out in real time here in Detroit. Many of my colleagues and I are deeply concerned for high school seniors, who are now left scrambling to figure out what it will take to graduate and apply for college amidst changing admission deadlines and processes. I fear they could find themselves slipping away this summer, through the cracks of this chaotic crisis. These challenges are exacerbated for many Detroit students given already limited supports including absurdly high student-to-counselor ratios, insufficient professional development and training for those offering guidance to youth, and lack of a college-going culture.

Ashley Aidenbaum (Photo: Paul Engstrom)

At worst, many seniors could find themselves with few postsecondary options and woefully limited employment prospects as a result of this outbreak.

While higher education is not perfect with high costs and limited opportunities for certain students, a well-chosen postsecondary path remains one of the best options for economic mobility for the class of 2020.

Many people believe that college isn't for everyone; I agree. Vocational programs have an important place in the range of pathways we should offer youth. But there ought to be a line between providing career technical pathways and leading students away from college, or the racialized bigotry of low expectations for those who could and should be first-generation college students. How many of those pathways lead to hourly work that could be vulnerable to recession and automation?

We cannot just prepare young people for their first job; we must prepare them to confidently choose from and succeed in a broad range of paths to meaningful, living wage work and remain resilient lifelong learners who can navigate job changes. If you're still skeptical on the case for college, let me ask you a question that I hope will shed some perspective on the topic: "What do you want for your children?"

It is critical that we double down on college *now* and, in these weeks ahead, send a clear message to Detroit students: Seniors, if you want to continue your education, press on during this uncertainty. Get your FAFSA filed and get those apps in. We will make every effort to support you to and through school.

Have questions about FAFSA, SAT, scholarships, etc.? The Skillman Foundation and Detroit College Access Network have published an FAQ as a starting point. Find it at www.skillman.org/hsfaq.

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COVID-19 and the Global Library Field

Last Updated on May 12, 2020

Key Resources for Libraries in responding to the Coronavirus Pandemic

The information and resources below are provided on a non-exhaustive basis but will be updated regularly. It is based on publicly available information, and that submitted to updates@ifla.org. We welcome additional ideas, references, suggestions and corrections to this address. Please see also our FAQs specifically concerning IFLA.

- Understanding COVID-19 and its spread
- Library closures around the world
- Managing different approaches to restrictions
- Staying safe at home and work
- Providing services remotely
- Managing remote working
- Reassigning library resources
- Reopening libraries
- Actions by Associations, National Libraries and Library Partners
- Communicating with users in different languages
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Understanding COVID-19 and its spread

Resources about the disease

Coronavirus refers to a family of viruses. COVID-19 – or Coronavirus Disease – is the infectious disease caused by a newly discovered type of coronavirus.

As the World Health Organization (WHO) has set out, most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

Common symptoms include fever, tiredness and a dry cough. Other symptoms include shortness of breath, aches and pains, sore throat, and very few people will report diarrhoea, nausea or a runny nose.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

To find out more about the virus, see the WHO's research pages, or the Massive Open Online Courses (MOOCs) on the virus prepared by the WHO. You may also wish to sign up to the WHO's WhatsApp alert in order to receive trustworthy information directly to your phone.

Resources about latest cases

National authorities around the world are working to gather information about numbers of tests, infections and consequences. You should turn first to your national authorities for this information, as they should have the most recent data.

At the global level, the WHO is releasing daily updates on the situation. This information is used to build the WHO's dashboard on cases.

The Centre for Systems Science and Engineering at Johns Hopkins University is also maintaining a global map live, including figures on numbers of recovered patients. This is being used regularly in media reporting.

Library closures around the world

Libraries around the world are facing hard choices around which services to offer and how, ranging from minimal restrictions to full closure. We are aware that governments themselves are taking different approaches, sometimes ordering the closure of all institutions, others indicating that life should continue as usual, and others simply leaving decisions up to library directors.

Clearly any decision to restrict services or close a library is a difficult one and needs to be taken following an assessment of the relative risks.

We are currently aware of entire public library systems being closed in the following countries and territories: American Samoa, the Aland Islands, Algeria, Australia (although in at least one state, openings are planned from 15 May), Austria (although with government plans to re-open from 15-May), Bangladesh, Belgium (with some pick-up services under obligation from by government), Bermuda, Bhutan, Bolivia, Botswana, Brazil, Canada, the Cayman Islands, Colombia, Costa Rica, Egypt, Estonia, the Faroe Islands, France, French Polynesia, Germany (although with the possibility to re-open from 20 April), Ghana, Gibraltar, Greece, Greenland, Guadeloupe, Guernsey, Hungary, India, Indonesia, Ireland, the Isle of Man, Italy (with plans to re-open from 18 May), Jersey, Kenya, Latvia, Liechtenstein, Lithuania, Luxembourg, Malaysia, Malta, Martinique, Mauritius, Moldova, Morocco, Namibia, Nepal, the Netherlands, New Zealand, North Macedonia, Norway, Peru, the Philippines, Portugal, Russia, Saint Lucia, Saint Martin, San Marinio, Saudi Arabia, Sint Maarten, Singapore, Slovakia, Spain, Svalbard, Switzerland (with plans to re-open from 11 May), Tonga, Trinidad and Tobago, Turkey, Uganda, Ukraine the United Kingdom and the United States Virgin Islands. In the

meanwhile, libraries in Croatia, the Czech Republic, Denmark, Finland, Germany, Hong Kong (China), Japan, Macao (China), Norway, Poland and Slovenia are beginning to re-open with precautions in place to protect health. Sweden, meanwhile, saw over 90% of municipalities keep libraries open, and 85% of municipalities even offer extended services.

Inside the United States, Ithaka S+R is monitoring actions in research libraries (see live results), while in France, the Research Ministry has collected examples from academic libraries.

Meanwhile, school libraries in 177 countries will have been affected by the closure of all educational institutions, while in others, at least some schools have been closed, according to figures from UNESCO. In many of these, university libraries are also closed.

National libraries too have closed to the public in Albania, Algeria, Andorra, Antigua and Barbuda, Argentina, Australia, Austria, Azerbaijan, the Bahamas, Bangladesh, Bermuda, Belgium, Bolivia, Bosnia and Hercegovina, Brazil, Bulgaria, Cabo Verde, Canada, Chile, Colombia, the Cook Islands, Costa Rica, Cuba, Cyprus, Colombia, the Dominican Republic, Ecuador, Estonia, Fiji, Finland, France, Georgia, Greece, Greenland, Guatemala, Guinea-Bissau, the Holy See, Hungary, Iceland, India, Indonesia, Iran, Ireland, Italy, Jamaica, Japan, Kazakhstan, Kenya, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malaysia, the Maldives, Malta, Mexico, Moldova, Monaco, Mongolia, Morocco, Namibia, the Netherlands, New Caledonia, New Zealand, North Macedonia, Norway, Panama, Paraguay, Peru, the Philippines, Poland, Portugal, Qatar, the Republic of Korea, Romania, Russia, Slovakia, Slovenia, South Africa, Spain, Switzerland, Thailand, Trinidad and Tobago, Tunisia, Turkey, Uganda, Ukraine, United Kingdom, United States of America, and Uruguay. National libraries in China Croatia, Czechia, Denmark, Germany and Serbia have now re-opened on a limited basis.

Managing different approaches to restrictions

Libraries in different parts of the world are facing very different situations, from broadly maintaining a full service to complete closure.

Drawing on experience around the world, libraries and librarians are finding themselves in one of a number of situations:

Business (more or less) as usual: in many countries, cases of the virus have been limited and governments have not taken any specific measures. Nonetheless, normal recommendations around good hygiene apply. In this situation, libraries are, for example:

- Ensuring access to soap and warm water
- Ensuring they have a supply of hand sanitiser
- Keeping surfaces clean, including toys and library computers
- Ensuring that staff and users are encouraged to take time to recover if they are feeling ill, rather than coming
- Providing pages with useful links to reliable information for users on their websites and promoting media literacy faced with potential misinformation online.

Some restrictions: there are more cases, and governments are beginning to act in order to limit larger events, as well as actively encouraging people to take extra measures to protect hygiene. In this situation, libraries are, for example:

- Reconsidering programming such as storytimes or workshops, especially for groups at risk such as older users. Additional efforts to ensure hygiene, including through disinfecting hard surfaces. Removing riskier items such as toys or virtual reality headsets from circulation.
- Considering whether to close study spaces where people may spend a longer time in the company of others.

- Preparing for potential further restrictions, for example by ensuring that all staff have the skills and tools to work remotely (if this is possible) and that services, as far as possible, can still be provided digitally.

Minimal service: in many countries there are stricter measures still, with tougher limits on public gatherings, specific warnings for people at risk, and closures in the most affected regions. In these situations, libraries are, for example:

- Fully closing spaces and only offering the possibility to borrow or return books at a counter, or via a book drop. Some countries are experimenting with drive-through pick-up and return of books. Others are only allowing visitors who have pre-booked.
- Implementing quarantine policies on returned books (see below for further details).
- Implementing plans to offer remote services for example eLending, eLearning, or support to remote teaching
- Finalising and testing measures for all staff to work remotely and allowing those who can to do so already.

Full closure: where measures are strictest, libraries have either been forced to close, or have chosen to do so following consideration of the risks to users and staff. In these situations, libraries are, for example:

- Ensuring that all staff working from home unless completely necessary. Where staff are coming into work, ensuring that they can do so while respecting rules around social distancing
- Librarians are being reassigned to other duties in other departments within their municipalities, for example using information management skills to support health and social services
- Providing ongoing communication with users about opportunities to use library resources or services
- Organising digital story-times where copyright permits
- Promoting use of digital libraries and other tools - including potentially investing in more content/licences
- Offering an amnesty on borrowed physical books, and increasing the number of eBooks users can borrow
- Making library spaces and equipment available for other activities, such as printing personal protective equipment.
- Raising awareness of digital offers, both on the front pages of their websites, and through putting up posters in the windows of library buildings.

Preparing for re-opening: in a number of countries, there are already steps towards lifting restrictions, at least partially, with libraries potentially part of this. Timings remains uncertain, and clearly safety should be a priority. In this situation, libraries are:

- Starting to make plans for gradual reopening when rules, permissions and library buildings and resources themselves permit this to happen safely
- Setting limits on numbers of people using the library at any one time, and establishing how to enforce these, as well as preventing situations where people may gather closely together, for example using one-way systems, limiting furniture, keeping reading rooms closed, or continuing to postpone programming, and keeping toilets closed
- Implementing regular cleaning processes (including through short closures of the library), especially focused on surfaces where the virus appears to be able to last for longest (plastics, metals other than copper), or at least intensifying clearning
- Developing click-and-collect or drive-through services in order to allow access to books without human contact
- Ensuring that staff have the equipment and training necessary to stay safe, including consideration of screens if necessary, limiting contact as far as possible and enabling work from home for as long as possible
- Making clear when it is impossible to open safely, and otherwise ensuring that those taking decisions understand the nature of library spaces, including through a gradual approach to resuming services only when each one is safe
- Continuing to promote online services and resources in order to limit numbers looking to visit the library
- Communicate clearly about all any new rules to library users, both online and onsite

Staying safe at home and at work

In the light of the above, the WHO recommends in general that people should practice respiratory etiquette (for example, by coughing into a flexed elbow, or a tissue that they immediately throw away). People should also wash their hands or use an alcohol-based

rub frequently, and not touch their faces, as well as maintaining distance from anyone who is coughing or sneezing. Known COVID-19 hotspots should be avoided, especially if you, or those you live with, are older or otherwise vulnerable (for example, you or they have diabetes, heart or lung disease).

People with mild symptoms who are otherwise healthy should self-isolate and contact their medical provider or a COVID-19 information line for advice on testing and referral. People with fever, cough or difficulty breathing should call their doctor and seek medical attention.

There are many more resources available on the WHO website. Furthermore, in precedence to the information given below, we encourage libraries to seek advice from your national public health agency, and of course to follow the guidance that already exists.

Handling materials

A key question for many in the library field has been around the risk of infection through contact with materials carrying coronavirus. Clearly our understanding of any aspect of how the virus is spread is still at an early stage, and so it is not possible to offer definitive advice, other than the universal recommendations on keeping hands clean and not touching faces.

There is some emerging research (in the New England Journal of Medicine, and the Journal of Hospital Infection) into the survival of the virus, both in the air and on different types of surface. It appears that it survives for longer on plastics and steel, and for less long on cardboard or copper, although these tests took place in laboratory conditions and infection risk does fall over time.

A webinar organised by the Institute of Museum and Library Services in the United States echoed this, suggesting that the risk from paper was low, with hard, regularly touched services posing more of a risk. The Dutch government has also suggested that the chance of catching the virus from paper surfaces, such as mail, is low, as has the Austrian Federal Institute for Risk Assessment, which notes that there has been no evidence of contagion through surfaces yet, a point also echoed by the main advisor to Swedish libraries on the subject.

Outside of the library field – for example in postal services – ordinary precautions appear to apply when handling paper or cardboard. What does seem more likely is that other surfaces – such as door handles, keyboards, mice, CDs and DVDs, toys or VR headsets – could carry the virus, and so should be regularly cleaned or removed from circulation.

Nonetheless, where there is a chance that a book or other piece of equipment has been in close contact with someone ill, it may be appropriate to wait or use safe cleaning practices. The general recommendation remains to take care – a point also echoed by the French government. The Institute of Museum and Library Services in the United States has set up a partnership with OCLC and the Battelle Institute to explore further how to ensure safe handling, to which IFLA is contributing.

In the light of this, we are aware that some libraries have imposed a wait period before handling returned books, while others have made it clear that no-one is expected to return books until things return to normal. For example, Public Health England has suggested that the risk posed by cardboard can be considered negligible after 24 hours, and plastic after 72 hours.

Libraries Ireland has produced guidelines suggesting a 72h wait, at least in the case of materials which have been returned or handled since the start of lock-down, and proposes procedures for deliveries. The Australian Library and Information Association – based on government advice – has suggested that 24 hours is enough, and Czech government has suggested 48 hours should be enough, while Switzerland, the Netherlands and Belgium are opting for 72h, and France for 10 days in the case of plastic-coated materials (72h for paper). Some, such as the Italian Ministry of Culture, the Andalusian Library Association, and the Slovenian public health agency are suggesting longer still. A number of countries also note that spaces for consulting works should be easily cleaned.

For materials with plastic covers, such as DVDs, cleaning with alcohol wipes has been suggested by the Australian Library and Information Association and others, allowing these to go back into circulation immediately.

The German library association has echoed this advice, while the Austrian has noted that readers should not moisten their fingers before turning pages, and suggests using a

slightly alkaline cleaner for book covers. Czech libraries are ensuring that staff are wearing gloves and masks when handling recently returned books, amongst other advice, while the Italian Library Association, in addition to the above, has suggested that users could be asked to indicate if materials being returned have been in contact with someone with the virus.

A number of sets of guidance suggest offering clear ways of returning potentially contaminated books, through book drops, dedicated returns desks, or even baskets around the library for material for consultation only. The Polish guidance suggests that returns should be made onto surfaces that can be easily cleaned, or sheets of paper which can be disposed of, while the Croatian National and University Library has set up baskets at one entrance where books can be left.

Where users are working with course materials, the Dutch Libraries have recommended reducing risk and logistical issues by encouraging users to take these home (and to come with their own paper and pens), rather than leaving them at the library.

As for computer equipment – generally accepted to carry a higher risk – much guidance focuses on looking to disinfect this. Dutch libraries has suggested, where this is possible, that mice and keyboards should be detached after use and returned to a central point in order to facilitate this process. Others, such as in Helsingborg, Sweden and Topeka, Kansas, plan to ensure presence of library staff to disinfect computers after use.

When handling newly returned materials, the Australian Library and Information Association (see link in the re-opening libraries section) recommend susing gloves when handling newly returned books, and then throwing the gloves away immediately afterwards. Others have suggested though that gloves can also damage materials in some cases, and that regular hand-washing may also work.

The Slovenian Public Health Institute (see translation in our section on re-opening libraries below) has also suggested that readers receiving works at home should also look to respect quarantining, waiting a number of days before opening packages, and then, if materials are not made of paper or card, either cleaning them or waiting further.

Once gathered, clearly, the need to store books may cause logistical problems, especially for smaller institutions. French guidance suggests that if a dedicated room cannot be found, specific parts of the library should be used (and kept inaccessible from the public), or even external storage used. Furthermore, they suggest, there should be efforts to limit the number of staff working with such materials, and to provide them with adequate protective equipment.

As for efforts to disinfect works, the National Library of China too is currently using isolation and static sterilisation of works, although plans to set up a centralised book return centre and disinfection centre using ultraviolet and ozone disinfection equipment. The Hungarian National Library – through its Library Institute – has also explored the issues, noting that care needs to be taken to ensure that disinfection measures do not end up causing harm, for example, alcoholic gels (see this Library of Congress study), ozone or ultraviolet light in the case of some materials or cleaning fluids, a point also underlined by the Northeast Document Conservation Centre. In such cases, the Institute, like the U.S. Library of Congress, advises that time itself is a good disinfectant.

The National Centre for Preservation Technology and Training (NCPTT) in the US has produced videos, in English, Spanish and Portuguese. There are many other useful resources on the NCPTT site on the subject of how to treat historical materials.

Meanwhile, for staff, basic hygiene measures, such as washing hands thoroughly with soap and water, avoiding touching the face, and staying away if displaying symptoms of COVID-19 appear advisable.

Social Distancing

Given that close physical contact appears to be the primary means of catching the virus, a core response has been 'social distancing' – keeping a safe distance between individuals in order to reduce the risks of the virus passing from one person to another. The recommended distance varies from country to country but appears not to be below 1m (3-4ft), and is often more. This may not always be possible. In the United States for example, we have seen libraries proactively ask authorities for closures where they feel that the risk to users and staff is too high.

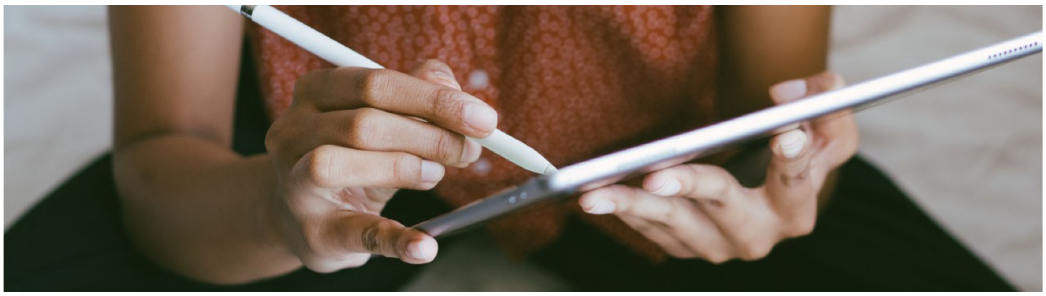
See our section on reopening libraries below for more on the topic of enforcing social distancing within libraries.

For those libraries which are not yet open, many have maintained a focus on how to provide book deliveries to vulnerable groups and others, while taking full account of the need to safeguard health. We are likely to see such measures continue to be important as libraries re-open.

For example, Radford College School library in Australia has a click-and-collect service for books, while Lane Cove (also in Australia), Godoy Cruz library in Argentina, The Hague in the Netherlands, and various Portuguese public libraries are doing deliveries, and on Svalbard, the library is working with taxi companies to give access to books. Around half of Swedish municipalities offer some sort of delivery or pick-up service. Meanwhile, the State government of Western Australia has provided guidance on safe home deliveries. See also resources from library associations below for more.

In some situations, libraries have not closed, but have rather implemented tough rules designed to limit risk, such as in central parts of London, United Kingdom, where computer terminals have stayed open to help those without adequate internet access otherwise.

Nonetheless, some have expressed concerns about risks associated with deliveries, or simply closed book-drops. Clearly, in any situation, it is important not to risk the health of staff, volunteers or users.



Providing services remotely

Libraries around the world of all sorts have been working hard to provide access to collections and services remotely. All types of library have promoted their digital services – for example, the Bibliothèque nationale de France is organising **virtual exhibitions**, and the National Library of Spain is promoting its digital content that can be used to support education, the National Library of Morocco is providing free eBooks, and the Public Library in Aarhus, Denmark, has put its digital content at the front of its website, while the Granby library in Quebec, Canada is highlighting content focused on learning new skills. Building on its SimplyE app, New York Public Library is running online book clubs. Across Malaysia, in preparation for World Book and Copyright Day on 23 April, a #LetsReadTogether campaign encouraged people across the country to read more online.

Kibera and Nakuru public libraries in Kenya - partners of EIFL's Public Library Innovation Programme - are promoting local language content around COVID-19 through social networks, as well as sharing book recommendations, while the Ghana Library Authority (another EIFL-PLIP partner) is also promoting access to its digital content alongside key health information. Kota public library in India too has increased its online services, promoting bibliotherapy as a means of helping users through the crisis, and receiving useful coverage in the local press.

School libraries are also working hard to provide materials in a format that allows parents to support their children's education at home, while in Iraq, the Al-Abbas Holy Shrine library is providing a remote lending service for researchers giving access to electronic resources. Meanwhile, health libraries are seeing major interest in the information they can make available, as is the case for the library of the Health Agency in Sao Paolo, Brazil.

Many public and school libraries are promoting **online storytimes**, where they can find a solution to copyright concerns. In Portugal, for example, there is a focused YouTube channel, while the UK Library Association CILIP has launched its National Shelf Service. Redwood City in the U.S. and Monash in Australia are providing storytimes for speakers of minority languages also, for example, while a librarian from the National Library of Pozega in Serbia is doing online storytimes that have hit the national news. Similar efforts in Greece have also allowed libraries to stay in touch with their users, and even to run art projects. The Library of the

National Autonomous Library of Mexico has organised a virtual party of readings for World Children's Day (here and here).

There have also been major efforts to boost access to eBooks, for example by **increasing the number of eBooks that people can borrow** at any given time (in Denmark), creating a new app with freely available content (in the Netherlands), and by reassigning budgets to pay for electronic content.

Clearly not all users are already familiar with digital tools. Libraries in Huesca, Spain, have responded by developing new training materials for users to help them make the most of these possibilities.

Other core services, such as **help for people needing to apply for benefits**, or look for jobs, are likely to become more and more important. Libraries in Miami-Dade in the United States are already providing printed forms for people needing to apply for unemployment assistance, while those in Hilsborough Country (also in the U.S.) are offering the same – and the possibility to deliver these – as a drive-through service. Livadia public library in Greece has made its job-search support service available online for free to help users continue to benefit despite lock-down restrictions.

Traditional efforts by libraries to produce collections of books and materials on topical issues have continued, with a strong focus on dealing with stress and worry, and promoting positive mental health. In Helsingborg, Sweden, the library has even brought in public health experts to offer talks for users.

Others are **putting existing activities online and inventing new ones**. The Library of Congress for example is organising a **virtual transcribathon** in order to engage people at distance, while the National Library of Norway us encouraging users to access its podcasts while in-person events are not possible. The Dutch National Library has teamed up with a writers' organisation to provide an 'author on your screen' service. A range of library crowd-sourcing initiatives is available via Library Journal.

Vega la Camocha public library in Spain has set up a book-themed Gymkhana in order to keep children involved in reading and to help out parents with keeping them entertained,

Arlington Public Library in the U.S. is working with local children and artists to produce 'quaranzines', and a librarian in Peters Township, Pennsylvania, set up a Harry Potter-themed digital escape room. Aarhus Public Library has a music quiz, writing competition, alongside online poetry slams, online homework help and public debates. There are similar efforts in Portuguese libraries, while Orkney Libraries in Scotland have launched a Lego Challenge.

Some public libraries have also worked to develop new possibilities to be in contact with librarinas remotely. Danish libraries have set up an online **Ask-a-Librarian reference** service - and Aarhus has a service just for children. In Sweden, Helsingborg libraries have established a chat function on their website for the first time.

Similarly in academic libraries, there are efforts to provide remote access, for example through **online book requests** at the East-West University in Bangladesh, digital contacts at the Agricultural University Library of Colombia and the Veracruz University in Mexico, or through call-in hours at Rhodes University, South Africa. The library of the University of Malaya is developing tools to facilitate online discovery and evidence retrieval about the COVID-19 pandemic, preparing a poster to explain its work, while Abgu Papazian University library in Armenia has set up opportunities to contact librarians remotely. The Anatolian University Libraries Consortium (ANKOS) has intensified resource sharing between its members through a single portal, in order to accelerate access to research.

Some libraries are also looking to help out potential **users who are not yet registered**, and who cannot now sign up in person. The National Library of Estonia for example has established means for giving people access to books without contact, as has the Turkish Ministry of Culture in the case of public libraries, while the National Library of Morocco is also maintaining online inscriptions. The Cultuurconnect organisation in Belgium, which works with libraries, has also opened up its content to unregistered users, as has Booklist in the United States, which works to provide book reviews and other materials.

In many countries, libraries' offer of free **WiFi** to users is a key part of their offer. In the United States, there has been a call on libraries to leave networks on so that users can

access the internet from their cars if needs be. Others are offering access to **Zoom subscriptions** in order to help library users stay in touch with friends.

The role of libraries as **guardians of the historical record** is as strong as ever. A post from Ithaka S+R highlights various initiatives to collect and preserve materials about the pandemic, while the International Internet Preservation Consortium is looking to coordinate efforts. Meanwhile, Columbia University has launched an archiving programme, as has the National Library of Spain, while Kingport Library in Tennessee, and Springfield County Libraries in Illinois, in the United States has asked members of the community to share their COVID-19 stories, and libraries in Huesca, Spain, for example, are encouraging children to write stories about their experiences, which at the same time helps them cope with the pressure they are feeling.

Finally, the work of libraries to support research of course continues, with the Information Science department at the University of Kuwait for example helping to lead research into the way in which information spreads on social media concerning COVID-19.

With so many services on offer, libraries in a number of countries have been able to work with newspapers, radio stations and other communications channels in order to raise awareness.

Some activities and services may be impossible, for example with staff unable to come to work to carry out preservation activities. In response, the Australian Institute for the Conservation of Cultural Material has prepared a guide, as has the French Association of Heritage Libraries.

Available resources

Many libraries are seeing a major increase in interest in digital resources (for example in the United Kingdom), leadng in some cases already to the re-prioritisation of resources from physical to digital materials. In Denmark for example, lending limits have been increased to allow users to access more eBooks at the same time. In France, a government survey has underlined that increased demand for books is also likely to lead to reallocation of budgets, but that challenges remain around digital locks and publisher limits on numbers of simultaneous borrowers. Meanwhile, Norwegian libraries are working together to save

time and complexity by pooling resources and information on a single site, as are those in the Czech Republic.

Clearly the possibility to use resources online depends a lot on the terms under which they are accessed. Fortunately, a lot of publishers and vendors have taken helpful initiatives. In the academic field, many have provided **open access** to materials related to COVID-19. Others have facilitated access by making it **easier to log-in and access materials** from outside of official networks.

There have also been welcome steps from major trade publishers such as Macmillan and Penguin Random House to make it easier for public libraries to buy and access **eBooks for lending**, and Audible is providing access to hundreds of audiobooks. Nonetheless, open access to academic materials, especially directly concerning COVID-19, is not always as universal is as claimed. See our section on library partners below for more. Specifically in the library field, in addition to the examples given in the section on associations below, ENSSIB in France has offered open access to its resources.

Other information providers, such as the Internet Archive, have also made large volumes of materials available with fewer limits to support learners, researchers and others to access information in difficult times. The Hathi Trust is also allowing libraries to lend out digitised copies of books that they own in hard copy, although this is not possible globally due to copyright laws.

Beyond this, there are many great **freely available resources** available with educational materials – notably Open Education Resources Commons, which provides access to materials curated by a team of librarians. UNESCO's Education Division is also providing links to valuable educational resources, and its Archives have a collection of sound recordings from the past.

In particular, there are resources for teaching **media and information literacy** online – this is both a traditional area of strength for libraries, and a skill that is particularly necessary in the current circumstances. One example is the MOOC hosted on the Commonwealth of Learning platform. Many university libraries are also increasing their offer of training on information literacy in order to help students having to carry out their research online. Libraries in Hawai'i, as well as in Loveland, Colorado and elsewhere in the U.S are also offering online

courses in information literacy around the pandemic. The Library and Information Research Institute at the National Autonomous University of Mexico, meanwhile, is holding a series of webinars on misinformation, information overload, open access and COVID 19 (see here and here), and is building a list of open access resources on the matter.

Nonetheless, it is important that all rightsholders take steps to ensure that access to information for research, education and culture can continue as best possible. For example, in Brazil, the approach taken by rightsholders, combined with a lack of appropriate copyright laws means that libraries are not able to offer platforms of digital books, other than those in the public domain.

A number of associations and groups, including the International Coalition of Library Consortia, LIBER, and the Association of University Library Directors in France have called on publishers to facilitate access to works, while Italian librarians have established a petition requesting stronger efforts to provide access, Spanish ones have underlined the need to move faster towards Open Access, and JISC in the United Kingdom has set out some basic practices it hopes all publishers and vendors will adopt. IFLA itself has led efforts to encourage the World Intellectual Property Office to underline how balanced intellectual property laws can help favour access.

Library associations and other groups are working to secure better access. The Australian Library and Information Association and Libraries Ireland have negotiated agreements with national publishers and authors to ensure that public libraries can take story-times online without worrying about infringing copyright. Following prompts from libraries, Canadian publishers have also waived licensing fees.

Elsewhere, In the United States, Canada (both for broader fair dealing and online storytimes), Australia, and the United Kingdom, there is now helpful guidance on what may or may not be possible under copyright law. In Hungary, there has been a useful change to copyright law to allow for digital access.

Finally, and faced with the need to invest in new content and services in order to support users, the American Library Association has successfully argued for libraries to be included in the economic stimulus package announced by the government there. In addition, some

library funders such as IMLS in the United States are offering grantees extra flexibility where it has been impossible to continue with previous projects because of COVID-19.

Managing remote working

With libraries and library associations closing offices – where they have them – many in the library field are facing challenges around how to manage remote working effectively.

Clearly the best situation is where it has been possible to plan in advance, ensuring that all staff have the tools and training necessary to work effectively and safely from home, and that you can stay in touch easily. With many in the same situation, there are lots of materials available on the internet already, with a strong focus on regular contacts and maintaining good spirits and motivation. Yet with it unclear how long restrictions will last, it is always worth having plans in place for how to cope with longer-term impacts.

Some associations are supporting efforts to share ideas on how to do this most effectively, for example in the United States – see in particular the webinar on the topic – or in Latin America, alongside reflections about how best to serve users in general. There are also helpful ideas from Blue Shield Australia about how to continue with conservation activities during lockdown, while the Al Abbas Holy Shrine library in Iraq has provided videos (here and here) to help staff understand how best to work from home.

Library associations too are looking at how they can continue their work to support members. The Latvian Library Association has placed its conference online and is running a series of virtual events and a social media campaign. The Library and Information Association of New Zealand – Te Aotearoa has set up virtual drop-in sessions for librarians for librarians, as has the Australian Library and Information Association. ENSSIB in France is running a series of webinars on different aspects of the impact of the crisis on libraries (with translated summaries now available in English), while Public Libraries 2030 in Europe is working with the University of South Carolina LIS school to share training materials also, and the Danish Library Association is running courses on design thinking for libraries, and the Austrian Library Association has transformed its in-person continuing professional development offer into eLearning. See the section on library associations below for more.

Reassigning library resources

Where libraries have closed and demand for certain services has dropped, library personnel have been active in taking up other roles. In Ireland, for example, library staff have been seconded to help with contact tracing (while librarians in San Francisco have volunteered to do this), and in Trinec in Czechia took on other duties temporarily, while staff at Tulane University library have been engaged in efforts to provide the World Health Organization itself with the most recent scientific advice.

Across the United Kingdom, there are lots of examples of librarians moving to work at contact centres for people in isolation, helping to ensure those often at most risk keep contact with the outside world, with the same happening in Auckland, New Zealand and Newmarket, Canada. Elsewhere, librarians have volunteered with community initiatives, or, as in Mexico, are working to improve the quality of Wikipedia articles about people from under-represented groups. A further list of types of redeployment at work in England is available Public Libraries News.

In Kansas, library laptops and WiFi hotspots have been made available to the local homeless shelter, faced with the rise in the number of people losing their homes, while Toledo, Ohio, has donated its vehicles, Edmonton, Canada its equipment, Richland Library, South Carolina, is sharing its hand sanitiser stations. South Pasadena library, Colorado, has set up a portable toilet and handwashing station in its carpark.

Richland is also looking to provide key resources for people facing unemployment, as is Indianapolis Public Library. St Louis County Library is offering drive-thru meals for children, as is the Cincinnati Public Library and some Toronto Public Libraries are now acting as food banks. Libraries in Yarra, Australia, as well as in Monash, Australia, are supporting food deliveries to vulnerable families and people experiencing homelessness.

Meanwhile school libraries in Oklahoma City are handing out books to children. Penn State University library is giving laptops and other equipment out to students who would otherwise not be able to continue to study from home, as is the library of the UPM Higher Technical School of Engineers in Spain.

Library spaces and equipment have also been repurposed, with libraries in San Francisco serving as childcare facilities for the children of key workers and Loussac Library in Anchorage, Alaska serving as the emergency coordination centre, while in Spokane, Oregon, the library is acting as a homeless shelter, and in San Luis Obispo, California, the library carpark is being made available as a safe space for people forced to live in their cars. In Oakland, California, bookdrops are being used now to collect spare masks.

In Klaipedia, Lithuania, thanks to a cooperation between the National Library and the School of Robotics, library 3D printers are being used to print 3D protective equipment and items such as door-handles. Libraries in the United States, Canada, New Zealand, France and Portugal are doing likewise, while Columbia University is sharing approved designs for these so that anyone with a 3D printer can help. Preservation departments in American libraries are donating existing equipment. In Valpattanam GP Library, India, staff have been collecting cloth masks made by locals for further distribution.

This is not to forget books! The State Library of Western Australia's offer of 'mystery boxes' of library materials was rapidly over-subscribed, and Kansas City Library in the U.S. has been delivering bags of books to deprived areas.

Reopening Libraries

Moves towards the reopening of libraries are increasingly on the agenda as countries look to lift broader restrictions. In the case of schools, sometimes the library remains closed, even if lessons have begun again (the case in Logumkloster, Denmark). Decisions will of course need to be based on overall assessments of risk from the authorities. Depending on the approach nationally, there may be more or less room for library directors to choose whether to open or not. Where there is freedom, it is important that they are supported with proper guidance and instructions. Elsewhere, there are stricter conditions in place, for example in the Netherlands (see links below), where re-opening is conditional on fulfilling the conditions of a set of protocols established by library authorities.

Most examples so far focus on a phased approach, with new services, activities and parts of the library only resumed when this can happen safely, with some associating the shift

from one phase to the next to wider progress in tackling the pandemic, while others are more cautious in setting dates. As the Australian Library and Information Association has set out (see below), a useful approach is to start by assessing risk, then developing plans, and only then setting timings for resuming different services.

Broadly, the library field has warned against any rush to re-open physical buildings. Furthermore, given uncertainty about how the situation will develop, it is possible that stricter rules will need to be implemented subsequently. At the end of this section, you will find a selection of plans already established.

Limiting numbers in the library

One step being taken to reduce risks is to limit the number of people in the library at any one time. This makes it easier to maintain social distance. In Macao (China), the public libraries are using a ticketing system to limit numbers in the library, a step also taken in Hong Kong (China) during a recent phase of re-opening. The The National Library of Serbia in its first phase of re-opening allowed only 5 people into its reading room.

The Dutch library system has recommended providing baskets or bags (which act as 'entry tokens', making it easy to count up to a maximum number of people - see the links below), others have suggested other means which involve less disinfection. They have also suggested that groups of no more than two people at any one time can enter the library. Others are discussing options to book visits in advance in order to manage the number of people coming to the library at any one time – a practice already implemented by the German National Library and the National Library of China..

The Czech Library Council has suggested that one option could also be to limit time in the library, a point echoed by other guidance. Hong Kong (China) also plans to re-open for periods of no more than 1h (followed by short breaks) in order to limit stays.

Other options being considered in Chicago, United States, for example include providing services outside where possible, and limiting certain opening times to particular groups, such as older users (an idea also explored by the Czechs). In Portugal too, the idea of giving priority to vulnerable groups is set out in the official guidance, with the need to help people who do not have home internet access highlighted.

Elsewhere, where the design of library buildings themselves does not permit social distancing, governments have sought to keep libraries closed until the overall risk level falls.The same can also apply to mobile libraries or busier central libraries, as suggested in French guidance.

There are also efforts to reduce the need to come to the library. For example, Macao (China) has sought to do this by continuing to extend loan periods and encouraging people to use online services as far as possible (also at the University Library). Hong Kong (China) has also allowed for unlimited renewals and waived fines at its academic libraries. Others are planning to provide services digitally for the coming months at least, or to continue – or restart – delivery services, as in France.

Calculating the right number is a key current issue. Many libraries have sought to follow the guidance given to the retail sector, although this also varies, from allowing 20m2 per person in Ireland, Portugal and Slovenia to 15m2 in Poland, 10m2 in the Czech Republic and Austria, 10m2 for adults and 5m2 for children in the Netherlands, and 4m2 in Australia.

Limiting concentration of users

A further step being taken by some is to limit the number of sections of the library open to people. Importantly, even if there may be enough space in theory for people to respect social distancing, the use of certain facilities may make this more complicated, as highlighted in the guidance provided by French library associations.

Again, this has been the case in Hong Kong (China), as well as in Macao (China), which has kept a number of areas (children's reading areas, meeting rooms, self-study areas) inaccessible. The Czech Library Council has also recommended potentially limiting services just to loans, at least at first. Meanwhile, Dutch libraries are planning to open for use by groups of children, but not at times when the library is open to other users, and with gathering points outside.

Further means of limiting the time people spend close to others include removing some furniture (to ensure that people sit further apart) or marking some as being not for use, as in Chinese Taipei. In Sweden, only one in two public computers can be used, and the length

of time allowed on there is restricted. Others have sought to space computers out, for example using different parts of the building for computers in anticipation of demand for use (as in Topeka, Kansas).

Other steps involve keeping areas used for socialising closed (as proposed in France), coffee corners (as in Austria), play corners (as in the Netherlands), rearranging spaces so that people do not need to be sitting or standing face to face (as at the University of Macao). Others are establishing one-way-systems (including different routes for staff and users, as in Portugal), removing obstacles, and encouraging separate entrances and exits where possible, as in Germany.

There are differing approaches to access to books – some suggest allowing this but recommending not touching books which users definitely plan to borrow (as in the Netherlands). Most plan to keep shelves inaccessible at first, and only allowing librarians themselves to fetch works (as in Slovenia and Portugal).

Promoting hygiene

As throughout the pandemic, the importance of high standards of hygiene is a key theme, for example ensuring that staff have the possibility to wash their hands frequently, access to materials such as gloves and facemasks, and that hand sanitiser is available at the entrance (and potentially next to equipment such as computers). In particular, regular handwashing by staff continues to be strongly recommended (both before and after contact with materials), as well as the provision of bins for tissues or other potentially contaminated material. As noted in the Andalusian guidance, it may be necessary to employ more cleaning staff, or to extend hours.

Macao (China) has implemented strict rules for users on wearing facemasks, and is both carrying out temperature checks at the entrance and requiring a health declaration from users (a measure being considered in the US as well, but which will need to reflect cultural norms as well). In academic libraries in Hong Kong (China), users are also subject to temperature checks and mask requirements.

Some libraries have increased efforts to encourage use of automatic options - such as self-service machines - in order to limit contact, or are setting up spaces to collect books

without person-to-person interaction, as in Australia, or via drive-through or kerbside pick-up (as at the National University Library of Croatia). Where this is not possible, some libraries are installing screens in order to protect both users and library and information workers. Similarly, where payments need to be made for services, contactless has been recommended, such as in Switzerland, or charges have simply been scrapped, such as for printing. Staff are using stylus pointers to indicate which computers visitors can use in Helsingborg, Sweden, while in Portugal it is recommended to leave doors open as far as possible in order to avoid the need to open them each time.

Additional steps include closing toilets (as in the Czech Republic), restricting their use or intensifying cleaning schedules, closing the library as a whole for short periods throughout the day in order to clean (as in Macao, China, or at the National University Library of Croatia), and regular cleaning schedules, especially of surfaces which are regularly touched. It may be useful to carry out an audit of which surfaces are at highest risk, as done by the National Library of China. Materials that may be touched frequently, such as magazines and newspapers, may need to remain inaccessible until the risk is low enough. It may also be necessary, as the Portuguese guidance explains (see below) to provide extra training for cleaners.

It may also be worth ensuring that libraries have a plan for how to deal with situations where someone displays symptoms, for example by having relevant phone numbers accessible, and setting aside a room where it is possible to isolate a suspected victim, as set out in the Polish guidance, and identify which surfaces may have been contaminated.

Throughout this, clear communication with users is important, in order to ensure that they understand the rules in place. Where users cannot be expected to understand – for example, children or those with cognitive impairments – alternative approaches may be necessary, as set out in the French guidance.

A further emerging issue is the need to ensure that authorities and experts know how libraries work, and in particular, how much contact they see, in order to avoid assumptions and mistaken recommendations, as has happened in the US.

Keeping Staff Safe

Clearly a priority is to ensure that staff are fit, well, and comfortable in providing services – indeed, this may also be a legal obligation. Ways of doing this include the hygiene measures mentioned above (indeed, the National Library of Poland has suggested that no library should re-open unless librarians can be properly equipped), as well as clear consultation and explanation of decisions and plans. The National Library of China is in regular contact with staff to ensure that they are healthy and well looked-after.

As libraries re-open, many are doing so only for limited hours every day, and are allowing staff to work in shifts, as has been recommended by the Czech Library Council, as well as limiting meetings and staggering breaks (as suggested in Poland). In Helsingborg, Sweden, libraries are timing these to ensure that librarians can avoid rush hours also, and in Portugal, the Directorate General for libraries has recommended staggered shifts. In some cases, staff are being welcomed back at work before libraries are open to the public, as has been in the case in Cologne, Germany, in order to carry out some of the tasks necessary for re-opening to happen safely and efficiently, as well as at the National University Library of Croatia.

Nonetheless, the National Library of China, amongst others, has continued to promote home working as far as possible. Staff are only called to come in if really needed, and then work in shifts to minimise contact, ensuring that no more than 25% of the usual number of personnel are at work at any one time. In Switzerland, for example, it is suggested that ideally, staff should sit one to an office, and in Cologne, Germany, no more than two, with common areas, for example, transformed into office spaces to provide more room. Cologne is also looking to keep different teams apart by continuing to use digital meeting tools. In Western Australia, it has been suggested that staff should stay with a single computer throughout their shift.

Still, it has been noted in the United Kingdom, for example, that many libraries are also likely to need to work with a reduced staff, given sickness, family obligations, or self-isolation, for some time to come. Volunteers too may not yet be ready to return to work, especially if they are older or have underlying health conditions, which may cause delays to re-opening in some countries. As a result, libraries in a number of countries are running shorter opening times, and looking to increase efforts to promote staff wellbeing. In other

cases, as mentioned in Andalusia, Spain, there may simply not be enough staff to open safely.

There are ongoing questions about the chance of contagion through air-conditioning systems. The World Health Organization has indicated that it does believe that these pose a threat, a point echoed in the French and Italian guidance, although the latter suggests that keeping too a regular maintenance schedule will be helpful, while in the United States, increased ventilation is recommended. The Polish guidance, for example, also suggests ventilation of spaces as often as possible, which, the Portuguese guidance suggests, is preferable to air conditioning (as well as greener!).

Overall, as the Portuguese guidance states, a key way to keep staff safe is to keep them informed, in particular when guidance changes. This will also leave them better placed to help users respect the rules too.

Handling Materials

Please see the section above.

Public Communication

Given current uncertainty, and often the complexity of the process of lifting restrictions, libraries planning for this have also tended to include a focus on communications – indeed, this is part of the recommendations set out by the German Library Association (see below). As the Australian guidance notes, there may indeed be more questions than usual from users unsure about what is possible or not.

The new rules are the first thing users see when visiting the website of Macao (China)'s public library system, while outreach to users is a key section of the checklist produced for German libraries. Arapahoe Library in the U.S. is surveying users to identify which services they miss, in order engage them in the process.

Below are some examples of plans emerging:

Australia: the Australian Library and Information Association has provided a useful checklist, setting out steps to take around communication, social distancing, safety precautions, staff support, community support and operations.

Austria: the library association has developed guidance on how to re-open safely, drawing on international experience and practice.

Belgium: the Flemish Library Association has produced a page on re-opening, drawing together relevant information from a range of sources.

Croatia: the National University Library has shared an update on how it is managing re-opening, which also includes links to advice for other libraries (which we will work to translate).

Czech Republic: the government has shared guidance on hygiene in re-opened libraries, with the Library Council offering further suggestions on how to re-start services while keeping staff safe.

France: library associations in France have collectively produced a statement to government warning about premature opening of libraries, and guidance (translated into English by IFLA) on what services may be offered at different stages of the lifting of restrictions, and how to minimise risk. There is also an infographic to explain the phases.

Germany: the library association has produced a checklist covering the steps that libraries can make around personal hygiene, limiting contact and situations where people are too close together, how to stay safe when providing services, management of staff, handling of materials and communication. We have translated this into English. See also the Association's webpage on re-opening. Meanwhile, the German National Library has re-opened its reading rooms, with further details available in English here.

Hong Kong (China): the Hong Kong Library Association has shared information about plans for re-opening in academic libraries. Information about plans for public libraries is available on the Hong Kong Public Library website.

Hungary: the Hungarian Library Institute has produced an overview of efforts on re-opening around the world.

Italy: the Italian Library Association has published a review of the literature and its suggestions for rules to follow as libraries re-open.

Mexico: a group of university libraries has produced an infographic covering key elements of how to operate libraries safely post-COVID-19.

Netherlands: a set of protocols (addressing lending, activities with primary school-aged children, groups of up to ten people, and computer use, translated by IFLA) have been produced, as well as a checklist (translated into English by IFLA).

Poland: the National Library of Poland has prepared guidance covering staff safety, hygiene on site, and how to deal with symptoms in staff and users.

Portugal: the Directorate General for Books, Archives and Libraries has produced guidance in Portuguese (translated by IFLA) for public libraries including suggestions on staffing, hygiene and services, and a four-phase opening approach.

Slovenia: The National Institute for Public Health has published guidelines for libraries including recommendations on social distancing and handling of materials (translated into English by IFLA).

Spain: the Andalucian Association of Librarians has produced a protocol for re-opening libraries, including consideration of staff, spaces and materials. FESABID, the Spanish Library, Archive and Museum Association, has a collection of links to sources to help libraries plan for re-opening, and through its cluster with partners, has developed a set of ten principles for the re-opening of libraries. The Network of Spanish University Libraries (REBIUN) has also developed extensive guidance (in Spanish) for the re-opening of academic libraries..

Switzerland: the Library Association has produced guidelines complementing broader information produced for all establishments. IFLA has provided an English translation of these.

United States: New Mexico State Library in the United States has set out plans for a phased re-opening, and a table and comprehensive blog from Idaho looks at what the stages of lifting restrictions could look like in libraries with lots of helpful ideas. Public libraries in the state of Georgia in the United States have also published a sample plan for libraries in taking decisions about staffing and services in different phases of the lifting of restrictions. The coordinator for public libraries in Alaska has also set out the issues in a presentation. The Idaho Commission for Libraries has shared a range of examples of re-opening plans from libraries of different sizes, which may be helpful.

Actions by Associations, National Libraries and library partners

Associations and Library Authorities

Library associations themselves are doing great work to inform their members and support them in difficult times. Many have set up pages with **lists of reliable sources and guidance** at the national level – complementing advice at the global or regional levels – and encouraged **communication and coordination between library directors** in order to share ideas and practice. Others are providing useful support for planning, both for the management of staff and buildings, and for the development of online services, through useful checklists and courses.

See in particular the following association pages:

Australia: Australian Libraries Responding to COVID-19. ALIA has also made its Professional Development Postings freely available for the duration of the crisis, has launched a page of activities continuing during the pandemic, and is preparing a relief fund. ALIA has also published an interim report on libraries' response to COVID-19.

Austria: the library association is providing valuable information to libraries about procedures for safe re-opening as well as sharing government advice, and has transformed its teaching activities into eLearning.

Belgium: Libraries and Archives Should Close for Visitors (in Dutch)

Brazil: FEBAB has created a resource page on COVID-19 (in Portuguese), while IBICT has brought together a range of sources on its page, and added COVID-19 data to its interactive map of the country.

Bulgaria: Resources for Librarians in Responding to COVID-19 (in Bulgarian)

Colombia: the Association of Colombian Librarians prepared a webinar (in Spanish, working with the IFLA LAC Section) on ideas on how librarians can respond

Croatia: the Croatian Library Association has set up a dedicated page with information on remote services, a data aggregation point on COVID-19 for libraries, access to virtual meeting services and electronic resources.

Czech Republic: the Czech library association has prepared an information page which includes health advice, updates on the government's response, and ideas on how to work with copyrght and privacy laws at the time of the pandemic.

France:the French Library Association has published a story on Library Services and Public Health (in French), and is hosting discussion about staff management during the pandemic. The French University Librarians' Association is also keeping track of the activities of university libraries.

Germany: Information page on Libraries and COVID-19 from the German Library Association (in German). See also the page on remote service provision, and the press release which likely inspired national media coverage of library services.

Ghana: Ghana LIbrary Authority is promoting registrations for digital library cards, and has made resources available for libraries and users through its resource page.

Korea (Republic of): Statement on the Coronavirus Situation

Italy: Where to Find Information (in Italian) offers an overview of national laws, sources of advice, and proposals on how to provide service while protecting privacy and health.

Mexico: The Colegio Nacional de Bibliotecarios is running a series of virtual events and a social media campaign to stay home, as well as highlighting the experience of Mexican libraries

in the crisis (including a webinar), promoting reading at home (also including a webinar), and sharing information resources (in Spanish). Meanwhile, the Mexican Library Association released a letter supporting the health professionals and health library workers during the crisis.

Netherlands: Dutch libraries have created a page of resources and activities for members (translation available into English).

New Zealand: COVID-19 Coronavirus and the New Zealand LIS Sector

Nigeria: the Nigerian Library and Information Science Students' Association has organised a series of lectures for its members over a series of days.

Portugal: the Portuguese Library Association has made its training webinars freely available online (in Portuguese)

Puerto Rico: The Association of Librarians of Puerto Rico has launched a campaign around misinformation about COVID-19 (in Spanish)

Spain: the Network of Academic Libraries has prepared a resource page (in Spanish)

United Kingdom: CILIP Coronavirus Information Service. CILIP has also written alongside others to the government to ask for relaxation of copyright laws, and has launched its National Shelf Service – a series of daily YouTube videos full of book recommendations for children and families.

United States: Pandemic Preparedness toolkit. See also the resources gathered by ALA's Public Programs Office, and the webinar on remote service provision, and in their eBook on disaster preparedness, which has now been made open access. There is also this resource page prepared by the American Association of Law Libraries, the results of the Public Library Association's survey of how public libraries are responding, and this page on pandemic preparedness by the American Association of School Libraries.

Furthermore, the Chinese Library Society has worked with the National Library to provide online learning while the Latvian Library Association has turned its conference into an

online event combined with a social media campaign. The National Diet Library of Japan, as part of its support to the profession, has been monitoring and publishing update on the situation, as has saveMLAK (an organisation focused on helping libraries, archives and museums in times of crisis).

Other associations and organisations are active. CLIR has organised resources on COVID-19 on a special page, while the Association of Research Libraries has analysis of what academic and research libraries in the US and Canada are doing. The African Library and Information Association (AfLIA) is collecting examples of what libraries are doing in Africa and has a page on how libraries can respond plus a resource page, as is Infotecarios in Latin America (working with the Colombian Librarians' Association (ASCOLBI), LIBER for academic libraries in Europe and EBLIDA has developed a checklist of actions members can take. NAPLE in Europe has produced a valuable report highlighting the situation across 20 members as the pandemic arrived and took hold. The Association of Library and Information Science Educators has also published its own resource page.

Meanwhile, Turkish public libraries, under the Directorate General for Libraries and Publications, have also boosted electronic services, allowing citizens to join libraries electronically, and access thousands of eBooks, request the purchase of new ones, and download these to their devices. The Dutch Reading Foundation has a page with resources and ideas on how to support literacy and reading at home, including podcasts, meetings with children's illustrators, and of course access to eBooks through libraries. In Hungary, the Library Institute has produced an information page including advice on disinfecting books, coping with copyright, and international good practices, and through the libraries.hu page is sharing stories from across the country and around the world.

Meanwhile, the Association for the Promotion of School Documentary Services in Quebec has provided members with tools they can use to ensure that libraries are integrated in plans to provide remote learning, while the Every Library Institute has set up regular chats and an emergency fund to help libraries in difficulty.

National Libraries

National libraries can also play an important role in providing access to content, both as key institutions in their countries, and as leaders in their national library systems. An overview is available through the information collected by the Conference of Directors of National Libraries.

In China, for example, the **national digital library** has been reinforced in order to deal with the increase in demand and has waived fines for borrowed materials which cannot be returned, as well as providing support to libraries and librarians across the country. In Korea, too, the national digital library has seen a major increase in use. The role of National Library resources in supporting the effort to combat the pandemic has been recognised by the British Library in its own resource page.

Some libraries have been able to negotiate the possibility to give wider access to legal deposit content for researchers and schools in Norway, and for researchers in the Czech Republic (alongside university libraries). Meanwhile, the National Library of Aruba has given access to the first eBooks in Papiamento (the local language), and will for the first time offer a Dutch-language eLending service, also for the first time, alongside working with the Internet Archive to offer a version of the National Emergency Library.

Others are putting activities online. The Library of Congress for example is organising a virtual transcribathon in order to engage people at distance, while the Bibliothèque nationale de France is organising virtual exhibitions. The National Library of Estonia has established means for giving people access to books without contact (with resulting major increases in demand), while the National Library of Spain is promoting its digital content that can be used to support education, as is the National Library of Hungary, whose staff have also been producing videos on learning to dance and popular science.

The National Library of Norway us encouraging users to access its podcasts while in-person events are not possible, as is the Library of Congress of Argentina alongside a variety of new content.

The National and University Library of Croatia has continued to offer consultation, reference services and access to resources – including virtual exhibitions – and, in addition, is providing advice and guidance to libraries of all types affected by the earthquake. The

National Library of Indonesia has promoted its existing app, and joined the national Work from Home initiative to provide means to avoid people having to travel to work. The National Library Board of Singapore has drawn on its collections to provide an exhibition about past pandemics.

The National Library of Luxembourg, is making it possible to obtain a library card for three months by email, without the usual ID checks, in order to facilitate access, while the National Library of Morocco is maintaining both online inscriptions alongside ISBN and legal deposit services. The National Library of Lithuania is working with the School of Robotics to promote printing of personal protective equipment in public libraries across the country.

Others are working to support national library fields in general, with the National Library of Sri Lanka for example preparing and sharing guidance with libraries across the country, while the National Library of the Czech Republic has produced an infographic on handling returned works. The Directorate General for Libraries in Portugal has a page full of information and resources, under the umbrella of #BibliotecaNaSuaCasa.

Meanwhile, some national libraries with a role in supporting parliamentary decision-making have continued to produce legislative dossiers providing an overview of what is going on, such as in Argentina. Dedicated parliamentary libraries too have been working to support the work of their institutions.

Library Partners

There have been very welcome moves by publishers, vendors and others working with libraries to facilitate access to content even when library buildings are forced to close. As set out in the statement by the IFLA President and Secretary-General, it is to be hoped that such steps are generalised as we all look to work together to allow learning, research and access to culture to continue.

A key step has been to allow remote access to content which normally would be restricted to on-site users. VitalSource has worked with its publisher partners to broaden access to materials using only an email address to log-in, as has ProQuest through eBook Central and Springer through extended log-in periods and Emerald through remote access possibilities, , while the Journal of the American Medical Association is also allowing for much more

off-site access, as are sites such as ancestry.com. Michigan University Press is allowing read (but not download) access to much of its content. Children's publisher Collins in the UK is making content previously limited to on-site access available remotely. There are also positive examples from Latvia and Kenya.

Others are simply making more content openly available, or are reducing prices. Project MUSE has announced that materials from 9 university presses will be freely available for a number of months, while Cambridge University Press is offering access to textbooks in HTML format. Two Romanian publishers have worked with the National University of Political Science and Administration have agreed to offer free access to books online.

For public libraries in the United States, Macmillan has suspended limits recently imposed on library access to new eBook publications. Penguin Random House is offering specific discounts for public and school libraries. Overdrive and RB Books are also making it possible to have more copies of a single eBook on loan simultaneously. Also in the US, Booklist – a collection of book reviews and other resources which help in teaching and other engagement around books – has also been made available to all. Responding to another frequently encountered challenge, Libraries Connected in the UK has produced a list of publishers who are allowing online storytimes.

Some publishers have also been ready to take account of the fact that some libraries may simply not be able to make payments at the moment, for example Bristol University Press.

IFLA's acknowledges its own publishing partner – SAGE – which has announced interventions including removing the subscription gateway to a number of articles and created and committed to the Wellcome coordinated statement on COVID-19-related materials, and is promoting its free online course on 'How to Get Published'. A key sponsor – OCLC – has also released a resource page.

Like others (for example, Emerald, Springer Nature, Elsevier, Oxford University Press, Cambridge University Press, ZBW – Leibniz Information Centre for Economics, ZB MED, and MIT Press), SAGE is also concentrating and sharing resources on COVID-19 and managing pandemics through a microsite. The White House has taken a major step to facilitate text and data mining to help find solutions by releasing 29 000 papers for analysis.

Emerald is also boosting support for creating and sharing publications around how libraries have responded to the pandemic through making volumes open, and planning thematic issues.

Finally, a key IFLA partner – OCLC – has held a town hall meeting bringing together over a thousand librarians in order to share stories and build understanding of the needs of the profession.

Communicating with users in different languages

IFLA's Library Services to Multicultural Populations Section is working with the Australian Library and Information Association (ALIA) to develop translated signage and text to support libraries communicating with their linguistically diverse communities, particularly in relation to library closures and accessing online information. These resources are available in MS Word format. Libraries are welcome to adapt and use this content as best meets their needs to communicate with their community. Translations will be made available in more languages as they are developed.

Ongoing issues

IFLA is aware that the pandemic has brought up a number of wider issues which we are following closely. In addition to copyright – mentioned above – there are concerns around the impacts of the crisis on the broader culture, education and research sectors, privacy, and ensuring democratic norms are protected. We continue to monitor these issues closely and will share information and views as appropriate.

We are already active in advocacy around these issues, notably through helping to shape and then joining a UNESCO statement on documentary heritage and the COVID-19 pandemic. This stresses the potential that documentary heritage has both to instruct and comfort at times such as these, and calls on governments and others both to recognise this potential and support the work of our institutions. We have further underlined this in a joint statement with members of the Culture 2030 Goal coalition. The importance of heritage is also highlighted in our blog on the role of heritage in storytelling.

IFLA has also led in the preparation of a letter to the Director General of the World Intellectual Property Organization calling for action to ensure copyright laws and practices are supportive. This underlines the challenges created by the combination of the current situation and the risk that current laws create rigidities that make responding harder. In the case of libraries, this is the case when non-digital uses are permitted but digital ones are not, for example.

We have also produced a first blog looking at overall trends that may result from the pandemic, from a variety of policy perspectives, as well as a follow-up piece identifying specific potential advocacy points in the short, medium and longer term.

IFLA's activities

IFLA's work to strengthen and unite the global library field continues, not just in spite of the COVID-19 Pandemic, but because of it. We are determined to maintain the momentum created by the Global Vision process and the launch of our Strategy last year, and believe strongly that the mission it sets out is as relevant now as it has ever been.

As set out in our FAQs about IFLA and the COVID-19 pandemic, we have already worked hard to ensure that our volunteers and staff can continue their crucial work, and have seen a series of successful mid-term meetings by our Professional Units organised over the past weeks.

Our Section on Health and Bioscience Libraries, and Special Interest Group on Evidence for Global and Disaster Health held a webinar on 23 April on the subject of digital health inequality at the time of COVID-19. The Section on Libraries for Children and Young Adults has dedicated a newsletter to how its members have experienced and responded to the pandemic, and our Section on Libraries Serving Multicultural Populations has launched a call for examples of how libraries are reaching out to different groups.

On this document, we have tried to bring together examples from around the world of how libraries are not just reacting, but innovating in the face of the challenges they face. We are already starting to build on these to prepare articles and posts about how different parts of the library field are responding, starting with a piece on health librarians for World

Health Day, and a guest blog looking at the situation of prison libraries. As underlined in the previous section, we are also focused on advocating for both the short and longer-term changes libraries need. We have also created a special COVID-19 edition of our popular How To Spot Fake News infographic.

Meanwhile, IFLA's Document Delivery and Resource-Sharing Section has launched a new service to support the sharing of resources across borders as a way of relieving some of the disruption caused by the pandemic.

However, this is just the beginning. We are also looking forward to announcing exciting new services and opportunities to build a stronger field powering literate, informed and participatory societies into the future. In this, we will be working closely with our Professional Units – the biggest brains trust in the global library field – in order to help inspire, engage, enable and connect the global library field. We look forward to sharing more.

MI SAFE START

A PLAN TO RE-ENGAGE MICHIGAN'S ECONOMY

Governor Gretchen Whitmer

May 7, 2020

GEORGE W. ROMNEY BUILDING - 111 SOUTH CAPITOL AVENUE - LANSING, MICHIGAN 48909
www.michigan.gov
PRINTED IN-HOUSE

MI SAFE START PLAN

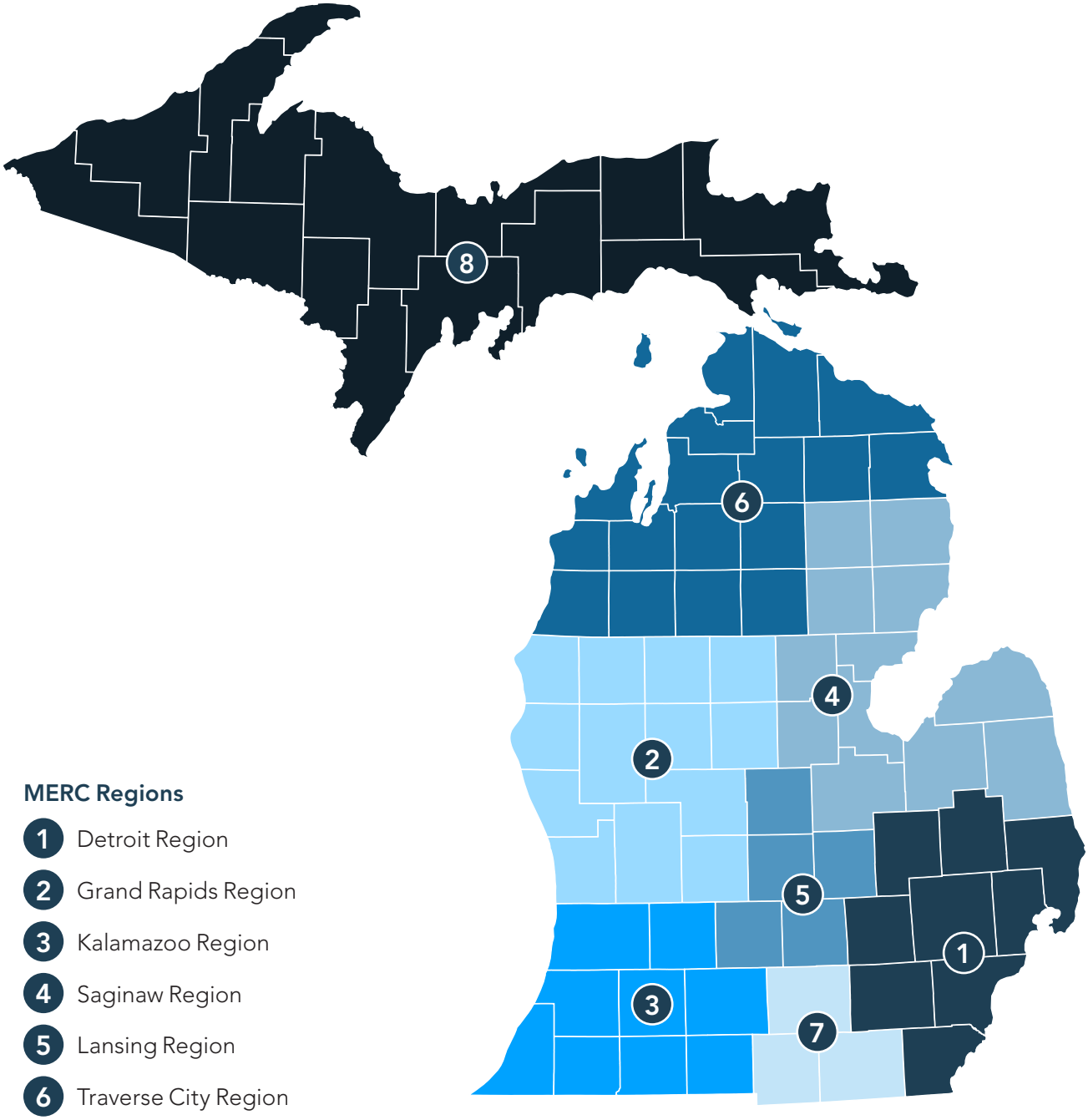
	1 Uncontrolled growth	2 Persistent spread	3 Flattening	4 Improving	5 Containing	6 Post-pandemic
What's happening with the disease?	Increasing number of new cases every day, likely to overwhelm the health system	Continue to see high case levels with concern about health system capacity	Case growth is gradually declining	Cases, hospitalizations and deaths are clearly declining	Continued case and death rate improvements and outbreaks can be quickly contained	Community spread not expected to return
What do we need to do to stay safe?	**Stay Home, Stay Safe** Strict social distancing, travel restrictions, face coverings, hygiene best practices, remote work	**Stay Home, Stay Safe** Strict social distancing, travel reduction, face coverings, hygiene best practices, remote work	**Safer at Home** Continued distancing, increased face coverings No gatherings	**Safer at Home** Continued distancing, face coverings, safe workplace practices Small gatherings	**Stay Safe** Adherence to new guidelines. Continued distancing, coverings, mitigated workplaces Increased size gatherings	Sufficient community immunity and availability of treatment
What work can we do? *(Examples)*	Critical infrastructure • First responders • Health care workers • Critical manufacturing • Food and agriculture • Essential retail (e.g., grocery) • Transportation	Critical infrastructure Additional types of recreation allowed	Specified lower-risk businesses with strict workplace safety measures • Construction • Manufacturing • Real estate • Outdoor work	Additional lower-risk businesses with strict safety measures • Other retail, with capacity limits • Offices, but telework required if possible	Most businesses, with strict mitigation measures • Restaurants / bars • K-12 and higher ed. (live instruction) • Travel	All businesses Events and gatherings of all sizes with new safety guidance and procedures Social distancing rules are relaxed and large events are permitted
What factors determine progression to next phase?	Analysis shows epidemic growth rates slowing Hospital and treatment capacity built, alternative care facilities established Infrastructure for crisis response and data systems to monitor progression are in place	Cases, deaths decline for extended period Monitor impact on vulnerable populations Sufficient health system capacity in place Improved testing, contact tracing and containment capacity	Cases and deaths decline more sharply, percent positivity decreasing Healthcare system capacity continues to strengthen Robust testing, contact tracing and containment protocols in place	Cases and deaths at low absolute rates per capita Health system capacity is very strong Robust testing, contact tracing and containment protocols in place	High uptake of an effective therapy or vaccine	

Note: This framing is being updated and refined as additional guidance from CDC and public health experts becomes available

It is also possible to move backwards if risk increases and if we stop adhering to safe practices

MI SAFE START
A PLAN TO RE-ENGAGE MICHIGAN'S ECONOMY

MICHIGAN ECONOMIC RECOVERY COUNCIL REPORTING REGIONS



MERC Regions

1. Detroit Region
2. Grand Rapids Region
3. Kalamazoo Region
4. Saginaw Region
5. Lansing Region
6. Traverse City Region
7. Jackson Region
8. Upper Peninsula

MI SAFE START
A PLAN TO RE-ENGAGE MICHIGAN'S ECONOMY

INTRODUCTION

We have made tremendous progress in fighting COVID-19 in Michigan. Our medical workers, first responders, and other critical workers have put their lives on the line for us every day, and we owe it to them to do whatever we can to stop the spread of the virus.

All of us know the importance of getting the economy moving again. We have already loosened some restrictions on landscaping, construction, and manufacturing. But the worst thing we could do is open up in a way that causes a second wave of infections and death, puts health care workers at further risk, and wipes out all the progress we've made.

We will keep listening to experts and examining the data here in Michigan to reduce deaths, keep our healthcare system from collapsing, and protect those working on the front lines.

Together, we will move forward.

Governor Gretchen Whitmer's MI Safe Start Plan outlines how we will begin to re-engage while continuing to keep our communities safe. Re-engagement will happen in phases. Those businesses that are necessary to protect and sustain life are already open. As we move into lower-risk phases, additional business categories will re-open and the restrictions on public gatherings and social interactions will ease.

As always, we will be guided by the facts in deciding whether to transition from one phase to another. We are looking at data every day to understand where we are: data that tells us where the epidemic is spreading, whether our hospitals and other health-care providers can safely cope with any surge in infections, and whether our public health system is up to the task of suppressing new outbreaks.

We need to keep working to expand testing and require people who test positive, or are close contacts of those who do, to self-isolate. Moving too fast without the tests we need could put Michigan at risk of a second wave of infections. The most important thing right now is to listen to the experts and follow the medical science.

We are also looking at the best available evidence on the risks that different business sectors present and the steps that can be taken to mitigate those risks and protect workers. Our Safe Start Plan has been guided by the state's top public health and university experts, and is based on input from a wide range of experts, including the CEOs of major Michigan companies, labor and union leaders, and small business owners around Michigan.

We must reopen gradually and safely. By proceeding incrementally, we can evaluate the effects of our decisions. If cases start to surge, we may need to tighten up again. If the disease is contained, we can keep relaxing. The MI Safe Start Plan will re-engage our economy carefully and deliberately to avoid a second wave of infections.

This will be a long process. Our ability to move forward depends on all of us and on our collective commitment to protecting ourselves and others—whether at home, at work, or anywhere else we go. We will always put the health and safety of Michiganders first.

STAGES OF OUR RESPONSE

In Governor Whitmer's Safe Start Plan, we evaluate where the state and each of its regions are across six phases of this epidemic:

1. **Uncontrolled growth:** Increasing number of new cases every day, likely to overwhelm the health system. Only critical infrastructure remains open.
2. **Persistent spread:** Continue to see high case levels with concern about health system capacity. Only critical infrastructure remains open, with lower-risk recreational activities allowed.
3. **Flattening:** Epidemic is no longer increasing and health system capacity is sufficient for current needs. Specified lower-risk businesses can reopen given adherence to strict safety measures.
4. **Improving:** Epidemic clearly decreasing and health system capacity is strong with robust testing and contact tracing. Additional businesses can reopen given adherence to strict safety measures.
5. **Containing:** Epidemic levels are extremely low and outbreaks can be quickly contained. Health system capacity is strong with robust testing and tracing. Most businesses can reopen given adherence to strict safety measures.
6. **Post-pandemic:** Community spread is not expected to return (e.g., because of a vaccine) and the economy is fully reopened.

Assessing which phase we are in involves a comprehensive review of the facts on the ground. Guided by our experts, we are closely monitoring data that allows us to answer three questions:

A. Is the epidemic growing, flattening, or declining?

B. Does our health system have the capacity to address current needs? Can it cope with a potential surge of new cases?

C. Are our testing and tracing efforts sufficient to monitor the epidemic and control its spread?

We have also worked with our best public health experts and the business community to assess the infection risks posed by workplaces across every sector of the economy. In general, those businesses that are likely to re-open sooner are those that present lower levels of infection risk and whose work cannot be performed remotely. We have also evaluated risk mitigation strategies to minimize the chance that any infection will spread at the workplace. Within each phase, businesses may reopen in a staggered manner to ensure safety. Finally, as our understanding of this disease improves, our assessments of what is appropriate in each phase could change to match the latest scientific evidence.

We are also establishing working groups to advise the state on how we can safely re-engage child care and summer camps, as well as businesses such as restaurants and bars, travel and tourism, and entertainment venues, so that when it is safe, there are best practices established for how to partially open in a low-risk manner.

The following sections outline our approach for moving between phases as well as details on each phase of the MI Safe Start Plan.

When do we move between phases?

Guided by our public health experts, we are carefully evaluating the best available data to understand the degree of risk and readiness in Michigan. We are complementing that analysis with an understanding of the on-the-ground contextual realities. This comprehensive assessment is a critical input into whether we are prepared to move to the next phase and – just as importantly – whether the disease is surging and we need to adjust our approach.

It is crucial that we monitor the impact of each set of re-engagement activities before moving into the next phase. New transmission can take some time to become visible, and we need to understand any impact of previous re-engagement activities on new disease spread before evaluating a transition to the next stage. As we move into later phases, or if our progress stalls out, it may take longer to move from one phase to another.

Furthermore, it is important to evaluate indicators together: even though some may point to a lower level of risk, others may not. For example, if cases are declining but the health system does not have capacity to address a sudden uptick in cases, the degree of overall risk may still be high.

We will also examine whether different regions within Michigan may be at different phases. That inquiry, too, must be holistic: a region with a low rate of infection may have limited hospital capacity, for example, which puts it at relatively greater risk if an outbreak occurs. Where appropriate, however, regional tailoring makes sense for a state as large and diverse as ours.

Examples of the evidence reviewed for each of the three questions is described below:

A. Is the epidemic growing, flattening, or declining?

Evidence analyzed includes:

- **The number of new cases per million:** low levels of new cases can suggest limited continued transmission; high levels of new cases can suggest continued transmission activity.
- **Trends in new daily cases:** sustained decreases may suggest that there has not been new takeoff of the disease; increases would provide concern that there has been new takeoff.
- **% positive tests:** if testing levels are high, a low proportion of positive tests is further evidence of declining spread, and also suggests that we have a good understanding of the state of the epidemic. If there is a high proportion of positive tests, it could suggest further disease spread, or that we have a poor understanding of the true extent of the epidemic.

B. Does our health system have the capacity to address current needs as well as a potential increase, should new cases emerge?

Evidence analyzed includes:

- **Hospital capacity:** if hospitals are able to surge to accommodate a higher case load, it suggests that, if a small uptick in new cases occurred during additional re-engagement, our health system would not be overwhelmed. If hospitals are not able to surge in this way, any new case spread could threaten our health system.
- **PPE availability:** if hospitals have sufficient PPE to manage increased caseloads, it suggests health system capability to handle a small uptick in new cases.

C. Are our testing and tracing efforts sufficient to monitor the epidemic and control its spread?

Evidence analyzed includes:

- **Testing capacity:** if we are able to ensure that the individuals at risk in each re-engagement phase have access to testing when needed, we will be able to give individuals the information they need to stay safe and, at the same time, allow us to closely track the impact of re-engagement activities on our case growth. If we do not have this testing capacity, it will be harder to give our people and our decision-makers the information they need.
- **Tracing and containment effectiveness:** if we are able to quickly follow up on any newly identified cases and associated contacts, and if those individuals effectively self-isolate, we can more successfully contain any new increase in disease spread. Otherwise, transmission is likely to be higher, increasing our risk.

As new guidance continues to be provided by the CDC and other public health experts, our assessment will adjust to be continually informed by the best available science.

PHASE 1: UNCONTROLLED GROWTH

What does it look like

The number of daily new cases increases by a constant rate every day, which leads to an increasingly accelerating case curve. If a community remains in this phase for an extended period of time, healthcare facilities could quickly be overwhelmed. Because unmitigated behavior contributes to the exponential growth, communities can slow the growth rate and exit this phase by introducing social distancing practices and wearing masks when in public.

What work can we do

What do we need to do to stay safe

Businesses and organizations

Only work that is necessary to protect or sustain life will be permitted

- **Retail:** Limited to grocery stores and other critical retail (e.g., pharmacies)
- **Public Transportation:** Permitted
- **Restaurants & Bars:** Available for take-out, delivery and drive-through only
- **Manufacturing:** Critical manufacturing only
- **Construction:** Only permitted for critical infrastructure projects
- **Food & Agriculture:** Permitted
- **Offices:** Closed to all non-critical workers during this phase
- **Education & Child Care:** Remote learning in K-12 and higher educaion, child care for critical workers

Personal and social

- **Social Distancing:** In place, maintain a six-foot distance from others when outdoors / in public
- **Face coverings:** Required
- **Gatherings:** Not permitted
- **Outdoor Recreation:** Walking, hiking, biking permitted
- **Quarantine/Isolation:** Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations:** All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population

PHASE 2: PERSISTENT SPREAD

What does it look like

This phase occurs after the Uncontrolled Growth phase, but when the epidemic is still expanding in the community. There are still high case levels, but the growth rate might gradually decrease. Within this phase, the epidemic is widespread in a community and source of infection is more difficult to trace. Even though the growth rate of new cases is decreasing, high volumes of infected individuals mean that health systems could become overwhelmed, leading to higher mortality rates. During this phase, it is important to maintain social distancing practices in order to slow the spread to a level that health systems can handle as they are continuing to build capacity.

What work can we do

What do we need to do to stay safe

Businesses and organizations

Only work that is necessary to protect or sustain life will be permitted

- **Retail:** Limited to grocery stores and other critical retail (e.g., pharmacies), plus curbside or delivery for nonessential retail
- **Public Transportation:** Permitted
- **Restaurants & Bars:** Available for take-out, delivery and drive-through only
- **Manufacturing:** Critical manufacturing only
- **Construction:** Only permitted for critical infrastructure projects
- **Food & Agriculture:** Permitted
- **Offices:** Closed to all non-critical workers during this phase
- **Education & Child Care:** Remote learning in K-12 and higher education, child care for critical workers

Personal and social

- **Social Distancing:** In place, maintain a six-foot distance from other when outdoors / in public
- **Face coverings:** Required
- **Gatherings:** Not permitted
- **Outdoor Recreation:** Walking, hiking, biking permitted. Additional recreation allowed, including golfing and motorboating
- **Quarantine/Isolation:** Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations:** All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population

PHASE 3: FLATTENING

What does it look like

This phase occurs when daily new cases and deaths remain relatively constant over a time period. Often, this occurs because communities have started to use social distancing practices and transmission rates have fallen to manageable levels. Because new cases are not constantly increasing, health system capacity has time to expand to epidemic needs and is not typically overwhelmed. During this phase, testing and contact tracing efforts are ramped up statewide. To prevent each infected individual from spreading the virus unchecked, rapid case investigation, contact tracing, and containment practices are necessary within a community.

What work can we do

What do we need to do to stay safe

Businesses and organizations

Non-critical businesses that pose lower risk of infection are able to open with increased safety measures during this phase:

- **Retail:** Limited to grocery stores and other critical retail (e.g., pharmacies), plus curbside or delivery for nonessential retail
- **Public Transportation:** Permitted
- **Restaurants & Bars:** Available for take-out, delivery and drive-through only
- **Manufacturing:** Permitted with additional safety measures and guidelines
- **Construction:** Permitted with additional safety measures and guidelines
- **Food & Agriculture:** Permitted
- **Offices:** Closed to all non-critical workers
- **Education & Child Care:** Remote learning in K-12 and higher education, child care for critical workers and anyone resuming work activities
- **Outdoor work:** Permitted with additional safety measures and guidelines

Personal and social

- **Social Distancing:** In place, maintain a six-foot distance from other when outdoors / in public
- **Face coverings:** Required
- **Gatherings:** Not permitted
- **Outdoor Recreation:** Walking, hiking, biking, golfing, boating permitted
- **Quarantine/Isolation:** Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations:** All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population

PHASE 4: IMPROVING

What does it look like

This phase occurs when the number of new cases and deaths has fallen for a period of time, but overall case levels are still high. When in the Improving phase, most new outbreaks are quickly identified, traced, and contained due to robust testing infrastructure and rapid contact tracing. Health system capacity can typically handle these new outbreaks, and therefore case fatality rate does not rise above typical levels. Though a community might be in a declining phase, the overall number of infected individuals still indicate the need for distancing to stop transmission and move to the next phase.

What work can we do

What do we need to do to stay safe

Businesses and organizations

Most business and organizations will be open throughout this phase under strict safety measures. These include:

- **Retail:** Permitted with additional safety measures and guidelines (e.g., limited capacity)
- **Public Transportation:** Permitted
- **Restaurants & Bars:** Available for take-out, delivery and drive-through only
- **Manufacturing:** Permitted with additional safety measures and guidelines
- **Construction:** Permitted with additional safety measures and guidelines
- **Food & Agriculture:** Permitted
- **Offices:** Open (remote work still required where feasible)
- **Education:** Remote learning in K-12 and higher education, summer programs in small groups
- **Outdoor work:** Permitted with additional safety measures and guidelines

Personal and social

- **Social Distancing:** In place, maintain a six-foot distance from other when outdoors / in public
- **Face coverings:** Required
- **Gatherings:** Limited to small groups with social distancing
- **Outdoor Recreation:** Walking, hiking, biking, golfing, boating permitted. Activities permitted in small groups with social distancing
- **Quarantine/Isolation:** Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations:** All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population

PHASE 5: CONTAINING

What does it look like

During the Containing phase, new cases and deaths continue to decrease for an additional period of time. At this point, the number of active cases has reached a point where infection from other members of the community is less common. With widespread testing, positivity rates often fall much lower than earlier phases. Rapid case investigation, contact tracing, and containment strategies cause new cases to continue to fall. However, if distancing and other risk mitigation efforts are not continued, infections could begin to grow again because a permanent solution to the epidemic has not yet been identified.

What work can we do

What do we need to do to stay safe

Businesses and organizations

Most business and organizations will be open throughout this phase under strict safety measures

- **Retail:** Permitted with additional safety measures and guidelines (e.g., limited capacity)
- **Public Transportation:** Permitted
- **Restaurants & Bars:** Available for dine-in with additional safety measures and guidelines
- **Manufacturing:** Permitted with additional safety measures and guidelines
- **Construction:** Permitted with additional safety measures and guidelines
- **Food & Agriculture:** Permitted
- **Offices:** Open with additional safety measures and guidelines
- **Education:** Live instruction in K-12 and higher education
- **Outdoor work:** Permitted with additional safety measures and guidelines

Personal and social

- **Social Distancing:** In place, maintain a six-foot distance from other when outdoors / in public
- **Face coverings:** Required wherever possible
- **Gatherings:** Incrased but still limited-sized groups with social distancing
- **Outdoor Recreation:** All outdoor recreation allowed
- **Quarantine/Isolation:** Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations:** All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population

PHASE 6: POST-PANDEMIC

What does it look like

Reaching this phase would mean that community spread is not expected to return, because of sufficient community immunity and availability of treatment. Because of this, the number of infected individuals falls to nearly zero and the community does not typically experience this strain of the epidemic returning. All areas of the economy reopen, and gatherings of all sizes resume.

What work can we do

What do we need to do to stay safe

Businesses and organizations

All businesses and organizations open with some lasting safety requirements

Personal and social

Minimal to no lasting limitations on personal and/or social activities

CONTROLLING SPREAD IN THE WORKPLACE

There are best practices workplaces should follow, with different levels of importance depending on the industry. The proper implementation of these best practices will mitigate risk in the workplace and allow for a safe and sustained return to work. If workplaces fail to follow some or all of these guidelines, it may curb the state-wide progress toward the revitalization phase and result in a re-instating of stricter social limitations.

These best practices fall into five categories:

A. Access control: Implementing best practices to quickly identify and catalogue potential introductions of COVID-19 into the workplace

- Daily symptom diaries (mandatory questionnaires self-attesting to symptoms and contacts)
- On-site temperature checks
- Rapid diagnostic testing protocols
- Intake procedures for visitors
- Guidelines for delivery areas

B. Social distancing: Minimizing levels of close contact within the workplace to limit the spread of COVID-19 among workers

- Remote work (standards for who can work in person, social distancing guidelines for work from home)
- Restrictions on common instances of non-essential close contact (e.g., crowded conference rooms, cafeterias)
- Restriction on in-person meeting size
- Physical barriers between workspaces

C. Sanitation / Hygiene: Increasing both the frequency and vigor of common cleaning practices as well as implementing new ones to reduce the amount of time COVID-19 can live on surfaces

- Frequent disinfection / cleaning (facilities and equipment)
- Local exhaust ventilation
- HEPA filters on HVAC units
- Availability of hand-washing facilities
- Restrictions on shared tooling / machinery

D. PPE: Ensuring all employees have access to personal protective equipment to keep them from both contracting and transmitting the COVID-19 virus

- Masks to be worn whenever workers cannot consistently maintain six-feet of separation
- Gloves as necessary
- Face shields as necessary

E. Contact tracing / Isolation: Designing and imparting to employees important procedures and protocols on what occurs if an employee is suspected to have and/or diagnosed with COVID-19

- Isolation protocols
- Notification protocols (HR, first responders, government authorities)
- Investigation standards
- Facility cleaning / shutdown procedure
- Quarantine and return-to-work guidelines

BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

Baldwin Public Library Trust Meeting
Monday, May 18, 2020
Rotary Tribute & Donor Rooms
Immediately following regular Board meeting

Agenda

Call to order and establishment of a quorum

I. Consent Agenda

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

A. Approval of the April 20, 2020 minutes p. 120
B. Acceptance of the April 2020 receipts of $31,415.22 p. 122
C. Approval of the April 2020 disbursements of $5,554.79 p. 133

II. New and Miscellaneous Business

A. Transfer of money from Endowment funds for current expenditure p. 123

Motion: To transfer $55,501.44 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 $55,501.44 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.

III. General Public Comment Period

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

IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, June 15, 2020.

Motion: To adjourn the May 18 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 session pública deben ponerse en contacto con la oficina del escribano de la biblioteca en el número (248) 647-1700 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un dia antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).

BALDWIN LIBRARY BOARD MINUTES,
TRUST MEETING
April 20, 2020

1. Call to Order

The meeting, held via Zoom, was called to order by President Ashley Aidenbaum at 8:29 p.m.

Library Board present: Ashley Aidenbaum, Melissa Mark, Frank Pisano, Jim Suhay, Bob Tera, and Jennifer Wheeler.

Absent and excused: None.

Library Staff present: Doug Koschik, Director; Rebekah Craft, Associate Director; Robert Stratton, Administrative Assistant.

Friends of the Library Liaison present: None.

Contract community representatives present: None.

Members of the public present: None.

This meeting was held online, via Zoom software, due to the State-mandated stay-at-home order issued in response to the COVID-19 pandemic.

2. Consent Agenda

Motion to approve the consent agenda, which included the Trust minutes, and receipts and disbursements.
1st Mark
2nd Pisano
A roll call vote was taken.
Yeas: Aidenbaum, Mark, Pisano, Suhay, Tera, and Wheeler.
Nays: None.
Absent and excused: None.
The motion was approved unanimously.

3. New and Miscellaneous Business:

Pisano commented on the current volatility of the market, from the market high in mid-February to the downturn seen throughout March. In addition, unemployment and reduced sales tax revenue could hold further consequences for municipalities.

He noted the Finance Committee will hold a discussion in May on the proper amount to withdraw from the Trust's endowment funds this year.

4. General Public Comment Period: None.

5. Adjournment:

Motion: To adjourn the meeting.
1st Mark
2nd Wheeler
Yeas: Aidenbaum, Mark, Pisano, Suhay, Tera, and Wheeler.

Nays: None.
Absent and excused: None.
The motion was approved unanimously. The meeting was adjourned at 8:35 p.m. The next regular meeting will be on Monday, May 18, 2020.

Frank Pisano, Secretary Date

Baldwin Public Library Trust: April 2020

April receipts totaled $31,415.22. April disbursements totaled $5,554.79.

The current value of the Trust is $1,671,314.21, divided up in the following way:

Total endowment investments*	$1,038,616.95
Endowment funds distributed for use	$73,461.82
Total endowment funds	$1,112,078.77
General spendable funds	$264,828.79
Restricted funds**	$279,068.76
Naming rights for Rotary Tribute Room	$9,337.89
Naming rights for Thal Reference Desk	$6,000.00
Total non-endowment funds	$559,235.44
Total endowment funds	$1,112,078.77
Total non-endowment funds	$559,235.44
Total of all Trust funds	$1,671,314.21

* The principal of the endowment funds is $836,459.98.

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

Through April 30, 2020, fundraising efforts for the Youth Room expansion and renovation, net of expenses, resulted in $231,922.17 in receipts plus $2,800.00 in pledges, for a grand total of $234,722.17. This includes money received from all Youth Room-related events, including the 2017 and 2018 Books and Bites fundraisers.

As of April 30, 2020, the amount of money in the Trust that is undesignated stands at $314,424.76.

Receipts and donations for the Idea Lab's face shield project, described on page 26 of this month's Board packet, are listed on pages 129-133 of the packet. The list is current through April 30, 2020.

Weighted Value of Endowment Market Value over Five-Year Period:												
											Totals	
Date						**4/30/2016**	**4/30/2017**	**4/30/2018**	**4/30/2019**	**4/30/2020**		
Value at April 30 of Year						$982,764.18	$1,095,148.81	$1,157,174.14	$1,160,690.15	$1,038,566.95		
Adjustments for Donations to Endowments:												
(Add Gifts to Prior Years' Market Values)												
						$11,301.90						
						$3,410.00	$3,410.00					
						$17,600.00	$17,600.00	$17,600.00	$17,600.00			
Adjusted Values						$1,015,076.08	$1,116,158.81	$1,174,774.14	$1,178,290.15	$1,038,566.95		
Weight per Year						10%	15%	20%	25%	30%	100%	
Weighted Values						$101,507.61	$167,423.82	$234,954.83	$294,572.54	$311,570.09	$1,110,028.88	
Weighted Value of Endowment Market Value over Five-Year Period												$1,110,028.88
Calculated Maximum Possible Withdrawal (5% of Weighted Value of Endowment Market Value) ($1,110,028.88 * 0.05)												***$55,501.44***
Principal of Endowments												$836,459.98
"Principal of Endowments" Plus 5%												$878,282.98
Value of Endowment Funds on 4/30/2019 after Maximum Possible Withdrawal ($1,038,566.95 - $55.501.44)												$983,065.51
Since the calculated maximum withdrawal will still leave the endowment value above the principal plus 5% ($878,282.98), it is permissable.												
Recommended Withdrawal from the Endowment												***$55,501.44***
From the Baldwin Public Library Trust Investment Policy, last updated on 10-15-12: "It is the policy of BPLT to approve the transfer of up to 5% of its Endowment market value (so long as such transfer will not reduce the endowment below its principal amount plus 5%) at the end of each April for the following year, using a trailing five year weighted average. Such transferred funds may be used by the Library Director, consistent with the financial policies of the Library, throughout BPL's fiscal year on expenses which further BPL's mission to provide a first class library to its users. In calculating weighted average market values, the earliest market value will be given a 10 percent weighting, the second market value a 15 percent weighting, the third market value a 20 percent weighting, the fourth market period a 25 percent weighting, and the latest a 30 percent weighting. Any gifts or additional deposits received during the latest valuation year will be added to the prior four years' market values in order to be given full weight in the payout calculation."												

BALDWIN PUBLIC LIBRARY TRUST
FISCAL 2019/20
ENDOWMENT INTEREST ALLOCATION

			$ 55,501.44
		VALUE AS OF	**0.0534404**
NAME	**PURPOSE**	**APRIL 30, 2020**	**% OF VALUE**
Frances Balfour	Adult Reading	$12,683.59	677.82
Gladys E. Brooks	Large Print Books/Senior Citizens	$52,557.31	2,808.68
Jane Cameron	Adult Programs/Writers Live	$82,833.99	4,426.68
Jane Martin Clark	Baldwin Public Library	$6,341.79	338.91
Jan Coil	Baldwin Public Library	$13,187.88	704.77
Aubrey & Grace Flood	Youth Services	$6,341.79	338.91
Paul R. Francis	Staff Appreciation	$11,836.86	632.57
Friends of the Library	Library Collections	$40,587.78	2,169.03
Priscilla Goodell	Baldwin Public Library	$144,235.82	7,708.02
Emmelene Hornac	Youth Services & Adult Reading	$63,417.98	3,389.08
H. G. Johnston	Reference Collection	$7,999.97	427.52
Bob & Jean Kelly	Youth Services Programs	$12,691.32	678.23
William Kernan, Jr.	Library Collections	$31,709.02	1,694.54
Merle L. Roninger	Reference Collection	$318,134.10	17,001.22
Rosso Family Foundation	Baldwin Public Library	$12,683.61	677.82
Marion G. Sweeney	Youth Services	$13,476.60	720.19
Stephen Vartanian	Audio Visual Material	$12,683.61	677.82
Clarice G. Taylor	Professional Development	$78,235.13	4,180.92
Eric & Julie Gheen	Adult Reading Print Books	$11,814.06	631.35
Ileane Thal	Baldwin Public Library	$44,943.19	2,401.78
Judith Nix	Youth & Adult Programs	$17,405.12	930.14
MAF-Rae Dumke	Architecture Books	$11,862.10	633.92
Linne Underdown Hage Forester	Professional Development	$21,480.63	1,147.93
Richard & Mary Henne Book Fund	Adult Reading Books	$9,423.70	503.61
		$1,038,566.95	55,501.44
General			
Jane Martin Clark		$6,341.79	338.91
Jan Coil		$13,187.88	704.77
Priscilla Goodell		$144,235.82	7,708.02
Rosso Family Foundation		$12,683.61	677.82
Ileane Thal		$44,943.19	2,401.78
			11,831.29
Staff Appreciation			
Paul R. Francis		$11,836.86	632.57
Adult Department			
Frances Balfour		$12,683.59	677.82
Friends of the Library		$20,293.89	1,084.51
Eric & Julie Gheen		$11,814.06	631.35
Richard & Mary Henne		$9,423.70	503.61
Emmelene Hornac		$31,708.98	1,694.54
William Kernan, Jr.		$15,854.51	847.27
			5,439.10
Adult Large Print			
Gladys E. Brooks		$52,557.31	2,808.68
Adult Programs/Writers Live			
Jane Cameron		$82,833.99	4,426.68
Judith Nix		$8,702.56	465.07
			4,891.75
Adult AV			
Stephen Vartanian		$12,683.61	677.82
Adult Reference			
H. G. Johnston		$7,999.97	427.52
Merle L. Roninger		$318,134.10	17,001.22
			17,428.74
Adult Architecture			
MAF-Rae Dumke		$11,862.10	633.92
Youth Department			
Aubrey & Grace Flood		$6,341.79	338.91
Friends of the Library		$20,293.89	1,084.51
Bob & Jean Kelly		$12,691.32	678.23
Emmelene Hornac		$31,708.98	1,694.54
William Kernan, Jr.		$15,854.51	847.27
Marion G. Sweeney		$13,476.60	720.19
			5,363.66
Youth Programs			
Judith Nix		$8,702.56	465.07
Professional Development			
Clarice G. Taylor		$78,235.13	4,180.92
Linne Underdown Hage Forester		$21,480.63	1,147.93
			5,328.85
Total		$1,038,566.95	55,501.44

Baldwin Public Library Trust
Endowment Funds Portfolio Performance Benchmarks
As of April 30, 2020

Index	2020: YTD	2019: Entire Year
S&P 500-Equity Benchmark (75%)	- 9.85%	28.88%
Global Aggregate-Bond Benchmark (25%)	0.68%	6.63%
Blended Return of Both Benchmarks*	- 7.22%	23.32%
Baldwin Endowment Funds' Portfolio	-11.88%	20.55%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	**- 4.66%**	**-2.77%**

*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 has been 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 Chemical Bank checking and money market accounts. The breakdown of the Trust's various accounts is shown on the "Balances by Financial Institutions Report," which follows this report in the Board packet. As of April 30, 2020, the breakdown was as follows:

Raymond James Endowment Funds Account	$ 1,052,398.95
Raymond James General Funds Account	253,538.14
Chemical Bank Checking Account	352.38
Chemical Bank Money Market Account	365,024.74
Total	**$ 1,671,314.21**

Our Chemical 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 Chemical Bank money market account and are therefore safe from market fluctuation.

BALDWIN PUBLIC LIBRARY TRUST
BALANCES BY FINANCIAL INSTITUTIONS
April 30, 2020

Investment and Cash Report									
	Prior Month Balance 03/31/20	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 04/30/20
Chemical Bank Checking:									
Endowment Money	$0.00	$0.00	$0.00	$0.00	$53,459.09	$0.00			$0.00
2012 Books & Bites at Baldwin Fundraiser	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00			$0.00
2013 Books & Bites at Baldwin Fundraiser	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00			$0.00
2015 Books & Bites at Baldwin Fundraiser	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00			$0.00
2017 Books & Bites at Baldwin Fundraiser	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00			$0.00
2018 Books & Bites at Baldwin Fundraiser	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00			$0.00
2018 Youth Room Fundraising	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00			$0.00
Restricted Funds	$2,793.53	$0.00	$0.00	($64.87)	$34,625.02	$0.00			$2,858.40
Restricted Funds - Covid	$0.00	$0.00	$0.00	$4,050.66	$4,050.66	$1,461.00			($2,589.66)
Subtotal - Restricted Funds									$268.74
General Spendable Funds	$83.64	$0.00	$0.00	$1,569.00	$7,089.87	$1,569.00			$83.64
TOTAL *	$2,877.17	$0.00	$0.00	$5,554.79	$99,224.64	$3,030.00	$0.00		$352.38
Chemical Bank Money Market:									
Endowment Budgeted Funds	$74,967.71	$0.00	$5,000.00	$0.00	$0.00	$0.00	$0.00		$74,967.71
Endowment Investment Funds	$50.00	$0.00	$6,850.00	$0.00	$0.00	$0.00	$0.00		$50.00
2012 Books & Bites at Baldwin Fundraiser	$17.94	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$17.94
2013 Books & Bites at Baldwin Fundraiser	$2,154.75	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$2,154.75
2015 Books & Bites at Baldwin Fundraiser	$276.87	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$276.87
2017 Books & Bites at Baldwin Fundraiser	$22,516.82	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$22,516.82
2018 Books & Bites at Baldwin Fundraiser	$25,618.99	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$25,618.99
2018 Youth Room Fundraising	$184,575.35	$0.00	$35,750.00	$0.00	$0.00	$0.00	$0.00		$184,575.35
Ileane Thal Reference Desk	$0.00	$0.00	$6,000.00	$0.00	$0.00	$0.00	$0.00		$0.00
Restricted Funds	$13,809.91	$0.00	$20,183.28	$0.00	$0.00	$0.00	$0.00		$13,809.91
Restricted Fund - Covid	$0.00	$31,290.39	$31,290.39	$0.00	$0.00	$0.00	($1,461.00)		$29,829.39
General Spendable Funds	$12,651.18	$124.83	$6,110.21	$0.00	$0.00	$0.00	($1,569.00)		$11,207.01
TOTAL	$336,639.52	$31,415.22	$111,183.88	$0.00	$0.00	$0.00	($3,030.00)		$365,024.74
Raymond James & Associates:									
Endowment Fund Investments	$922,740.83					$0.00	$0.00	$102,681.68	$1,025,422.51
Endowment Cash	$27,492.34					$0.00	$0.00	($515.90)	$26,976.44
Sub-total Endowment Funds	$950,233.17					$0.00	$0.00	$102,165.78	$1,052,398.95
General Spendable Funds Cash	$714.22					$0.00	$0.00	$0.00	$714.22
General Spendable Mutual Funds	$238,216.35					$0.00	$0.00	$14,607.57	$252,823.92
Stock Donated for Youth Room Fundraising	$0.00					$0.00	$0.00	$0.00	$0.00
Sub-total General Spendable Funds	$238,930.57					$0.00	$0.00	$14,607.57	$253,538.14
TOTAL	$1,189,163.74					$0.00	$0.00	$116,773.35	$1,305,937.09
Total All Funds	$1,528,680.43	$31,415.22	$111,183.88	$5,554.79	$99,224.64	$3,030.00	($3,030.00)	$116,773.35	$1,671,314.21

BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT BY INDIVIDUAL FUND
APRIL 30, 2020

							CHANGE IN	
							VALUE	CURRENT
		PRINCIPAL		VALUE AS OF	2019/20	EARNINGS	JULY 1, 2019-	VALUE OF
		AMOUNT		JULY 1, 2019	DONATIONS	INCOME OUT	APRIL 30, 2020	ENDOWMENT
FUND	NAME	OF FUND	PURPOSE				(84,302.61)	INVESTMENTS
401	Frances Balfour	$10,000.00	Adult Reading	$13,691.44			($1,007.85)	$12,683.59
402	Gladys E. Brooks	$41,437.86	Large Print Books/Senior Citizens	$56,733.62			($4,176.31)	$52,557.31
403	Jane Cameron	$68,770.00	Programs	$89,764.98			($6,930.98)	$82,833.99
404	Jane Martin Clark	$5,000.00	Baldwin Public Library	$6,845.72			($503.92)	$6,341.79
405	Jan Coil	$10,500.00	Baldwin Public Library	$14,246.12			($1,058.24)	$13,187.88
406	Aubrey & Grace Flood	$5,000.00	Youth Services	$6,845.72			($503.92)	$6,341.79
407	Paul R. Francis	$10,000.00	Staff Appreciation	$12,844.71			($1,007.85)	$11,836.86
408	Friends of the Library	$32,000.00	Library Collections	$43,812.90			($3,225.12)	$40,587.78
409	Priscilla Goodell	$113,718.00	Baldwin Public Library	$155,696.89			($11,461.07)	$144,235.82
410	Emmelene Hornac	$50,000.00	Youth Services & Adult Reading	$68,457.23			($5,039.25)	$63,417.98
411	H. G. Johnston	$6,350.00	Reference Collection	$8,639.96			($639.98)	$7,999.97
412	Bob & Jean Kelly	$10,508.00	Youth Services Programs	$13,750.37			($1,059.05)	$12,691.32
413	William Kernan, Jr.	$25,000.00	Library Collections	$34,228.64			($2,519.62)	$31,709.02
414	Merle L. Roninger	$250,890.00	Reference Collection	$343,420.03			($25,285.95)	$318,134.08
415	Rosso Family Foundation	$10,000.00	Baldwin Public Library	$13,691.46			($1,007.85)	$12,683.61
416	Marion G. Sweeney	$11,100.00	Youth Services	$14,595.31			($1,118.71)	$13,476.60
417	Stephen Vartanian	$10,000.00	Audio Visual Material	$13,691.46			($1,007.85)	$12,683.61
419	Clarice G. Taylor	$59,852.76	Professional Development	$84,267.39			($6,032.26)	$78,235.13
421	Eric & Julie Gheen	$10,000.00	Adult Reading Print Books	$12,821.91			($1,007.85)	$11,814.06
422	Ileane Thal	$39,948.98	Baldwin Public Library	$48,969.45			($4,026.26)	$44,943.19
423	Judith Nix	$15,207.48	Adult & Youth Programs	$18,937.80			($1,532.69)	$17,405.12
424	MAF-Rae Dumke	$10,000.00	Architecture Books	$12,869.95			($1,007.85)	$11,862.10
425	Linne Underdown Hage Forester	$21,176.90	Professional Development	$16,014.94	$7,600.00		($2,134.31)	$21,480.63
426	Richard & Mary Henne Book Fund	$10,000.00	Adult Reading Print Books	$10,431.55			($1,007.85)	$9,423.70
		$836,459.98		$1,115,269.56	$7,600.00	$0.00	($84,302.61)	$1,038,566.95

BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
APRIL 30, 2020

		Prior Month	Current	Year to	Current	Year to			Change in	Ending
		Balance	Month	Date	Month	Date	Transfer	Transfer	Investment	Balance
Gift & Tribute Funds	**Purpose**	**03/31/20**	**Revenue**	**Revenue**	**Expense**	**Expense**	**In**	**Out**	**Value**	**04/30/20**
General Spendable Funds		$251,665.39	$124.83	$5,970.21	$1,569.00	$7,089.87	$0.00	$0.00	$14,607.57	$264,828.79
Restricted Funds:										
Memorials/Tributes		$8,261.02	$0.00	$460.00	$0.00	$308.22				$8,261.02
2012 Books & Bites at Baldwin Fundraiser		$17.94	$0.00	$0.00	$0.00	$0.00				$17.94
2013 Books & Bites at Baldwin Fundraiser		$2,154.75	$0.00	$0.00	$0.00	$0.00				$2,154.75
2015 Books & Bites at Baldwin Fundraiser		$276.87	$0.00	$0.00	$0.00	$0.00				$276.87
2017 Books & Bites at Baldwin Fundraiser		$22,516.82	$0.00	$0.00	$0.00	$0.00				$22,516.82
2018 Books & Bites at Baldwin Fundraiser		$25,618.99	$0.00	$0.00	$0.00	$0.00				$25,618.99
2018 Youth Room Fundraising		$184,575.35	$0.00	$35,750.00	$0.00	$0.00				$184,575.35
Covid Project		$0.00	$31,290.39	$0.00	$4,050.66	$4,050.66				$27,239.73
Friends	Adult Services Programs	$1,261.78	$0.00	$4,173.28	$0.00	$8,906.85				$1,261.78
	Young Adult Programs	$1,678.27	$0.00	$3,200.00	($64.87)	$6,353.32				$1,743.14
	Youth Services Programs	$3,803.65	$0.00	$7,500.00	$0.00	$15,528.64				$3,803.65
	Outreach & Equipment	$1,598.72	$0.00	$4,900.00	$0.00	$3,527.99				$1,598.72
	Sub-total Restricted	$251,764.16	$31,290.39	$55,983.28	$3,985.79	$38,675.68	$0.00	$0.00	$0.00	$279,068.76
Rotary Room Fund	Naming Rights-Principal	$7,832.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$7,832.00
	Maintenance Funds	$1,505.89	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,505.89
Ileane Thal Reference Desk		$6,000.00	$0.00	$6,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,000.00
Total Gift and Tribute Funds		$518,767.44	$31,415.22	$67,953.49	$5,554.79	$45,765.55	$0.00	$0.00	$14,607.57	$559,235.44
Endowment Funds										
Endowment Budgeted Funds	General Funds	$49,595.97	$0.00	$0.00	$0.00	$10,954.45	$0.00			$49,595.97
	Adult Large Print	$477.45	$0.00	$0.00	$0.00	$2,435.24	$0.00			$477.45
	Adult Services Department	$10,298.03	$0.00	$0.00	$0.00	$1,935.58	$0.00			$10,298.03
	Adult Audio Visual	($101.94)	$0.00	$0.00	$0.00	$754.96	$0.00			($101.94)
	Adult Reference	$1,537.16	$0.00	$0.00	$0.00	$18,103.13	$0.00			$1,537.16
	Adult Programs	$3,701.04	$0.00	$0.00	$0.00	$2,850.00	$0.00			$3,701.04
	Adult Architecture	$1,271.11	$0.00	$0.00	$0.00	$144.33	$0.00			$1,271.11
	Youth Services Department	$2,182.14	$0.00	$0.00	$0.00	$8,772.44	$0.00			$2,182.14
	Youth Programs	($120.15)	$0.00	$0.00	$0.00	$815.18	$0.00			($120.15)
	Professional Development	$497.90	$0.00	$0.00	$0.00	$5,138.03	$0.00			$497.90
	Staff Appreciation	$4,123.11	$0.00	$5,000.00	$0.00	$1,555.75	$0.00			$4,123.11
	Sub-total	$73,461.82	$0.00	$5,000.00	$0.00	$53,459.09	$0.00	$0.00		$73,461.82
Total Endowment Investments	All Funds	$936,451.17	$0.00	$6,850.00	$0.00	$0.00	$0.00	$0.00	$102,165.78	$1,038,616.95
Total Endowment Funds		$1,009,912.99	$0.00	$11,850.00	$0.00	$53,459.09	$0.00	$0.00	$102,165.78	$1,112,078.77
Total All Trust Funds		$1,528,680.43	$31,415.22	$79,803.49	$5,554.79	$99,224.64	$0.00	$0.00	$116,773.35	$1,671,314.21

TRUST RECEIPTS
April 30, 2020

Trust Money Mkt General Funds:	
Katherine Dunshee *in memory of David Dunshee*	$100.00
Less: Paypal Fee	-$3.20
Chemical Bank Interest Income	$28.03
2018 Youth Room Fundraising:	
COVID 19 Funds:	
MI State U Federal Credit Union	$1,000.00
Camille and Donald Breen	$50.00
Annette and Michael Corbin	$50.00
George and Frances Stern	$100.00
Friends of BPL	$2,320.00
Joseph and Sally Wolf	$100.00
Richard and Laura Kolehmainen	$100.00
Waterford Bank, NA	$1,000.00
Michigan Schools and Government CU	$10,000.00
Birmingham Rotary Club Endowment Fund	$4,000.00
Suzanne Lasser	$20.00
Elizabeth Tremba	$500.00
Thomas Kuslits & Betsy Reich	$250.00
Robert Gibbs	$100.00
Kalee Hoff & Mia Kysia	$219.00
Elizabeth Luckenbach	$100.00
Frank Pisano	$100.00
Andrea Roisman	$56.00
Andrew Soontharotoke	$100.00
Kathleen Ester	$25.00
Jennifer Wheeler	$56.00
Nancy Soisson	$25.00
Bethany Finnerty	$25.00
Kenneth Dilg	$25.00
Susan Hawkins	$30.00
Megan Widman	$20.00
Julie Atkinson	$10.00
Pamela MacLean	$30.00
Shawn Cezat	$20.00
Rachael Blakeslee	$20.00
Carolina Brantley	$15.00
Karen Heimke	$30.00
Gina Smerecki	$25.00
Shannon Jennings	$5.00
Melissa Dobbyn	$10.00
Jeffrey Webster	$100.00
Jenna Hawkins	$15.00
Colleen Moran	$50.00
JoAnn Smith	$50.00
Laura Chmielewski	$20.00
Cathaleen Dennis	$1.00
Halli Zalesin	$5.00
Katherine Rothley	$20.00

Katherine McGowan	$20.00
Emilia Ezeife	$5.00
Jennifer Carney	$50.00
Antonio Daguanno	$10.00
Stacy Duff	$20.00
Nilothpaul Dutta	$25.00
Christina Franco	$100.00
Anne Kabel	$25.00
Thomas and Susan Kaercher	$500.00
Denise Konchel	$25.00
Lauren Martin	$25.00
Alicia Martoia	$20.00
Melissa McDermid	$20.00
Joanne Onderko	$50.00
Jacqueline Reger	$100.00
Ken Scarpace	$100.00
Heather Sullivan	$50.00
Rosemary Weatherston	$100.00
Liz Cohan	$50.00
Catherine Cohan	$50.00
Veronica Thomas	$10.00
Stephanie Schmidt	$20.00
Karen Davis-Trzil	$20.00
Megan Novak	$25.00
Meredith Theis	$10.00
Eli Nakhleh	$20.00
John Cohan	$30.00
Ruth Lammon	$20.00
Carey Abraham	$20.00
Jeanette Aiello	$50.00
Sarah Allen	$10.00
Jessica Allen	$20.00
Catherine Barnes	$20.00
Lisa Christie	$40.00
Giselle Closet	$20.00
Kimberly Collins	$5.00
Therese Costello	$50.00
Erin Crist	$10.00
Kathleen Erb	$25.00
Jeanette Faria	$2.50
Arielle Feldhak	$25.00
Pamela Forbes	$5.00
Anne Fowler	$15.00
Angela Haig	$5.00
Paul Kleppert	$30.00
Rachel Kurcz	$50.00
Timothy Makar	$100.00
Giulia Mayerhoff	$25.00
Jane Oneil	$25.00
Jacqueline Patt	$100.00
Donetta Pedroza	$2.50
Elaine Pohl	$25.00
Emma Rollings	$100.00
Kara Rucinski	$25.00
Erin Schrader	$20.00

Lisa Schryburt	$10.00
Esther Seawell	$10.00
Jennifer Simkins	$25.00
Wayne Sweeney	$10.00
John Tafelski	$25.00
Dianna Tapio Navarro	$10.00
Laura Tinsley	$25.00
Zana Tomich	$50.00
Sarah Voeffray	$250.00
Laurie Walters	$10.00
Emily Weiner	$100.00
Lynne Zacharias	$20.00
Andrea Gorbatoff	$5.00
Julie Stein	$10.00
Neveen Awad	$100.00
Brandon Ballard	$25.00
Judith Bergers	$35.00
Michelle Caram	$2.50
Melissa Dobbyn	$170.00
Sue Elder	$100.00
Ellen Fleming	$25.00
Shannon Gatewood	$20.00
Tereze Gegaj	$150.00
David Gusho	$10.00
Kachina House	$50.00
Doug Koschik	$100.00
Melissa Mark	$500.00
Stephanie Martin	$5.00
Kimberly Mohrhauser	$50.00
Cheryl Obryant	$20.00
Eric Pehrson	$15.00
Carol Schwartz	$25.00
Lynda Snage	$25.00
Susan Arslanian	$50.00
Matthew Church	$25.00
Angela Doolin	$10.00
Dustin Hawley	$1,000.00
Emma Lawton	$10.00
Darin McKeever	$500.00
Joel Ruschman	$25.00
Suzette Shuller	$10.00
Susan Winn	$100.00
Jose Zuniga	$50.00
Lisa Samartino	$5.00
Stacy Duff	$500.00
Judith Duda	$30.00
Traci Norris	$10.00
Jennifer McArdle	$20.00
Bailey Sisoy Isgro	$25.00
Erin Strand	$50.00
Lindsey Billups	$30.00
Cynthia Wayne	$50.00
John Harper	$40.00
Sheila Brice	$100.00
Lesia Stefaniak	$50.00

Arlene Rubinstein	$50.00
Barbara Spencer	$20.00
Melissa Dobbyn	$45.00
Lauren Pinsley	$10.00
Therese Quattrociocchi-Longe	$25.00
Thomas Daguanno	$100.00
Peter Stutcher	$3,488.79
Victoria Lahar	$25.00
Kimberly Smilay	$50.00
Connie Albus	$100.00
Paypal Fees	-$422.90
Memorial Fund:	
Trust Money Mkt Endowment Fund:	
Total Receipts	**$31,415.22**

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
04/16/2020	LIBRY	5342	MISC	ALEX RINK	359.98
04/16/2020	LIBRY	5343	003904	CAPITAL ONE BANK	72.13
04/16/2020	LIBRY	5344	003746	JOHNSTON LEWIS ASSO INC	982.00
04/16/2020	LIBRY	5345	000486	PLANTE & MORAN PLLC	450.00
04/16/2020	LIBRY	5346	003904	CAPITAL ONE BANK	1,165.78
04/30/2020	LIBRY	5347	009126	AMAZON CAPITAL SERVICES INC	2,524.90

LIBRY TOTALS:

Total of 6 Checks:	5,554.79
Less 0 Void Checks:	0.00
Total of 6 Disbursements:	5,554.79