LIBRARY BOARD MEETING

JUNE 15, 2020

Ashley Aidenbaum
PRESIDENT

Melissa Mark
VICE PRESIDENT

Frank Pisano
SECRETARY

James W. Suhay
Bob Tera
Jennifer Wheeler
Doug Koschik
LIBRARY DIRECTOR
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
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
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 May 18, 2020 Board Meeting minutes.  
   B. Approval of May 2020 vendor payments in the amount of $128,777.64, including payments in excess of $6,000.  
   C. Approval of total expenses in the amount of $316,421.59.

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

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

IV. Library Report and Renovation Update
   A. Including a discussion of COVID-19 Measures 

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

p. 7  
p. 11  
p. 15  
p. 30  
p. 48  
p. 14  
p. 17  
p. 21  
p. 45
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

A. Proposed Baldwin Public Library Antiracism Statement, to be presented to the Board on June 15.
   Motion: To approve the proposed Baldwin Public Library Antiracism Statement
B. Discussion of future steps to back up the Antiracism Statement with actions

VIII. Items Removed from Consent Agenda

IX. Information Only

A. Upcoming events of interest p. 48
B. City of Birmingham Mayoral Proclamation on Social Justice p. 50
C. Baldwin Public Library Pandemic Response Plan p. 51
E. Birmingham Patch article “Baldwin Public Library Announces Reopening Plans” p. 59
F. Bona Fide Birmingham article “Hidden Gems” p. 62
G. American Libraries article “Using 3D to Make PPE” p. 65
H. LACASA – “Thank you to Nurse Cat & Friends” p. 68
I. AIA Michigan letter “Congratulations 2020 Honorary Affiliate Member Award Recipient [Doug Koschik]!” p. 70
J. American Libraries article “Reflections on Race and Racism” p. 71
L. Library Journal article “Some Thoughts on Reopening: An Open Letter to My Fellow Directors” p. 88
N. Click On Detroit article “How to get financial assistance to help your small business” p. 94
O. Downtown Publications article “Birmingham approves $86 million budget” p. 96
P. The New York Times article “Libraries Strive to Stay ‘Community Living Rooms’ as They Reopen” p. 98
Q. Library of Michigan Dispatch Newsletter “Baldwin Public Library Produced 35,000 Face Shields for Health Professionals and First Responders in Their Idea Lab” p. 104
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, July 20, 2020 at 7:30 p.m.

Motion: To adjourn the June 15 Board Meeting.

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

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta 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 día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).
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, Jennifer Wheeler; and Student Representatives Storm Stephenson and Roni Blank.

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.

1. 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.

2. Board Reports and Special Announcements:

President's report: Aidenbaum thanked Student Representatives Stephenson and Blank for attending the virtual Zoom meeting. She, along with staff and Board members, attended the Friends of the Library annual meeting on Tuesday, May 12. She stated she is grateful for the continued partnership.

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: Melissa Behrens (1 year); Nadia Bertala (3 years), H Jennings (3 years); Jody Jennings (1 year); Denise Konchel (18 years); Sophia McFadden-Keesling (1 year); Briana Ratchford (1 year); and Robbie Terman (2 years).
Upcoming events of interest: Craft reported upcoming events at the Library, full details of which can be found on pages 32 – 33 of the May Board packet. These events will be held virtually, as physical-presence Library programs have been canceled for the time being.

3. Board Committee Reports

Finance Committee:

Tera reported that the Finance Committee held a Zoom conference on Monday, May 11 with Ron Carpenter from Raymond James. First, the Committee recommended that the Library Board transfer $55,501.44 from the Library's Trust Endowment Funds. Then Carpenter recommended that certain Trust investments and equities be liquidated and that these cash assets be moved into stable money market accounts because of the volatility of the stock market. Full details of these financial movements can be found on page 14 of the May Board packet.

The FY 2019-2020 budget continues to track well after ten months.

Discussed also were the upcoming millage renewal elections for the City of Bloomfield Hills in August and the Village of Beverly Hills in November.

The next meeting of the Finance Committee will take place on Monday, June 8, 2020 at 4:30 p.m. It will be held via Zoom.

Building Committee:

Suhay reported that construction on the Youth Room expansion resumed on May 7. Contractors are currently finishing off the drywall. Painting will start on May 19. Restroom renovation is targeted to be complete by the end of May. Overall, construction has been delayed by around six weeks due to the shutdown.

Suhay referenced a detailed timeline prepared by The Dailey Company: physical construction of the building will be finished by the start of July; landscaping will start in June; and the entire project will be finished by the start of August. Library Design Associates (LDA) will deliver carpet, furniture, and stored Library books in June and July.

Once renovations are completed and staff has made adjustments to the arrangement of materials on the shelving, the Library will open the Youth Room to the public, but because of the pandemic, there will be no grand-opening ceremony.

The Construction Committee last met on Tuesday, April 29, via Zoom, to discuss the selection of terrace furniture for the Youth terrace and garden. The Committee reviewed the proposed terrace furniture and selected the Traverse chair with the Catena base table with solid Steelhead top. It also examined garden bench options, reviewed the merits of backless versus backed benches, and discussed which colors would be aesthetically pleasing for this location. The original plan prepared by LZG (Luckenbach Ziegelman Gardner) called for benches without backs. The Committee is gathering more information and will discuss this issue further at a working session on May 29.

The next meeting of the Construction Committee will take place on Friday, May 29 at 9:00 a.m. The next meeting to discuss outdoor furniture will take place on Friday, May 29, immediately following the Construction Committee meeting.

4. Library Report and Discussion of COVID 19 Measures:

Koschik discussed the Library’s statistical dashboard, found on page 20 of the May Board packet. Most statistical indicators are—not surprisingly—low due to the Library being closed. Digital resource indicators
remain positive, however. A Birmingham City budget hearing will occur on Saturday, June 6, and Koschik will present the Library's proposed FY 2020-2021 budget.

The Idea Lab's Face Shield initiative, with production support from Farmington Hills molding/injection specialist PolyFlex, has so far produced in excess of 35,000 shields, which have been provided at no cost to local fire departments, police departments, hospitals, medical staff, and senior centers. As PPE supply reaches a stable point, the Idea Lab is reaching out to all Birmingham City Departments, Next, the Community House, and local businesses throughout the Birmingham Shopping District and Chamber of Commerce. Organizations in the contract communities will also be contacted. The initiative has garnered approximately $40,000 in donations.

Craft reported the decision to cancel the Books & Bites 2020 fall fundraiser. The possibility of a 2021 fundraiser will be discussed in spring 2021.

Craft continues to collaborate with Michelle Hollo on marketing material. The full report can be found on page 23 of the May Board packet. The June issue of Learn.Connect.Discover will be sent out at the end of May.

Adult and Youth librarians are engaging in online workshops to further their professional skills. They are also taking webinars on Midwest Tape's updated purchasing interface. Youth Services continues to hold virtual story times. Both departments are planning virtual summer reading programs and are planning ahead for the 2021 Birbery program and the 2021 Battle of the Books.

**Discussion of COVID-19 Measures:**

Koschik presented a detailed six-phase reopening plan to Staff and the Board prior to this meeting. The Library is currently in Level 6, in which it remains closed to staff and the public, with most employees working from home. At Level 5, the Library will once again accept returns of materials, and staff will work staggered shifts within the building. 22,000 items are currently checked out with due dates set for August 1, 2020. In Level 4, curbside delivery will be offered, with porch delivery a possibility. In Level 3 ('Grab and Go'), the Library will reopen in a limited way to the public, with total building capacity reduced; patrons will be allowed to search for materials, check them out, and then leave. In Level 2, social distancing and cautionary sanitation measures will remain in effect while allowing patrons to stay within the Library for longer periods of time, in order to read, study, and use computers. Level 1 will be a post-pandemic state of normal operations, with precautions learned from the COVID-19 situation being implemented.

Beginning in Level 5, the Rotary Room, Donor Room, and Jeanne Lloyd Board Room will be used for staff workspace, with room rentals not being offered at this time.

A modified Code of Conduct was presented to the Board for review.

**Motion to approve the modified Code of Conduct, which adds the following statement to the list of behaviors that are not acceptable in the Library: “Failure to follow City of Birmingham, Oakland County Health Department, State of Michigan, and Centers for Disease Control and Prevention infectious disease control guidelines in order to lessen the spread of COVID-19, as posted on the Library entrance.”**

1st Wheeler
2nd Aidenbaum

Yeas: Aidenbaum, Mark, Pisano, Suhay, Tera, and Wheeler.
Nays: None.
Absent and excused: None.
The motion was approved unanimously.
Koschik will present an updated leave policy to Library staff on Wednesday, May 20, during an all-staff virtual meeting. This update will bring the Library's compensation and leave plan in line with the current pandemic policy for City of Birmingham employees.

5. **Liaisons**

**Friends** (Ryndee Carney):

Carney noted the Friends of the Library Annual Meeting occurred on Tuesday, May 12, via Zoom. The Friends of the Library plan on hosting continued virtual meetings throughout the summer.

**Beverly Hills:** There was no report.

**Bloomfield Hills:** There was no report.

6. **Unfinished Business:** None.

7. **New & Miscellaneous Business:** None.

8. **Items Removed from Consent Agenda:** None.

9. **Information Only:** See pages 33 - 115 of the May Board packet.

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

11. **Adjournment:**

   **Motion to adjourn the meeting.**

   1st Tera
   2nd Mark

   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 9:12 p.m. The next regular meeting is scheduled for Monday, June 15, 2020 at 7:30 p.m.
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<td>THE DAILEY COMPANY</td>
<td>79,478.10</td>
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Total: 128,777.64

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
June Finance Committee Report

The Baldwin Public Library Board’s Finance Committee met via a Zoom virtual meeting on Monday, June 8, at 4:30 p.m. Present were Frank Pisano, Bob Tera, Jim Suhay, Doug Koschik, and Rebekah Craft.

• Koschik gave an update on the FY 2019-20 budget. Both revenues and expenditures were down in May, compared to April, because of the Library’s closure. Koschik expects the Library to underspend its budget this year due to the long-term closure for COVID-19. Personnel expenses will, however, be higher than budgeted due to increases in health care costs. Supplies may also be over budget this year.
• Koschik updated the Committee on funds kept in the Trust which were raised for the Youth Room project.
• Pisano reported on the Investment Committee meeting he attended on June 4.
• Koschik presented the Library’s budget at the City of Birmingham’s public budget hearing on June 6, which was held via Zoom.
• The next meeting of the Finance Committee will take place on Monday, July 13, 2020, at 4:30 p.m. The meeting may be held via a Zoom virtual meeting if the Governor extends the executive order allowing virtual meetings.
This report references the Revenue and Expense Report 2019-20, found on the following page. At 91.67% of the way through fiscal year 2019-2020, the Library has spent 78.1% of its budget and received 89.8% of its revenue. By this point of the year, the Library was budgeted to have spent 79.0% of its budget and to have received 90.0% of its revenue.

Payments were made to The Dailey Company ($79,478.10) for the Youth Room Renovation, Overdrive ($15,339.16) for electronic materials and Midwest Tape ($6,813.01) for Hoopla.

**Vendor payments in excess of $6,000:**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Amount</th>
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<tbody>
<tr>
<td>The Dailey Company</td>
<td>$79,478.10</td>
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<tr>
<td>Overdrive</td>
<td>$15,339.16</td>
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<td>Midwest Tape</td>
<td>$6,813.01</td>
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<td><strong>Total vendor payments in excess of $6,000</strong></td>
<td><strong>$101,630.27</strong></td>
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| Balance of vendor payments less than $6,000 | **$27,147.37** |
| **Total vendor payments** | **$128,777.64** |

**City of Birmingham allocations:**

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**Reconciling adjustments:**

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**Total expenses for the month**                             **$316,421.59**
## Baldwin Public Library

### Revenue and Expense Report 2019-20

**May 2020**

11th Month

91.67% of the year

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<th>Revenues</th>
<th>Approved 2019-20 Budget</th>
<th>Current Month Budget May 2020</th>
<th>Current Month Actual May 2020</th>
<th>Variance For Month</th>
<th>Y-T-D Budget 2019-20</th>
<th>Y-T-D Actual 2019-20</th>
<th>Variance For Y-T-D</th>
<th>% Received/Spent</th>
<th>Prior year Y-T-D 2018-19</th>
<th>% Received/Spent Prior Y-T-D</th>
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<td>$0</td>
<td>$3,385,950</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>$4,533,580</td>
<td>$9,808</td>
<td>$3,048</td>
<td>($6,760)</td>
<td>$4,080,454</td>
<td>$4,071,607</td>
<td>($8,847)</td>
<td>89.8%</td>
<td>$4,127,643</td>
<td>94.8%</td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Approved 2019-20 Budget</th>
<th>Current Month Budget May 2020</th>
<th>Current Month Actual May 2020</th>
<th>Variance For Month</th>
<th>Y-T-D Budget 2019-20</th>
<th>Y-T-D Actual 2019-20</th>
<th>Variance For Y-T-D</th>
<th>% Received/Spent</th>
<th>Prior year Y-T-D 2018-19</th>
<th>% Received/Spent Prior Y-T-D</th>
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</thead>
<tbody>
<tr>
<td><strong>Personnel Services</strong></td>
<td>$2,374,870</td>
<td>$170,500</td>
<td>$178,155</td>
<td>$7,655</td>
<td>$2,083,000</td>
<td>$2,155,866</td>
<td>$72,866</td>
<td>90.8%</td>
<td>$1,944,409</td>
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<td><strong>Supplies</strong></td>
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<td>$5,000</td>
<td>$5,815</td>
<td>$815</td>
<td>$91,000</td>
<td>$90,055</td>
<td>($9,45)</td>
<td>93.8%</td>
<td>$82,110</td>
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<td><strong>Contracted Services</strong></td>
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<td>$30,000</td>
<td>$21,244</td>
<td>($8,756)</td>
<td>$322,000</td>
<td>$264,564</td>
<td>($57,436)</td>
<td>69.0%</td>
<td>$386,825</td>
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<tr>
<td><strong>Technology &amp; Maintenance</strong></td>
<td>$123,500</td>
<td>$10,000</td>
<td>$643</td>
<td>($9,357)</td>
<td>$110,000</td>
<td>$113,016</td>
<td>$3,016</td>
<td>91.5%</td>
<td>$175,549</td>
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<tr>
<td><strong>Utilities</strong></td>
<td>$10,200</td>
<td>$10,000</td>
<td>$0</td>
<td>($10,000)</td>
<td>$88,200</td>
<td>$68,676</td>
<td>($19,524)</td>
<td>67.3%</td>
<td>$76,470</td>
<td>76.1%</td>
</tr>
<tr>
<td><strong>Other Charges</strong></td>
<td>$75,770</td>
<td>$5,000</td>
<td>$511</td>
<td>($4,489)</td>
<td>$70,500</td>
<td>$65,130</td>
<td>($5,370)</td>
<td>86.0%</td>
<td>$60,873</td>
<td>92.0%</td>
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<tr>
<td><strong>Building Improvements &amp; Furnishings</strong></td>
<td>$2,408,000</td>
<td>$100,000</td>
<td>$79,598</td>
<td>($20,402)</td>
<td>$1,601,000</td>
<td>$1,572,463</td>
<td>($28,537)</td>
<td>65.3%</td>
<td>$20,618</td>
<td>169.0%</td>
</tr>
<tr>
<td><strong>Collections</strong></td>
<td>$647,010</td>
<td>$35,000</td>
<td>$30,454</td>
<td>($4,546)</td>
<td>$540,000</td>
<td>$519,212</td>
<td>($20,788)</td>
<td>80.2%</td>
<td>$522,773</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>$6,216,750</td>
<td>$365,500</td>
<td>$316,422</td>
<td>($49,078)</td>
<td>$4,905,700</td>
<td>$4,848,992</td>
<td>($56,718)</td>
<td>78.1%</td>
<td>$3,455,189</td>
<td>92.6%</td>
</tr>
</tbody>
</table>

### Variance

**Funds Balance - Beginning of Year**

($1,677,170)

**Funds Balance - Current**

$1,961,960

**Funds Balance - Current**

$1,184,585

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.
Meeting Agenda

project  BPL Youth Services – Renovation/Addition

date/time  May 29, 2020 / 9:00 a.m.

location  ZOOM

Meeting #  BPL: D. Koschik, R. Craft, S. Klimmek

Present

Board: M. Mark, F. Pisano, J. Suhay

City: B. Johnson, M. Morad

LZG: R. Ziegelman, J. Gardner, K. Swanson

LDA: K. Haning

Dailey: D. Bernard, P. Danko, D. Myers

Discussion

We will continue with Zoom meetings until further notice. The next meeting will be held on Monday, June 8, at 2:00 p.m. All future meetings will be held on Mondays at 1:30 p.m.

Project Schedule:

- **Building Construction** – The interior work should wrap up by July 4. In the next few weeks, painting, millwork, lighting installation, and flooring will be completed. Plumbing will be turned on in the bathrooms next Tuesday, and Saber will clean the bathrooms on Wednesday. The temporary wall should come down in the next week or so.

- **Landscape** - Exterior work will begin June 8. Landscaping will probably continue through July. Gardner is waiting on samples of landscape pavers from The Dailey Company and landscape contractor.

- **FFE** – Carpet installation will begin the week of June 8. Once enough flooring is laid, shelving installation can begin. All flooring should be complete by June 17. Haning would like to have the canopy installed before the carpeting so that the carpet inlay on the floor can be lined up with the canopy. Once the flooring is installed in the aquarium service closet, the aquarium can be delivered. Craft will have the Demco furniture delivered the week of June 15.

- **Ceiling Color Samples**

The group viewed the three color samples and chose the color Lime Rickey (Sherwin Williams) for the ceiling inset.

- **Curtain Wall Shades Update**

Swanson and Haning viewed the shade samples from the manufacturer, and LZG decided to place the shade housing in line with the Birkerts addition bronze band. Suhay requested that BPL staff and Board members view the shade housing at this position before making a final decision. Meyers will hold up the shade housing for a photo so that committee members can see how it looks from the inside and outside. After the blinds are installed, the space for the louvers will be measured and the louvers will be ordered. Swanson is waiting on a fabric sample for the blind fabric.

- **Flooring**

Forbo flooring samples have arrived. One portion of the Story Room flooring will consist of inset “piano keys” of different colors of Forbo. Unfortunately, the gray Forbo has turned out to be too brownish in color. LDA’s flooring contractor is getting in touch with the manufacturer to see what other colors are in stock which would fit better with the design.

- **Shop Drawings & Submittals Update**

LZG is awaiting new paver options for the garden. Mark suggested waiting until the garden is installed before deciding whether or not to add pavers. She noted that the pavers may be hazardous to young children.
Bronze Band Paint
The Committee approved change order request #25, in the amount of $552, to hand paint above the reglet on the soffit with sidewall heads, along the exterior curtain wall.

Partial Wall and Glass above Staff Office
A design modification was suggested by LZG which involves extending the reglet on the top of the partial wall sill separating the Staff Office from the main Youth Room. The initial $5,000 quote from The Dailey Company was too high. Dailey believes the millwork company can come up with a solution for less money. The Committee will discuss this matter further when additional quotes come in.

Next meetings via Zoom:
Monday, June 8 at 2:00 PM
Monday, June 15 at 1:30 PM
Monday, June 22 at 1:30 PM

BPL Landscape Committee & Staff (Koschik, Craft, Klimmek, Mark, Pisano, Suhay, Gardner) met via Zoom after the Construction Committee working session.

The Committee viewed various furniture options and selected the following items. It was decided to order two sets of tables and chairs for the terrace, instead of three, because of the tightness of the space and the need to social distance. A third set can be ordered in the future if desirable. Craft will place the order with Landscape Forms once Gardner approves the final color selections.

- **Benches**
  Qty. 2: Neoliviano with backs (69”)
  Qty. 1: Neoliviano without back (59”)
  Color: Exterior Jarrah (no finish), Aluminum

- **Umbrella**
  2 Equinox, plain edge
  Color: Logo Red, Marine Grade C 4666-6066

- **Tables**
  Qty. 2: Tables, Catena freestanding base, Catena circular top (36”)
  Color: Metallic Silver

- **Chairs**
  Qty. 8: Traverse Chair, perforated metal, armless
  Color: Metallic Silver
Construction Committee Working Session Notes

project: BPL Youth Services – Renovation / Addition
date: June 8, 2020, 2:00 – 3:30 p.m.
location: Virtual Zoom Meeting
attending: Baldwin Public Library (BPL): D. Koschik, S. Klimmek, R. Craft
Phase 2 Construction Committee: F. Pisano, M. Mark, J. Suhay
City of Birmingham (City): B. Johnson, M. Morad
Luckenbach Ziegelman Gardner (LZG): K. Swanson, J. Gardner

Project Schedule Update

• From Dailey: This week, Dailey will be hanging wood grill slats, skim coating walls, and continuing to paint. Landscaping will begin on Tuesday with the installation of the retaining block wall. Millwork installation continues. The bathrooms are complete and were final-cleaned on Friday. The ADA operator buttons and signs still need to be installed outside the restrooms.
• From LDA: Flooring will be completed by next week. Shelving and books will begin returning on Monday. LDA is waiting for a sample of the charcoal-gray-shade swatch from the blinds company. When the sample is approved, it will take 3-4 weeks to manufacture and install. Baldwin agreed to pay for two additional months of materials storage fees required because of delays in the project due to COVID-19.

Shades and Story Room Louver Update

• When the shades are installed, the story room louvers will be ordered.
• Karen will provide BPL with a rendering of the shades, and the Building Committee will meet at 11 a.m. on Tuesday to view the blinds casing from outside the Library at the south side of the building.
• The louver has arrived at BPL. LZG requested that Dailey install the unit next to the limestone band on the south side of the building. Meyers stated that the unit will be installed as soon as the drywall along the fascia is completed.

Landscape Benches & Furniture

• LZG is waiting on sample paver stones and should have the final selections this week.
• We are waiting on wooden bench color selections before placing the terrace furniture order.

Exterior Courtyard Column Cover

• LZG is exploring exterior courtyard column covers. Ideally, the cover would be a 9” or 10” column cover in a bronze anodized finish (bronze aluminum). We don’t have a price estimate yet for this cover. It will be an extra cost since the courtyard column wasn’t found until after the start of construction.
Project Observations

- Koschik will update the budget spreadsheet and send it to the Building Committee this week.
- LZG will review the fire suppression piping paint schematic.
- There is an issue with men’s restroom mirror. Something needs to be done to the left portion of the mirror to prevent passersby from seeing around the corner and into the urinal area.

The next working session will be held on Monday, June 15 at 1:30 p.m. via a Zoom virtual meeting.
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: May 2020

<table>
<thead>
<tr>
<th></th>
<th>Current Month</th>
<th>This month last year</th>
<th>Current FYTD</th>
<th>Previous FYTD</th>
<th>FY 19-20 End of Q3 Target</th>
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</thead>
<tbody>
<tr>
<td><strong>Financials</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Revenues</td>
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<td>$32,737</td>
<td>$4,071,607</td>
<td>$4,127,643</td>
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<td>Expenses</td>
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<td>Circ (Charges &amp; Renewals)</td>
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<td>45,559</td>
<td>434,540</td>
<td>488,971</td>
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<td>Self-Check Usage</td>
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<td>19.5%</td>
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<td>20.0%</td>
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<tr>
<td>% of Circ by Residents*</td>
<td>99.6%</td>
<td>92.0%</td>
<td>92.3%</td>
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<td>92.0%</td>
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<td>% of Circ by Non-Residents</td>
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<td><strong>Interlibrary Loans</strong></td>
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<td>Items borrowed</td>
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<td>512</td>
<td>8,864</td>
<td>8,485</td>
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<td>Items loaned</td>
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<td>7,087</td>
<td>8,544</td>
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<td><strong>Technology Usage</strong></td>
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<td>Database Sessions</td>
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<td>Public Computer Usage</td>
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<td>Wireless Sessions</td>
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<td><strong>Program Attendance</strong></td>
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<td></td>
<td></td>
<td></td>
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<td>Adults</td>
<td>100</td>
<td>395</td>
<td>3,543</td>
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<td># of Programs for Adults</td>
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<td>20</td>
<td>226</td>
<td>256</td>
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<tr>
<td>Teens</td>
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<td>835</td>
<td>896</td>
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<td># of Programs for Teens</td>
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<td>13</td>
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<td>125</td>
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<td>Youth</td>
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<td># of Programs for Youth</td>
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<td>554</td>
<td>606</td>
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<td>Computer Classes</td>
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<td>306</td>
<td>398</td>
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<td># of Computer Programs</td>
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<td>9</td>
<td>80</td>
<td>93</td>
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<td>Online Video Views</td>
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<td>2,271</td>
<td>428</td>
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<td>Idea Lab Certifications</td>
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<td>-</td>
<td>140</td>
<td>36</td>
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<td>Idea Lab Visits</td>
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<td>2,215</td>
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<td><strong>Total Program Attendance</strong></td>
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<td>4,329</td>
<td>28,160</td>
<td>34,153</td>
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<td><strong>Total # of Programs</strong></td>
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<td>113</td>
<td>912</td>
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<td>Outreach Attendance</td>
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<tr>
<td># of Outreach Programs</td>
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<td></td>
<td>144</td>
<td></td>
<td></td>
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<tr>
<td><strong>Gate Count</strong></td>
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<td>194,481</td>
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<td>2,179</td>
<td>2,832</td>
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<td><strong>Social Media</strong></td>
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<td>Website Hits/Pageviews</td>
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<td>e-Newsletter Subscribers</td>
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<td>11626</td>
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<td>Facebook Page Likes</td>
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<td>2443</td>
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<td>Twitter Followers</td>
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<td>40</td>
<td>67</td>
<td>1530</td>
<td>1089</td>
<td>1300</td>
</tr>
</tbody>
</table>

*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.

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22
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 May 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.

Baldwin Public Library Reopening Phases

COVID-19 Response

On June 4, the following communication about the Library’s reopening plan was distributed via social media, an email to all patrons with email addresses on file, and a notice on the website.

BPL introduces its phased reopening plan

Having received input from staff members, health departments, and other local public libraries, the Baldwin Public Library has decided on a re-opening plan:
Level 5: Staff Only BPL
On Monday, June 8, the Baldwin Public Library will begin its phased reopening plan by accepting the return of checked-out materials. As we process and quarantine a large volume of items, please allow up to seven days for items to show as returned on your library account. Fines are not accruing on items at this time. All items checked out before March 15 are due August 1, 2020. Both the curbside drop box and the entry-level return box will be open for returns.

Level 4: Curbside BPL
Beginning Monday, June 15, curbside pickup will be available to patrons at the following times:
• Monday to Thursday: 11:00 a.m. – 7:00 p.m.
• Friday & Saturday: 9:30 a.m. – 5:30 p.m.
You can request items online or on the phone, and then call or text when you arrive at the Library. Staff will deliver your items to the sidewalk. Telephone and e-mail reference service will be available.

Level 3: Grab and Go BPL
Starting on Monday, July 6, the public will be allowed into the building for short periods of time, with masks and social distancing required. Aisles between the stacks will be one-way. Regular Library hours will resume. There will be a 30-minute time limit at public computers. Curbside delivery will continue.

Level 2: Six-Foot BPL
The start date is still to be determined. There will be a 60-minute time limit at public computers. The photocopier, fax, and scanner will be available, as will study rooms. Proctoring will become available again, and the book sale table in the lobby will be open for business.

Level 1: An Even Better BPL
The start date is still to be determined. All library services will resume, including in-person programs. Room rentals will be available, and donations to the Friends of the Library book sale will be accepted.

Frequently asked questions

When will the Library reopen?
• The Library will reopen in phases beginning on Monday, June 8. The current Executive Orders in effect from the State of Michigan allow libraries and museums to reopen on June 8, 2020 (Executive Order 2020-110), subject to the rules governing retail stores described in Executive Order 2020-97 or any order that may follow from it.
What does “reopen in phases” mean?

- The Library has developed a reopening plan which entails bringing back different aspects of our services in phases, in order to ensure the safety of our staff members and patrons. The first phase will begin on Monday, June 8, when staff members are allowed to report to the building again, at which time we will begin accepting returns and providing telephone and email reference services.

The second phase will begin on Monday, June 15 when we remain closed to the public, but will add curbside pickup service.

On Monday, July 6, we will reopen to the public with our ‘grab and go’ stage, where people will be able to enter the building for short periods of time, provided they adhere to physical distancing and other related public health guidance.

View the full Pandemic Response Plan.

Why won’t the building just open normally?

- The Library will adhere to all local, state and federal health and safety guidance in order to mitigate the spread of the coronavirus and maintain a safe working environment for our staff members and our patrons. Unfortunately, this means that we cannot provide services in the same way that we did before the pandemic. The safety of our community is our top priority.

Who developed this plan?

- The Library Director, Associate Director, and Management Team developed the reopening plan with feedback and input from the Library staff members and the Library Board. It is in line with the way other area libraries are handling their reopening as well.

Will returned materials be quarantined/sanitized before recirculation?

- All returned materials will be quarantined for a period of 72 hours before being recirculated to subsequent patrons. We will not individually sanitize every time that is returned to the Library. The Institute of Library and Museum Services is conducting a study on the length of time COVID-19 remains on surfaces. When the results of this study are released in mid-June, we will adjust our guidelines to meet best practices, where required. (IMLS COVID-19 Research Announcement)

When will MeL or interlibrary loan be available?

- MeLCat lending and borrowing will be restored when 75-80% of participating libraries are open.

ILL will be available to patrons when MeLCat lending and borrowing is restored.

What precautions will the Library take to protect patrons (and staff members) who are inside the building?

- Staff members will respond to a health checklist when reporting to work each day, and ill staff members will not be allowed to enter the building.
Patrons who are experiencing symptoms of coronavirus will be asked not to visit the Library.

All staff members will wear masks and/or face shields when interacting with the public. Patrons will also be asked to wear masks when inside the building and wash or sanitize hands upon entering the building.

All staff members and patrons will observe 6 feet of physical distance from other people while inside the building.

High-touch surfaces, including door handles, handrails, elevator buttons, etc., will be cleaned with increased frequency.

Aisles and entries will be made one-way, using stanchions and signage to direct traffic as necessary.

Plexiglass sneeze guards have been installed at all public services desks.

Some seating will be removed or moved to ensure 6 feet of space between patrons.

All programming will be conducted virtually until further notice.

I have questions, concerns, or comments about this plan. With whom can I speak further about it?

You may contact Library Director Doug Koschik by email at doug.koschik@baldwinlib.org, or by phone at 248-554-4681, to share your thoughts about the plan. You may also virtually attend the public Library Board meeting, scheduled for Monday, June 15, at 7:30 p.m. (View meeting notice)

The Library’s management team developed a six-phase reopening plan, which is modeled on a plan authored by staff at the Clinton Macomb Public Library. The current plan can be found on pages 51-54 of the June Board packet.

Library Administration has also prepared a COVID-19 leave policy, which is in sync with the policy that the City of Birmingham has established.

Finally, the Library Board approved a revision of the Library’s Code of Conduct on May 18. That will enable Administration to enforce appropriate personal protection equipment (PPE) and social distancing requirements for staff and the public.

**COVID-19 Staff Return to Work Training and Documentation**

As Library staff return to the building beginning on Monday, June 15, the Library has developed the following communication, which complies with the Michigan OSHA Guidance for Retail Industry, Libraries & Museums. This information, including the Baldwin Public Library – COVID19 Preparedness and Response Plan, can be found at www.baldwinlib.org/documentation. All staff must read through the information, watch the training video, and sign the digital acknowledgement plan before returning to work.
COVID-19 site supervisors and Employee COVID-19 Training

- Site supervisor: Rebekah Craft
  - Managers are responsible for ensuring compliance with this plan. Each Manager shall appoint one or more worksite supervisors to implement, monitor, and report to them on the COVID-19 control strategies contained in this plan. The supervisor shall remain on-site at all times when employees are present, and an on-site employee may be designated to perform in this role. Managers shall provide the names of their respective worksite supervisors to the Associate Director.
- Employees must watch this video before returning to work: https://www.railslibraries.info/events/181992?fbclid=IwAR1ooH8cQnGeGtqhFlqZPnlQ6Qxj6sYL8kvXGRnPZvGSZt1Wyl8gMU6Y

Daily Entry Self-Screening Protocol

- Please enter and the building at the first floor loading dock door. The self-screening temperature station is located inside the door. You must fill out two surveys per day. Once when you arrive for your shift and then a second time when you leave the workplace for the day. Your survey will be kept on file in Administration and is not subject to FOIA requests. View the daily screening questionnaire.
- To take your temperature, place the thermometer 1" from the center of your forehead and click the purple button. You will hear a beep and then your temperature will be listed on the thermometer’s screen. Please sanitize your hands before and after touching the thermometer.
- If your temperature is 100.4 degrees F or greater, you cannot be admitted to the building and are directed to return home and immediately contact your Department Head.
- To return to work, you need to be free of all symptoms and 10 days from the first onset of symptoms. The last 3 days before returning to work, you must be fever free without being on any fever reducing medication.
- If you have had close contact with someone who is DIAGNOSED with COVID-19, you cannot return to work until after 14 days of self-quarantine.
- Failure to adhere to the COVID-19 screening protocols may result in progressive discipline up to and including termination.

Social distancing requirements

- Ground markings will be placed at 6 feet intervals outside each entrance and in front of each service desk.
- Signs encouraging social distancing will be placed throughout the building, including in stairwells, at public service desks, in study rooms, at elevator entrances, and in Library stacks.
- Library aisles will be one-way and vinyl signs will be placed on the carpeting to encourage patrons and staff to follow right of ways.
- Plexiglass barriers will be placed at all service desks.
**Use of non-medical face coverings & face shields**

- A box of washable, foam, non-medical face coverings and non-medical paper face masks have been placed at each entrance for use by staff.
- When a distance of 3 feet cannot be maintained, the Library will provide face shields for use.
- Cloth face coverings are not N95 respirators or surgical masks.
- Face coverings shall be worn in stairwells, restrooms, and on Library property while entering and exiting buildings (e.g. building entrance, check-in station). Face coverings are also required in any shared spaces where 6 feet or more of physical distancing cannot be maintained. This section does not apply to individuals who are unable to medically tolerate face coverings.

**Cleaning and disinfection protocols**

- High touch points will be cleaned at increased frequency. These include door handles, railings, light switches, restroom partitions, and hand sanitizer dispensers.
- Employees are responsible for cleaning their work areas twice per day with cleaning chemicals provided by the Library. (Clorox wipes or bleach water with paper towel)
- Hand sanitizer has been placed at all service desks, in all staff offices, and on stands in high-traffic areas around the Library.

**Library Re-Opening**

Baldwin began accepting returned materials on Monday, June 8. In the first four days, approximately 3,700 items were returned. All materials are being quarantined for 72 hours before being shelved. The checking-in and shelving of these items is proving to be quite a considerable undertaking for staff, and books are currently scattered throughout the building.

Patrons have placed about 800 holds, which they can begin picking up when curbside delivery begins on Monday, June 15.

The public will be allowed into the building for the first time on Monday, July 6.

**Summer Reading 2020**

Baldwin Summer Reading has a new look this year, thanks to the Beanstack program. Beanstack is a website that allows us to create custom reading challenges in a completely virtual format. Readers earn badges, points, and rewards as they work their way through the Summer Reading Challenges created by staff. Baldwin has four Summer Reading challenges: one for babies through Kindergarten, one for Grades 1 through 6, one for Teens in Grades 6 to 12, and one for adults. Stephanie Klimmek held multiple virtual training sessions for permanent Youth and Adult Services staff. Baldwin Summer Reading starts June 12 and runs through August 8. We will be able to use Beanstack for other reading challenges as well, including our 1000 Books before Kindergarten program.
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 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 presented the Library’s proposed FY 2020-2021 budget to the City Commission at its public budget hearing on Saturday, June 6. The City Commission approved the budget on June 8.

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

Robert Stratton has compiled and distributed the Library’s four monthly eNewsletters (Adult Events, Teen Events, Youth Events, and Library Board News).

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

• Celebrate Summer Reading at the Baldwin Library

Normally, Baldwin mails out four print issues of the Learn.Connect.Discover newsletter each year. Due to the COVID-19 pandemic, staff switched the format of the newsletter to a monthly digital newsletter, which allows the librarians to be more nimble with programming. At the end of May, a digital copy of the newsletter was emailed to every Baldwin patron with an email address on file. Additionally, 450 print copies of the newsletter were mailed to current patrons who do not have an email address on file. Staff are now working on planning July programs and Michelle Hollo is designing the July 2020 issue. We will continue issuing monthly digital issues of the newsletter until the Library reaches Level 1 of its Pandemic Response Plan.

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
• Social Distancing Signs
• Curbside Pickup Graphics

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
37 volunteer hours were utilized in the month of May.

Communications with Staff
Virtual all-staff meetings were held on May 20, May 27, June 3, and June 10 to discuss the Library’s reopening plan.

Staff Updates
Debra Gantz, Substitute Youth Librarian, will reach 18 years of service on June 17.
Daniel O’Brien, Page, reached 19 years of service on June 12.
Katie Rothley, Substitute Adult Librarian, reached 6 years of service on June 9.
Donna Smith, Youth Services Librarian, will reach 17 years of service on June 30.
Matthew Weerakoon, Idea Lab Assistant, will reach 2 years of service on June 27.

AIA Michigan Award Given to Doug Koschik
Library Director Doug Koschik has been selected to receive the 2020 Honorary Affiliate award from the American Institute of Architects, Michigan. The award will be presented on Friday, September 18, at the Masonic Temple in Detroit.

From Maria Williams, Head of Adult Services:
In May the Adult Services librarians delivered a range of engaging virtual programs for patrons:
• The Library’s book clubs each met virtually, including the Great Books Discussion group, with a number of new participants in several clubs.
• The Library continued to provide titles to its home delivery patrons, many of whom were especially isolated during the Stay at Home order. We received a number of notes and voicemails expressing appreciation for this service.
• Teen Services Librarian Elisabeth Phou hosted a successful financial aid workshop with Oakland University, which was attended by 30 people.
• H Jennings, Ethan Cronkite, Jeff Jimison, and Syntha Green are continuing production on a new podcast called “The BPL Ppl,” which will launch in June.
• Mick Howey, Vicki Sower, H Jennings, and Megan Novak each presented on Facebook Live as part of the new series, "Friday Five @ 5," sharing five items of interest to help patrons get their weekends started.

• Maria Williams hosted two author interviews live on the Library's Instagram account. On May 12, local novelist Michael Zadoorian discussed his newest novel, *The Narcissism of Small Differences*. On May 26 former Michigan Notable Book author and two-time James Beard Award finalist Lisa Ludwinski spoke about the Sister Pie bakery and its plans for the future. More than 360 people viewed these two events live.

Also in May the Adult Services librarians continued working on professional development and new skills development. Some of the training sessions they took included:

• Beanstack training with Zoobean and Stephanie Klimmek, in preparation for hosting Summer Reading on a brand new platform this year
• Webinars on virtual programming development and delivery from ALA, Novelist, MLA, and others
• Technical training on Zoom, Instagram, Adobe Creative Suite products and more via Lynda.com
• Readers Advisory presentations from Novelist, Penguin Random House, Booklist, and others
• Webinars related to the COVID-19 pandemic from Demco, MLA, IMLS and others
• Attendance at BYA, miYouth, and TLN meetings
• Weekly Adult Services staff meetings
• Weekly All Staff meetings

*From Stephanie Klimmek, Head of Youth Services:*

Here are some ways Youth Services staff have been at work in the month of May to serve the public despite not having access to the Library building:

• Monitoring and responding to their emails and the Youth Reference email.
• Staff have continued professional development training by watching webinars and tutorials on diverse books, books to promote social justice, how to be aware of your internal bias, upcoming book releases, and summer reading programming.
• Some programs have been facilitated via Zoom. Susan hosted Books & Bagels and Mother/Daughter. Rosemary hosted two Kids Library Society meetings.
• 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, Rosemary, Syntha, and Caroline 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 Stephanie, Caroline, Cathy, Donna, Rosemary, Susan, and Terry.
• Cathy has attended the virtual TLN Youth Services meetings and Syntha has attended the MiYouth virtual meetings.
• All Youth staff participated in creating a Spider on the Floor video and a Summer Reading promotional video. Rosemary and Rebekah created a virtual historical tour video for the BPS second graders since their yearly field trip was cancelled.
• Staff continue to create carts of physical materials to order after the librarian opens.
• Staff 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. There have been 60 requests in the month of May.
• Staff continue to read children’s books to stay current on reader’s advisory and review titles for the Battle and Birbery programs. Battle books for fall were chosen even though the format of Battle is up in the air.
• Caroline continues to monitor the Story Book Trail in Beverly Park. She assembled and installed the June book, Love Your World by Todd Parr.
• Staff contribute to social media content by emailing Rebekah potential articles and websites.
• Rosemary and Stephanie updated the Youth website to feature the current remote and virtual programs offered by Youth staff.
• Syntha has continued to work on a BPL Podcast with staff members in Adult Services.
• Susan has continued to email the Book Scavengers participants every other week with a printable scavenger hunt they can do at home.

Community Relationships and Partnerships

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

City of Birmingham
Koschik has attended weekly City of Birmingham staff meetings. Craft attended one in Koschik’s absence. 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 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 attended the FOL June meeting on June 9, which was held via Zoom.

**Birmingham Public Schools**
Baldwin Youth Librarians produced two videos that were shared with BPS elementary students. The first video features Rosemary Retford and shares how the Baldwin Library started, Martha Baldwin’s legacy, and a visual tour of Baldwin’s 1927 building. This is a replacement for the second-grade historical tours that the librarians host each spring.  
(Read Video.)

The second video the Youth librarians collaborated on is a Summer Reading promotional video that features a Baldwin newscast, several special reports, and a visit from Goldilocks and the Big, Bad, Wolf.  
(Read Video.)

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**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.*

**Polaris Integrated Library System Upgrade**
On Thursday, June 11 Baldwin upgraded its Integrated Library System, Polaris, from version 6.3 to 6.5. Upgrading prior to reopening allowed us to take our systems offline while minimizing the impact on the public. One important new feature is the integration of Outreach Services into Leap, the web-based platform we use to check items out to patrons. This will allow our staff to more easily register new home delivery patrons and manage existing ones from any internet-connected device - including from outside of the library. With version 6.5, staff now also have the ability to register a patron’s preferred name or nickname, in addition to their legal name. Versions 6.4 and 6.5 also include numerous smaller updates and enhancements that will increase the efficiency of staff workflows.

**Idea Lab Update from Jeff Jimison**
As the library begins to re-open, I'm pleased to provide you with this update on Idea Lab activity.
As you've no doubt heard, The Idea Lab has been producing protective face shields since the beginning of the COVID-19 crisis. Our operations have slowed somewhat, thanks to the fact that supply chains for local medical systems have restarted- local hospitals are, for the most part, now able to secure PPE through their usual channels, and are no longer relying on donations to meet their needs. Once we determined that the immediate need for emergency medical PPE had been met, we began searching for other avenues to distribute our face shields. Numerous shields have since been donated to local business and governments, including several City of Birmingham departments. After requests from Birmingham departments slowed, we offered our shields to BPL staff and their families. Sturdy injection-molded face shields were supplied to BPL, enough for all employees working in the building. And more than 200 of our 3D-printed shields were donated to BPL staff/friends/families for their personal use. We continue to receive and fulfill requests for PPE, including a large order for 1,000 shields to be sent to Arizona to aid the Native American communities there. (Special thanks to H. Jennings for discovering this need, and fielding this special request!)

After our lengthy closure, The Idea Lab will be offering services and programming to the public once again. Very soon, we will be accepting 3D Print Requests through our online form, and patrons can retrieve their prints via curbside pickup. In the coming weeks we will be hosting online “Lab Hours” wherein patrons can chat with Idea Lab experts about anything that suits their fancy- a way for us to virtually recreate the experience of visiting The Idea Lab. We'll offer advice, answer maker-related questions, or just “chew the fat” with whomever chooses to pay us a virtual visit! Another upcoming program will be an online livestream of our CR-10 printer rebuild, wherein we will be broadcasting the fascinating process of converting our largest 3D printer from an “H-bot” to a “Core-XY” machine. This series of livestreams will be of particular fascination to anyone with an interest in 3D printing, and will delve deep into the science and engineering behind these magnificent machines.

Thanks for reading! Check in next month for further updates on The Idea Lab.

**Furniture Cleaning**
On May 29, all upholstered furniture in the building was professionally cleaned. This cleaning is performed once per year.

**Window Cleaning**
All library windows and interior glass partitions, excluding those in the Youth Room, will be cleaned inside and out on Thursday, June 18. This cleaning is performed once per year.

**Youth Room Expansion & Renovation**
Work continues on the Youth Room project. The interior portion of the project is expected to be complete by July 6. The exterior landscaping will be completed later in the summer. The bathrooms on the main floor are now open for the staff (and, eventually, the public) to use.
Below, and on the following pages, are photos showing the progress that has been made in the Youth Room since construction started up again on May 7.

Lighting and wood ceiling panels have been installed throughout the space.

Millwork cabinetry installations have begun. The cabinets shown on the left of this photo will surround the aquarium and become a display area for new books. The space above the cabinets will be a tackboard to display program posters.
The 8’ freshwater aquarium will be placed between the display shelves. A utility closet with a sink and floor drain has been added.

The raised ceiling around perimeter of the Youth Room has been painted green to match the carpeting.
The temporary wall between the Youth Room and the rest of the Library was removed on June 4.

Wood-slat ceiling panels were installed.
View of the Youth Room from inside the Grand Hall

View of the Grand Hall from the Youth Room, next to future terrace door.
You can now see straight through to Shain Park when standing in the Birkerts Addition.

View looking toward future computer area and reference desk
This spot along the northern part of the Youth Room overlooks Shain Park and will hold study tables and lounge seating.

This spot along the eastern part of the Youth Room overlooks Shain Park and will hold study tables and lounge seating.
View of the new play area.

Carpet detail in the Play Area. There will be a semi-circle wooden shelf around this circle and a large red canopy will hang above the circle to create a cozy reading and play spot.
View of the Circulation Office work counter. Frosted panels will be placed behind the panes of glass to obscure the cinder block wall.

View of the Youth workroom counter and shelving.
Carpet detailing between the reference desk (to be placed on the left) and the play area (on the right).

View inside the new coat and stroller room.
Landscape construction began on June 10. The first steps are installing a brick retaining wall along the exterior of the Youth Room, along Bates St.
## Baldwin Public Library: Friends Funds
### May 2020 Expenditures

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<th>Expenditure</th>
<th>Total</th>
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<td>Adult Services</td>
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<tr>
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<td></td>
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<tr>
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<td><strong>Total Expenditures</strong></td>
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### May 2020 Balances

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<td><strong>$8,407.29</strong></td>
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</table>

**May Book Sale Proceeds**

- **$0.00**

Submitted by Rebekah Craft on June 11, 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.

Bedtime Tales: Sounds of Summer
Wednesday, June 17 – All Day
Don't forget to wear your pajamas for this virtual edition of our evening family story time. Register and we'll send you all the details when it's ready to view.

Virtual Teen Pop Culture Trivia
Thursday, June 18 from 4:00 to 5:00 p.m.
Grab your favorite snacks and play virtual Kahoot! trivia with other teens on Zoom. Registration required. Zoom link will be sent to those who register. Grades 6-12

Virtual Kids Library Society - Grades 3 to 5
Thursday, June 18 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.

Virtual Mother/Daughter Book Club - Grades 4 to 6
Friday, June 19 from 7:00 to 8:00 p.m.
Email Ms. Susan at susan.dion@baldwinlib.org if you are interested in learning more about our virtual book club for girls in grades 4 to 6 and their moms.

Fairy Tale Photo Challenge
Friday, June 19 – All Day
Do you have what it takes to recreate scenes from fairy tales using objects from around your home? Register and we'll send you all the details on Friday, June 19.
Friday Five at Five on Facebook Live!

Fridays 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!

- June 19 – Mick recommends five great nonfiction books
- June 26 - Sarah feels the love for five romance novels
- July 10 – Maria shares five big books she’s always meant to read
- July 17 – Caroline reveals her top five sports movies

Build a Website

Saturday, June 20 from 2:00 to 3:15 p.m.
Create a basic website for yourself or for your business in this three-session class. Registration required. 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. In this class, we will:
- Build a multi-page website from scratch.
- Cover the UI of the website builder.
- Create links to other pages on the site and to other websites.
- Edit and resize photos.
- Create a favicon.
- Embed video using HTML code.
- Have fun.

Google Slides: An Alternative to PowerPoint

Thursday, June 25 from 7:00 to 8:15 p.m.
Create and share an online slideshow with Google Slides, a solid alternative to PowerPoint. Registration required. 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.

Summer STEM Challenge Boats

Friday, June 26 – All Day
All you need is your competitive spirit and some common household items to complete this month’s challenge. Register and we’ll send you the complete rules and details on Friday, June 26.

Stuffed Animal Sleepover Safari

Monday, June 29 – All Day
Just because we can’t be together doesn’t mean we won’t have the annual Stuffed Animal Sleepover. This year, the stuffed animals are sleeping at your place! Grab your stuffed friends for some silly stuffed fun!
Proclamation

ON SOCIAL INJUSTICE

WHEREAS, the death of George Floyd, an African American man, by the hands of police officers of the Minneapolis Police Department while in custody, leaves all persons shocked, appalled and infuriated by police misconduct, and

WHEREAS, the actions and in-actions of those officers were a disgrace to the law enforcement community, and were so egregious that the people of the United States of America have taken to protests and demonstrations throughout the nation to confront the issues of racial discrimination inequality and misconduct by police, and

WHEREAS, it is incumbent upon every person in this country to take a stand against racism, discrimination, misconduct, and violence, and send a clear message that those behaviors have no place in a civilized society; and

WHEREAS, our thoughts and prayers are with all those affected, especially the families and friends; by the social injustices that have occurred, and

WHEREAS, all people must condemn and refuse to tolerate racism, injustice and violence of any kind toward any person and that all people must work together to build a future that ensures fairness, respect, dignity, security, and justice for all, now

THEREFORE BE IT RESOLVED that I, Pierre Boutros, Mayor for the City of Birmingham, proclaim the condemnation of the killing of George Floyd, and further condemn all forms of misconduct, racism, and discrimination, and we set forth our commitment to work for a more just society that provides safety, opportunity, and equality under the law for all those in America, irrespective of race, religion, ethnic origin, or sexual orientation.

On behalf of the City of Birmingham this 5th day of June, 2020.

Pierre Boutros, Mayor
### Pandemic Response: Pandemic Response Levels of Service

**Date:** 6/4/2020  
To be Updated by Administration on an As-Needed Basis

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<th>Level</th>
<th>Virtual Only</th>
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</tr>
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</table>

**Priorities:**
1. Protect the safety and health of our staff, volunteers and customers.
2. As community service, sustain Library operations to the fullest extent possible.
3. Communicate clearly, factually, and frequently.

**Safety guidelines/exec. orders:**

- Stay at home
- Social distancing at 6+
- Gathering/capacity limits
- Face masks in enclosed areas
- Temperature check
- COVID-19 testing

**Supplies required to operate:**

- TP, Soap, Paper Towel
- Hand sanitizer
- Disposable gloves
- Disinfectant wipes
- Disinfectant spray
- Face masks or shields
- Touch free thermometers

**People allowed in building:**

- Library staff by appointment, as authorized
- Delivery/service personnel by appointment, as authorized
- Cleaning staff
- Volunteers - Friends
- Volunteers - general
- General public

**Staff shared spaces:**

- Workrooms
- Lounges
- Restrooms

**Public access to spaces:**

- Stacks
- General Seating
- Idea Lab
- Computer Lab
- Quiet Study Rooms
- Study Carrels
- Harry Allen Room
- Claudia Ireland Room
- Story Room
- Restrooms
- Board Room
<table>
<thead>
<tr>
<th>Pandemic Response:</th>
<th>LEVEL 6</th>
<th>LEVEL 5</th>
<th>LEVEL 4</th>
<th>LEVEL 3</th>
<th>LEVEL 2</th>
<th>LEVEL 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Virtual Only</td>
<td>Staff Only</td>
<td>Minimal Public Contact</td>
<td>Precautionary Public Contact</td>
<td>Full Service</td>
<td></td>
</tr>
<tr>
<td>Jeanne L. Loyd Room</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Rotary Room</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Lower Level</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>access to Family Restroom only</td>
<td>access to Family Restroom only</td>
<td>n/a</td>
</tr>
<tr>
<td>Digital Sign</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>cleaned twice per day</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library cards</td>
<td>issued to residents via webform with normal expiration date. Verification of employment/address via email</td>
<td>issued to residents via webform with normal expiration date. Verification of employment/address via email</td>
<td>phone, voicemail, email, webforms, service desks with social distancing and sneeze guards</td>
<td>phone, voicemail, email, webforms, service desks with social distancing and sneeze guards</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Reference/Readers Advisory</td>
<td>voicemail, email, webforms</td>
<td>phone, voicemail, email, webforms</td>
<td>For holds and on request. Available to anyone. Hot Picks are requestable and can be loaned to reciprocal patrons at no fee.</td>
<td>For holds and on request. Available to anyone. Hot Picks are requestable and can be loaned to reciprocal patrons at no fee.</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Curbside Delivery</td>
<td>n/a</td>
<td>n/a</td>
<td>For holds and on request. Available to anyone. Hot Picks are requestable and can be loaned to reciprocal patrons at no fee.</td>
<td>For holds and on request. Available to anyone. Hot Picks are requestable and can be loaned to reciprocal patrons at no fee.</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Technology Assistance</td>
<td>voicemail, email, webforms</td>
<td>phone, voicemail, email, webforms</td>
<td>phone, voicemail, email, webforms, service desks with social distancing and sneeze guards, no handling of patron-owned devices</td>
<td>phone, voicemail, email, webforms, service desks with social distancing and sneeze guards, no handling of patron-owned devices</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>3D Printing</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Exam proctoring</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Outreach</td>
<td>voicemail, email, virtual programs, home delivery</td>
<td>phone, voicemail, email, virtual programs, home delivery</td>
<td>phone, voicemail, email, virtual programs, home delivery</td>
<td>phone, voicemail, email, virtual programs, home delivery</td>
<td>virtual whenever practical + ü</td>
<td></td>
</tr>
<tr>
<td>Public computers</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>minimal quantity, 30-minute time limit</td>
<td>limited quantity, 60-minute time limit, by appointment only?, social distancing</td>
<td>n/a</td>
</tr>
<tr>
<td>WIFI</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Printing</td>
<td>n/a</td>
<td>n/a</td>
<td>Patrons may use PrinterOn and pick up print jobs via Curbside Pickup. Accounts will be charged printing fees.</td>
<td>Patrons may use PrinterOn and pick up print jobs via Curbside Pickup. Accounts will be charged printing fees.</td>
<td>Patrons may use PrinterOn and pick up print jobs via Curbside Pickup. Accounts will be charged printing fees.</td>
<td>n/a</td>
</tr>
<tr>
<td>Copier, fax, scanner</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>with wipedown schedule and sign suggesting handwashing after use</td>
<td>n/a</td>
</tr>
<tr>
<td>OPAC</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>with wipedown schedule</td>
<td>n/a</td>
</tr>
<tr>
<td>Youth tablets</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Cash handling</td>
<td>online only</td>
<td>online only</td>
<td>online only</td>
<td>online only</td>
<td>online only</td>
<td>online only</td>
</tr>
<tr>
<td>Vending machines</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Materials:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acquisitions</td>
<td>digital, orders placed with suspended delivery</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Weeding</td>
<td>digital only</td>
<td>confirm storage capacity, social distancing</td>
<td>confirm storage capacity, social distancing</td>
<td>confirm storage capacity, social distancing</td>
<td>confirm storage capacity, social distancing</td>
<td>n/a</td>
</tr>
<tr>
<td>Returns</td>
<td>not allowed</td>
<td>72 hours</td>
<td>72 hours</td>
<td>72 hours</td>
<td>72 hours</td>
<td>72 hours</td>
</tr>
<tr>
<td>Fines</td>
<td>waived within reason, check payments may be mailed</td>
<td>waived within reason, check payments may be mailed</td>
<td>waived within reason, check payments may be mailed</td>
<td>waived within reason, check payments may be mailed, credit card payment accepted</td>
<td>waived within reason, check payments may be mailed, credit card payment accepted</td>
<td>n/a</td>
</tr>
<tr>
<td>Holds</td>
<td>holds lists frozen, new holds may be placed</td>
<td>holds lists frozen, new holds may be placed</td>
<td>holds lists frozen, new holds may be placed</td>
<td>holds lists frozen, new holds may be placed</td>
<td>holds lists frozen, new holds may be placed</td>
<td>n/a</td>
</tr>
<tr>
<td>Checkout method</td>
<td>digital only</td>
<td>digital, staff</td>
<td>digital, staff</td>
<td>digital, staff</td>
<td>digital, staff</td>
<td>digital, staff</td>
</tr>
<tr>
<td>Shelving, shelf reading, etc.</td>
<td>n/a</td>
<td>n/a</td>
<td>social distancing, low use times or when closed</td>
<td>social distancing, low use times or when closed</td>
<td>social distancing, low use times or when closed</td>
<td>n/a</td>
</tr>
<tr>
<td>Magazines and newspapers</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**To be Updated by Administration on an As-Needed Basis**
<table>
<thead>
<tr>
<th>Pandemic Response Levels of Service</th>
<th>Precautionary Public Contact</th>
<th>Minimal Public Contact</th>
<th>Full Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL 1</strong></td>
<td>virtual only</td>
<td>virtual whenever practical</td>
<td>full service</td>
</tr>
<tr>
<td><strong>LEVEL 2</strong></td>
<td>virtual only</td>
<td>virtual only</td>
<td>full service</td>
</tr>
<tr>
<td><strong>LEVEL 3</strong></td>
<td>virtual only</td>
<td>virtual only</td>
<td>full service</td>
</tr>
<tr>
<td><strong>LEVEL 4</strong></td>
<td>virtual only</td>
<td>virtual only</td>
<td>full service</td>
</tr>
<tr>
<td><strong>LEVEL 5</strong></td>
<td>virtual only</td>
<td>virtual only</td>
<td>full service</td>
</tr>
<tr>
<td><strong>LEVEL 6</strong></td>
<td>virtual only</td>
<td>virtual only</td>
<td>full service</td>
</tr>
<tr>
<td>Pandemic Response:</td>
<td>LEVEL 6 Virtual Only</td>
<td>LEVEL 5 Staff Only</td>
<td>LEVEL 4 No Direct Public Contact</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------</td>
<td>--------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Cleaning regimen:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff areas</td>
<td>library staff per guidelines</td>
<td>cleaning staff with an emphasis on staff areas</td>
<td>cleaning staff with an emphasis on staff areas</td>
</tr>
<tr>
<td>Public areas</td>
<td>Cleaning staff will perform deep cleaning</td>
<td>Cleaning staff will perform deep cleaning</td>
<td>cleaning staff will clean as needed</td>
</tr>
<tr>
<td>In case of positive COVID-19 case reported by staff member or patron</td>
<td>building closed for 24 hours followed by professional cleaning and disinfecting</td>
<td>building closed for 24 hours followed by professional cleaning and disinfecting</td>
<td>building closed for 24 hours followed by professional cleaning and disinfecting</td>
</tr>
<tr>
<td>Staffing:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Method of working</td>
<td>teleworking, critical onsite functions only</td>
<td>limited teleworking as authorized, rotating shifts to facilitate social distancing and any capacity limits</td>
<td>very flexible although coverage required to provide full hours of service and to ensure safety in minimum and maximum number of employees working at a time</td>
</tr>
<tr>
<td>Work schedule</td>
<td>completely flexible other than being available to attend virtual/meetings</td>
<td>very flexible to ensure safety in minimum and maximum number of employees working at a time</td>
<td>very flexible although coverage required to provide full hours of service and to ensure safety in minimum and maximum number of employees working at a time</td>
</tr>
<tr>
<td>Productivity expectations</td>
<td>trust staff to do their best with available resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compensation</td>
<td>full compensation for all staff for hours scheduled to work</td>
<td>Pay only for hours worked. Staff allowed to take time off with permission of supervisor. Ill staff must staff home.</td>
<td></td>
</tr>
<tr>
<td>In case of positive COVID-19 report by staff member</td>
<td>employees working in close contact (6') for prolonged periods should follow CDC guidelines to self isolate or quarantine</td>
<td>employees working in close contact (6') for prolonged periods should follow CDC guidelines to self isolate or quarantine</td>
<td>employees working in close contact (6') for prolonged periods should follow CDC guidelines to self isolate or quarantine</td>
</tr>
</tbody>
</table>


*" denotes standard operating procedures.
WELCOME TO VIRTUAL BALDWIN!

June, July, and August are normally the busiest months of the year at the Baldwin Library, with summer reading programs for children, teens, and adults bringing thousands of people into the building. Sadly, large gatherings like that are impossible this year because of the COVID-19 pandemic, but Baldwin’s librarians have developed a wide array of quality virtual programs and book clubs for everyone to participate in. Please take a look at our offerings on the next two pages.

While the Library currently remains closed to the public, staff members are responding to reference questions submitted via e-mail and telephone. They are also making sure that all library accounts remain active, so that people can take advantage of the Library’s many online resources, which you can find listed at https://www.baldwinlib.org/use-the-baldwin-public-library-home/

All due dates have been extended until four weeks after the Library physically re-opens, and all fines are being waived. In the meantime, we are requesting that you keep all your Baldwin Library materials at home.

When the Library does re-open, it will do so in stages. First, it will allow you to return Library materials, which will be checked in and quarantined for a period. Next, the Library will resume curbside delivery, which means that you will be able to request materials, and staff will deliver your requests to the sidewalk for you to pick up. At a later date, you will be allowed to visit the Library briefly to browse the stacks and pick up materials. And then, at some point, you will be allowed to sit and read in the building and also use the public computers, but only on a limited basis and with the proper social distancing.

Throughout these various stages, Library staff will use all reasonable safety precautions and will request that the public do the same.

Finally, construction on the Library’s Youth Room expansion had to be suspended for several weeks because of the shutdown, but it has now resumed. We anticipate that the Youth Room construction and refurbishment will be complete by August.

Doug Koschik
Library Director
doug.koschik@baldwinlib.org 248-554-4681
SUMMER PROGRAMS FOR CHILDREN

IMAGINE YOUR STORY: SUMMER READING PROGRAM

BPL’S YOUTH SUMMER READING program will be VIRTUAL this summer and will run from JUNE 12 TO AUGUST 8. Visit WWW.BALDWINLIB.ORG/SUMMER-READING to register or contact Youth Services at youth.reference@baldwinlib.org or 248-554-4670. Thank you to the Friends of the Baldwin Public Library for sponsoring this year’s program!

HERE’S HOW IT WORKS:
Complete up to thirty activities at home. When you complete fifteen activities, you will earn a free book. When you complete all thirty activities, you will be entered to win one of three great prize baskets.

Community Goal: Help us help others! For every activity you complete, we’ll donate a dime to Forgotten Harvest. We hope as a community to collectively complete 5,000 activities to raise $500 to help feed those in need.

Would you or your child like to receive a letter from a Baldwin Librarian? We would love to write you one! Fill out the online form at www.baldwinlib.org/letters and a librarian will joyfully write you or your child a letter.

WEEKLY STORY TIMES

VISIT OUR STORY TIME PAGE AT BALDWINLIB.ORG/STORYTIME FOR OUR DAILY OFFERINGS.

YOUTH CLUBS

BOOK SCAVENGERS: DIY HOME EDITION
Do you miss Ms. Susan’s Library Scavenger Hunts? We do too! Fill out this online form and Ms. Susan will email you a do-it-yourself home scavenger hunt every other Tuesday.

VIRTUAL KIDS LIBRARY SOCIETY GRADES 3 TO 5
THURSDAY, JUNE 4 AND JUNE 18 AT 7:00 P.M.
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.reford@baldwinlib.org to attend.

MOMS BOOK CLUB
WEDNESDAY, JUNE 17 AT 7:00 P.M.
Email Cathy at cathy.gimby@baldwinlib.org if you are interested in learning more about our virtual book club for moms.

VIRTUAL MOTHER/DAUGHTER GRADES 4 TO 6
FRIDAY, JUNE 19 AT 7:00 P.M.
Email Ms. Susan at susan.dion@baldwinlib.org if you are interested in learning more about our virtual book club for girls in grades 4 to 6 and their moms.

VIRTUAL SUMMER PROGRAMS

TO VIRTUALLY ATTEND THE FOLLOWING PROGRAMS, VISIT WWW.BALDWINLIB.ORG/CALENDAR TO REGISTER AND SEE ALL THE PROGRAM DETAILS.

BEDTIME TALES: SOUNDS OF SUMMER
WEDNESDAY, JUNE 17
Don’t forget to wear your pajamas for this virtual edition of our evening story time.

FAIRY TALE PHOTO CHALLENGE
FRIDAY, JUNE 19
Do you have what it takes to recreate scenes from fairy tales using objects from around your home?

BOOK BUG BOOK CLUB GRADES 1 TO 2
MONDAY, JUNE 22
Keep your reading skills sharp over the summer as we read great books and share fun activities that you can do at home!

SUMMER STEM CHALLENGE: BOATS
FRIDAY, JUNE 26
All you need is your competitive spirit and some common household items to complete this month’s challenge.

STUFFED ANIMAL SLEEPOVER SAFARI
MONDAY, JUNE 29
Just because we can’t be together doesn’t mean we won’t have the annual Stuffed Animal Sleepover. This year, the stuffed animals are sleeping at your place! Grab your stuffed friends for some silly stuffed fun!

SUMMER PROGRAMS FOR TEENS

VIRTUAL TEEN BOOK CLUB GRADES 7 TO 12
THURSDAY, JUNE 11 AT 7:00 P.M.

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.

SUMMER READING PROGRAM

BPL’S TEEN SUMMER READING program will be VIRTUAL this summer and will run from JUNE 12 TO AUGUST 8. Visit WWW.BALDWINLIB.ORG/SUMMER-READING to register or contact the Adult Services department at adult.reference@baldwinlib.org or 248-554-4650 to sign up. Thank you to the Friends of the Baldwin Public Library for sponsoring this year’s program!

PLAY ANIMAL CROSSING ONLINE WITH BPL STAFF ALL AGES
THURSDAY, JUNE 4 FROM 4:00 TO 5:00 P.M
Are you looking for new islands to explore on Animal Crossing: New Horizons? BPL staff are ready to open the gates at their island airports, for one hour, to welcome patrons!

Registration required. Dode code will be sent to people who register.

VIRTUAL TEEN TRIVIA GRADES 6 TO 12
THURSDAY, JUNE 18 AT 4:00 P.M
Grab your favorite snacks and play virtual Kahoot! trivia with other teens on Zoom!

Registration required. Zoom link will be sent to people who register.

TEEN FLASH FICTION WRITING CONTEST GRADES 6 TO 12
Stories will be judged in two different categories: grades 6-8 and grades 9-12.
One grand prize of a $50 Amazon gift card will be awarded to a winner from each age bracket. The contest will be judged by librarians. Entries will be accepted through August 31. See baldwinlib.org/teen for more details regarding rules and entry instructions. Winning stories will be featured on our website.
SUMMER PROGRAMS FOR ADULTS

SUMMER READING PROGRAM

BPL’s ADULT SUMMER READING program will be VIRTUAL this summer and will run from JUNE 12 TO AUGUST 8. Visit WWW.BALDWINLIB.ORG/SUMMER-READING to register or contact the Adult Services department at adult.reference@baldwinlib.org or 248-554-4650 to sign up. Thank you to the Friends of the Baldwin Public Library for sponsoring this year’s program!

LIBRARIAN RECOMMENDED READS

Miss getting reading suggestions from your BPL librarians? Complete the information on the form at www.baldwinlib.org/bookpicks and we will email you personalized recommendations!

INTRO TO EBOOKS

TUESDAY, JUNE 2 AT 7:00 P.M.
Stay in and read ebooks from the Library, we will show you how in this live virtual class. Valid BPL card and registration required.

GOOD SUMMER READS, WITH SARAH

WEDNESDAY, JUNE 10 AT 7:00 P.M.
Adult Services Librarian Sarah will highlight some forthcoming books to read this summer, and even a few that may have been missed this Spring, in this fun virtual book talk. Registration required.

COMPUTER CLASSES

REGISTER ONLINE AT WWW.BALDWINLIB.ORG/CALENDAR AND YOU WILL RECEIVE A LINK TO JOIN THE ZOOM MEETING.

START A BLOG

WEDNESDAY, JUNE 3 AT 7:00 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.

EMAIL BASICS: GMAIL

SATURDAY, JUNE 6 AT 2:00 P.M.
Email like a pro. In this single session class, learn how to set up an email account, send attachments and much more.

MICROSOFT WORD: AN INTRODUCTION

TUESDAY, JUNE 9 AT 2:00 P.M.
Learn the fundamentals of word processing with Microsoft Word.

BUILD A WEBSITE

SATURDAY, JUNE 13 & 20 AT 2:00 P.M.
Create a basic website for yourself or for your business in this two-session class.

GOOGLE DOCS: AN ALTERNATIVE TO MICROSOFT WORD

TUESDAY, JUNE 16 AT 2:00 P.M.
Learn about Google Docs: a powerful alternative to Microsoft Word.

Google Slides: An Alternative to Microsoft PowerPoint

THURSDAY, JUNE 25 AT 7:00 P.M.
Create and share an online slideshow with Google Slides, a solid alternative to PowerPoint.

INSTAGRAM LIVE WITH ROBERT W. FIESELER

TUESDAY, JUNE 9 AT 7:00 P.M.
BPL’s Head of Adult Services chats live on Instagram with the award-winning writer Robert W. Fieseler, author of Tinderbox: The Untold Story of the Up Stairs Lounge Fire and the Rise of Gay Liberation. Follow us on Instagram @baldwinlib.

LIBRARY BOARD

Frank Pisano, Ashley Aidenbaum, Bob Tera, Jim Suhay, Melissa Mark, Jennifer Wheeler
THE LIBRARY BOARD WILL MEET VIRTUALLY MONDAY, JUNE 15 AT 7:30 PM.
HTTPS://US02WEB.ZOOM.US/J/83068524774
The Idea Lab: COVID 19 Face Shield Project

To assist with COVID-19 relief efforts, the Baldwin Public Library Idea Lab embarked on a 3D printing project by printing protective face shields to donate to local hospitals and first responders. When the call for help was put out, individuals and companies stepped up and donated $40,000 to help the cause. Farmington Hills-based manufacturer, PolyFlex Products Inc., volunteered their labor and expertise to donate face shields that can be sterilized for hospital use. These shields are an important part of the protective equipment worn by medical professionals, and act as the first line of defense by preventing viral particles from reaching the face. To date, the Lab has delivered 35,000 masks to local hospitals, fire departments, police departments, senior centers, and doctor’s offices.

We appreciate the generous support of everyone involved in this community effort!

Donors of $10,000+
Michigan Schools and Government Credit Union

Paul Kleppert
Richard & Laura Kolehmainen
Denise Konchel
Doug Koschik
Rachel Kurcz
Thomas Kuslits & Betsy Reich
Pamela La Grassa
Victoria Lahar
Ruth Lammon
Suzanne Lasser
Emma Lawton
Elizabeth Luckenbach
Pamela MacLean
Timothy Makar
Lauren Martin
Stephanie Martin
Alicia Martoia
Giulia Mayerhoff
Jennifer McArdle
Donetta Pedroza
Eric Pehrson
Christine Pikulas
Lauren Pinsley
Frank Pisano
Elaine Pohl
Therese Quattrocchi-Longe
Jacqueline Reger
Andrea Roisman
Emma Rollins
Katherine Rothley
Arlene Rubinstein
Kara Rucinski
Joel Ruchman
Lisa Samartino
Jerrie Sasson
Ken Scarpace
Stephanie Schmidt
Erin Schrader
Lisa Schryburt
Carol Schwartz
Esther Seawell
Suzette Shuller
Jennifer Simkins
Bailey Sisoy Isgro
Gina Smerecki
Kimberly Smilay
JoAnn Smith
Lynda Snage
Nancy Soisson
Andrew Soonharotoke
Barbara Spencer
Lesia Stefaniak
Julie Stein
George and Frances Stern
Erin Strand
Heather Sullivan
Wayne Sweeney
John Tafelski
Dianna Tapio Navarro
Meredith Theis
Veronica Thomas
Laura Tinsley
Zana Tomich
Sarah Voefray
Laurie Walters
Cynthia Wayne
Rosemary Weatherston
Jeffrey Webster
Emily Weiner
Jennifer Wheeler
Megan Widman
Susan Winn
Sally and Joseph Wolf
Lynne Zacharias
Halli Zalesin
Jose Zuniga

Donors of $1,000+
Birmingham Rotary Club Endowment Fund
Cathy & Pete Dennis and friends
Friends of the Baldwin Public Library
Elizabeth Dawson

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We appreciate the generous support of everyone involved in this community effort!
Baldwin Public Library Announces Reopening Plans

After input from staff, health departments, and other local public libraries, the Baldwin Public Library has decided on a re-opening plan.

Published on June 5, 2020 | By Press Release Desk, News Partner
Press release from the Baldwin Public Library:

By Rebekah Craft | June 4, 2020

BPL introduces its phased reopening plan

Having received input from staff members, health departments, and other local public libraries, the Baldwin Public Library has decided on a re-opening plan:

Level 5: Staff Only BPL
On Monday, June 8, the Baldwin Public Library will begin its phased reopening plan by accepting the return of checked-out materials. As we process and quarantine a large volume of items, please allow up to seven days for items to show as returned on your library account. Fines are not accruing on items at this time. All items checked out before March 15 are due August 1, 2020. Both the curbside drop box and the entry-level return box will be open for returns.

Level 4: Curbside BPL
Beginning Monday, June 15, curbside pickup will be available to patrons at the following times:

Monday to Thursday: 11:00 a.m. – 7:00 p.m.
Friday & Saturday: 9:30 a.m. – 5:30 p.m.

You can request items online or on the phone, and then call or text when you arrive at the Library. Staff will deliver your items to the sidewalk. Telephone and e-mail reference service will be available.

Level 3: Grab and Go BPL
Starting on Monday, July 6, the public will be allowed into the building for short periods of time, with masks and social distancing required. Aisles between the stacks will be one-way. Regular Library hours will resume. There will be a 30-minute time limit at public computers. Curbside delivery will continue.

Level 2: Six-Foot BPL
The start date is still to be determined. There will be a 60-minute time limit at public computers. The photocopier, fax, and scanner will be available, as will study rooms. Proctoring will become available again, and the book sale table in the lobby will be open for business.

Level 1: An Even Better BPL
The start date is still to be determined. All library services will resume, including in-person programs. Room rentals will be available, and donations to the Friends of the Library book sale will be accepted.
While the Library is closed to the public, we encourage you to check out our selection of online materials. We have thousands of books, movies, music, and more for you to stream or download with your Library card.

- View a full list of online resources accessible from home.
- If you'd like to register for a Baldwin Library card, sign up online now.
- Read the June issue of our Learn.Connect.Discover newsletter.
- Frequently Asked Questions

This press release was produced by the Baldwin Public Library. The views expressed here are the author's own.
The Birmingham Bloomfield Art Center (BBAC), located at 14 Mile and South Cranbrook Road, houses a year-round store featuring jewelry, pottery, paintings, and other artworks from local and national artists.

Annie Vangelderen, the President of the BBAC, explained that the Gallery Shop is a hub for creativity that supports artists and the BBAC itself. Profits from shop purchases are split between the artists whose art was sold and the BBAC, which takes a commission to fund its various educational and ArtAccess programs.

Artists submit their work in an online process accessible via the BBAC’s website (www.bbartcenter.org), after which the submissions are evaluated by a group of BBAC staff members. Every piece of merchandise is handmade and unique to the artist who designed or created it, making each piece of art one-of-a-kind.

“Nothing here can be manufactured. It’s all original,” Vangelderen said. “And the beauty of that is we’ll work with a husband or a partner who’s trying to find a perfect piece of jewelry... and everything is handmade, so you’re not going to be wearing the same piece of jewelry that someone else is going to be wearing. Everything is unique.”

Artwork for sale is updated on seasonal and weekly bases. For instance, the Shop will soon replace its handmade hats and mittens with different inventory as Michigan welcomes spring. Jewelry is also a popular purchase, so the shop usually anticipates stocking a variety of jewelry. The Shop has a vast range of prices on its merchandise, ranging from five dollars to hundreds, Vangelderen explained.

“The merchandise is constantly changing--every week or every other week, we’re constantly rotating,” Vangelderen said. “Jewelry is probably one of our biggest sellers. April, we’re celebrating Glass Month, so there will be a lot more glass out. We’re just starting to get the inventory for that.”

The BBAC opened in 1957, and the Gallery Shop has been open for roughly 40 years. Despite its longevity, there are always hidden gems to be found in the Birmingham area.

“We have sales every day. And a lot of times the comment will be, ‘I saw your flag out there and I’d never been here before!’ Then it turns into people [coming] here for gifts or gifts for themselves, and that’s always fine as well,” Vangelderen said.

Baldwin Public Library Curbside Pickup

Baldwin Public Library introduced a new curbside pickup service in September, which enables library staff to deliver materials directly to patrons’ cars. The service gives patrons the opportunity to quickly check out library materials without finding or paying for limited parking spaces.

Curbside pickup is located at BPL’s loading dock at the intersection of Chester and Martin Street. Allowing a 30-minute grace period, patrons can call (248) 647-1700 ext. 0, email curbside@baldwinlib.org, or submit the online form located at www.baldwinlib.org/curbside to request materials and have them delivered directly to their car. This contact information is also available on the sign posted by the loading dock.

Although the library already has a green drop-off return box (at the corner of Bates and Merrill), books can only be inserted through the passenger side window of the car. Knowing this, BPL leadership was looking for a more ideal way to accommodate limited accessibility to the library. Rebekah Craft, the Associate Director of BPL, explained that a lack of parking during festivals, an out-of-the-way handicap ramp, and only a few parallel parking spaces near the library cause
Craft explained that the idea for curbside pickup came from a conference she attended about library accessibility. “Someone at the conference suggested [that] if you can’t have a drive up window at your library, why not try curbside pickup? It works at Target, it works at Kroger. And then that just got the ball rolling,” Craft said.

Curbside pickup is available Monday through Thursday from 3:30-7:30 pm, from 10:00-5:00 pm on Saturday, and from 12:00-4:00 pm on Sunday. Pickup begins at 3:30 pm on weekdays to coincide with the end of the school day, since parents can place orders and stop by the library to get them after picking up their kids from school. “You can pull in [to the loading dock] or you can just parallel park along the curb. There’s a number on the sandwich board that we put out, so you can text or call that number and then someone will bring your item out,” Craft said.

Your materials will be handed to you in a reusable BPL bag. Returns will also be accepted if the materials are in the car with you.

When you place your order with library staff, you will be asked for your library card number over the phone or reminded to include it in the email or online form. Once the order is placed, it can be picked up within 24 hours.

“We have such great patrons at the library, and we are just looking for ways to be more helpful and accommodating to people,” Craft said. “We’re glad to be able to offer it and to be able to have staff that can help.”

Birmingham Next Café

Providing healthy meals and a sense of community is important to Birmingham Next, which opened a new café in spring 2019 to do exactly that. The café offers healthy meals for Next visitors to purchase and has free coffee for anyone to enjoy.

Cris Braun, the Executive Director of Next, explained that there were many reasons why introducing a café was ideal. “[The idea] came out of the fact that we need to maximize the entire building to accommodate all of our members, and we have this very wide hallway that was underutilized” Braun said. “So, the idea came, ‘Why don’t we combine the hallway [into] a little café, which would offer extra seating, but also give our members the choice of being able to stay throughout the day and have something healthy that they could eat?’” Braun explained that the café allows members to stay at Next during the day without packing a lunch, and also gives them an option to purchase prepared food to eat at home.

“It’s just a very simple, basic café where we have little side salads, some sandwich wraps, scoops of chicken salad or tuna salad or things like that, and water and chips. So it’s nothing extravagant, but it certainly is purposeful,” Braun said.

Among other motivations for creating the café, encouraging a sense of community came foremost. “Sharing a meal is very important and it’s a way to provide a sense of community and common interests and not feel like you’re isolated,” Braun said.

Stacked Deli, located on Old Woodward, caters all the food in the café. “People are definitely appreciating the quality of the food. And it’s a hidden gem in that respect, that it’s a nice, quick, easy way to grab a salad or chicken salad,” Braun said. “We do have people that will come in with their laptop because we have free WiFi, and instead of going to a noisy café somewhere, they can come in with their laptop, grab a salad, and do an hour’s worth of work or something and then be on their way.”

The Next café is accessible to anyone in the Birmingham community during Next’s regular hours of operation, which are Monday through Thursday, 8:30 am to 8:00 pm; 8:30-5 pm on Friday; and 9:00-2:00 pm on Saturday. Next is closed on Sundays.
Using 3D to Make PPE
Library resources help create much-needed face shields

By Cass Balzer | June 1, 2020

Baldwin Public Library in Birmingham, Michigan, donated 100 3D-printed protective face shields to Beaumont Hospital in nearby Troy. Photo: Baldwin Public Library in Birmingham, Michigan.

Personal protective equipment (PPE) for health care workers, including face shields, surgical masks, and N95 respirator masks, is in critically short supply. To mitigate the ongoing crisis, some public and academic libraries are using their 3D printers to create the PPE components needed on the front lines of the COVID-19 pandemic.

Jillian Rutledge, public services manager at Waterloo (Iowa) Public Library, learned about a PPE production initiative through a local branch of the national community revitalization project Main Street America. When her library closed its doors to patrons March 17, she obtained instructions online for printing PPE and tried various iterations before finding one that worked well.
Now the library’s single 3D printer sits in the kitchen of Rutledge’s home, where it creates a component of face shields: the visor, which attaches to a clear plastic component that protects the face of the health care worker wearing it. Every five hours, the printer can create two visors, which are then collected and assembled into face shields by other local organizations and volunteers.

“It’s been incredible how quickly everything’s really come together,” Rutledge says. “There’s been thousands of completed [face] shields that have been driven out all over the state.”

Some libraries are choosing not only to create PPE on their own, but also to assemble it—printing face-shield visors, sourcing the clear plastic component themselves, and attaching the two. Baldwin Public Library (BPL) in Birmingham, Michigan, is taking this approach.

In conjunction with a BPL patron and members of a local 3D-printing Facebook group, Jeff Jimison, who supervises BPL’s Idea Lab, has been using the library’s six 3D printers to create full face shields to donate to local hospitals.

“We’re keeping track of requests for donations,” Jimison says. “Once we get about 100 shields’ worth of material together, we sterilize them, bag them as kits, and take those kits to whichever organization is next on the list.”

“I went from helping people 3D-print models of spaceships to running a small PPE factory in my garage.”

—Jeff Jimison, Idea Lab supervisor, Baldwin Public Library in Birmingham, Michigan

Other libraries are opting to donate the use of their 3D printers instead. Toronto Public Library (TPL) has loaned 30 printers to a Toronto General Hospital initiative to source protective gear. Ab Velasco, TPL’s manager of innovation, says this was the best option for the library network: “It all boiled down to the fact that the hospital team has the technical and medical expertise of the process, so that’s why we decided to lend to them.”

University libraries are also contributing to production efforts, working alongside engineering and health departments to create medical-grade equipment. University of Utah’s libraries have been 3D-printing face shields, but they are now pivoting to N95 mask production. This poses an added challenge, as the masks’ proximity to the face requires additional testing and sterilization steps. While the libraries have not yet begun printing these masks, University of Utah Health is currently testing several prototypes.

Columbia University is among the many schools assisting in the effort; the university library system recently published a guide and design for producing face shields to be used by others with access to 3D printers. Brandon Patterson, technology engagement librarian at University of Utah’s Eccles Health Sciences Library, is working on a guide to share with other academic
libraries. “The larger the community we can create around this, the better our products will be, and the better we’ll be able to help,” he says.

Both public and academic libraries rely on donations to continue PPE production. BPL has relied on a $2,300 donation from its Friends of the Library group, but there are currently efforts to raise additional funds. And, while printing PPE provides librarians with a way to directly support health care workers, the pivot has not been easy. “All the things I’m used to doing have vanished at this point,” says Jimison. “I went from helping people 3D-print models of spaceships to running a small PPE factory in my garage.”

A version of this story was originally published in The Scoop blog on April 3, 2020.
Hello to Nurse Cat Dennis and friends,

I’m writing to share our appreciation on behalf of the entire team at LACASA. We are so touched by your generosity, the in-kind gift of face shields.

Knowing that friends at Polyflex Products and the Baldwin Public Library who, like you, value our mission and day-to-day operation is an inspiration to our staff. As our search for PPE and sanitation resources continues, we’re crafting a return-to-work plan that ensures the safety of staff, clients and volunteers. Everyone is concerned that LACASA will have enough of the appropriate tools, processes and commitment to social distancing that keeps Livingston County safer than many places across America.

Those heroes and first responders in the community, and especially those who have also reached out to ask what we need or how else they can help, will continue to be invaluable to LACASA. Please let everyone know they have a special place in our hearts, and we’re deeply grateful for their support. Together, they sow seeds of hope where there was doubt and uncertainty, and isn’t that what makes life so worthwhile—even in times like these?! Thank you for keeping us going. Your practical gesture will help protect everyone, and knowing that you cared is vitally important. We’ll be here 24/7 for those adults/children you know, who may need us at a challenging time in their futures.

Wishing you safety and good health ahead,

Gerie Greenspan  
Chief Development Officer

LACASA Center has been providing help and hope for victims of child abuse and interpersonal violence from our community since 1981. We appreciate your support!

lacasacenter.org
LACASA Center
2895 W. Grand River Ave.
Howell, MI 48843
Office: 517-548-1350, ext. 2930
Fax: 517-548-3034
24/7 Help Line: 866-522-2725
Doug Koschik, Hon. Aff. AIAMI
Baldwin Library
300 W Merrill St.
Birmingham, MI 48009

June 4, 2020

Dear Doug

It is my pleasure to inform you that you have been selected to receive the 2020 Honorary Affiliate award from the American Institute of Architects, Michigan.

The Design Awards will be presented on Friday night, September 18, 2020 at the Masonic Temple in Detroit, MI. You and a guest will be our guests for the program which will run from 6:00 p.m. until about 10:30 p.m. We encourage you to invite your family members, colleagues, and clients to share in the celebration for the general admission rate that will be detailed in your invitation. The invitation and registration form will be sent shortly. Registration begins at 6:00 p.m. and the ceremony starts at 7:00 p.m.

We are requesting information from you for press releases that will be sent to the media before the event. Please submit the following to aiami@aiami.com

- A recent resume or biography, ASAP, no later than July 27, 2020
- An electronic copy of your image ASAP for the brochure
- Two sentences to be read during your time on stage by July 27, 2020 (thank you, etc.)
- Submit a list of media outlets (local paper, alumni news, church or civic publications) that might publish your release by July 27, 2020
- Submit up to 5 images (or ppt slides) that represent your work, or projects that you have been involved with, by July 27, 2020. They should be in jpg format.

If you have any questions, please call. Again, speaking for AIA Michigan Board and the Recognitions Committee, please accept my sincere congratulations on your achievement. We are all looking forward to seeing you at The Celebration of Excellence in Architecture at the Masonic Temple, Detroit.

Sincerely,

Norman Hamann, Jr., AIA
2020 AIA Michigan President
After an earth-shifting week that has brought into stark relief the experiences of racism and racial violence that many of us and our communities navigate every day as people of color, it is even more clear that the work of dismantling racism is overdue. It is overdue in our society, in library and information services, and at the American Library Association (ALA), which exists to ensure that libraries, learning, and information access are available to all.
Because the presence of racism, bias, and bigotry in any of our LIS institutions limits our reach and the possibility of realizing the full promise and potential of an equitably informed public, we must go beyond hashtags, statements, and committees and do the hands-on work needed to systemically uproot racism. This requires that we be willing to confront racism in our communities and in our own homes. We must get our own houses in order. At ALA that means our internal operations and decision making, as well as our external structure and engagement with membership, must bear out the goal of true racial equity and inclusion. To that end, I invited several ALA staffers and member leaders to reflect on this moment. You’ll find their responses below.

The future of libraries rests on the ability to stem racism and the divides it creates and exacerbates. ALA’s future, then, rests on its ability to guide the field in the building of institutions and policies that promote racial equity, confront racism, and fully recognize that the future of our nation rests in the fundamental truth that Black Lives Matter. Only then can we truly honor and atone the memory of George Floyd, Breonna Taylor, Ahmaud Arbery—and the far too many names that follow theirs.

—Tracie D. Hall, executive director of the American Library Association

From Richard E. Ashby Jr., president of the Black Caucus of the American Library Association (BCALA):

As a Black librarian, I know I have a calling and that I am not just a librarian. I realize my professional title has meaning. It means that I stand on the shoulders of my ancestors and have crossed barriers that many believed could never be crossed. I serve as a leader to the community at large, and especially to children. I am a proud African American and culture keeper. I realize society looks to me and to my colleagues for information and
guidance to empower their lives. We stand together as professional librarians and children of the diaspora.

Today, I stand alongside fellow librarians from all over the world addressing the injustices plaguing our society. We have been held down by systemic racism far too long. We are sacrificed and assassinated daily. The senseless murders of countless Black men and women, with the most recent being George Floyd, will not be tolerated. We need unity now more than ever before. Mental, physical, and spiritual acumen is needed to address the aftermath of disease, violence, and rioting, as we prepare to open our libraries.

The time has come to galvanize our profession and our organizations for the betterment of our communities. The time has come for us to unify in accordance with the dreams and hopes of pioneers and contemporaries of this calling. I am a product of soldiers of equality: Dr. E. J. Josey was a soldier, Pura Belpré was a soldier, Loida Garcia-Febo is a soldier, Wanda Kay Brown is a soldier, Dr. Carla Hayden is a soldier, Kenneth Yamashita is a soldier, Julius C. Jefferson Jr. is a soldier, Dora Ho is a soldier, I am a soldier! We are all soldiers. We are fighting the good fight to ensure America stays true to its pledge, “With liberty and justice for all.”

From Tammy Dillard-Steels, executive director of the Young Adult Library Services Association:

Tammy Dillard-Steels
I want to say that I am shocked by the live broadcast of the killing of George Floyd, and all of the events that have led to civil unrest, but I am not.

I am frustrated. I am frustrated by the plague of racism in the US, which leads to injustice. I am frustrated with the actions of the police toward African Americans like George Floyd and Breonna Taylor, as well as countless others in America. I am frustrated as a Black woman, who is three times as likely to contract and die from COVID-19. All I can think is, “Wow, even this virus is targeting African Americans.” I am frustrated with racism and the white supremacy that has been infectiously spreading for hundreds
of years. Yet when we encounter or fight against racism, we are counteracted faster than any response to a viral disease that has killed more than 100,000 Americans in less than four months.

I am frustrated that I have to have a campaign, Black Lives Matter, to convince the world that I am just as human as the next person. I am frustrated that the young people who want to make a difference have no clear leadership to help them navigate and make sustainable change.

As the executive director of the Young Adult Library Services Association (YALSA), I want to contribute to the lives of young adults by infusing equity, diversity, and inclusion into all of our programs, products, and services. I stand with the young adults fighting for their rights for true freedom and equality. They need resources and support, and I want to contribute to the changes they are bringing to their communities.

YALSA is making a short-term strategic plan to serve our members, so that they are stronger together during this time of unrest. YALSA wants to empower our youth by offering virtual opportunities that create partnerships with communities to advocate for youth services. This will happen as we foster better communication with our members and learn their needs, so that they are successful in their endeavors and the next generation is not as frustrated as I am.

From Kenny Garcia, president of Reforma: the National Association to Promote Library and Information Services to Latinos and the Spanish Speaking:

Kenny Garcia

As we live through another day of protests and rebellions, I’m having trouble reflecting on how we can act against racism and what work we need to do within a library association and profession. As we say their names—George Floyd, Breonna Taylor, Ahmaud Arbery, Tony McDade, Jamel Floyd—it will not bring these people back, it will not stop police brutality, it will not stop state violence, it will not stop them from being murdered, it will not stop white supremacy. We need to move beyond statements and do the work to be actively antiracist at a personal level, build with one another to be accomplices in our day-to-day lives, and work collectively to transform policies and procedures at our workplaces and library associations.
This work does not end after the protests end. This work does not end with initial reforms. This work must continue until it transforms the current missions and visions held by our communities, our profession, and our associations into missions and visions that center, promote, and value our community members and library professionals who are black, indigenous, and other people of color.

This work also needs to be done within Latinx communities, regarding how we are discussing and dealing with antiblackness as well as the ways in which blackness intersects with gender, class, sexuality, and religiosity. I believe it is something we can accomplish, and I’m heartened by the changes that have already taken shape since the protests and rebellions started. We need to keep pushing to ensure that we address racism at the systemic level and continue to hope that we can all work together to make sure this happens.

From George Gottschalk, president of the American Indian Library Association (AILA):

George Gottschalk
In the wake of the senseless and tragic death of George Floyd, perhaps it is time to be more selfish.

Why would this be a time for selfishness? Morality should make a compelling case to end racism and discrimination. Respect for the fundamental dignity for any life should be to end racism and discrimination.

So far, these have not been enough. Maybe what we need is more selfishness.

If we were all more selfish, we would want the economic benefits of a society that empowers every life and every voice. If we were all more selfish, we would want the increased advancements that empowered people and communities can achieve.

There is something different about the death of George Floyd. What is it? What is different is that those of us who embrace the dignity of every life understand that we have failed thus far.
We have failed to explain that no person, no community should be asked to justify their very existence. We have failed to explain the dignity of each and every life.

So, let’s try being selfish. Whether you want more money, more power, more safety—whatever you want more of, a society that does not burn resources on division will give you more.

Let us find out how much more of everything we will all have if we spend more time being selfish and less time trying to marginalize those whom we have chosen to “other.” Let’s find out how much more selfishness-directed creation can achieve than other-directed destruction.

Let’s try being selfish enough together that we manage to create a better society as an unanticipated benefit.

Thank you for your sacrifice and blessings, George Floyd. Thank you and all others who have had to die so we can all know that Black Lives Matter.

**From Amber Hayes, outreach and communications program officer in the Office for Diversity, Literacy, and Outreach Services:**

Amber Hayes
The idea of racism has always been coupled with extreme violence, which we have deemed Very Bad. But even then, the idea persists that a Black person must have done something to receive that sort of treatment. A young Black boy walking in a gated community wearing a hoodie was most likely up to no good—that’s why he was targeted. Black people are always responsible for proving their humanity and worth to a white society.

Even on a smaller scale, Black, Indigenous, and People of Color (BIPOC) experience racism daily. From patrons specifically requesting to have the white library worker assist them, to security targeting Black students at a campus library, Black people are always expected to prove why they deserve to exist in a space.
As an association, we can influence the profession and ensure that BIPOC voices are heard. This is a time for ALA to reaffirm its commitment to equity, diversity, and inclusion; make space for BIPOC library workers at the table; and critically examine why so many leave the profession or report low morale. We must all work collectively on identifying, challenging, and changing the values, structures, and behaviors that perpetuate systemic racism.

We can provide more leadership opportunities for BIPOC, and more opportunities for BIPOC to become librarians, so that their patrons can see someone who looks like them. We can take a stand to aggressively combat racism through both actions and words. We can educate white library workers so that the emotional burden does not fall on their BIPOC colleagues. We can examine the ways in which library policies and actions contribute to systemic racism. We can hold each other accountable, and we can move this association to a place where all library workers feel that they belong, they have a voice, and they are a part of an association that reflects the profession they want to see.

From Mary Keeling, president of the American Association of School Librarians (AASL):

Mary Keeling
I am the same age as Ruby Bridges, the first African-American child to attend an all-white school in the South. When I entered 1st grade in my own neighborhood school, I knew that I belonged. I did not need an escort of four federal marshals to protect me.

Much has changed. Yet challenges remain.

How do school librarians lead equity, diversity, and inclusion? We read and provide access to the stories of all people, create welcoming spaces that validate all learners and their cultures, and use instructional strategies to engage all learners in academic conversation. To do this effectively we must recognize that systemic racism is a real barrier experienced by many of our colleagues, neighbors, and students, and we must strive to become culturally competent.
One of the Shared Foundations of the AASL National School Library Standards, “Include,” describes our commitment to inclusiveness and respect for diversity. This shared foundation calls us to develop our own cultural competence so we can engage in difficult conversations and recognize and oppose oppression. Through cultivating the ability to interact effectively with people of different cultures, we can lead learners to value diversity, engage in informed debate, and embrace friendships with peers from other backgrounds. Each of us must strive to stretch beyond our own personal comfort zones to create a future free of racial oppression.

From Bill Ladewski, executive director of the Reference and User Services Association (RUSA):

Bill Ladewski
Racist actions and influence in our civilian police forces must be addressed. Police brutality against any person that is not addressed and punished is a reflection of us and is our failure. Black and brown people have disproportionately suffered from these abuses of authority. Correcting this will require that we acknowledge the problem: that unacceptable and unchecked policing exists and we must fight to change it.

I have been asked recently when things will get back to “normal.” Normal for who? This discomfort and uncertainty should stay with us until we are motivated to act. Those unwilling or unable to acknowledge the sin of racism in this country and its influence on our institutions will likely find normal soon. The rest of us must make it our life’s work to ensure equity and fairness for all is established and maintained, so that the hateful forces within our society do not ultimately destroy us.

From Alanna Aiko Moore, president of the Asian/Pacific American Librarians Association (APALA):
Another Black death hits the news and non-Black folk express outrage at the overt violence of the police. Seeing disbelief and anger on social media, what is often missing is a commitment to take action. To pledge to do painful self-reflection, learn history, and to work for justice for the long haul—not just for this moment in time.

As members of the Asian and Asian Pacific American community we have a responsibility to address anti-Blackness in our own communities, which may mean having difficult and uncomfortable conversations with our family members. White supremacy has historically pitted Asian communities against Black communities as a way to maintain control and power. We need to follow the example of Asian activists who organized with and supported Black activists. We must unequivocally support the right to protest without fear of a violent police response. We must listen to Black voices, donate to Black causes, and follow Black-led organizations and leaders.

White supremacy is insidious and multifaceted. While Black people are dying at the hands of police, migrant children are housed in cages, anti-Asian scapegoating and harassment are on the rise, trans folks of color are being murdered, and indigenous peoples fight for their land and resources.

Within our library organizations, we must interrupt the silent and pervasive culture of white supremacy. We must acknowledge the white, segregationist history of libraries; the culture of exclusion; and the persistent racial inequality and commit to doing better. We must confront our discomfort with talking about race and we must take action.

I stand with Black people everywhere demanding justice. I believe more than ever in the power of building bridges, in the capacity for a broad cross-racial movement based on true solidarity, in an intersectional analysis, and in centering the voices and demands of those suffering the most oppression. As a queer, cisgender, mixed-race Asian American woman, I pledge to fight the systemic, institutionalized racism and unchecked violence that’s led to the countless murders of
Black people in our country. I commit to addressing anti-Blackness both inside and outside of my community and to support and love our Black and Blasian siblings. I promise to use my skills, power, and privilege to dismantle oppressive systems in our library institutions and the wider community.

Don’t let your outrage fade with the next news cycle. What will you do to actively work for racial justice and to support Black people?

From Ninah Moore, training and events coordinator of the Association of Specialized, Government, and Cooperative Library Agencies (ASGCLA):

Ninah Moore
As I reflect on the civic unrest that has encompassed my country, state, city, and community, I find myself filled with worry and concern for the America my two black grandsons will grow up in.

I recall that in 1995, when my dad and brothers drove to Washington, D.C., to participate in the Million Man March, they were stopped and questioned by police. I think of my husband as a black man working in law enforcement, and the fine line he must walk. I think of my son who had just graduated from the University of Missouri before the 2015 protests on race relations came to campus and was living near Ferguson during the protests after the killing of Michael Brown in 2014.

Today I also think of how my dad and mother marched in the 1960s with Dr. King for racial equality and fair education and housing for black and brown people. They marched against police brutality and for those disenfranchised by systemic and institutionalized racism, and 50-plus years later we are still marching and fighting against these same societal ills.

I think of how, as the daughter, wife, sister, mother, and grandmother of black males, I fear for the target that is on their backs. While a lot of these battles need to be fought on a national level, we have the power to effect change in our communities by getting or staying involved. As a member of the board for the South Deering Manor (Ill.) Community Association, I remain
committed to doing “something simple that will have a positive impact on my block,” in the words of Jahmal Cole, founder of My Block, My Hood, My City.

From Jeannette Smithee, interim executive director of ASGCLA:

Though I do not experience the isolation of racism firsthand, I cannot ignore the inequalities, injustice, and constant pressure of societal racism that is a daily reality for people of color. I try to understand the reasons behind images, including the horrific video of George Floyd’s death, that appear daily in the media. Awareness of racism has not always been part of my world. I came up in a different time and place—the segregated South. Awareness has come gradually with years of conscious learning, observing, listening, and yes, reading. And still the awareness of the sting of discrimination and the devaluation of fellow human beings is a sadness I process in my mind rather than my heart.

As a protected white person, I have not experienced the hurt and anger that is carried (and often buried) in colleagues and neighbors of color. Even as we communicate on professional or neutral topics, there is a layer of protective reticence. I know there is more to say and feel, but I have not yet earned the trust to share these feelings from the heart. At this stage of my life, the next steps to break down racism are probably small and personal, beginning with truly listening and trusting what colleagues and neighbors have to say.

These words are not meant as an apology or an excuse. Rather they are an admission of my shortcomings, my journey, and my hope to make a difference one person at a time.

From Shuntai Sykes, membership and programs specialist for RUSA and ASGCLA:

I CAN’T BREATHE!
Three words that are painful to hear, see, and feel. As a black woman with a black son and a black grandson, hearing George Floyd say those words was horrific. When he asked for his mother, it was gut-wrenching. I cried because at that moment George Floyd was my son. He was killed by the hands of another human being who felt his life did not matter—a human being who displayed such painful hate.

I have seen and known all too well what racism looks like. Whether it is institutional, systemic, or blatant, it exists. We can no longer sit and pretend that it does not.

We are living in a time of serious political, civil, and social unrest. We are existing in a socioeconomic panic. We are even still coping with a pandemic. My heart is heavy, but unfortunately we are left with no other recourse. I never support criminal acts to make a statement, but I understand there is anger and built-up self-hatred from more than 400 years of oppression. WE ARE ANGRY, UPSET, BROKEN AND JUST TIRED!

Black people have a knee on our necks and haven’t been able to breathe for 400 years. But this is just one battle. We won’t solve 400 years of oppression in a day, but it is my prayer that individually and collectively we can work to establish equal and equitable peace. SO WE ALL CAN BREATHE!

From Kenneth A. Yamashita, president of the board of directors of the Joint Council of Librarians of Color:

Kenneth A. Yamashita
As one of the last babies born in the Topaz, Utah, concentration camp on September 11, 1945, I stand in solidarity with BCALA in condemning increased violence and racism toward Black Americans and people of color.

My parents and 18-month-old baby sister were forcibly removed from their Berkeley, California, home, detained in a horse stall at a racetrack, and incarcerated in a concentration camp in the Utah desert from April 1942 to October 1945. This was the result of Franklin D. Roosevelt’s Executive Order 9066 on February 19, 1942, but was due
in large measure to the historic anti-Asian racism that prevailed predominantly on the West Coast of the US, which was heightened to hysteria after the Japanese attack on Pearl Harbor.

My family—parents, siblings, grandparents, aunts, uncles, cousins—all suffered extreme racism, such as detention and incarceration without due process, solely based on our Japanese ethnicity and Asian race. Even the two-thirds of American-born citizens of Japanese ancestry out of the 120,000 people who were incarcerated were stripped of their Constitutional civil rights.

This experience has informed my career as a librarian in providing library services to communities of color, specifically unserved and underserved communities in general. It has also made me more attuned to racist, discriminatory, and microaggressive speech, acts, and incidents, and to call them out whenever needed.

On behalf of the board of directors of the Joint Council of Librarians of Color, I would like to suggest ways to address racism in our profession, institutions, and at ALA:

1. Interact with member and nonmember librarians of color and ALA/institutional staff of color.
2. Actively listen to librarians and staff of color about their experiences and concerns.
3. Hear, read, learn, understand, and appreciate the history of systemic racism, bigotry, and discrimination against Black Americans, Indigenous Peoples, and people/communities of color.
4. Provide training in identifying racist, discriminatory, and microaggressive speech, actions, and incidents and calling them out for all ALA members and staff.
5. Fill out Jane Elliott’s *Commitment to Combat Racism* questionnaire. Self-reflect and discuss responses.
6. Provide training in cultural competency for all ALA members and staff.
From Hong Yao, president-elect of the Chinese American Librarians Association (CALA):

Hong Yao

During a pandemic that forced the closure of our communities, our cities, and our country, we all suffered a great deal as more than 100,000 lives were lost, millions of jobs disappeared, and people's financial hardship deepened. Even though the virus attacks people indiscriminately, minority communities were hit hardest because of chronic poverty, lack of access to health care and education, and other factors that are ultimately byproducts of pervasive racism in one of the wealthiest countries in the world. And then the brutal and senseless killing of George Floyd by a white police officer in Minneapolis last week enraged us and created an outcry to end racial injustice in any way, shape, or form!

As the president-elect of CALA, I am writing on behalf of our organization in condemning violence and racism toward Black people and all People of Color. It is time for us to unite behind one voice to end racial discrimination, which is toxic in our society and sickens and kills in a more devastating way than any virus on earth. It is time for us to call out racist behavior so that it doesn't have the oxygen to grow. It is time for us to demand equal rights and equal access for everyone, especially those who have been marginalized in this society for too long.

As information professionals with Chinese backgrounds, we understand the feelings of despair many of our African-American colleagues are experiencing. We stand with you all! We will use what we are most familiar with—information—to arm ourselves in any form of activism we engage in. We will take any opportunity to educate our members, colleagues, public, and families and friends on equity, diversity, and inclusion. We will challenge our fellow Chinese not to stay silent when any racist behaviors are displayed, whether toward Black, Brown, or any other People of Color.

I am hopeful that when we all stand united, we will see progress toward the end of racism.
Black lives matter.

MLA is committed to doing everything we can, in our libraries and our communities to promote justice and equality for all.

We stand firm in condemning racism and the systemic and systematic social injustices endured by Black people and People of Color.

In an October 4, 2013 “Scientific American” article by Julianne Chiaet, she writes that “reading literary fiction improves empathy.” It is evident, now more than ever, that we need empathy. As we grapple with racial inequities and racial conflict in our communities and our country, we need to have difficult discussions with elected officials, with community members, with our neighbors, with our friends, and with our families. However,
many of us do not know how to begin these conversations. We do not know or understand what institutional racism is; and we do not know the historical context of the protests that are happening in our communities today. So often it is easier for many of us not to discuss race and the history of Black Americans, but this silence impedes healing and progress. As Dr. Martin Luther King Jr said, “There comes a time when silence is betrayal.”

On the one-hundredth anniversary of the Emancipation Proclamation, James Baldwin in “Letter to My Nephew” from 1962 wrote, “You know and I know, that the country is celebrating one hundred years of freedom one hundred years too soon.” Sadly, Baldwin’s words continue to be true today. This message is not about politics. It is about humanity and starting necessary dialogs. It is about disseminating information, which is what libraries do. Most importantly, it is about helping others understand what others are feeling and beginning the conversations to heal and right wrongs.

As our country grieves yet another senseless fatal arrest of a Black American, George Floyd, I implore Michigan libraries and library staff to share books, music and movies with your patrons and with each other that can provide insights into Black history; institutional racism; systemic racial inequality; and may lay out a path to empathy.

It is time, to paraphrase Congressman John Lewis, for the Michigan Library Association and Michigan libraries to “get into good trouble, necessary trouble” and to be silent no more.

Black lives matter. We must do everything we can, in our libraries and our communities to fight for justice and equality for all.

Let it be known that Michigan Library Association (MLA) stands in solidarity with the American Library Association (ALA), the Black Caucus of the American Library Association (BCALA), our library workers, our library patrons, our community leaders, and our community members, in condemning violence and racism towards Black Americans and People of Color. We hear and support everyone in our communities who have
experienced feeling threatened, marginalized, and discriminated against because of their race or ethnicity.

We remain committed to creating an equitable and inclusive environment that fully supports and promotes our commitment to modeling diversity and inclusion for the entire library community, and to maintaining an inclusive environment with equitable treatment for all. MLA will strive for racial equity and equality in our work to educate, mentor and develop all library workers.

MLA and its Board of Directors, staff, and volunteers are committed to promoting diversity, equity and inclusion in all forms and we stand firm in condemning the systemic and systematic social injustices endured by Black people and People of Color.

Kristin Shelley
MLA 2018-2020 President
Director, East Lansing Public Library
As we begin to reopen more and more libraries across the country the pressure you will feel as a leader is going to increase. You are crucial to your organization’s future right now. It’s okay to be nervous; it’s okay to be scared. Those emotions will not stop you from doing what you need to do. We can do this. You can do this.

Nobody is coming to rescue us. State libraries, professional organizations, and library schools, are all scrambling just as much as you are. If you have been waiting for clarification before acting then you must now act immediately.

**FAST, FLEXIBLE PLANNING**

You do not need to recreate the wheel. There are a lot of sample plans and procedures out there. If you don’t already have a plan at this point, do NOT try and assimilate a dozen plans and then write your own. You don’t have time. Find a plan you like and can adapt to your institution and stick to it.

Communicate constantly. You do not need to have every answer but your team will feel better knowing that you are looking for them. Keep your teams fluid and make sure that there are people at the table from every department and work assignment of your organization. Meet with key staff twice a week for the next six months. Do not be afraid to repeat or replicate information for the same work groups repeatedly to drill in new habits. Hold frequent town halls and allow staff to ask questions of leadership anonymously.
All plans must be flexible. Staff should not have to “get used to” an awkward or ineffective workspace or solution. Change should be encouraged as best solutions are sought. Staff at all levels of the organization must be empowered to make recommendations.

Your plan now will not be your plan in a month. Don’t get hung up on it being perfect, just make sure that your staff understand it and are kept up on changes, including ones which do not directly impact their work day-to-day.

MAKING YOUR SPACE SAFER
You can quickly, easily, and relatively cheaply reconfigure your physical space using stanchions and gaffers tape. Stanchions can create flexible barriers and demark space around points of service. Gaffers tape is an effective way to lay out lanes, directions, and “no go” zones on the floor (check your surfaces).

While unpopular with people on both sides of the library reopening debate, curbside service provides an important middle step to reorient staff back to work and give you time to set up the physical changes you will need for staff and patron safety. It should last no less than two weeks to get the benefits of both warmup and stopgap.

You cannot reopen your library without personal protective equipment (PPE) and space modifications like breathguards at points of service. Clear plastic can be extremely difficult to work with even if you are able to source it. If your staff do not have training and experience working with this medium, they may not be able to fabricate what you need no matter how talented and hard-working they are.

The best sources for pre-made breathguards are large restaurant equipment vendors. They have long-established supply lines from manufacturers and a lot of buying power. Don’t waste time trying to get a bulk discount. These items are flying off the shelf and you could potentially burn a lot of time for little savings. These large suppliers should also be able to give clear information about order fulfilment and time needed to process potential backorders.

STICK TOGETHER
Please help your staff and colleagues stay focused on the issues we have ahead of us. Concerns about who created what problem will not, ultimately, solve that problem. While we may disagree with one another professionally, there are probably other people who would disagree with both of us. Together we can be stronger. Let us trust the best intentions of our colleagues and offer willing and gracious support wherever we can.

Act now. Act ceaselessly. Be resolute. You may not know exactly when your library is slated to reopen, but if you have plans in place then you can control the pace and the process of that reopening, and get your organization the time it needs to support the safety of its staff and patrons.

Be patient with one another. Be kind to one another.
I believe in you.

Christian Zabriskie, MA, MSILS, is Executive Director of the Onondaga County Public Library and Urban Librarians Unite. He is one of LJ's 2020 Librarians of the Year and a 2012 LJ Mover & Shaker.
Opinion

Libraries Must Change

To stay true to their mission during the coronavirus pandemic, libraries should offer more digital services.

Published on May 28, 2020 | By Anthony W. Marx

As we face tragedy, devastating economic turmoil and dislocation, public libraries will play a key part in the recovery of our country, cities and lives. Libraries offer all people — regardless of background or circumstance — free access to the tools and knowledge they need to open doors of opportunity and be productive members of society. To remain true to their mission, all libraries must undergo radical change. To serve the public in the face of unprecedented challenges,
libraries will need to transition their services to the virtual space and explore new avenues to serve the public and bring people together, even while we are apart.

Since the New York Public Library has invested for years in digital offerings, we have been able to quickly transition and expand a wide variety of online services. Our goal has been to replicate, as best we can, the unique experience of being in a library while at home. We offer online story times, tutoring and other educational tools for parents coping with remote learning, virtual book clubs, author talks, a book discussion podcast, virtual consultations with reference librarians, interactive online book recommendations and small business and job search webinars that have attracted thousands of participants. We worked with vendors to provide at-home access to research databases, made available thousands of special collections and improved access to hundreds of thousands of free e-books to browse and borrow instantly via our e-reader. And that is only scratching the surface.

So far, our necessary experiment is going well. We have seen an 864 percent increase in digital library card sign-ups in our e-reader app SimplyE since our temporary closing began, and an approximate 200 percent increase in new users across all e-reading platforms. We have also seen a 236 percent increase in views of our educational resources.

This experience has made it clear to us that libraries must invest — or continue to invest — in digital and virtual technologies and expertise. There is so much more we can do. Every library should aspire to provide the broadest possible digital access to all books and the world’s accumulated knowledge, not just the snippets now available on the web. The digital public library is a piece of necessary public infrastructure that must be built with the same care, collaboration, and adherence to values — including privacy — that we have used to build and run our branches.

We also need to think creatively about ways to extend our mission beyond the walls of our physical branches. How can our librarians conduct virtual visits to schools, senior centers, prisons, day care centers and other similar organizations? How can we use the digital space to bring differing perspectives together around core issues in a safe, productive manner as we do in our physical locations? And how can we effectively replicate online the serendipitous experience of browsing through the library’s shelves?

But it would be irresponsible, and dare I say dangerous, to declare that the “library of the future” is here, and it’s only online.

Even in a digital world, physical libraries play a key role in our communities. Anyone can come inside to learn, grow, explore or just while away the hours without spending a nickel. If someone needs help, they get it. And they also get to interact with their communities — human interaction, as many of us are reminded in this crisis, is an essential need, and libraries provide it.

And let’s not forget the digital divide — a problem that exists across the country, in rural and urban communities alike. Here in New York City, about 1.5 million people are without broadband. Every day in the midst of this pandemic, New Yorkers who rely on the library’s Wi-Fi and computers now
leave the safety of their homes and put their health at risk. They walk to one of our 92 temporarily closed library branches to sit outside and use the Wi-Fi leaking from our buildings to do schoolwork and research. We see around 500 of these Wi-Fi sessions per day.

We are considering ways we can play a role in helping communities escape the digital dark, whether it’s expanding our Wi-Fi hotspot lending program, training for computer literacy or ensuring we can safely deliver physical books to those who prefer them, knowing that e-books are underused in our high-need communities. We can’t solve this problem alone, but we must address it.

The New York Public Library is celebrating its 125th anniversary this year. It’s a moment to honor how we have served New Yorkers through tough times, but also a perfect moment to re-evaluate to ensure we can best serve our patrons now and 125 years from now. We are eager to open the library again, cautiously and with expert advice to ensure that it remains safe. Change is hard. But a new chapter is necessary.

In the Great Depression, New York’s mayor, Fiorello LaGuardia, named our lions “Patience” and “Fortitude.” Those values, and our commitment to learning and opportunity, got us through those dark days, and they will again.

Anthony Marx is the president of the New York Public Library and the former president of Amherst College.

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How to get financial assistance to help your small business

MSU Federal Credit Union is helping the small businesses and communities

Published on May 15, 2020 | Article is sponsored by MSU Federal Credit Union

Host Tati Amare spoke with Deidre Davis from Michigan State University Federal Credit Union (MSUFCU) about getting help for your small business.

Deidre recommended that if small businesses have been impacted by COVID-19 and are in need of assistance, they should contact the financial institution they work with. Some institutions are offering loan extensions or deferments, and assistance loans. MSUFCU is offering loan deferrals and low rate business assistance loans. Businesses are encouraged to reach out for assistance from MSUFCU which can walk them through the best steps for them.
MSUFCU Desk Drawer Fund donated thousands of dollars to different organizations as well as front line workers. MSUFCU is also funding the Baldwin Public Library group of volunteers who are using 3D printers to make face shields. The shields are distributed throughout Michigan with most going to Oakland County.

To learn more about how MSU Federal Credit Union can help your small business, visit their website msufcu.org.

Watch the video for more information on MSUFCU.
By a vote of 6-1, with commissioner Brad Host opposing, Birmingham City Commissioners approved a $86 million balanced budget for 2020-2021, with a 14.187 mills property tax millage.

The city's fiscal year begins July 1 and runs through June 30 each year.

In his presentation, city manager Joe Valentine said the total recommended budget for fiscal year 2020-2021 for all funds, including component units, is $86,132,740. “Overall this represents a decrease of $10,221,319, or 11percent from the prior year’s amended budget,” Valentine wrote.

Commissioners had reviewed the budget at a workshop on Saturday, June 6, where department heads presented recommendations in order to address current and future community needs while balancing service demands and long term capital requirements.

The city has budgeted $38.2 million in the city's general fund; $28 million in the enterprise fund; $5.6 million to component units; $8.5 million in special revenue funds; $2.7 million in capital projects fund; and $1.5 million toward debt service.

Key anticipated expenditures are $14.8 million to public safety; $8.4 million in transfers out; $6.7 million for general government; $5.3 million in engineering and public services; $3.9 million in local streets fund; and $3.7 million in major streets fund.

Key anticipated revenues are $27 million in property taxes; $3.9 million in local streets fund; $3.7 million in major streets fund; $3.3 million in charges for services; $2.8 million in licenses and permits; $2.1 million from solid waste disposal fund; $2.1 million in intergovernmental revenue; and $1.8
million in fines and forfeiture.

The millage was approved at 14.187 mills, inclusive of city of Birmingham property taxes, Birmingham Public School taxes, state education taxes and Oakland County program taxes.

“To clarify, with Covid, this will impact our budget process for the upcoming year,” Valentine said. “I would suggest coming back and revisiting it for expenditures and revenues in December, after our audit, midway through the year. Right now, there are still too many variables.”

“I have misgivings,” stated Host. “This budget kicks the can down the road. There is no mention of declining revenues since March 1 or so. You would have thought that pandemic and the lockdown would have affected the budget. I would much prefer we do a quarterly revenue and not wait until December as the volatility of the economy is ever changing.

“Secondly, there is no mention of seniors in this,” Host continued. “We’re not socking away money for a senior center. I would have insisted we start a fund for our seniors to start a senior center.”

“Clearly, the commission does get quarterly reports from this administration, and that will continue,” Valentine noted. “The budget we do is based a five-year plan, with long-range planning. That guides this process. This budget does include funding for senior services. As for a senior center, that has not been presented to this commission, so it is not included in this budget. For a balanced budget, if you’re reallocating money, you have to be specific and have to offset it.”

Host made motion for an amendment to the motion to approve the budget to discuss the budget quarterly and include seed money for a senior center, but the motion failed, 1-6.

The budget passed, 6-1, with Host opposing.
Libraries Strive to Stay ‘Community Living Rooms’ as They Reopen

Safely lending books is just the beginning. Libraries are figuring out everything from how to remain welcoming spaces to how to respond to changing reader behavior.

Ridgeway Burns, working for the Hinsdale Public Library in Illinois, is delivering books by bike during the pandemic. Credit...Lyndon French for The New York Times

In pockets of Virginia, Illinois, Missouri and Ohio, there are books sitting in quarantine.
They are public library books that have been returned, and then spend at least three days sitting on tables or in big metal carts, carefully labeled with the dates they came in. After that, they can go back on the shelves.

Libraries around the country are tiptoeing toward reopening, but they’re not just trying to figure out how to safely lend out books. These are community hubs where parents bring their toddlers for story time, where people come to use the computer, where book groups meet. Now all of that has to be rethought.

“It’s awful because it’s the opposite of what we normally try to do,” said Karen Kleckner Keefe, the executive director of the Hinsdale Public Library just outside of Chicago. “We want to be the community living room, we want everyone to stay and get comfortable. And to design service to prevent lingering and talking is so different from everything we’ve been working toward.”

With their doors closed, libraries moved whatever they could online. Book clubs were held on Zoom. The Queens Public Library in New York changed a job-search training session to focus on online networking. Author events became virtual, too, which, while lacking an in-person touch, sometimes meant they could include special guests — Jean Becker, who edited a book about Barbara Bush, brought the former first lady’s son Neil Bush to a talk she gave for the Kansas City Public Library in April.
Libraries around the U.S. closed because of the coronavirus, moving as many activities and services online as they could. Credit...Lyndon French for The New York Times

Branches around the country have also been offering curbside pickup, where books are left by the front door or dropped in the trunks of waiting cars, along with library catalogs and leaflets about their cleaning protocols. And even when the lights were off, many libraries kept their Wi-Fi humming so people park themselves outside and use it for free.

“We’re getting 500 visits a day,” said Anthony W. Marx, the president of the New York Public Library, which operates branches in Manhattan, the Bronx and Staten Island. “That means people are going out in a dangerous pandemic to sit in front of our libraries.”

The New York Public Library said it was hoping to start the process of opening in July with eight branches that will provide “grab-and-go” pickup service for books.
Joel Jones, deputy director of library services at the Kansas City Public Library, said he was especially concerned with getting vulnerable populations in the door first. He said his system expects to welcome their first visitors this month through referrals from organizations that work with people with mental illness or those experiencing poverty or homelessness.

They’re also thinking hard about what to do with their furniture, he said. They’re going to try setting up computers that have two monitors six feet apart, one for a library staff member and another for patrons who needs help printing or navigating the internet. The Kansas City North-East Branch was in the middle of a $4.5 million renovation when the country shut down. On a video conference call a few days later with their architects, Mr. Jones said, the library leadership looked at plans for the furniture and shelving and realized they needed to be redrawn.

A Kansas City branch’s renovation plans, before (left) and after Covid-19 forced library leaders to rethink the layout of furniture and shelves.

“I’ve been looking at these plans for months,” Mr. Jones said. “But I looked at it that time and said, ‘This is not going to work.’”

One thing many librarians have noticed is changes in the reading patterns of their customers. Libby, an e-book lending app for libraries, saw a 51 percent increase in the checkout of e-books after shutdown orders were issued in mid-March. Ramiro Salazar, the president of the Public Library Association and the director of the San Antonio Public Library system, said that before the pandemic, the demand in his system was about 5 to 1 in favor of paper books, but he doesn’t expect that to come back.
“Users are being forced to turn to e-books,” he said. “What we don’t know is how many converts we’ll have.”

Even in places where libraries have reopened, things look different. Cari Dubiel, a librarian in Twinsburg, Ohio, said that her branch has been open to the public since May 20. But so far, the largest number of simultaneous visitors in the 45,000 square foot building has been roughly 30, she said. Under normal circumstances, their biggest clientele are parents and senior citizens. But young children are not allowed in the library at the moment, and many seniors are staying away. Teenagers were just allowed back in this month.

Library books headed for delivery in Hinsdale.Credit...Lyndon French for The New York Times

Her library is, however, allowing access to computers, she said, through hourlong reservation slots where she tries to help people from six feet away and behind a sneeze guard. They have a spray disinfectant for the countertops and wipes for the computers that are used after each visitor, in addition to cleaning surfaces like door and toilet handles every two hours.
“We have an opioid support group and a writers group and eight different book groups. It’s a very popular meeting place for the community,” Ms. Dubiel said. “But right now we need to focus on being a utility.”

That is the last thing that will likely come back to libraries — their function as a gathering place. But some branches are doing what they can to keep that connection alive. Mr. Jones in Kansas City said his librarians have been calling users who are 65 and older, just to say hello.

“We call them and see how they’re doing,” he said. “That’s what you do in a library. A lot of people come in regularly because they just want to talk.”

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Elizabeth A. Harris is a roving culture reporter. A Times reporter since 2009, she has covered education, retail companies for the business section, real estate as the “Appraisal” columnist, and New York politics. @Liz_A_Harris
In this Issue:

2. Baldwin Public Library Produced 35,000 Face Shields for Health Professionals and First Responders in Their Idea Lab
3. Michigan Libraries Serve Their Communities Even with Their Doors Closed
4. Community Connections at Superior District Library (Part II)
5. Share Your COVID-19 Story Through the LM
7. Rural Libraries Conference 2020 Awards
8. Resources Through MoL.org to Support Remote Learning During COVID-19
9. CARES Act Funding and Michigan Libraries
10. Local Information in a Time of Crisis at the Cadillac Wexford Public Library

Baldwin Public Library Produced 35,000 Face Shields for Health Professionals and First Responders in Their Idea Lab
By Doug Koschik, Director, BPL

Baldwin Public Library (BPL) located in the Detroit metro community of Birmingham, opened an Idea Lab in 2017. A makerspace that offers 3D printing, die cutting, silicone casting, dye sublimation, silk screen printing, sewing, embroidery and more, it has proved to be a great success. Each month the lab welcomes about 250 visitors and supplies 20 certifications.

When BPL was forced to close in March because of COVID-19, Jeff Jimison, the Lab’s supervisor, moved all the Library’s 3D printers to his home. One of the Lab’s frequent users reached out to Jeff with a proposal.

Health professionals and first-line responders were short on face shields, needed to protect themselves against COVID-19. The patron proposed that Jeff coordinate the production of face shields using about a dozen 3D printers—both the Library’s as well as those belonging to individual volunteers.

PolyFlex Products Inc. contacted Jeff and offered to supply free labor and injection molding machines to produce face shields on an industrial scale. All PolyFlex asked in return was for help raising money to supply the raw materials.

The Library began a media blitz to raise funds (3D Printing Specialist discusses printing PPE to fight against COVID-19), and within a month, BPL Trust raised $40,000. To date, the Library team and PolyFlex have produced and distributed 35,000 shields—donated to more than 150 organizations, including hospitals, doctors' offices, police and fire departments, and senior centers.

Donations from more than 200 individuals and organizations, ranged from $2 to $10,000. The largest single donors were Michigan Schools & Government Credit Union, Birmingham Rotary Club Endowment Fund, and Friends of the Baldwin Public Library.

BPL is proud of the role played in helping Michigan during the pandemic. By cooperating with individual citizens and private business to fulfill an urgent need, we have proved that our Idea Lab is an essential resource for the community.
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 May 18, 2020 minutes  p. 109
   B. Acceptance of the May 2020 receipts of $14,300.74 p. 117
   C. Approval of the May 2020 disbursements of $33,412.31 p. 118

II. New and Miscellaneous Business

III. General Public Comment Period

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

IV. Adjournment

   The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, July 20, 2020.

Motion: To adjourn the June 15 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 día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).
1. Call to Order

The meeting, held via Zoom, was called to order by President Ashley Aidenbaum at 9:13 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 Suhay
2nd Wheeler

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:

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.

1st Tera
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.

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

5. **Adjournment:**

   **Motion:** To adjourn the meeting.
   1st Pisano
   2nd Mark
   Yeas: Aidenbaum, Mark, Pisano, Suhay, Tera, and Wheeler.
   Nays: None.
   Absent and excused: None.
   The motion was approved unanimously. The meeting was adjourned at 9:20 p.m. The next regular meeting will be on Monday, June 15, 2020.

<table>
<thead>
<tr>
<th>Frank Pisano, Secretary</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frank Pisano, Secretary</td>
<td>Date</td>
</tr>
</tbody>
</table>
Baldwin Public Library Trust: May 2020

May receipts totaled $14,300.74. May disbursements totaled $33,412.31.

The current value of the Trust is $1,720,216.79, divided up in the following way:

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total endowment investments</td>
<td>$1,039,695.00</td>
</tr>
<tr>
<td>Endowment funds distributed for use</td>
<td>$130,572.11</td>
</tr>
<tr>
<td>Total endowment funds</td>
<td>$1,170,267.11</td>
</tr>
<tr>
<td>General spendable funds</td>
<td>$276,393.44</td>
</tr>
<tr>
<td>Restricted funds**</td>
<td>$258,218.35</td>
</tr>
<tr>
<td>Naming rights for Rotary Tribute Room</td>
<td>$9,337.89</td>
</tr>
<tr>
<td>Naming rights for Thal Reference Desk</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Total non-endowment funds</td>
<td>$549,949.68</td>
</tr>
</tbody>
</table>

| Total endowment funds                      | $1,170,267.11 |
| Total non-endowment funds                  | $549,949.68  |
| Total of all Trust funds                   | $1,720,216.79 |

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

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

Through May 31, 2020, fundraising efforts for the Youth Room expansion and renovation, net of expenses, resulted in $232,922.17 in receipts plus $2,800.00 in pledges, for a grand total of $235,722.17. This includes money received from all Youth Room-related events, including the 2017 and 2018 Books and Bites fundraisers.

As of May 31, 2020, the amount of money in the Trust that is undesignated stands at $338,715.33.

Receipts and donations for the Idea Lab’s face shield project are listed on the last two pages of the packet. The list is current through May 31, 2020. In May, the Trust paid PolyFlex Products, Inc., $32,671.27, for the supplies it needed to produce 30,000 face shields using the method of injection molding. PolyFlex had agreed to make the shields if Baldwin would aid in fundraising for the supplies. PolyFlex actually spent over $42,594 on supplies, but Baldwin kept $10,181 of the grand total of $42,852 it raised for its own expenses in 3-D printing face
shields. The remaining $32,671 went to PolyFlex. That consisted of all donations earmarked for PolyFlex as well as 25% of the donations not earmarked for PolyFlex.
Baldwin Public Library Trust
Endowment Funds Portfolio Performance Benchmarks
As of May 31, 2020

<table>
<thead>
<tr>
<th>Index</th>
<th>2020: YTD</th>
<th>2019: Entire Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>S&amp;P 500-Equity Benchmark (75%)</td>
<td>-5.77%</td>
<td>28.88%</td>
</tr>
<tr>
<td>Global Aggregate-Bond Benchmark (25%)</td>
<td>1.27%</td>
<td>6.63%</td>
</tr>
<tr>
<td>Blended Return of Both Benchmarks*</td>
<td>-4.01%</td>
<td>23.32%</td>
</tr>
<tr>
<td>Baldwin Endowment Funds’ Portfolio</td>
<td>-6.87%</td>
<td>20.55%</td>
</tr>
<tr>
<td><strong>Endowment Funds’ Performance Compared to Blended Return of Benchmarks</strong></td>
<td><strong>-2.86%</strong></td>
<td><strong>-2.77%</strong></td>
</tr>
</tbody>
</table>

*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 May 31, 2020, the breakdown was as follows:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raymond James Endowment Funds Account</td>
<td>$ 1,053,477.00</td>
</tr>
<tr>
<td>Raymond James General Funds Account</td>
<td>264,972.80</td>
</tr>
<tr>
<td>Chemical Bank Checking Account</td>
<td>4,710.07</td>
</tr>
<tr>
<td>Chemical Bank Money Market Account</td>
<td>397,056.92</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 1,720,216.79</strong></td>
</tr>
</tbody>
</table>

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.
## Investment and Cash Report

### BALDWIN PUBLIC LIBRARY TRUST

### BALANCES BY FINANCIAL INSTITUTIONS

**May 31, 2020**

**Revenue**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Revenue</th>
<th>Expenses</th>
<th>Change</th>
<th>Investment Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chemical Bank Checking</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment Money</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$53,459.09</td>
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<tr>
<td>2012 Books &amp; Bites at Baldwin Fundraiser</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2013 Books &amp; Bites at Baldwin Fundraiser</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2015 Books &amp; Bites at Baldwin Fundraiser</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2017 Books &amp; Bites at Baldwin Fundraiser</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2018 Books &amp; Bites at Baldwin Fundraiser</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2018 Youth Room Fundraising</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Restricted Funds</td>
<td>$2,858.40</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$34,625.02</td>
</tr>
<tr>
<td>Restricted Funds - Covid</td>
<td>($2,589.66)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$33,412.31</td>
</tr>
<tr>
<td><strong>Subtotal - Restricted Funds</strong></td>
<td>$268.74</td>
<td>$4,626.43</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>General Spendable Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Chemical Bank Money Market</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment Fund Investments</td>
<td>$71,467.71</td>
<td>$0.00</td>
<td>($55,501.44)</td>
<td>$137,967.00</td>
</tr>
<tr>
<td>Endowment Cash</td>
<td>$26,976.44</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$33,834.65</td>
</tr>
<tr>
<td>2012 Books &amp; Bites at Baldwin Fundraiser</td>
<td>$17.94</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$17.94</td>
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<tr>
<td>2013 Books &amp; Bites at Baldwin Fundraiser</td>
<td>$2,154.75</td>
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<td>$0.00</td>
<td>$2,154.75</td>
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<tr>
<td>2015 Books &amp; Bites at Baldwin Fundraiser</td>
<td>$276.87</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$276.87</td>
</tr>
<tr>
<td>2017 Books &amp; Bites at Baldwin Fundraiser</td>
<td>$22,516.82</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$22,516.82</td>
</tr>
<tr>
<td>2018 Books &amp; Bites at Baldwin Fundraiser</td>
<td>$25,618.99</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$25,618.99</td>
</tr>
<tr>
<td>2018 Youth Room Fundraising</td>
<td>$184,575.35</td>
<td>$1,000.00</td>
<td>$36,750.00</td>
<td>$185,575.35</td>
</tr>
<tr>
<td>Ileane Thal Reference Desk</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Restricted Funds</td>
<td>$13,809.91</td>
<td>$0.00</td>
<td>$20,183.28</td>
<td>($1,768.03) $12,041.88</td>
</tr>
<tr>
<td>Restricted Fund - Covid</td>
<td>$29,829.39</td>
<td>$11,561.90</td>
<td>$42,852.29</td>
<td>($36,001.97) $5,389.32</td>
</tr>
<tr>
<td><strong>General Spendable Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

### TOTAL

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expenses</th>
<th>Change</th>
<th>Investment Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$352.38</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$33,412.31</td>
</tr>
</tbody>
</table>

### TOTAL

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expenses</th>
<th>Change</th>
<th>Investment Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$365,024.74</td>
<td>$14,300.74</td>
<td>$125,484.62</td>
<td>$132,636.95</td>
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</tbody>
</table>

### TOTAL

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expenses</th>
<th>Change</th>
<th>Investment Balance</th>
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</thead>
<tbody>
<tr>
<td>$1,052,398.95</td>
<td>$0.00</td>
<td>($55,501.44)</td>
<td>$1,053,477.00</td>
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</tbody>
</table>

### TOTAL

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expenses</th>
<th>Change</th>
<th>Investment Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,305,937.09</td>
<td>$0.00</td>
<td>($55,501.44)</td>
<td>$1,318,449.80</td>
</tr>
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</table>

### TOTAL

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expenses</th>
<th>Change</th>
<th>Investment Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,671,314.21</td>
<td>$14,300.74</td>
<td>$125,484.62</td>
<td>$132,636.95</td>
</tr>
</tbody>
</table>

### TOTAL

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expenses</th>
<th>Change</th>
<th>Investment Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,720,216.79</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,720,216.79</td>
</tr>
<tr>
<td>FUND NAME</td>
<td>PRINCIPAL AMOUNT</td>
<td>PURPOSE</td>
<td>PRINCIPAL VALUE AS OF JULY 1, 2019</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------</td>
<td>---------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>401 Frances Balfour</td>
<td>$10,000.00</td>
<td>Adult Reading</td>
<td>$13,891.44</td>
</tr>
<tr>
<td>402 Gladys E. Brooks</td>
<td>$41,437.86</td>
<td>Large Print Books/Senior Citizens</td>
<td>$66,724.98</td>
</tr>
<tr>
<td>403 Jane Cameron</td>
<td>$50,000.00</td>
<td>Baldwin Public Library</td>
<td>$62,952.72</td>
</tr>
<tr>
<td>404 Jane Martin Clark</td>
<td>$10,500.00</td>
<td>Baldwin Public Library</td>
<td>$14,293.02</td>
</tr>
<tr>
<td>405 Jan Coil</td>
<td>$50,000.00</td>
<td>Baldwin Public Library</td>
<td>$66,645.72</td>
</tr>
<tr>
<td>406 Aubrey &amp; Grace Flood</td>
<td>$50,000.00</td>
<td>Baldwin Public Library</td>
<td>$68,645.72</td>
</tr>
<tr>
<td>407 Paul R. Francis</td>
<td>$10,000.00</td>
<td>Baldwin Public Library</td>
<td>$13,691.44</td>
</tr>
<tr>
<td>408 Friends of the Library</td>
<td>$32,000.00</td>
<td>Baldwin Public Library</td>
<td>$43,812.90</td>
</tr>
<tr>
<td>409 Priscilla Goodell</td>
<td>$113,718.00</td>
<td>Baldwin Public Library</td>
<td>$155,696.89</td>
</tr>
<tr>
<td>410 Emmelene Hornac</td>
<td>$50,000.00</td>
<td>Baldwin Public Library</td>
<td>$68,457.23</td>
</tr>
<tr>
<td>411 H. G. Johnston</td>
<td>$6,350.00</td>
<td>Baldwin Public Library</td>
<td>$8,639.96</td>
</tr>
<tr>
<td>412 Bob &amp; Jean Kelly</td>
<td>$10,508.00</td>
<td>Baldwin Public Library</td>
<td>$13,750.37</td>
</tr>
<tr>
<td>413 William Kernan, Jr.</td>
<td>$25,000.00</td>
<td>Baldwin Public Library</td>
<td>$34,228.64</td>
</tr>
<tr>
<td>414 Merle L. Roninger</td>
<td>$10,000.00</td>
<td>Baldwin Public Library</td>
<td>$13,691.44</td>
</tr>
<tr>
<td>415 Rosso Family Foundation</td>
<td>$10,000.00</td>
<td>Baldwin Public Library</td>
<td>$13,691.46</td>
</tr>
<tr>
<td>416 Marion G. Sweeney</td>
<td>$11,100.00</td>
<td>Baldwin Public Library</td>
<td>$14,595.31</td>
</tr>
<tr>
<td>417 Stephen Vartanian</td>
<td>$10,000.00</td>
<td>Baldwin Public Library</td>
<td>$13,691.46</td>
</tr>
<tr>
<td>419 Clarice G. Taylor</td>
<td>$59,852.76</td>
<td>Baldwin Public Library</td>
<td>$84,267.39</td>
</tr>
<tr>
<td>420 Eric &amp; Julie Chen</td>
<td>$10,000.00</td>
<td>Baldwin Public Library</td>
<td>$13,691.46</td>
</tr>
<tr>
<td>421 Richard &amp; Marjorie Humene Book Fund</td>
<td>$10,000.00</td>
<td>Baldwin Public Library</td>
<td>$13,691.46</td>
</tr>
</tbody>
</table>

**Total:**

- **Ending Balance:** $836,459.98
- **Beginning Balance:** $1,115,269.56
- **Earnings:** $7,600.00
- **Additional Income:** $55,501.44
- **Additional Income:** $95,504.51
- **Total:** $1,039,645.00
- **Total:** $1,039,645.00
- **Total:** $1,039,645.00
## BALDWIN PUBLIC LIBRARY TRUST
### ENDOWMENT FUNDS BY DESIGNATION
#### MAY 31, 2020

<table>
<thead>
<tr>
<th>Prior Month Balance</th>
<th>Current Month Revenue</th>
<th>Current Year Date</th>
<th>Year to Date Revenue</th>
<th>Transfer Expense</th>
<th>Transfer Income</th>
<th>Investment Expense</th>
<th>Ending Balance</th>
</tr>
</thead>
</table>

### General Spendable Funds
- **General Spendable Funds**: $276,393.44
  - **Gift & Tribute Funds**
    - **Purpose**: $264,828.79
      - **Revenue**: $129.99
      - **Revenue** to **Date**: $6,100.20
      - **Expense** to **Date**: $7,089.87
      - **Transfer** to **Date**: $0.00
      - **Investment**: $11,434.66
      - **Ending** to **Date**: $276,393.44

### Restricted Funds:
- **Memorials/Tributes**: $8,261.02
  - **Revenue** to **Date**: $0.00
  - **Expense** to **Date**: $460.00
  - **Transfer** to **Date**: $0.00
  - **Investment**: $8,261.02
- **2012 Books & Bites at Baldwin Fundraiser**: $276.87
  - **Revenue** to **Date**: $0.00
  - **Expense** to **Date**: $0.00
  - **Transfer** to **Date**: $0.00
  - **Investment**: $276.87
- **2013 Books & Bites at Baldwin Fundraiser**: $22,516.82
  - **Revenue** to **Date**: $0.00
  - **Expense** to **Date**: $0.00
  - **Transfer** to **Date**: $0.00
  - **Investment**: $22,516.82
- **2014 Books & Bites at Baldwin Fundraiser**: $3,120.00
  - **Revenue** to **Date**: $0.00
  - **Expense** to **Date**: $0.00
  - **Transfer** to **Date**: $0.00
  - **Investment**: $3,120.00
- **2015 Books & Bites at Baldwin Fundraiser**: $30,593.20
  - **Revenue** to **Date**: $0.00
  - **Expense** to **Date**: $0.00
  - **Transfer** to **Date**: $0.00
  - **Investment**: $30,593.20
- **2016 Books & Bites at Baldwin Fundraiser**: $22,516.82
  - **Revenue** to **Date**: $0.00
  - **Expense** to **Date**: $0.00
  - **Transfer** to **Date**: $0.00
  - **Investment**: $22,516.82
- **2017 Books & Bites at Baldwin Fundraiser**: $25,618.99
  - **Revenue** to **Date**: $0.00
  - **Expense** to **Date**: $0.00
  - **Transfer** to **Date**: $0.00
  - **Investment**: $25,618.99
- **2018 Books & Bites at Baldwin Fundraiser**: $27,239.73
  - **Revenue** to **Date**: $1,000.00
  - **Expense** to **Date**: $36,750.00
  - **Transfer** to **Date**: $0.00
  - **Investment**: $25,618.99
- **Sub-total Restricted**: $279,068.76
  - **Revenue** to **Date**: $12,561.90
  - **Expense** to **Date**: $56,983.28
  - **Transfer** to **Date**: $33,412.31
  - **Investment**: $72,087.99
  - **Ending**: $258,218.35

### Rotary Room Fund
- **Naming Rights-Principal**: $7,832.00
  - **Revenue** to **Date**: $0.00
  - **Expense** to **Date**: $0.00
  - **Transfer** to **Date**: $0.00
  - **Investment**: $7,832.00
- **Maintenance Funds**: $1,505.89
  - **Revenue** to **Date**: $0.00
  - **Expense** to **Date**: $0.00
  - **Transfer** to **Date**: $0.00
  - **Investment**: $1,505.89

### Ileane Thal Reference Desk
- **$6,000.00**

### Total Gift and Tribute Funds
- **Total Gift and Tribute Funds**: $549,949.68
  - **Gift & Tribute Funds**: $559,235.44
  - **Restricted Funds**: $79,177.86
  - **Endowment Budgeted Funds**: $1,039,695.00

### Endowment Budgeted Funds
- **Endowment Budgeted Funds**: $1,170,267.11
  - **General Funds**: $63,036.11
  - **Adult Large Print**: $3,286.13
  - **Adult Services Department**: $15,737.13
  - **Adult Architecture**: $1,905.03
  - **Youth Services Department**: $7,545.80
  - **Youth Programs**: $4,755.68
  - **Professional Development**: $5,826.75
  - **Staff Appreciation**: $130,572.11

### Total Endowment Investments
- **Total Endowment Investments**: $1,720,216.79
  - **All Funds**: $1,720,216.79

### Total All Trust Funds
- **Total All Trust Funds**: $2,170,486.59
  - **General Funds**: $1,170,267.11
  - **Restricted Funds**: $549,949.68
  - **Endowment Budgeted Funds**: $1,039,695.00
## TRUST RECEIPTS
### May-20

### Trust Money Mkt General Funds:
- **Ruth Rattner in honor of Peter Hollinshead's birthday**: $100.00
- **Less: Paypal Fee**: -$3.20
- **Chemical Bank Interest Income**: $33.19

### 2018 Youth Room Fundraising:
- **David Underdown**: $1,000.00

### COVID 19 Funds:
- **Paypal Giving Fund**: $8,576.32
- **Elizabeth Sullivan**: $2,365.00
- **Christine Pikulas**: $25.00
- **Katherine Dunshee**: $75.00
- **Pamela LaGrassa**: $50.00
- **Thomas Booth**: $50.00
- **Less Paypal Fees**: ($59.34)
- **Friends of the BPL**: 379.92
- **Jerry Sassoon**: 100.00

### Trust Money Mkt Endowment Fund:
- **MI Architectural Foundation**: 1,608.85

### Total Receipts: $14,300.74
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<th>Check Date</th>
<th>Bank</th>
<th>Check</th>
<th>Vendor</th>
<th>Vendor Name</th>
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<td>5348</td>
<td>003904</td>
<td>CAPITAL ONE BANK</td>
<td>64.13</td>
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<td>5350</td>
<td>MISC</td>
<td>POLYFLEX PRODUCTS, INC.</td>
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LIBRY TOTALS:

- Total of 3 Checks: 33,412.31
- Less 0 Void Checks: 0.00
- Total of 3 Disbursements: 33,412.31