



LIBRARY BOARD MEETING

JULY 20, 2020

Ashley Aidenbaum
PRESIDENT

Melissa Mark
VICE PRESIDENT

Frank Pisano
SECRETARY

James W. Suhay

Bob Tera

Jennifer Wheeler

Doug Koschik
LIBRARY
DIRECTOR



LEARN.CONNECT.DISCOVER.

MISSION

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

VISION

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

CORE VALUES

WE ARE COMMITTED TO:

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

ADOPTED OCTOBER 2010



LEARN.CONNECT.DISCOVER.

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

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Term expires 2021

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Term expires 2023

Finance and Policy
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Term expires 2023

Communications and
Policy Committees

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Term expires February 2021

Stephenson, Storm
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Term expires February 2021



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AGENDA

Baldwin Public Library Board Meeting

Monday, July 20, 2020 at 7:30 p.m.

Zoom Virtual Meeting

Agenda

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

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

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

I. Consent Agenda

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

- A. Approval of June 15, 2020 Board Meeting minutes. p. 7
- B. Approval of June 2020 vendor payments in the amount of \$495,755.04, p. 13
including payments in excess of \$6,000.
- C. Approval of total expenses in the amount of \$781,842.32. p. 17

II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries p. 41
- D. Upcoming events of interest (Rebekah Craft) p. 56

III. Board Committee Reports

- A. Finance Committee (Bob Tera) p. 16
- B. Building Committee (Jim Suhay) p. 19

IV. Library Report and Renovation Update p. 31

- A. Including a discussion of the Youth Room expansion & renovation
- B. Including a discussion of the Library's reopening to the public

V. Liaisons	
A. Report from Friends of the Baldwin Public Library	p. 53
B. Beverly Hills (Lee Peddie, Beverly Hills Village Council)	
C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)	
VI. Unfinished Business	
VII. New & Miscellaneous Business	
VIII. Items Removed from Consent Agenda	
IX. Information Only	
A. Upcoming events of interest	p. 56
B. Baldwin Public Library Presentation to Bloomfield Hills City Commission	p. 59
C. City of Bloomfield Hills Resolution Regarding Library Millage	p. 67
D. July 2020 Learn.Connect.Discover issue	p. 69
E. Birmingham-Bloomfield Eagle, "Bloomfield Hills asked to renew contract with Baldwin Library"	p. 73
F. Downtown News Magazine, "Baldwin Library opens for limited service"	p. 75
G. Little Guide, "Storybook Walking Trails In Metro Detroit"	p. 77
H. Birmingham-Bloomfield Eagle, "Libraries shine during COVID-19 quarantine"	p. 80
I. Patch.com BPL Press Release, "Baldwin Public Library Recommends Books For July"	p. 83
J. City of Birmingham Newsletter, "Baldwin Public Library – Summer 2020"	p. 86
K. The Oakland Press, "Oakland County community calendar July 5"	p. 87
L. The Oakland Press, "Oakland County community calendar July 12"	p. 93
M. Library Journal, "Security Experts on How To Reopen Safely"	p. 99
N. NPR, "Libraries Are Dealing With New Demand For Books And Services During The Pandemic"	p. 103
O. Public Libraries, "Connecting through COVID-19 Response"	p. 109
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, August 17, 2020 at 7:30 p.m.

Motion: To adjourn the July 20 Board Meeting.

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

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



**BALDWIN PUBLIC LIBRARY MINUTES,
VIRTUAL REGULAR MEETING
June 15, 2020**

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.

1. Consent Agenda:

Motion to approve the consent agenda.

1st Suhay

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 noted the challenging times our country is facing and how these affect Baldwin. Police violence and racial tension surround us. We are striving to be a better, stronger, more antiracist, and more proactively diverse and inclusive organization, even as we struggle to reopen the Library in a safe and healthy way. We must realize that none of us is doing enough. We must all do more. The goal today is to chart a path forward. We must make sure we're asking the right questions and then take appropriate action steps. Our commitment to this process needs to be long-term.

Board comments: None.

Staff Anniversaries: Pisano praised staff for providing the best continuity of service possible during the Library closure due to the COVID-19 pandemic, and thanked Koschik and Craft for their leadership.

He also recognized the following staff anniversaries: Debra Gantz (18 years); Daniel O'Brien (19 years), Katie Rothley (6 years); Donna Smith (17 years); and Matthew Weerakoon (2 years).

Upcoming events of interest: Craft reported upcoming events at the Library, full details of which can be found on pages 48 – 49 of the June Board packet. These events will be held virtually, as physical-presence Library programs have been cancelled for the foreseeable future.

3. Board Committee Reports

Finance Committee:

Tera reported that the Finance Committee held a Zoom conference on Monday, June 8. Present were Pisano, Tera, Suhay, Koschik, and Craft. During this meeting, Koschik gave an update on the FY 2019-20 budget. Revenues and expenditures were down in May compared to April. Koschik expects the Library will underspend this year's budget due to various factors related to the pandemic, including the deferral of construction costs into the next fiscal year. Personnel and supplies expenses will be slightly higher than budgeted, however. Koschik updated the Committee on the status of Youth Room funds kept in the Trust.

On June 6, Koschik presented the FY 2020-21 Library budget at the City of Birmingham's public budget hearing. Tera stated he was pleased that all Board members attended. The City Commission approved the entire City's budget, including the Library's, on June 8.

Full details of the meeting can be found on page 14 of the June Board packet.

Pisano reported on the Investment Committee meeting he attended on June 3, and the Retirement Board meeting he attended on June 13.

The next meeting of the Finance Committee will take place on Monday, July 13, 2020 at 4:30 p.m.

Building Committee:

Suhay reported that the Construction Committee met on May 29, June 8, and June 15. Minutes of the May 29 and June 8 meetings may be found on pages 17—20 of the June Board packet.

Construction will wrap up in early July. The exterior landscaping is projected to be done by mid-August. The Committee has ordered outdoor furniture for the terrace and garden.

Koschik has updated the cost-tracking spreadsheet. The project budget is \$2,699,000, while the current cost of the project is approximately \$2,663,000. A contingency of about \$36,000 remains.

David Bloom, a member of the public, suggested that temporary art work be displayed along the white fascia along the top of the Youth Room, facing toward the exterior. He volunteered to finance a "call for art" for this project. Bloom had discussed this idea to Koschik and Pisano previously.

Suhay relayed John Gardner's (LZG) comments that the 30" white fascia was intended to provide a visual bridge to the limestone fascia on the south side of the building. The fascia is behind a tinted glass curtain wall, which may make seeing the art difficult, and there are currently no lights there. Suhay stated that he welcomed Bloom's proposal and that the Board will consider the idea. Tera

stated that he would encourage the commissioning of local artists. The Board members gave thanks to Bloom for his commitment and passion for the Library. It is possible that a committee will be set up to explore the idea.

4. Library Report and Discussion of COVID 19 Measures:

Koschik discussed the Library's statistical dashboard, found on page 22 of the June Board packet. As was the case in April, most statistical indicators were below expectation due to the Library's closure. Digital resource indicators remained positive, however. Circulation figures should see an upswing in June because of curbside pick-up services provided at the Library.

Koschik gave a summary of how the Library's phased reopening plan is progressing, detailed on page 28 of the June Board packet. Activity was heavy during the week of June 8-12, when the Library began accepting returned materials, and again on June 15, when the Library began curbside delivery. Staff had worked hard to develop procedures for both.

In discussing the budget for FY 2020-21, Koschik noted that revenues might be lower than originally projected because of the economic impact of COVID-19. Koschik suggested that the Library Administration and the Finance Committee review the budget in fall 2020 to see if any adjustments need to be made.

Koschik has been selected to receive the 2020 Honorary Affiliate Award from the American Institute of Architects, Michigan (AIAMI). He noted he had received the award because of a years-long collaboration between Baldwin and the Michigan Architectural Foundation (MAF). MAF has purchased architecture-related books for Baldwin's Adult and Youth Departments, has developed carried out joint programs with Baldwin, and has paid for learning kits that will be distributed to public libraries across the state, including Baldwin.

Polaris, the Library's computer system, was updated during the week of June 8-12 under the direction of Josh Rouan. Among other things, the new version improves the functioning of the homebound delivery module.

Koschik summarized Jeff Jimison's Idea Lab update, found on page 33—34 in the June Board packet. Jimison will offer a livestream showing the process of converting Baldwin's largest 3D printer from an "H-bot" to a "Core-XY" machine.

Craft continued the Library Report, referencing details found on pages 23—28 of the June Board packet. She is the acting site supervisor to ensure that all COVID-19 rules and regulations are met.

The Summer Reading program is being administered through a computer program called Beanstack. This software allows goals to be set for participants. The Friends of the Library will be donating 10 cents to Forgotten Harvest for each goal completed, with a \$500 target. The Library's six book clubs are continuing to meet virtually.

The *Learn.Connect.Discover* newsletter is being issued monthly by email. It is also sent by mail to Library patrons who have never registered an email address. Michelle Hollo continues to do artwork design for the upcoming newsletters, the Storybook Trail, Summer Reading, and curbside delivery.

5. Liaisons

Friends (Ryndee Carney):

Carney mentioned that a Friends' Board meeting was held on June 9 via Zoom. The Friends' annual newsletter will be sent out in August. Carney is planning to participate in a webinar from ALA on the future of book sales.

Koschik thanked Carney and the Friends for agreeing to fund the Summer Reading program donation to Forgotten Harvest.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

6. Unfinished Business: None.

7. New & Miscellaneous Business:

Prior to the meeting, Koschik had sent the Board a draft Antiracism Statement, which read as follows:

BALDWIN PUBLIC LIBRARY ANTIRACISM STATEMENT
June 15, 2020

Earlier this month, in a note to staff, the Baldwin Public Library Board of Directors condemned institutional racism and expressed its desire that Baldwin become a more effective antiracist organization. It invited staff to raise concerns and make suggestions for proactively improving BPL's internal and external policies, practices, and behaviors. Also last week, the City of Birmingham, with which BPL is affiliated, issued a Proclamation on Social Injustice, which the Baldwin Public Library wholeheartedly endorses.

This week, we wish to state publicly that we stand alongside our peers, the [American Library Association](#) and [Michigan Library Association](#), in condemning all violence and racism towards Black people, Indigenous people, and all people of color.

In company with other libraries all over the country, we will continue to share books and other resources with you and with each other that deepen our shared understanding of Black history, institutional racism, and systemic racial violence and inequality. Black lives matter.

Because racism is so pervasive in our society, we and our institutions are inherently implicated. Therefore, we must work actively to dismantle its roots. Thus, to further our educational mission, the Baldwin Public Library is actively examining its internal and external policies and practices through an antiracism lens. We are also committed to curating additional programming and partnerships to support antiracism work in our community. In the coming weeks and months, the Library will develop plans and benchmarks to ensure that our commitment to this cause truly does bear fruit.

We stand with the many library workers, patrons, and community members who are fighting for justice and equality. And we set forth a long-term commitment to becoming a more effective antiracist institution.

In solidarity,

Motion to approve the proposed Baldwin Public Library Antiracism Statement

1st Tera

2nd Wheeler

Yeas: Aidenbaum, Mark, Pisano, Suhay, Tera, and Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Before this meeting, Koschik had spoken with staff and Board President Aidenbaum about how to follow up the statement with an action plan, and had identified the following concrete steps, which he proceeded to present to the Board:

- Immediately implement those suggestions that call simply for the intensification of those activities Baldwin already engages in, and to establish specific benchmarks for them, which currently do not exist. Falling into this category would be:
 - Offer more antiracist *programs and materials*
 - *Market* the Library's antiracism materials in the Library's newsletters and social media posts
- Add antiracism as a priority in the list of Library's *goals* for FY 2020-21.
- Consider the Library's *mission statement, value statement, and core values*. Recommend any necessary changes.
- Re-consider *procedures and practices* that staff has identified as potentially problematic, such as overdue fines, allowing non-residents to place holds, and providing resident status to non-residents who are students in the schools of our service area. Recommend changes.
- Establish a methodology for developing a *diversity statement* that also addresses staff diversity, and then draft such a diversity statement.
- Identify which Library *policies* need to be re-examined and set a timeline for the review.
- Develop *closer relationships* with antiracist community groups and professional organizations.
- Research the various kinds of *diversity training* and then implement such training in 2021.
- Consider whether the Library needs to re-do its entire *strategic plan*, including the mission statement, core values, goals, objectives, and action steps. The strategic planning process would involve surveys of staff and the community. Members of the staff, the Library Board, the Friends Board, and the public would be involved in the process.
- Include a new section in the monthly *Library Report*. In that section, identify steps that have been taken to achieve the antiracism goal during the preceding month and how Baldwin is progressing against its overall goals.

The Board discussed how to proceed and ultimately agreed to let a staff committee work on the above actions and then bring them back to the Board for further discussion and approval.

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

Page: 1/2

Check Number	Vendor #	Vendor	Amount
	006638	ACTION MAT & TOWEL RENTAL	43.50
	009126	AMAZON CAPITAL SERVICES INC	4,114.18
	009202	AQUARIUM DESIGN INC	5,224.00
	000843	BAKER & TAYLOR BOOKS	15,526.40
	006782	BIBLIOTHECA, LLC	8,695.00
	000575	DEMCO, INC	2,172.07
	004493	ELITE IMAGING SYSTEMS	390.89
	005651	FINDAWAY WORLD, LLC	1,357.39
	008827	KANOPY, INC	589.00
	000795	LIBRARY DESIGN ASSOCIATES, INC.	2,750.00
	007927	MICHELLE HOLLO	1,085.00
	008356	MIDWEST COMPUTER RESOURCES, INC.	7,109.50
	002013	MIDWEST TAPE	11,367.38
	004020	MIKERO MOH, LLC	399.00
	000481	OFFICE DEPOT INC	138.34
	006785	OVERDRIVE, INC.	20,022.62
	009024	THE D.M. BURR GROUP	3,221.32
	008327	THE DAILEY COMPANY	183,190.80
	005806	ULINE	475.03
2570	009126	AMAZON CAPITAL SERVICES INC	260.96
2584	000795	LIBRARY DESIGN ASSOCIATES, INC.	150,121.00
2585	003527	LOWER HURON SUPPLY CO INC	2,965.70
273705	000249	GUARDIAN ALARM	197.41
273781	006638	ACTION MAT & TOWEL RENTAL	108.75
273802	003904	CAPITAL ONE BANK	8,423.95
273822	003613	EBSCO INFORMATION SERVICES	432.25
273843	004085	KONE INC	6,100.00
273846	000312	LUCKENBACH-ZIEGELMAN ARCHITECT	4,313.00
273863	007823	PITNEY BOWES GLOBAL FINANCIAL	472.53
273881	000158	VERIZON WIRELESS	104.75
273889	007745	ALL COVERED	1,583.00
273901	000843	BAKER & TAYLOR BOOKS	863.41
273902	000408	BALDWIN PUBLIC LIBRARY	39.67
273928	000575	DEMCO, INC	1,440.50
273935	004493	ELITE IMAGING SYSTEMS	242.06
273966	000678	OCLC, INC.	300.81
273967	000481	OFFICE DEPOT INC	404.08
273983	MISC	TICOTECH, INC	360.80
273986	005806	ULINE	552.51
273994	009026	WELLS FARGO VENDOR FIN SERV	677.87
274008	000843	BAKER & TAYLOR BOOKS	3,176.91
274059	006666	GRID 4 COMMUNICATIONS INC.	274.34
274075	000797	THE LIBRARY NETWORK	2,712.88
274087	008356	MIDWEST COMPUTER RESOURCES, INC.	1,461.88
274088	002013	MIDWEST TAPE	1,942.83
274122	007745	ALL COVERED	832.00
274126	000843	BAKER & TAYLOR BOOKS	9,980.72
274129	000408	BALDWIN PUBLIC LIBRARY	68.02

Register of Claims

Page: 2/2

Baldwin Public Library300 W. Merrill Street
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
274139	000443	CCH INCORPORATED	151.89
274140	000902	CENGAGE LEARNING INC	91.97
274150	007822	REBEKAH CRAFT	57.86
274153	000575	DEMCO, INC	16,466.27
274155	000179	DTE ENERGY	5,877.26
274187	002013	MIDWEST TAPE	620.28
274188	MISC	NICOLSON ASSOCIATES	1,000.00
274191	000481	OFFICE DEPOT INC	635.56
274213	MISC	TD PAINTING AND WALLCOVERING, INC.	1,368.00
274220	005806	ULINE	1,095.17
274223	000158	VERIZON WIRELESS	104.77
Total:			495,755.04

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, July 13, at 4:30 p.m. Present were Bob Tera, Jim Suhay, Doug Koschik, and Rebekah Craft.

- Doug gave a preliminary end-of-year report on the FY 2019-20 budget:
 - Revenues still to be received include state aid and penal fines. The Library has received full payments from its three contract communities. Revenues are about 60% lower this year in the patron use category (room rentals, copiers, printing, fines, etc.) because of the COVID-19 closure.
 - Expenses are higher than budgeted in the personnel category due to an increase in the FY 2019-20 hospitalization costs. Expenses are also higher than budgeted for supplies, mostly due to COVID19-related expenses. On the other hand, utilities, parking, building improvements, and collections were lower than anticipated due to the extended closure.
 - Currently, the end-of-year fund balance stands at \$763,456, but that will change as various revenues and expenses are recorded before the auditors close the book on the fiscal year.
- Koschik noted that the City has set up a fund for COVID-19 related payments. The Library has purchased plexiglass sneeze-guards, gloves, masks, and cleaning supplies, all of which have all been charged to this account.
- Koschik discussed all payments over \$6,000 made in June. They included:
 - Payments related to the Youth Room expansion and renovation (Dailey, LDA, Demco).
 - Baker & Taylor, OverDrive, Midwest Tape – Physical and electronic materials for circulation. Staff started ordering items again on June 8.
 - Bibliotheca – A new self-check machine for the Youth Room.
 - Midwest Computer – Computer wiring for the Youth Room and for socially distant staff work spaces.
 - Kone – A new freight elevator door.
- Craft discussed June Trust expenditures with the Friends of the Baldwin Public Library's funds.
- The Committee discussed the upcoming Library millage election in the City of Bloomfield Hills, which will take place on August 4.
- The next meeting of the Finance Committee will take place on Monday, August 10, 2020, at 4:30 p.m., via a Zoom meeting.

FINANCIAL REPORT: June 2020

This report references the Revenue and Expense Report 2019-20, found on the following page. At 100.0% of the way through fiscal year 2019-2020, the Library has spent 90.7% of its budget and received 97.8% of its revenue. By this point of the year, the Library was budgeted to have spent 100.0% of its budget and to have received 98.1% of its revenue.

Payments were made to The Dailey Company (\$183,190.80) and Library Design Associates (\$152,871.00) for the Youth Room Renovation; Baker & Taylor (\$29,547.44) for print materials; Demco (\$20,078.84) for Youth Room Furniture and Miscellaneous supplies; Overdrive (\$20,022.62) for electronic materials; Midwest Tape (\$13,930.49) for audio visual materials/Hoopla ; and Kone (\$6,100) for the repair of the freight elevator.

Three pay period were recorded in June, as well as the fourth quarter hospitalization adjustment.

Vendor payments in excess of \$6,000:

THE DAILEY COMPANY	\$183,190.80
LIBRARY DESIGN ASSOCIATES, INC.	\$152,871.00
BAKER & TAYLOR BOOKS	\$29,547.44
DEMCO, INC	\$20,078.84
OVERDRIVE, INC.	\$20,022.62
MIDWEST TAPE	\$13,930.49
BIBLIOTHECA, LLC	\$8,695.00
MIDWEST COMPUTER	\$8,571.38
CAPITAL ONE BANK	\$8,423.95
KONE INC	\$6,100.00
Total vendor payments in excess of \$6,000	<u>\$451,431.52</u>
Balance of vendor payments less than \$6,000	<u>\$44,323.52</u>
Total vendor payments	<u>\$495,755.04</u>

City of Birmingham allocations:

Payroll Period Ending 05/30/20	\$80,227.12
Payroll Period Ending 06/13/20	\$81,219.63
Payroll Period Ending 06/27/20	\$79,055.02
Employee Health Care Payroll Deduction 06/13/20	(\$669.88)
Fixed Past Retirement Health Care Cost	\$6,929.92
Fixed Past Retirement Cost	\$5,374.10
Hospitalization Adjustment (06/30/20)	<u>\$26,121.91</u>
Total Payroll	\$278,257.82
BS&A Software Charge	\$248.19
Administrative Services	\$8,740.83
MML Insurance Premium	\$380.83
Total City of Birmingham allocations	<u>\$287,627.67</u>

Reconciling adjustments:

Reimbursement for PLA Conference for Jennings MLA Grant	(\$1,600.00)
Credit Card Processing Fee	<u>\$59.61</u>
Total Recon Adjustments	<u>(\$1,540.39)</u>

Total expenses for the month	<u><u>\$781,842.32</u></u>
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2019-20
June 2020 as of July 13, 2020

	Approved 2019-20 Budget	Current Month Budget June 2020	Current Month Actual June 2020	Variance For Month	Y-T-D Budget 2019-20	Y-T-D Actual 2019-20	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2018-19	100.00%	12th Month of the year
REVENUES											
TAXES	\$3,385,950	\$0	\$0	\$0	\$3,385,950	\$3,385,950	\$0	100.0%	\$3,262,679	100.4%	
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$15,000)	(\$127)	\$14,873	0.8%	(\$3,106)	20.7%	
COUNTY AND STATE REVENUE	\$104,300	\$0	\$0	\$0	\$18,750	\$21,140	\$2,390	20.3%	\$111,056	108.2%	
LOCAL GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$45,000	0.0%	
COMMUNITY CONTRACTS	\$924,890	\$357,023	\$359,319	\$2,296	\$924,890	\$928,876	\$3,986	100.4%	\$902,708	100.4%	
PATRON USE REVENUE	\$81,150	\$7,450	\$15	(\$7,435)	\$81,150	\$48,650	(\$32,500)	60.0%	\$90,570	109.6%	
INVESTMENT INCOME	\$52,290	\$4,353	\$2,136	(\$2,217)	\$52,290	\$48,588	(\$3,702)	92.9%	\$81,925	221.9%	
TOTAL REVENUE	\$4,533,580	\$367,576	\$361,470	(\$6,106)	\$4,448,030	\$4,433,078	(\$14,952)	97.8%	\$4,490,832	103.1%	
EXPENSES											
PERSONNEL SERVICES	\$2,374,870	\$291,870	\$278,258	(\$13,612)	\$2,374,870	\$2,434,124	\$59,254	102.5%	\$2,211,687	97.3%	
SUPPLIES	\$96,000	\$5,000	\$11,647	\$6,647	\$96,000	\$101,702	\$5,702	105.9%	\$90,419	119.8%	
CONTRACTED SERVICES	\$383,600	\$61,600	\$31,690	(\$29,910)	\$383,600	\$296,254	(\$87,346)	77.2%	\$418,137	118.0%	
TECHNOLOGY & MAINTENANCE	\$123,500	\$13,500	\$3,552	(\$9,948)	\$123,500	\$116,568	(\$6,932)	94.4%	\$142,309	94.9%	
UTILITIES	\$102,000	\$13,800	\$12,072	(\$1,728)	\$102,000	\$81,506	(\$20,494)	79.9%	\$83,624	83.2%	
OTHER CHARGES	\$75,770	\$5,270	(\$1,115)	(\$6,385)	\$75,770	\$64,015	(\$11,755)	84.5%	\$67,090	101.4%	
BUILDING IMPROVEMENTS & FURNISHINGS	\$2,408,000	\$807,000	\$377,249	(\$429,751)	\$2,408,000	\$1,949,712	(\$458,288)	81.0%	\$236,606	193.9%	
COLLECTIONS	\$647,010	\$107,010	\$68,489	(\$38,521)	\$647,010	\$587,700	(\$59,310)	90.8%	\$568,553	96.7%	
TOTAL EXPENSES	\$6,210,750	\$1,305,050	\$781,842	(\$523,208)	\$6,210,750	\$5,631,582	(\$579,168)	90.7%	\$ 3,818,425	102.4%	
VARIANCE	(\$1,677,170)	(\$937,474)	(\$420,372)	\$517,102	(\$1,762,720)	(\$1,198,504)	\$564,216				
FUND BALANCE-BEGINNING OF YEAR						\$1,961,960					
FUND BALANCE-CURRENT						\$763,456					

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.

Construction Committee Working Session Notes

project BPL Youth Services – Renovation / Addition
date June 15, 2020, 1:30 – 2:45 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, R. Ziegelman
Dailey Company (Dailey): P. Danko, D. Meyers
Library Design Associates (LDA): K. Haning

Project Schedule Update

- *From Dailey:* The work on the retaining wall is proceeding. The fire suppression work should be finished today. The painters are continuing to paint. Electricians are doing final tie-ins and finish work. Signs have been hung outside the restrooms. Millwork will continue tomorrow, and some adjustments will be made to a few pieces. Shelving began to be set up today. Stainless steel sheathing is being put on the columns today and will be completely installed by tomorrow. Interior work is set to be finished by July 3. The landscape patio pavers and perimeter fencing will take longer. They should be done by mid-August.
- *From LDA:* Shelving started returning to the Library today. Truck shipments will be coming in throughout the week. The canopy arrived last week, and the compact shelving will arrive tomorrow morning. Forbo flooring will be installed in the storage area after compact shelving is installed. BCI furniture shipping from Europe has been delayed due to the COVID-19 pandemic, and the reference desk, soft seating, and tables and chairs will arrive the second week of July. Other furniture will arrive by the start of July. LDA will not be able to move the Youth workstations from their temporary home in the staff lounge to the new Youth office until enough work has been completed in the Youth office for the City's Building Department to grant an occupancy permit. At our next meeting, we will discuss this matter further, and Dailey will be able to give a better estimated date for the move.

Shades and Story Room Louver Update

- The shade sample arrived today. All of the components of the metal work for the shades will need to be one color.

Landscape Benches & Furniture

- The Committee selected Jarrah wood for the benches in the children's garden. Craft is now ready to place the furniture order.

Exterior Courtyard

- Dailey sent an estimate for a column cover for the terrace. The cost of a dark bronze, 10" diameter column cover is \$3,265 with an 8-week lead time. Due to the high price, the Building Committee would like, instead, to paint the column with an oil-rubbed bronze finish. LZG would like the finish of this column to look more refined than that. LZG and Dailey will research other options for the column finish.
- Dark gray was chosen as the color of the pavers for the terrace

Project Observations

- The choice of colors in the painting of the overhead pipe in the northwest corner of the Youth Room has been resolved.
- Film will need to be added to the men's restroom mirror to prevent passersby from seeing around the corner and into the urinal area. Swanson will mock up the size and shape of the film to make sure that the film covers the parts that will be visible outside the restroom.
- LZG is proposing that the design of the northeast corner of the retaining wall be changed. LZG would like to move the retaining wall away from the street and toward the Library. This will also require a change to the fence perimeter. The Committee met after the construction meeting to view the site. LZG will review two options and recommend one within the next couple of days. Dailey will provide a cost estimate for the work.
- A slight change in the staff office cabinetry—against the brick wall, by the exposed window—was proposed. LZG will revise the drawings. Dailey will provide a cost estimate for the work.
- The new aquarium frame and tank will be delivered later this week.

The next working session will be held on Monday, June 22 at 1:30 p.m., via a Zoom virtual meeting.

Construction Committee Working Session Notes

project BPL Youth Services – Renovation / Addition
date June 22, 2020, 1:30 – 2:45 p.m.
location Virtual Zoom Meeting
attending Baldwin Public Library (BPL): 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, R. Ziegelman
Dailey Company (Dailey): P. Danko, D. Meyers, D. Bernard
Library Design Associates (LDA): K. Haning

Project Schedule Update

- *From Dailey:* Vapor barrier and insulation were installed in the crawl space on Friday and Monday. The metal door panels along the exterior door 108 are being fabricated and installed Monday. Electricians are wiring floor boxes and poke throughs this week. Millwork is ongoing. Glass has been measured for all glass walls and doors. The exterior door is scheduled to be delivered on Thursday. The ground floor operator installer is coming at a later date (TBD) and contractors may need to install a temporary door for the reopening on July 6. Painters are wrapping up painting in the Youth Room.
- *From LDA:* Furniture deliveries are ongoing. Materials placed in storage are returning to the Library this week. All maple end panels and canopy tops have been installed. The play area canopy will be installed soon. After compact shelving is installed this week in the staff workroom, the vinyl Forbo flooring can be installed. Elevator room carpeting will be installed later this week. The shade samples have been ordered and should be shipping this week.

Reopening on July 6

- The Library would like to open the Youth Room to the public by July 6. Dailey expects all interior work to be completed by July 3. With the exception of the BCI furniture shipment, which is coming mid-July, LDA will be finished with FFE.
- Carpet installers will revisit the room to finish up installation around cabinetry and will address any issues by July 3.
- The aquarium will be decorated and filled with water and fish by July 3.

Bulletin 17 – Landscape changes

- Mark asked if it would be possible to source more local paver stones for the garden to save time and money. LZG will look at Ciot in Troy for alternate paver stones. Dailey will determine if there will be a labor savings for the deletion of garden pavers and the use of larger stones in the terrace.
- The Committee discussed LZG's proposed changes to the garden's graded northeast edge along Bates Street. LZG notes that their proposed design with a reduced slope will be safer for children, easier to maintain, and better looking.

- Bruce, Mike, John, and Rebekah will review the suggested change and the original plan on Tuesday to evaluate compliance with City building codes. BPL Building Committee members stated they were in favor of keeping the original garden design because changing the design will reduce the size of the Children's Garden and cost additional money. If Johnson determines that the original design meets building code and is not a safety hazard, then the Building Committee would like to stay with the original design. [After meeting at 3pm on 6.23.2020, Johnson determined that the original design meets building code and BPL chose to proceed with the original plan for the wall.]

Story Room/Louver Update

- Haning confirmed that the shade, brackets for the blinds, and the flat horizontal metal housing above the shade will all be gray and will butt up against the white louver. Suhay suggested considering a gray louver to blend better with the shade.
- A sample of the metal housing above the shade is shipping soon and a gray louver will be requested.

Shop Drawings and Submittals Update

- LZG is awaiting a submittal for the precast concrete bench samples.

Exterior Courtyard Column Cover/Finish

- LZG will continue to look for an alternative cover that is simpler and has a smaller diameter and is less expensive to install. The existing exterior column is 4" and looks unfinished and has several blemishes from demolition.

Project Observations

- Swanson recommends placing a 15" wide section of frosted film on the left side of the men's room mirror.
- Film on the restored 1927 window will be installed at the same time the film is installed on the other Youth Room glass.
- Staff office millwork and cabinets in the Circulation area have no outlets. Craft requested that 8 plugs be installed into the counter (either two outlets with four plug holes or four outlets with two plug holes). Outlets with USB ports would be appreciated but are not necessary.
- The Exit sign at the exterior door 108 is too close to the ceiling and may need to be dropped. Mike will review with Doug M. tomorrow. [the location was reviewed on 6.23.2020 and the exit sign will need to be lowered.]

The next working session will be held on Monday, June 29 at 1:30 p.m., via a Zoom virtual meeting.

Construction Committee Working Session Notes

project BPL Youth Services – Renovation / Addition
date June 22, 2020, 1:30 – 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
Dailey Company (Dailey): P. Danko, D. Meyers
Library Design Associates (LDA): K. Haning

Project Schedule Update

- *From Dailey:* The final painting, touchups, and baseboards will be completed this week. The Elevator Room and Circulation area will also be painted. The final plumbing inspection is complete, and plumbers tied in the sinks this morning. Landscapers are coming on Wednesday to start the retaining wall. **[Note: This was later delayed until July 6.]** Coat hooks will be installed on Wednesday. The in-ground floor operators for the handicap buttons will be installed in the Story Room and exterior door 108 on Thursday. The cement will be poured into the floor holes on Thursday. The final electrical inspection should occur by the end of the week. Interior glass walls and doors are arriving Wednesday for the Story Room, staff office, and staff workroom. The glass doors for the Story Room and exterior door will be coming around the week of July 13. **[Note: The room will not receive occupancy approval from the City until the exterior door is installed.]** Cleaners will be coming on Wednesday to clean the glass and aluminum framing. They will do the final cleaning closer to the reopening date.
- **Landscaping:** After the wall is complete, the fill will be brought in, and the area will be graded. This will probably happen at the beginning of the week of July 6. The pink flags in the ground right now are showing the location of the fence. The plantings will be placed on the outside of the fence. Suhay and Gardner selected the dogwood tree (*Cornus florida*) for the garden. Irrigation is included in the project scope. The arborvitae added to the garden will be 15" tall when planted and will grow to 18-24" high. Koschik will sign the change order request for selecting alternate porcelain landscape pavers from CIOT. This will result in a \$777 cost savings for the Library.
- *From LDA:* The aquarium is being filled with water and décor today. Shelving has been installed. Books have been unloaded onto the shelving. The compact shelving base is being installed. Forbo installers will be coming later this week. **[Note: New flooring cannot be installed until the new cement floor cures for three days.]** Carpet will be installed by the end of this week in the Elevator Room. Tackboard panels are shipping this week. Trendway work stations are shipping this week. Staff workstations may be moved next week. The magnet panel is shipping this week. Furniture from Allermuir and BCI is shipping next week and should be installed the week of July 20. We will need to adjust the shelving units by the fire alarm by the terrace door. Shelving will

need to be cut down to fit the space. Two end panels were left off the order, but will now be ordered. Furniture unboxing will be done at the beginning of next week.

Louver/Story Room Louver Update

- Gray samples of the shades are waiting to ship. When they ship from Canada and are approved by the Committee, the final shades can be ordered. We will not be ordering the Story Room louvers until all of the shade units are in place.

Shop Drawings & Submittals Update

- All submittals and drawings are up-to-date.

Exterior Courtyard Column Cover/Finish

- The Committee decided to spend \$3,200 to purchase a dark bronze column in either 8- or 10-inches. Dailey will send two different column colors for approval. [Note: On July 3, the COR for this was signed by Gardner and Koschik. The cover will be 8" in diameter. Lead time is 10 to 12 weeks from approved shop drawings.]

Exterior Wall at Northeast Corner

- [Note: On July 2, the Construction Committee, Johnson, Morad, Gardner, and Ziegelman agreed that the exterior north-south wall at the northeast corner of the Youth Room should be raised 8 1/2" from the present mockup and original detailed drawing.]

Canopy over Play Area

- [Note: The canopy that was installed on June 30 did not match Swanson's drawings. Its slope is not steep enough, and it ends 7' about the floor, instead of 5'3". Johnson and Morad looked at the canopy on July 2, and said that it cannot go beneath 6'8" off the floor.]

Project Observations

- A second exit sign will be installed by the terrace door, so that an exit sign is visible from both far away and close up. (The wood slats in the ceiling covers up one of the exit signs.)
- A light fixture will be added to the aquarium service room. Dailey will install the light and a light switch.
- Semi-opaque film will be added to the mirror in the Men's Room.
- The handicap door operator on the men's restroom will be adjusted on Thursday.
- Swanson is working with ASI to acquire endcap signage.
- A vinyl floor base will be added to the staff office and aquarium room.

The next working session will be held on Monday, July 6 at 1:30 p.m., via a Zoom virtual meeting.

Construction Committee Working Session Notes

project BPL Youth Services – Renovation / Addition
date July 6, 2020, 1:30 – 3:00 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, B. Ziegelman
Dailey Company (Dailey): P. Danko, D. Meyers
Library Design Associates (LDA): K. Haning

Project Schedule Update

- *From Dailey:* Workers are finishing the base molding today. Tomorrow, people will work on the fire alarm. The doors to the Story Room and terrace will arrive on July 14.
- *Landscaping:* Great Oaks has returned to work on the exterior wall. The dirt will come soon. The Committee discussed the best variety of arborvitae to plant around the Library. Building Committee members preferred the Hetz Midget Arborvitae. For the arborvitae along the fence, which is a taller variety, Gardner asked Dailey to get a sample from Great Oaks.
- *From LDA:* Bryan and crew will be back on Wednesday. Flooring will be installed Wednesday or Thursday this week. It will take one day of work. Tackboard panels and Allermuir furniture are shipping this week. BCI furniture is set to arrive in the USA next week. LDA staff is waiting on wood base to be installed in the staff work room. Once that is down, the staff office can be moved. LDA staff would like to move office furniture on Wednesday. Klimmek will confirm whether or not this date works with IT and her department. Elevator carpeting went in with no issues on Thursday. Compact shelving can be installed after the Forbo flooring is installed on July 8 or 9. Haning has blind samples and will bring them by tomorrow. Gardner is awaiting the louver gray metal sample and also awaiting the LDA gray blind housing sample color in order to match the two prior to ordering a gray louver for a mock up. The gray louver will also be compared with the white louver to ensure it looks better than the white louver. Swanson and Haning will meet to discuss the thresholds throughout the Youth Room. The two Demco cubbies will be placed close to the computer area. Swanson would like to be present when these cubbies are set into place. LDA is waiting on the delivery of the magnet panel to be hung in the play area. LDA will need to field measure the area behind the reference desk for the accurate sizing for the bulletin boards. Stained glass materials were ordered and have arrived. They may be installed next week. The built-in surround of the aquarium will be painted peppercorn (i.e., medium gray). BPL staff has a concern with using glass shelving placed in the display shelves next to the aquarium due to safety concerns with small children. Klimmek will investigate this further and make a final recommendation. Since glass shelves were in the drawings, a switch to wood shelves would cost extra. [Note: After the meeting, Klimmek and Craft inspected

the glass shelves and recommended that the glass shelves stay for at least the time being since they appear safe.]

Play Area Canopy

- The red canopy was not built to the designer's specifications. The specified height of the canopy does not meet the building code of 6'8". Swanson would like the area to be reclassified as a small room (i.e., playhouse) for children, so that a lower canopy would be permitted. Mark noted that she likes being able to see under the canopy across the street to the park. After considerable discussion, it was decided to keep the current canopy, but to try to lower it a couple of inches. Perhaps the canopy bracket will end up being lowered in order to lower the height of the entire canopy.

Louvers

- LZG is waiting on a gray sample from the louver company to arrive.

Signage

- Swanson is waiting for an update from ASI. [Craft told Swanson last Monday that ASI is understaffed and not able to take new work requests at this time.]

Shop Drawings & Submittals Update

- All submittals and drawings are up-to-date. LZG is awaiting official submittal paperwork and layout for precast bench seats from Dailey prior to finalizing approval. Note: The color has already been approved.

Exterior Courtyard Column Cover/Finish

- The dark bronze finish was approved last week.

Project Observations

- Koschik asked Haning if floor leveling and grinding was completed by the flooring company when the carpeting was installed. Haning confirmed that the work had been completed and that it will be invoiced shortly.
- Koschik confirmed with Haning that the bulletin boards added to the project after the RFP had gone out are on order and will be installed.
- Haning stated that the possible price increase for motorized window blinds that he had once warned Baldwin about has not materialized.
- The white paint used in Birkerts is a different shade than the white paint used in the Youth Room. The same color was supposed to be used in both areas, and Swanson approved the paint swatch for the Youth Room to match the color that had been used in Adult Services. The difference may be because a different paint manufacturer was used in the Youth Room. On July 8, the painter will paint half of the wall behind the Circulation Desk so that all the paint on this one flat surface will match.
- Dailey will put together a "completion list," and submit it to LZG as the basis for the "punch list" that LZG will compile. Members of the Construction Committee can submit their own "punch list" suggestions to LZG for LZG's consideration.

The next working session will be held on Monday, July 13 at 1:30 p.m., via a Zoom virtual meeting.

Construction Committee Working Session Notes

project BPL Youth Services – Renovation / Addition
date July 13, 2020, 1:30 – 3:30 p.m.
location Virtual Zoom Meeting
attending Baldwin Public Library (BPL): D. Koschik, R. Craft, J. Richards
Phase 2 Construction Committee: M. Mark, J. Suhay
City of Birmingham (City): B. Johnson, M. Morad
Luckenbach Ziegelman Gardner (LZG): K. Swanson, J. Gardner, R. Ziegelman
Dailey Company (Dailey): D. Meyers, D. Bernard
Library Design Associates (LDA): K. Haning

Project Schedule Update

- *Construction (Dailey):*

Richards reminded Dailey that, at an October construction meeting, Dailey agreed to pay for a broken access point and cut speaker cables. Furthermore, he said that, in October, BPL was not aware that data lines had been cut too, but Baldwin has recently discovered that they had been. The data lines were cut at the same time as the audio lines. It affected the same parts of the building. The cut data line went to two wireless access points and a security camera. Meyers said he would speak to Richards to go over exactly where the line is.

The baseboard by the aquarium got painted white. In renderings and RFI responses, however, it had been specified to be peppercorn to match the walls below the aquarium. The baseboard will now be repainted peppercorn.

The door installation company is missing hardware. [On July 14, Meyers said that the missing hardware will arrive on July 15 or 16, so that door installation can be completed by July 17.]

Meyers has published a completion list. He'll send it out to the Construction Committee. [As of July 16, neither LZG nor BPL has received this list.]

A member of the public had pointed out three sharp corners on the exterior which might prove dangerous. Dailey will trim them. The corners will also be covered by shrubs.

- *Landscaping (Dailey):*

The terrace is getting a stone base today. Paver stones will arrive early next week. More dirt for the garden will arrive later today or tomorrow.

- *From LDA:*

The Forbo installer is finishing up today.

Bryan has installed the two sections of 24" shelving on the north wall, by the fire alarm and the door to the terrace.

Most of the furniture that has arrived has now been unboxed and set in place.

Two cubbies have been placed by the computer area. We should take a look and see if we like the layout.

Bryan has dropped the red canopy two inches. LDA will get a new bracket to drop the canopy another two inches.

The compact shelving will be installed on July 14.

Five new metal back panels for the staff workroom arrived damaged. The units cannot be installed until the back panels are in place. This will take approximately two weeks.

The tack panels that were specified for the hallway are 1.25" too tall, according to LZG, and do not line up with the red doorway. They are also 3" too narrow in width. Swanson explained that the shelves around the aquarium were installed 1.25" too high, and the overall wall width is 3" wider than specified. Kyle overlooked the rough opening mark on the plans, so LDA will remove two existing tack panels and will install two new tack panels that are wider in width to cover the gap. (LDA will pay for this.) The existing tack panels can be cut to the correct height to line up with the top of the red doorway. Haning noted that there were no indication on drawings that they were to be installed to line up with the top of the red doorway. He will provide a quote to remove, cut, reframe, and reinstall the panels by Monday afternoon. The Library stated that it did not wish to pay for this work and asked which of the other parties would do so. Swanson noted that the bottom edge of the panels is uneven and does not fully line up with the top of the aquarium and display shelves. LDA will adjust this.

Gardner inquired whether or not the Library would receive a credit from Dailey for the glass display doors that were eliminated from the original plan. Bernard will look into this. He noted that the shelves were adjusted to be ½" thick instead of ¼" and suggested that this increase in thickness will result in a net zero change in the cost.

Louver/Story Room Louver Update

- Royal Crest Blinds provided LZG with an anodized aluminum top panel/mounting hardware sample for mockup purposes, which LZG tested on Friday. LZG would like to do this mockup again for the Committee. **[Update: LZG and BPL met on July 15 to**

review alternatives. BPL representatives concurred with LZG's recommendation of the "all gray" shade/hardware and louver assembly.]

- Gardner noted that Reliable Louvers has sent a gray sample and that the company can paint the louvers any custom color at no extra charge. Haning will check with Royal Crest to see if they can match a charcoal gray color for the metal top panel and mounting hardware for the blinds.
- Members of the Building Committee will meet at the Library on Wednesday at 1:00 p.m. to review the blinds. [See "update" under Royal Crest Blinds above.]

Shop Drawings & Submittals Update

- LZG is waiting for submittals on the CIOT pavers and the bench seat layout. [Update: LZG has received the submittal on the CIOT pavers.]

Project Observations

- Garden furniture is on order and will ship around August 15.
- Meyers noted that film will go on the original 1927 windows after the glass doors to the office area have been installed.
- Swanson clarified the installation design of the learning panels. Craft would like the wall outlet capped, covered, and installed as indicated in the original drawings.
- Craft shared a draft of the Donor Wall design. A new draft of the design will be sent to the Committee on July 18.
- Klimmek will need to send Swanson her list of overhead signs before design and fabrication of the signs can begin.
- The BCI shelving should arrive at the end of next week. Haning anticipated it will be installed no later than July 28.
- The stained glass panel frames will need to be fabricated and painted. Haning estimates they will be installed in the Youth Room by early August.

The next working session will be held on Monday, July 20 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

Diversity & Inclusion

Community Relationships and Partnerships

Facilities and Technology

Photos

Expenditures from FOBPL Donations

Strategic Plan Status Report

Key Metrics Dashboard: June 2020

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 19-20 End of Q4 Target	Better/ (Worse) Target	Off Target Cautionary On Target
Financials							
Revenues	\$ 361,470	\$ 236,585	\$ 4,433,078	\$ 4,364,228			
Expenses	\$ 781,842	\$ 389,603	\$ 5,631,582	\$ 3,843,741			
Circulation							
Circ (Charges & Renewals)	16,674	52,471	451,214	541,442	515,000	(63,786)	Off Target
Self-Check Usage	0.0%	25.1%	17.9%	22.0%	20.0%	-2%	Off Target
% of Circ by Residents*	98.4%	92.0%	92.8%	91.9%	92.0%	1%	On Target
% of Circ by Non-Residents	1.6%	8.0%	7.2%	8.1%	8.0%	-1%	On Target
Interlibrary Loans							
Items borrowed	-	886	8,864	9,371			
Items loaned	-	982	7,087	9,526			
Technology Usage							
Database Sessions	1,666	1,253	20,918	15,141	15,000	5,918	On Target
Downloadable Content	12,939	9,816	128,716	111,074	105,000	23,716	On Target
Public Computer Usage	-	1,452	9,587	14,669		9,587	
Wireless Sessions	4,590	21,972	191,873	275,319	270,000	(78,127)	Off Target
Program Attendance							
Adults	99	630	3,642	5,475			
# of Programs for Adults	15	25	241	281			
Teens	64	980	960	3,063			
# of Programs for Teens	5	14	57	139			
Youth	143	4,483	18,817	28,631			
# of Programs for Youth	35	66	589	672			
Computer Classes	49	32	355	430			
# of Computer Programs	7	7	87	100			
Online Video Views	1,156	45	3,427	473			
Idea Lab Certifications	-	7	140	43			
Idea Lab Visits	-	238	2,330	2,453	2,400		
Total Program Attendance	1,511	6,415	29,671	40,568	37,000	(7,329)	Off Target
Total # of Programs	62	112	974	1,192	850	124	On Target
Outreach Attendance	-		6,582				
# of Outreach Programs	-		144				
Gate Count							
	3,256	26,892	197,737	241,058	250,000	(52,263)	Off Target
Volunteer Hours							
	20	333	2,196	3,165	2,600	(405)	Off Target
Social Media							
	New Users	New Users LY					
Website Hits/Pageviews	23,434	27,034	241,102	298,433	295,000	(53,898)	Off Target
e-Newsletter Subscribers	-24	54	11602	2013	2100	9,502	On Target
Facebook Page Likes	16	27	2459	2168	2300	159	On Target
Twitter Followers	-3	8	1293	1236	1300	(7)	Cautionary
Instagram Followers	50	42	1580	1131	1300	280	On Target

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

Strategic Plan Status Report

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

Most dashboard statistics were down considerably in June 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).

Key Metrics Explanation: June 2020

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

Cautionary = 0.1% to 3% beneath goal

Off Target = More than 3% beneath goal

At the end of the third quarter:

- **Financials:** The numbers shown in the financial section of the dashboard are not final. A final report will be issued by September. Before FY 2019-20 is closed out, revenues will increase somewhat. Final expenses for the year are less than expected due to the COVID-19 closure and the six-week suspension of the Youth Room project. Some of the expenses of the Youth Room project will now fall in FY 2020-21.
- **Circulation:** For the first nine months of the fiscal year, circulation was up compared to FY 2018-19, and exceeded our target for the first three quarters. For the remainder of the fiscal year, circulation was down due to the ten-week closure. Overall, circulation decreased 16.7% this year as compared to last year.
- **Technology Statistics:** The Library's database sessions and downloadable content usage have far surpassed this year's goals and last year's usage, due in part to the Library closure. Database sessions have increased 27.6% as compared to last year and downloadable content usage has increased 13.7% as compared to last year. We have been heavily promoting our databases and downloadable content through social media and online tutorials. Wi-fi usage is far below our target for this point in the year due to the extended building closure beginning on March 15.
- **Program Attendance:** Program attendance was strong in the first three quarters. Due to the Library's extended closure after March 15, however, program attendance dropped significantly through the end of the fiscal year and was 36.7% lower than last year and 19.8% lower than our goals for the year.

- **Gate Count:** Gate count (i.e., the number of people entering the Library) was 18% lower this year as compared to last year.
- **Volunteer Hours:** Total volunteer hours in the first three quarters of this fiscal year increased 2.3% over FY 2018-19 thanks in part to our continued relationship with volunteers from JVS Human Services. However, once the Library closed to the public, we suspended in-person volunteer work at the Library. We expect this number to be lower in FY 2020-21 also.
- **Social Media:** We began tracking social media usage in May 2016 and have continued to see growth in e-newsletter subscribers, Twitter followers, Facebook likes, and Instagram followers each month. The number of e-Newsletter subscribers jumped drastically because we began using our e-newsletter service to send out emergency notices about the Library closure. The number of our Facebook, Twitter, and Instagram followers are on target. Website usage continues to drop and fall below our target.

Diversity and Inclusion

Diversity & Inclusion Committee

At the Library Board's June meeting, the Board asked Library staff to begin working on the following items related to diversity and inclusion:

- Immediately implement those suggestions that call simply for the intensification of those activities Baldwin already engages in, and to establish specific benchmarks for them, which currently do not exist. Falling into this category would be:
 - Offer more antiracist *programs and materials*
 - *Market* the Library's antiracism materials in the Library's newsletters and social media posts
- Add antiracism as a priority in the list of Library's *goals* for FY 2020-21.
- Consider the Library's *mission statement, value statement, and core values*. Recommend any necessary changes.
- Re-consider *procedures and practices* that staff has identified as potentially problematic, such as overdue fines, allowing non-residents to place holds, and providing resident status to non-residents who are students in the schools of our service area. Recommend changes.
- Establish a methodology for developing a *diversity statement* that also addresses staff diversity, and then draft such a diversity statement.
- Identify which Library *policies* need to be re-examined and set a timeline for the review.
- Develop *closer relationships* with antiracist community groups and professional organizations.
- Research the various kinds of *diversity training* and then implement such training in 2021.
- Consider whether the Library needs to re-do its entire *strategic plan*, including the mission statement, core values, goals, objectives, and action steps. The strategic planning

process would involve surveys of staff and the community. Members of the staff, the Library Board, the Friends Board, and the public would be involved in the process.

- Include a new section in the monthly **Library Report**. In that section, identify steps that have been taken to achieve the antiracism goal during the preceding month and how Baldwin is progressing against its overall goals.

A Diversity and Inclusion Committee has been formed to begin working on the above items. The Committee members include:

- Doug Koschik, Director
- Rebekah Craft, Associate Director
- Rosemary Retford, Youth Librarian
- H Jennings, Adult Librarian
- Jeff Jimison, Idea Lab Supervisor
- Kathleen McBroom, Adult Librarian

The Committee will start meeting later in July and will present a report to the Library Board at the August 2020 meeting.

Services and Programs

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

Summer Reading 2020

As of July 14, 367 children have signed up for the Youth program, 122 teens have signed up for the Teen program, and 129 adults and have signed up for the Adult program.



COVID-19 Response

Level 3: Grab and Go BPL

Starting on Monday, July 6, the public has been 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 is a 30-minute time limit at public computers.

Curbside delivery will continue during the following hours:

- Monday to Thursday: 11:00 a.m. – 7:00 p.m.
- Friday & Saturday: 9:30 a.m. – 5:30 p.m.
- Sunday: 1:00 p.m. – 4:00 p.m.

Level 2: Six-Foot BPL

The start date of Level 2 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 of Level 1 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.

Library Re-Opening

Baldwin reopened to the public on Monday, July 6. At present, the building's occupancy is set at 25% of normal occupancy. A total of 80 patrons, staff, and construction workers are allowed in the building at one time. The highest number of patrons we've seen in the Library at any given time has been 20.

Many safety precautions have been taken to protect staff and the public. We have, for example, purchased scanners for the Circulation Desk, which allow patrons to scan their own library cards and book barcodes on their side of the counter, thus eliminating the need for close contact with staff members.

The Library is getting bids on installing automatic door openers for the bathrooms on the lower and second levels, which currently do not have them. They will eliminate the need for contact between people and door surfaces.

Public computer usage has presented several issues. Some members of the public would like more than a 30-minute time limit. Staff is concerned about the relatively short distancing that is sometimes required to help people at the computers. We are working on ways to expand public computer usage and also make it safer for all concerned. We will, for example, be scattering public computers throughout the Birkerts Addition in order to provide more of them at greater distance from each other.

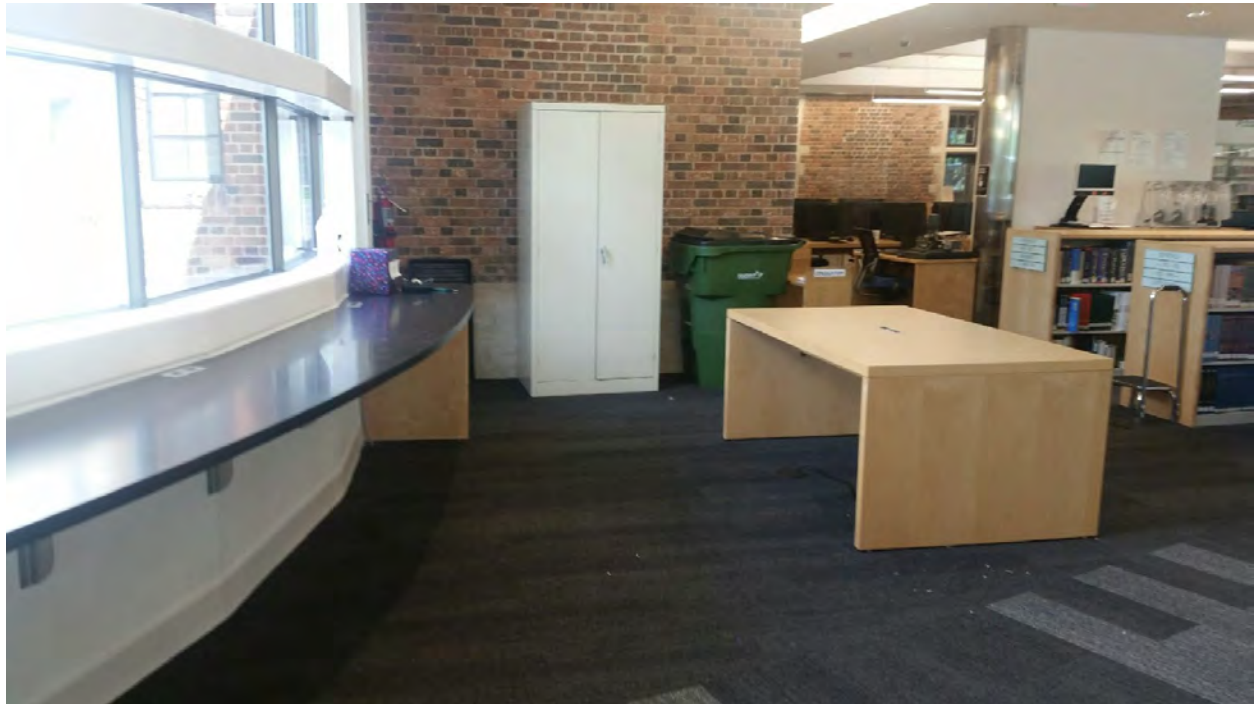
The Library has applied for a \$1,764 grant to purchase three mobile hotspots, which patrons could borrow in order to have internet access at home. We will also buy some Chromebooks to loan out to patrons. That will ease the demand on our in-house public computers.

Below are some signs we have posted around the building:





In addition, much of the Library's furniture has been moved to storage in order to discourage patrons from lingering.



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.

Eick Family Donation

Once again, the Eick family has donated \$500 to purchase flowers for and to maintain the large round planter outside the front entrance of the Library. The Eick family makes this generous donation annually in memory of their parents, Margaretha and Raymond Eick.



Library of Michigan - IMLS CARES ACT Grant Submission

Rebekah Craft submitted two grant requests to the Library of Michigan on July 6. The first grant request was in the amount of \$500 to purchase PPE supplies for Baldwin. (The Library has already spent over \$9,000 for supplies, equipment, and services needed to make the building safe during the pandemic.) The second grant request was in the amount of \$1,764 to purchase three mobile internet hotspots. The Library of Michigan is fulfilling all grant requests for PPE, so Baldwin is guaranteed to receive \$500 to purchase hand sanitizer and disposable gloves. The second grant request will be filled based on community need. The grants will be awarded in late July or early August.

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).

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 June, a digital copy of the July 2020 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 is now working on planning August programs, and Michelle Hollo is designing the August 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:

- *Learn.Connect.Discover* July and August digital issues
- Social Distancing Signs
- Youth Room Donor Wall
- Bedtime Tales 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

20 volunteer hours were utilized in the month of June.

Communications with Staff

Virtual all-staff meetings were held on June 17, July 1, and July 15 to discuss the Library's reopening plan.

Staff Updates

Rebekah Craft, Associate Director, reached 5 years of service on July 6.

Crisis Communication Practices

Craft audited a three-week class through Calvin University called Crisis Communication Practices. The course covered how to communicate meaningfully in the midst of a crisis, how to create a communication plan before crisis strikes, and how to evaluate whether it's reaching its audience. The goal of the course was to teach students how to speak clearly, truthfully, and helpfully on behalf of your company despite the chaos of a crisis.

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.

On July 17, Koschik met with Ingrid Tighe of the Birmingham Shopping District, Joe Bauman of the Chamber of Commerce, and Bill Seklar of The Community House to discuss how the four organizations can work together to benefit the community.

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.

Bingham Farms

The Library installed a book return box in the lobby of the Village's office building. Baldwin staff will empty the box each week and return the materials to the Library.

Friends of the Baldwin Public Library

The Friends will mail out their annual print newsletter in August.

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.

Wireless Access

In April of 2020, there was a discrepancy in the reported wi-fi usage number shown on the Strategic Plan Status Report. After much investigation, Jamie Richards determined that the software used for wi-fi statistics was reporting wired clients as well and had been since the software was reinstalled in

December 2020. The software needed to be reinstalled because of a failure on the virtual machine, which caused all data to be wiped away. This also caused a loss of all data prior to the reinstallation. Only four months of statistics are available, which are listed below.

- January 2020 – 7,006
- February 2020 – 6,185
- March 2020 – 6,665
- April 2020 – 4,590

Youth Room Expansion & Renovation

Work continues on the Youth Room project. The interior portion of the project is expected to be largely finished by July 22 when we hope to open the space to the public. The exterior landscaping will be completed later in the summer. The bathrooms on the main floor are now open for use, and the aquarium has been stocked with fish and is already delighting people of all ages.

Below, and on the following pages, are photos showing the progress that has been made in the Youth Room since June 12.





Work on the retaining wall continued and fill dirt was added to grade the Children's garden.



Library Design Associates (LDA) began work on June 15. First, they installed the shelving, and then they returned to the shelves the 45,000 items that have been in storage since August.



The aquarium was delivered on June 18 and eleven fish were added on July 3. Another group of fish will be added in August.





The play area canopy was installed over the colorful carpet inlay. A set of shelving will be placed in a circle around the carpet inlay to create a cozy reading and play spot for children.



Staff from LDA spent a considerable amount of time unloading books from storage.



Baldwin staff collected items from the temporary Kids Corner and returned them to the shelves in the Youth Room. This project took nearly two weeks to complete.



A built-in surround was added to the aquarium, along with display shelves for books. Tack board panels were installed above the aquarium and display shelving. This spot will be used to promote Library services and upcoming programs.



Compact shelving was added to the Youth Workroom. These shelves will hold the toy collection, as well as program and story time materials.



Glass doors and walls were added to the space on July 16 and 17. The door to the Discovery Room will have an electronic door with an automatic door opener.



A new work counter was added to the Circulation office area. The panes of glass in the original window will be covered with a frosted window film next week.



The remainder of the furniture for the Youth Room is arriving on July 20, including the reference desk, play area shelving, study tables, OPAC stands, and occasional chairs.



The perimeter of the Youth Room, which will be filled with study tables and lounge seating, provides a beautiful view overlooking Shain Park.

Instagram Highlights – June 2020



June 19: Curbside pick up is a huge success! Here is an insider peek at our sorting area for all of our many many pick up requests. Thanks for your patience if you called in while we worked out the kinks. More info on our website:

baldwinlib.org/curbsidepickup.

June 23: When you don't order books for three months you just might end up with a tower of deliveries taller than your tech services staff! We are working hard to get all these delayed books processed and ready for curbside pick up. Thanks for your patience!





June 30: How funny is this pizza-loving shark decoration that went into the fish tank in the renovated and expanded Youth Services Department? The tank is assembled and filled, the fish arrive on Thursday!

July 6: We're open for grab and go service! If you visit us today you'll be greeted by a member of BPL's management team - possibly even our Director Doug Koschik - who will welcome you back and share important updates for safe library use. Come on in to pick up your holds, browse our new books, or get some tax forms, but please wear a mask and practice social distancing and proper hand hygiene. We're so happy to see you again!



Baldwin Public Library: Friends Funds	
June 2020 Expenditures	
Adult Services	
None	
Total	\$ -
Teen Services	
Refreshments for March 12 Hamiltunes Program	\$ 36.67
Book Club Books	\$ 299.70
Summer Reading Prizes	\$ 232.70
Total	\$ 569.07
Youth Services	
None	
Total	\$ -
Outreach & Equipment	
None	
Total	\$ -
Total Expenditures	\$ 569.07
June 2020 Balances	
Adult Services	\$ 1,261.78
Teen Services	\$ 1,174.07
Youth Services	\$ 3,803.65
Outreach & Equipment	\$ 1,598.72
Total Balance	\$ 7,838.22
June Book Sale Proceeds	\$0.00
Submitted by Rebekah Craft on July 13, 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.

Teen Virtual Animation Program, with Alex Thomas and Friends

Thursday, July 16 through Thursday, July 23 – All Day

Learn to create your very own 2-D animations. Participants will learn how to easily build an animation frame by frame using free animation software. No prior knowledge is required. Videos are hosted by presenter Alex Thomas and Friends, and will be available for use from July 16-23, on your own time. Grades 6-12, registration required. YouTube video links will be emailed to you after registration.

BPL Art Show

Submissions due July 31

Celebrate creativity and community with our first ever digital art show. Email an image of your artwork, your first name, and age to youth.reference@baldwinlib.org. Various media, including paintings, drawings, photography, sculpture, and more are acceptable. Submissions are due by July 31 and will be displayed online and on Baldwin's bulletin boards.

Teen Crafts To-Go

Tuesday, July 6 through Friday, July 31

From July 6-31 you can pick up a craft kit with supplies you will need to make a shrinky dink keychain. Available while supplies last. Ask for one at Adult Services. Grades 6-12.

Google Sheets

Wednesday, July 22 from 2:00 to 3:15 p.m., or 7:00 to 8:15 p.m.

In the class, we will create and share a budget in Google Sheets, the alternative to MS Excel. This class meets on Zoom. You will receive an email a half hour before class with login instructions.

Books 'N Brews

Wednesday, July 22 – 7:00 to 8:00 p.m.

This book club normally meets at Dick O'Dow's (160 Maple Rd) in Downtown Birmingham, but will meet virtually until further notice. Join us every 4th Wednesday for a librarian-led discussion of both fiction and nonfiction. This month's selection is "The Ninth Hour," by Alice McDermott. To join the virtual discussion please contact Sarah Bowman at sarah.bowman@baldwinlib.org

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!

July 17 - Caroline reveals her top five sports movies

July 24 - Sarah highlights five titles for fun armchair travels

July 31 - Mick recommends five great true crime stories

Sell Your Stuff Online

Saturday, July 25 from 2:00 to 3:15 p.m.

In this class, we will:

- Navigate the eBay website.
- Search for items that are of interest to us.
- List an item for sale.

A half hour before class, you will be notified with directions on how to log into the Zoom session.

Using Libby

Monday, July 27 from 4:00 to 5:00 p.m.

A librarian will show you how to access Libby to check out e-books and e-audiobooks. BPL card is required. Registration required. The Zoom invitation will be emailed to registered attendees the day of the event. *Please note that you cannot easily view the Zoom class while also using the Libby app on the same mobile device. If you want to follow along in Libby during the class, the best option is to view the class on a computer while using Libby on your phone.*

Play Animal Crossing Online with BPL Staff

Tuesday, July 28 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 all BPL patrons! A dodo code will be sent to those who register, at 3:45 on the day of the event.

Open to all ages.

Cookbook Club Goes Virtual

Tuesday, July 28 from 7:00 to 8:30 p.m.

It's time to celebrate your recipes! Do you have a signature dish? Does your family have a special meal that is meaningful to you? Make your signature dish or family favorite to enjoy while we gather virtually to eat and share stories of our favorite meals.

Click the [More Information](#) link to submit your recipe to the BPL Cookbook. All contributed recipes will be published in a free downloadable ebook that will be made available on the Library's website. Registration required. The Zoom invitation will be emailed to all registered attendees on the day of the

event. If you want to submit a recipe to the cookbook but cannot attend the event please email maria.williams@baldwinlib.org.

Fairy Tale Creations

Wednesday, July 29 – All Day

Check out one of our fairy tale craft books and make a craft, write a story, or experiment with a science project as you explore imaginary lands. Book list and more detailed instructions will be emailed to those to register.

Make a Cocktail Shrub, with Sarah

Wednesday, July 29 from 7:00 to 8:00 p.m.

Adult Services Librarian Sarah Bowman will teach you to make a shrub syrup from scratch to fancy up your summer cocktails and mocktails. Registration required. The Zoom invitation will be emailed to registered attendees the day of the event.

Introduction to PowerPoint

Wednesday, August 5 from 2:00 to 3:15 p.m., or 7:00 to 8:15 p.m.

Free, Learn the fundamentals of slideshow creation with Microsoft PowerPoint in this two-session class. Once registered, you will receive a Zoom link a half hour before class.

Virtual Event: <https://us02web.zoom.us/j/89714328896?pwd=WGUvRkVxd2RxWDc3V3c2T2RSZU9iUT09>

Zoom Meeting Password: 393058

Virtual Oreo Taste Test for Teens

Thursday, August 13 from 7:00 to 8:00 p.m.

Pick up your Oreos and score sheet from the Adult Services Desk starting Monday, August 10. Then join us on Zoom to snack and talk about the flavors on Thursday, August 13. Grades -12. Registration required. The Zoom link will be emailed on the day of the program. Virtual Event.



Baldwin Public Library Update

Presentation to Bloomfield Hills City
Commission

July 14, 2020

Overview

- ▶ Since 2011, Bloomfield Hills has contracted with Baldwin for library services
- ▶ Millage for renewal of contract is on August 4 ballot
- ▶ City obtains full library services, but no ownership
- ▶ Services for City residents & employees include:
 - Circulation of books, DVDs, Blu-rays, 4K, etc.
 - Interlibrary loan
 - Home delivery
 - Programs for all ages (e.g., summer reading program)
 - Book clubs
 - Electronic resources (databases, e-books, e-audiobooks, e-music, e-videos, etc.)

Services that Baldwin Provides

- ▶ Student help:
 - Close contacts with public & private schools
 - Materials for homeschooled children
 - Homework help
 - First Grade/First Card program
 - BrainFuse tutoring
- ▶ Visibility in Community:
 - *Learn.Connect.Discover* newsletter
 - Book return box at City Hall
 - “Lending library” at City Hall
 - Participation at Public Safety Open House

Library Usage

- ▶ 1,196 Bloomfield Hills residents are card holders—31% of total population
- ▶ 856 Bloomfield Hills households have at least one registered cardholder—57% of total households
- ▶ Residents checked out 19,583 items in FY 2018–19 and 16,165 items in FY 2019–20, a year when the Library was closed for nearly 3 months because of COVID-19
- ▶ 163 residents took part in 2019 summer reading program

Baldwin's Response to COVID-19

- ▶ Library forced to close mid-March
- ▶ Circulation of materials limited to online resources
 - Their usage increased 20%
- ▶ Programs & book clubs went online
- ▶ Homebound delivery continued
- ▶ Youth Room construction was delayed
- ▶ Curbside delivery resumed June 15
- ▶ "Grab & Go" stage to begin July 6:
 - People allowed in building, up to 25% capacity
 - Short stays
 - Limited computer & Idea Lab usage
- ▶ Top priorities:
 - Health & safety
 - Providing as many services as possible
 - Continuation of building improvements

Adult Services Renovation – 2017



Grand Hall Renovation – 2019



Youth Services Expansion – 2020

- ▶ *Open to public in mid-July*
- ▶ *Exterior landscaping finished by August*
- ▶ **Funding:**
 - Cost: \$2.7 million
 - Funded by temporary increase in Birmingham's Library millage
 - Contributions from fund balance, fundraising & Trust
- ▶ **Features:**
 - Improved layout & functionality
 - Enhanced lighting & aesthetics
 - Better technology
 - Heightened respect for 1927 building
 - 40% expansion, doubling sizes of Play Area & Story Room
 - 50% increase in seating
 - New furniture & carpet
 - Made ADA-compliant
 - Renovated restrooms
 - New aquarium, terrace & garden

Glass Walls & New Carpet



Play Area



Story Room



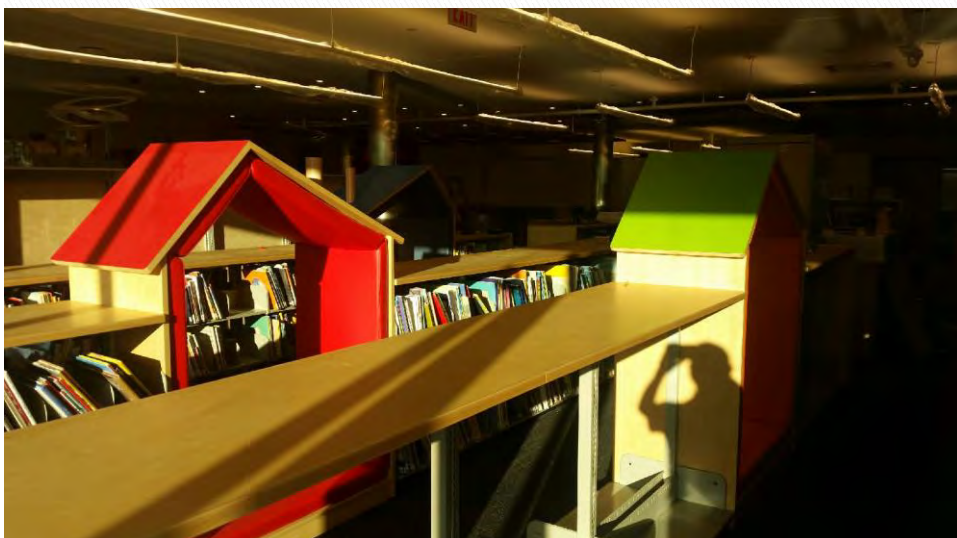
Perimeter – Seating Will Be Here



Exposed Brick of 1927 Building



“Cubbies” in Stacks



Aquarium



Successful Relationship

- ▶ Bloomfield Hills residents are using Baldwin
- ▶ Baldwin is upgrading its physical plant & always improving services and outreach
- ▶ *Come visit us!*



**STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF BLOOMFIELD HILLS**

RESOLUTION REGARDING LIBRARY MILLAGE

At a regular meeting of the Bloomfield Hills City Commission, Oakland County, Michigan, held via teleconference pursuant to the Governor's Executive Order on the 14th day of April, 2020, the following Resolution was offered by Commissioner McClure and supported by Commissioner Buckley:

WHEREAS, the City of Bloomfield Hills and the Board of Directors of Baldwin Public Library of Birmingham, Michigan (hereinafter referred to as the "Baldwin Public Library"), entered into an Agreement for Library Services dated July 18, 2011, for full library services for residents of the City of Bloomfield Hills and in November of 2011, the voters of the City of Bloomfield Hills approved a library millage of .39 mills per year for a period of three years commencing with the July 2012 levy, to fund the Agreement for Library Services with the Baldwin Public Library; and

WHEREAS, on June 10, 2014 the City of Bloomfield Hills and the Baldwin Public Library entered into an Amendment to Agreement for Library Services to provide for full library services for the residents of Bloomfield Hills through November 14, 2020; and

WHEREAS, in August of 2014, the voters of the City of Bloomfield Hills approved a library millage renewal to continue to levy a library millage of .39 mills a year for a period of six years commencing with the December 2014 levy to fund the Amendment to Agreement for Library Services with the Baldwin Public Library; and

WHEREAS, the City of Bloomfield Hills and the Baldwin Public Library have arrived at a Second Amendment to Agreement for Library Services providing full library services to the residents of the City of Bloomfield Hills, with the term "residents of the City of Bloomfield Hills" being defined as also including employers and employees of businesses located in the City of Bloomfield Hills, for a period of six years, expiring on November 14, 2026; and

WHEREAS, the Second Amendment to Agreement for Library Services is contingent upon the voters of the City of Bloomfield Hills approving a millage of up to .52 mills a year at a special City election to be held on August 4, 2020; and

WHEREAS, the City Commission desires to submit to the electorate of the City of Bloomfield Hills at the August 4, 2020 special City election a proposal to fund the Second Amendment to Agreement for Library Services at the rate of up to .52 mills per the City's annual taxable value on all taxable property in the City, which proposal if approved would become effective commencing with the July 2021 levy.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Bloomfield Hills that the following ballot language is hereby approved and is certified to the County Clerk for the County of Oakland to be placed on the August 4, 2020 special City election ballot to be submitted to the voters of the City of Bloomfield Hills:

LIBRARY MILLAGE REPLACEMENT

Shall the City of Bloomfield Hills be authorized to replace the existing library millage of .3766 mills per year (as reduced by required millage rollbacks) due to expire in 2020, with a new library millage of up to .52 mills (\$.52 per \$1,000.00 taxable value) a year for a period of six years commencing with the July 2021 levy and raising approximately \$318,852.00 in the first year, for the purposes of funding a library contract with the Baldwin Public Library of Birmingham, Michigan, to provide library services for the residents of the City of Bloomfield Hills and the employers and employees of businesses located in the City of Bloomfield Hills, which library services would include full library privileges to the Baldwin Public Library, including borrowing privileges and all other services of the Baldwin Public Library, on the same basis as such services are available to the residents of the City of Birmingham and the employers and employees of businesses located in the City of Birmingham?

☐ Yes☐ No

IT IS FURTHER RESOLVED that the City Clerk is hereby directed to submit this Resolution to the Oakland County Clerk for approval and inclusion on the ballot to be submitted to the electors of the City of Bloomfield Hills at the special City election on August 4, 2020.

This Resolution declared to have been adopted by the City Commission of the City of Bloomfield Hills at a meeting thereof duly held and called on the 14th day of April, 2020 in order to be certified to the County Clerk for the County of Oakland in the manner prescribed by the election laws of the State of Michigan.

Ayes: 5 (Hosler, McClure, McCarthy, Buckley, Baxter)

Nays:0

Absent:0

Abstentions:0

[illegible]

I, Amy Burton, the duly qualified and appointed City Clerk of the City of Bloomfield Hills, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the City Commission of the City of Bloomfield Hills at a duly called meeting held on the 14th day of April, 2020, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 16th day of April, 2020.

Amy J. Burton.

AMY BURTON, City Clerk

LEARN CONNECT DISCOVER

JULY 2020 NEWSLETTER

- 1 BALDWIN PUBLIC LIBRARY ANTIRACISM STATEMENT
- 2 PROGRAMS FOR CHILDREN AND TEENS
- 3 PROGRAMS FOR ADULTS
IDEA LAB, COMPUTER CLASSES
- 4 PHASED REOPENING PLAN, DONORS
A LETTER FROM THE DIRECTOR

BALDWIN PUBLIC LIBRARY ANTIRACISM STATEMENT

Earlier this month, in a note to staff, the Baldwin Public Library Board of Directors condemned institutional racism and expressed its desire that Baldwin become a more effective antiracist organization. It invited staff to raise concerns and make suggestions for proactively improving BPL's internal and external policies, practices, and behaviors. Also last week, the City of Birmingham, with which BPL is affiliated, issued a Proclamation on Social Injustice, which the Baldwin Public Library wholeheartedly endorses.

This week, we wish to state publicly that we stand alongside our peers, the American Library Association and Michigan Library Association, in condemning all violence and racism towards Black people, Indigenous people, and all people of color.

In company with other libraries all over the country, we will continue to share books and other resources with you and with each other that deepen our shared understanding of Black history, institutional racism, and systemic racial violence and inequality. Black lives matter.

Because racism is so pervasive in our society, we and our institutions are inherently implicated. Therefore, we must work actively to dismantle its roots. Thus, to further our educational mission, the Baldwin Public Library is actively examining its internal and external policies and practices through an antiracism lens. We are also committed to curating additional programming and partnerships to support antiracism work in our community. In the coming weeks and months, the Library will develop plans and benchmarks to ensure that our commitment to this cause truly does bear fruit.

We stand with the many library workers, patrons, and community members who are fighting for justice and equality. And we set forth a long-term commitment to becoming a more effective antiracist institution.

In solidarity,

Ashley Aidenbaum, *President* • Melissa Mark, *Vice President*
Frank Pisano, *Secretary* • Jim Suhay • Bob Tera • Jennifer Wheeler
BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



SUMMER READING 2020 COMMUNITY GOAL

BPL

VIRTUAL PANTRY

819

ACTIVITIES

For every summer reading activity you complete, we'll donate **10¢** to FORGOTTEN HARVEST

HELP FILL THE BPL VIRTUAL PANTRY WITH THE YOUTH SUMMER READING PROGRAM!

**WWW.BALDWINLIB.ORG/
SUMMER-READING**



BALDWIN PUBLIC LIBRARY ► SERVING THE COMMUNITIES OF
BIRMINGHAM, BEVERLY HILLS, BINGHAM FARMS & BLOOMFIELD HILLS

SUMMER PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

IMAGINE YOUR STORY: SUMMER READING PROGRAM

BPL'S VIRTUAL YOUTH SUMMER READING program is running through **AUGUST 8**.

Visit WWW.BALDWINLIB.ORG/SUMMER-READING to register and download the game cards.

Thank you to the Friends of the Baldwin Public Library for sponsoring this year's program!



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.

VIRTUAL KIDS LIBRARY SOCIETY



**THURSDAY, JULY 9 AND JULY 23
AT 7:00 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 PET SHOW

We love our pets and we know you do, too. Email your videos or pictures of your pets to youth.reference@baldwinlib.org and we will highlight them online. Let's see those fun talents that make your pet unique. *Submissions are due Friday, July 17. Brought to you by The Kids Library Society.*

BPL ART SHOW

Celebrate creativity and community with our first ever digital art show. Email an image of your artwork, your first name, and age to youth.reference@baldwinlib.org. Various media, including paintings, drawings, photography, sculpture, and more are acceptable. *Submissions are due by July 31 and will be displayed online and on Baldwin's bulletin boards.*

VIRTUAL SUMMER PROGRAMS

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

SUMMER STEM CHALLENGE: MARSHMALLOW CATAPULTS FRIDAY, JULY 10

All you need is your competitive spirit and some common household items to complete this month's challenge. *Supplies will be given to those who register.*

NATURE ARTS AND CRAFTS TUESDAY, JULY 14

Go outside and enjoy nature! Complete the scavenger hunt to acquire your supplies, including rocks and sticks. Then use a few things found around the house to transform everything into art projects and fun crafts.

BEDTIME TALES: DRAGONS WEDNESDAY, JULY 15

Don't forget to wear your pajamas for this virtual edition of our evening story time. *Supplies for the craft will be given to those who register.*

BOOK BUG BOOK CLUB MONDAY, JULY 20

GRADES 1 TO 2
Keep your reading skills sharp over the summer as we read great books and share fun activities that you can do at home! *A take home packet will be given to those who register.*

FAIRY TALE CREATIONS WEDNESDAY, JULY 29

Check out one of our fairy tale craft books and make a craft, write a story, or experiment with a science project as you explore imaginary lands. *More information available at registration.*

SUMMER PROGRAMS FOR TEENS

GRADES 6 TO 12

IMAGINE YOUR STORY: SUMMER READING PROGRAM

BPL'S VIRTUAL TEEN SUMMER READING program is running through **AUGUST 8**.

Visit WWW.BALDWINLIB.ORG/SUMMER-READING to register and participate. *Thank you to the Friends of the Baldwin Public Library for sponsoring this year's program!*

VIRTUAL TEEN BOOK CLUB THURSDAY, JULY 9 AT 7:00 P.M.

GRADES 7 TO 12
Join us on Zoom for a book discussion. This month's book is *Truly Devious* by Maureen Johnson. *The first 10 teens to register get a free paperback book, thanks to the Friends of the Baldwin Public Library!* This book is also available on Hoopla and Libby. **Registration required.** *The Zoom link will be emailed to registered teens the day of the discussion.*

PLAY ANIMAL CROSSING ONLINE WITH BPL STAFF

**TUESDAY, JULY 14 & TUESDAY, JULY 28
FROM 4:00 TO 5:00 P.M.**

ALL AGES
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 codes will be emailed on the day of the event.**

VIRTUAL ANIMATION PROGRAM, WITH ALEX THOMAS AND FRIENDS JULY 16 TO 23

GRADES 6 TO 12
Learn to create your very own 2-D animations. Participants will learn how to easily build an animation frame by frame using free animation software. No prior knowledge is required. Videos are hosted by presenter Alex Thomas and Friends, and will be available for use from July 16–23, on your own time. **Registration required. YouTube video links will be emailed to you after registration.**

CRAFTS TO GO: SHRINKY DINK KEYCHAINS

GRADES 6 TO 12
From July 6–31 you can pick up a craft kit with supplies you will need to make a shrinky dink keychain. *Available while supplies last. Ask for one at Adult Services.*

BOOK CLUBS

FOR ADULTS

ALL BPL BOOK CLUBS WILL MEET VIRTUALLY USING ZOOM UNTIL FURTHER NOTICE. FOR MORE INFORMATION, OR TO RECEIVE AN INVITATION TO ONE OF THE MEETINGS, PLEASE EMAIL ADULT.REFERENCE@BALDWINLIB.ORG.



**WEDNESDAY, JULY 8
AT 2:00 P.M.**
EAGER BY BEN GOLDFARB



**THURSDAY, JULY 9
AT 10:00 A.M.**
HEARTLAND BY SARAH SMARSH



**SUNDAY, JULY 12
AT 1:00 P.M.**
"MY FRIEND DAHMER" (R, 2017),
based on the book of the same name by DERF
BACKDERF. Both the film and the book are available
in Hoopla Digital.



**MONDAY, JULY 13
AT 1:00 P.M.**
NOTHING TO SEE HERE
BY KEVIN WILSON



**TUESDAY, JULY 21
AT 7:00 P.M.**
QUEENIE BY CANDICE CARTY
WILLIAMS



**WEDNESDAY, JULY 22
AT 7:00 P.M.**
THE NINTH HOUR
BY ALICE MCDERMOTT

THE IDEA LAB

DUE TO ITS SMALL SPACE, IDEA LAB SERVICES ARE BEING REDESIGNED TO ADHERE TO PUBLIC HEALTH GUIDELINES. PLEASE VISIT THE WEBSITE AT BALDWINLIB.ORG/IDEALAB FOR THE MOST UP TO DATE INFORMATION, AND THANKS FOR YOUR PATIENCE!

3D PRINT REQUESTING WILL RESUME JULY 6TH
Check the Idea Lab's website soon for more information about contactless payment and pickup options.

VIRTUAL LAB HOURS

TUESDAYS, FROM 11:00 AM TO NOON
THURSDAYS, FROM 4:00 TO 5:00 PM

Get help with your projects or talk shop with Jeff, our Idea Lab Supervisor. Check the Library's event calendar for information about how to join the virtual meetings.

IDEA LAB LIVE ON INSTAGRAM

THURSDAY, JULY 30 AT 7:00 P.M.

Hang out with Jeff on IG Live as he rebuilds an older 3D printer from the bottom up. Follow the Library on Instagram at @baldwinlib.

SUMMER PROGRAMS FOR ADULTS



REGISTRATION REQUIRED FOR THE FOLLOWING PROGRAMS

The Zoom invitation will be emailed to registered attendees the day of the event.

WILDFLOWERS IN MICHIGAN GARDENS TUESDAY, JULY 7 AT 7:00 P.M.

Join Master Gardener Cheryl English for a lecture on native wildflowers in your home garden.

MANITOU MYSTERIES: SHIPWRECK ADVENTURE

WEDNESDAY, JULY 15 AT 7:00 PM

Hear shipwreck hunter Ross Richardson's story behind the discovery of the shipwrecked W.C. Kimball, the schooner that sank in northern Lake Michigan in 1981 and was discovered by Ross in 2018.

BASIC ORIGAMI FOLDS, WITH MEGAN MONDAY, JULY 20 AT 7:00 P.M.

Megan will teach you the basic origami folds to get you started with this fun and relaxing hobby. No special paper is needed.

COOKBOOK CLUB GOES VIRTUAL TUESDAY, JULY 28 AT 7:00 P.M.

Make your own signature dish to enjoy while we gather virtually to eat and share stories of our favorite meals. All contributed recipes will be published in a downloadable ebook on the Library's website. *If you want to submit a recipe to the cookbook but cannot attend the event please email maria.williams@baldwinlib.org.*

MAKE A COCKTAIL SHRUB, WITH SARAH WEDNESDAY, JULY 29 AT 7:00 PM

Learn how to make a shrub syrup from scratch to fancy up your summer cocktails and mocktails.



FRIDAY FIVE AT FIVE - ON FACEBOOK!

Join a new member of BPL's staff on BPL's Facebook page every Friday at 5pm where we will recommend five interesting things - books, movies, or anything!

JULY 10: MARIA SHARES FIVE BIG BOOKS SHE'S ALWAYS MEANT TO READ

JULY 17: CAROLINE REVEALS HER TOP FIVE SPORTS MOVIES

JULY 24: SARAH HIGHLIGHTS FIVE TITLES FOR FUN ARMCHAIR TRAVELERS

JULY 31: MICK RECOMMENDS FIVE GREAT TRUE CRIME STORIES.

USING LIBBY MONDAYS AT 4:00 PM

JULY 6, 13, 20 OR 27

A librarian will show you how to access Libby to check out e-books and e-audiobooks. **BPL card is required. Registration required. The Zoom invitation will be emailed to registered attendees the day of the event.**

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!

IMAGINE YOUR STORY: SUMMER READING PROGRAM

BPL'S VIRTUAL ADULT SUMMER READING program is running through **AUGUST 8**. Visit WWW.BALDWINLIB.ORG/SUMMER-READING to register and participate. *Thank you to the Friends of the Baldwin Public Library for sponsoring this year's program!*

COMPUTER CLASSES

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

MS EXCEL: AN INTRODUCTION

WEDNESDAYS, JULY 1 & 8 AT 2:00 P.M. OR 7:00 P.M.

Learn the fundamentals of spreadsheet creation with Microsoft Excel in this two-session class.

MS EXCEL: VLOOKUP & PIVOT TABLES

WEDNESDAY, JULY 15 AT 2:00 P.M. OR 7:00 P.M.

Explore advanced features of Microsoft Excel 2016. Topics include creating Pivot Tables and the VLOOKUP function.

PHOTOPEA: A FREE PHOTOSHOP ALTERNATIVE

SATURDAY, JULY 18 AT 2:00 P.M.

In this class, we will edit photos using Photopea, a professional, online photo editor.

GOOGLE SHEETS

WEDNESDAY, JULY 22 AT 2:00 P.M. OR 7:00 P.M.

In the class, we will create and share a budget in Google Sheets, the alternative to MS Excel.

SELL YOUR STUFF ONLINE

SATURDAY, JULY 25 AT 2:00 P.M.

This class looks at eBay and Facebook Marketplace as a way to sell your unneeded items and reduce clutter.

TRACKING STOCKS WITH GOOGLE SHEETS

WEDNESDAY, JULY 29 AT 2:00 P.M. OR 7:00 P.M.

In this class, we will learn how to track your Stock Portfolio using Google Sheets.

WWW.BALDWINLIB.ORG
248-554-4650

BPL CONTINUES ITS PHASED REOPENING PLAN

HAVING RECEIVED INPUT FROM STAFF MEMBERS, HEALTH DEPARTMENTS, AND OTHER LOCAL PUBLIC LIBRARIES, **THE BALDWIN PUBLIC LIBRARY IMPLEMENTED A RE-OPENING PLAN:**



LEVEL 4: CURBSIDE BPL

WWW.BALDWINLIB.ORG/CURBSIDEPIKUP

Since June 15, Baldwin has been offering contactless curbside pickup 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. When you arrive at the Library, pull up along Bates Street near the curbside drop box and then call or text to notify Library staff that you are ready to receive your materials. Staff will deliver your items to the sidewalk.

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.

LIBRARY HOURS RESUME JULY 6:

MONDAY TO THURSDAY
9:30 a.m. to 9:00 p.m.

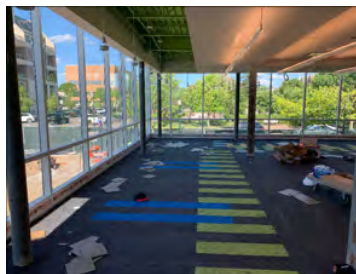
FRIDAY & SATURDAY
9:30 a.m. to 5:30 p.m.

SUNDAY:
12:00 to 5:00 p.m.

LETTER FROM THE DIRECTOR

NEW YOUTH ROOM SOON TO BE OPEN

Baldwin's Youth Room project is drawing to a close. We expect to have the space open to the public in July. The refurbished space will be 40% larger and will feature full handicap accessibility, updated restrooms, a children's terrace and garden, and a beautiful floor-to-ceiling view over Shain Park. Below (left) is a photo of the new room.



Shelving is in the process of being installed, and all of the books and DVDs that have been in storage will soon be returned.

A new, large aquarium, pictured above (right), will be located in the hallway to the Youth Room.

The Library has instituted some changes as a result of the COVID-19 pandemic. For example, you may now **register for library cards online**. When you return materials, we will **quarantine** them for 72 hours for your safety. And **curbside delivery** of materials will remain the primary way you get library books, at least until **the Library building opens again to the public on Monday, July 6**.

Finally, even though Baldwin cannot offer any programs in person this summer, we are still offering our annual **summer reading** program. Visit baldwinlib.org/summer-reading to register. For every child who participates, a small donation will be made to Forgotten Harvest for every challenge they completed, thanks to a generous donation from the Friends of the Baldwin Public Library.

Doug Koschik

Doug Koschik, Library Director

doug.koschik@baldwinlib.org

248-554-4681

BALDWIN PUBLIC LIBRARY TRUST DONORS

JANUARY TO MAY 2020

GIFT DONATIONS

Anonymous

John and Sheila Brice -
In Memory of Sally McRitchie

Anne Calomeni

David and Jelane Caspar -
In Memory of John Neumann

Katherine Dunshee -
In Memory of David Dunshee

Rachel Jensen -
In Honor of David Jensen's Birthday

PEO Sisterhood Chapter -
In Appreciation of Maria Williams' Book Talk

Ruth Rattner -
In Honor of Peter Hollinshead's Birthday

TRIBUTE AND MEMORIAL DONATIONS

Joanne Gartland - *In Honor of Julie Dawson*
Shirley Dawson - *In Honor of Julie Dawson*

GENERAL DONATIONS

Friends of Baldwin Public Library
Jet's Pizza
Premier Pet Supply

LIBRARY BOARD

Frank Pisano, Ashley Aidenbaum, Bob Tera, Jim Suhay, Melissa Mark, Jennifer Wheeler
THE LIBRARY BOARD WILL MEET VIRTUALLY ON MONDAY, JULY 20 AT 7:30 P.M.



LEARN. CONNECT. DISCOVER.

BALDWIN PUBLIC LIBRARY ▶ 300 WEST HARRILL, BIRMINGHAM, MI 48009

ADULT SERVICES: 554-4650

CIRCULATION/RENEWALS: 554-4630

YOUTH SERVICES: 554-4670

WWW.BALDWINLIB.ORG

Bloomfield Hills asked to renew contract with Baldwin Library

Published on July 7, 2020 | By Tiffany Esshaki

BLOOMFIELD HILLS — If COVID-19 has taught us anything, it's the value of staying home with a good book.

But do residents of Bloomfield Hills still want to continue to get their books, e-books, subscriptions, programming and other services from the Baldwin Public Library, or is it time to close the book on the city's contract with Birmingham's library?



Voters will decide Aug. 4 if they want the city to replace the expiring library millage of 0.3766 mills, passed in 2014, with a new millage of up to 0.52 mills per year for up to six years. That's around 52 cents for every \$1,000 of taxable value. For a home with a taxable of \$200,000, that's an annual tax cost of around \$104.

Keen accountants will notice the proposal is a smidge higher than the last contract. Yes, but not really, said Bloomfield Hills City Manager David Hendrickson. The proposal allows for up to 0.52 mills to account for inflation, but if there's a significant taxable value decrease, the mill rate could drop, too.

"It is primarily in place to protect the city's budget if there was an unexpected and dramatic decline in property values. We do not anticipate this happening," Hendrickson said in an email.

The last time the library millage was renewed by Bloomfield Hills residents, it passed with close to 70% of the vote. Before that election, library staffers hosted a meet-and-greet at Bloomfield Hills City Hall to answer questions from residents about what they would get for their money.

That didn't happen this time around, of course, due to the ongoing COVID-19 pandemic. Rebekah Craft, the associate director of the library, said it's been hard promoting the millage amid a national public health crisis.

But the reasons from before still stand, she said.

"Home values increase in communities with thriving libraries," Craft explained in an email. "Early literacy initiatives that libraries provide, like our story times and 1,000 Books before Kindergarten program, help ensure children are well prepared to enter school. And our annual summer reading program helps to keep kids reading while school is not in session and helps prevent some of the 'summer slide' that teachers see each fall. Plus, librarians provide professional reference services, referral services and computer literacy training for people of all ages."

She added that, as of now, around half of all Bloomfield Hills households have at least one cardholder at the library, resulting in close to 20,000 items checked out by Hills residents last year.

"If the contract between Baldwin and the city of Bloomfield Hills expires, Baldwin would offer only very limited services to Bloomfield Hills residents," Craft continued. "For example, Bloomfield Hills residents would be able to enter the library and use materials on-site, but they could not be checked out or anything or use interlibrary loan."

Residents would also lose services to homebound library patrons and access to the library's e-resources like downloadable audiobooks, e-books and subscription databases.

To learn more about the Baldwin Public Library, visit baldwinlib.org.

Baldwin Library opens for limited service

Published on July 10, 2020

Birmingham's Baldwin Public Library has reopened to the public for Grab & Go service, as of Monday, July 6, allowing visitors to browse and check out materials, with occupancy limited to 80 visitors at a time.

This reopening is phase three of its six-phase reopening plan which was developed with input from staff members, health departments and other local libraries, said Rebekah Craft, associate director.

After being open for three weeks of curbside delivery, the library is now open with its normal operating hours of 9:30 a.m. to 9 p.m., Monday through Thursday, 9:30 a.m. to 5:30 p.m. Friday and Saturday and 12 p.m. to 5 p.m. on Sunday.

Library officials are requiring visitors to wear a face mask which covers the nose and mouth when in the library and interacting with others. Disposable face mask will be available at the library entrance for those who do not have one. Visitors who cannot wear a face masks for medical reasons are encouraged to use the library's curbside pickup services. Anyone with Covid-19 symptoms should not enter the library at any time.

Hand sanitizing station are located throughout the library.

Public computers will be available for 30-minutes per user, per day. Seating in the library is limited. All study and meeting rooms are closed, as is the computer lab and idea lab.

Room rentals are unavailable.

Toys, puzzles, water fountains and vending machines are not available.

Visitors from different households are asked to maintain physical distancing of six-feet or more.

Plexiglass screens have been installed at all service desks to help prevent the spread of germs, and staff are regularly disinfecting high-touch surface areas.

Library items returned to the curbside dropbox and lobby book drop will be quarantined for 72 hours before being available for checkout.

Visitors are encouraged to use the contactless self-checkout stations, curbside pickup, automated return and other of the library's many online resources.

Curbside pickup is available Mondays through Thursdays from 11 a.m. to 7 p.m., Fridays and Saturdays from 9:30 a.m. to 5:30 p.m., and Sundays from 1-4 p.m.



Storybook Walking Trails In Metro Detroit

Published on July 13, 2020 | By Ashley Hubbard-Porter – LittleGuide Detroit



Photo credit: Overton Park Conservancy

Storybook walks make the perfect outdoor adventure for kids to engage in literacy and for families to spend time together outside. If you've never been before, pages of children's picture books are displayed at several stations throughout the trail, making it a fun hands-on learning experience for children.

My family loves visiting our local storybook trail- shout out to Baldwin Library's story book trail at Beverly Park! My little guy can't wait to see what the new book is each month and we always have fun walking (mostly running) from "page to page." The best part is that most Metro Detroit storywalks are located in

local parks. So pack a picnic, enjoy a good book, and have fun exploring these local storybook trails with your littles.

BEVERLY PARK STORY BOOK TRAIL (BEVERLY HILLS)

Location: Beverly Hills Village Park, 18801 Beverly Rd, Beverly Hills

Additional Family Fun: Playground, disc golf course, sports fields and two minute drive to Douglas Evans Nature Preserve.

HERITAGE PARK STORY TRAIL (CANTON)

Location: 1150 S Canton Center Rd, Canton

Additional Family Fun: Playground, walking track, and pond. Please note the splash pad is **not** open this year.

CLARKSTON INDEPENDENCE DISTRICT LIBRARY STORYWALK (CLARKSTON)

Location: 6495 Clarkston Road, Clarkston (trail begins behind the library at the entrance to the woods)

Additional Family Fun: Take a 5 minute drive to [Independence Oaks](#) park and visit the beach, go on a boat, play archery or take a hike.

BAKER WOODS PRESERVE STORYBOOK TRAIL (CHELSEA)

Location: 11914 Trinkle Rd, Dexter

Additional Family Fun: Stock up on trail snacks and visit [Dexter Blueberry Farm](#).

HIGHLAND TOWNSHIP PUBLIC LIBRARY STORYWALK (HIGHLAND)

Location: Highland Township Public Library, 444 Beach Farm Circle, Highland

Additional Family Fun: 15 minutes south is [Proud Lake Recreation Area](#) with nature trails, fishing docks and boat rentals.

LIVONIA CIVIC CENTER LIBRARY STORYWALK (LIVONIA)

Location: 32777 Five Mile Road, Livonia (located behind the library).

Additional Family Fun: Get ice cream across the street from the Handi-Dip or take a dip in one of the [city's public pools](#) (reservations required in 2020).

NORTHVILLE DISTRICT LIBRARY BOOK WALK (NORTHVILLE)

Location: 212 W. Cady Street, Northville

Additional Family Fun: [Look for fairy doors downtown](#) and play on the playground at Mill Race.

BEAVER CREEK STORYWALK (STERLING HEIGHTS)

Location: 34100 King Richard Drive, Sterling Heights

Additional Family Fun: Picnic area, baseball diamond, playground, toddler play area, tennis court

Libraries shine during COVID-19 quarantine

Published on June 22, 2020 | By Tiffany Esshaki



The curbside pickup service at the Bloomfield Township Public Library has been a popular option for residents who want to borrow materials without risking their safety. *Photo provided by Tera Moon*

BIRMINGHAM/BLOOMFIELD TOWNSHIP — Because of e-books, movies and music that can be downloaded from anywhere to virtually any device, streaming media has proved itself these past several months to be the hero of quarantine.

And the same way libraries have opened their shelves to residents for generations, their online collections have been provided to quell the boredom of families from the comfort and safety of their home.

That's what Bloomfield Township Public Library Assistant Director Tera Moon said. During the COVID-19 shutdown, the library's social media pages increased by 200 followers who wanted to stay informed about what new services the library's website offered.

"Usage of e-resources like e-books, audiobooks and movies increased during the quarantine when residents were staying home," Moon explained in an email. "Library staff worked throughout the three-month period to continually buy new digital content, buy more copies of popular content and process 'e-cards,' which are library user accounts that give access to online content."

At the Baldwin Public Library, e-book usage has jumped 19% since March, and database visits — where guests can check item availability online — have increased 41%.

Online resources became so popular at both facilities that staff tweaked some of their regularly scheduled in-house programming to be virtually accessible, like book talks streamed on videoconferencing sites.

"This was brand-new territory for us, but something we are excited about, are working on and improving and are looking to sustain us throughout the year as the possibility of gathering in large groups (remains) uncertain," Moon said. "Staff also became pretty good at working remotely and finding new ways of connecting with each other using technology."

At the Baldwin Public Library, in downtown Birmingham, they've moved in-person events online too.

"Fortunately, we have been able to pivot to offering lots of virtual programs, including five weekly story times, author interviews on Instagram live, seven monthly book clubs hosted on Zoom for teens and adults, online computer software classes, and virtual lectures," Rebekah Craft, the assistant director of the Baldwin Public Library, said in an email. "I'm so impressed with how creative and thoughtful our librarians have been in creating new experiences for our patrons while in-person programming is not safe."

Earlier in the crisis, BPL staff has used its technology assets to help first responders fight the virus itself.

In late March, Baldwin Public Library staff began to produce face shields with the 3D printers in the library's new Idea Lab to be donated to nearby hospitals. They were composed of a 3D-printed head bracket, with a sheet of clear acetate attached to act as the shield. The lab's 11 printers can produce the shields at a rate of one every three minutes.

The Friends of the Baldwin Public Library donated \$2,300 to the effort to purchase supplies that would create 2,000 face shields, according to Jeff Jimison, the supervisor of the library's Idea Lab.

As Gov. Gretchen Whitmer has slowly allowed parts of the state to reopen to in-person visits again over the past several weeks, libraries have been preparing to welcome back patrons with new cleaning protocols and other protective measures you've likely seen before, like social distancing cues on the floor and plastic shields at checkouts.

Currently, the Bloomfield Township Public Library offers curbside pickup for materials, and sometime after July 4, Moon said, she hopes the facility can open for short visits or browsing by appointment.

"This public health crisis has definitely made us look hard at our service model and think differently about how we encourage library use and what we are to the community," Moon continued. "We are really taking things slow, and while we are planning for the future, we try to maintain an attitude of flexibility and adaptability as the future is so uncertain."

Curbside service has been available at the Baldwin Public Library since mid-June. Residents who enjoy that option, for convenience or safety reasons, can count on that moving forward, even after the building opens to the public July 6.

"On our first day of curbside service, our patrons had placed over 800 items on hold. We receive a steady stream of pickups each day, and patrons have been so grateful to be able to use physical materials while the building is closed," Craft said.

That's good, because she said the Baldwin Public Library wants to make the library's services as appealing as possible to as wide a range of patrons as they can, since this August voters in Bloomfield Hills will decide whether to continue the city's millage to support their membership to the library.

"Advocating for the need for libraries while we are closed to the public is a difficult thing to do right before a millage vote," Craft explained. "Right now, nearly 50% of households in Bloomfield Hills have at least one Baldwin cardholder and checked out 19,583 items last year, so we know that our services are popular with Bloomfield Hills residents."

If residents in Bloomfield Hills don't vote to approve continuing the 0.3766-mill contract, Craft said they would only have access to "very limited" services at the library, which would mean not being able to utilize e-resources and subscription databases.



Baldwin Public Library Recommends Books For July

Published on July 14, 2020 | Birmingham Patch.com

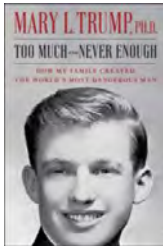
This press release was produced by [the Baldwin Public Library](#).



Here is a sample of some of the books prominently featured in the media this week.

July 10:

Bookmarks:



Too Much and Never Enough: How My Family Created the World's Most Dangerous Man by Mary L. Trump

[Tap for the review](#)



Rodham: a novel by Curtis Sittenfeld

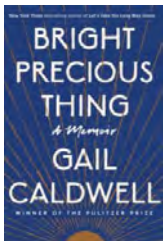
[Tap for the review](#)



Crooked Hallelujah by Kelli Jo Ford

[Tap for the review](#)

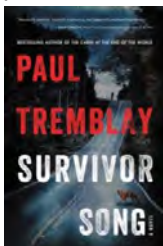
NPR:



Bright Precious Thing: A Memoir by Gail Caldwell

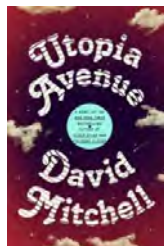
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NYT:



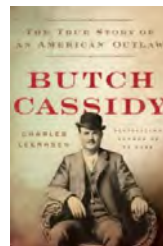
Survivor Song by Paul Tremblay

[Tap for the review](#)



Utopia Avenue by David Mitchell

[Tap for the review](#)



Butch Cassidy: The True Story of an American Outlaw by Charles Leerhsen

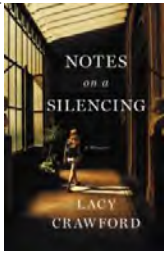
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People:



Notes on a Silencing: A Memoir by Lacy Crawford

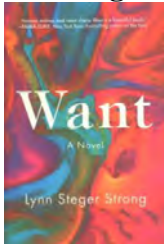
USA TODAY:



The Son of Good Fortune by Lysley Tenorio

[Tap for the review](#)

The Washington Post:



Want by Lynn Steger Strong

[Tap for the review](#)



Antkind by Charlie Kaufman

[Tap for the review](#)



Becoming Duchess Goldblatt by Anonymous

[Tap for the review](#)



Putin's People: How the KGB Took Back Russia and Then Took On the West by Catherine Belton

[Tap for the review](#)

Authors of Air:



Mexican Gothic by Silvia Moreno-Garcia

City of Birmingham Newsletter

Volume Twenty-Seven - No. 3 | Summer 2020



Live

Baldwin Public Library

SUMMER 2020

IMAGINE YOUR STORY: SUMMER READING PROGRAM

Haven't joined the Summer Reading program at Baldwin yet? There's still time! Read books to win prizes, then join us for our virtual events. Find more information at baldwinlib.org/summerreading.

VIRTUAL STORY TIMES

Enjoy story times from home at www.baldwinlib.org/storytime. Each week, you'll find new story times. Videos are available for children ages birth to second grade, so choose the story time that's right for your child.

REOPENING PLAN

Please visit www.baldwinlib.org/reopening to view current information on the Library's available hours and services. We will be following a phased reopening schedule to ensure the safety of all library patrons.



Oakland County community calendar July 5

Published on July 5, 2020 | By Kathy Blake



Groveland Oaks campgrounds have yurts and cabins to rent.
Photo courtesy of Oakland County Parks

Blood donations

- To schedule an appointment to donate blood with the American Red Cross, visit [RedCrossBlood.org](https://www.RedCrossBlood.org) or call 1 800 RED CROSS (1-800-733-2767). Fully recovered COVID-19 patients may be eligible to donate plasma to help those currently sick, www.redcrossblood.org/donate-blood/dlp/plasma-donations-from-recovered-covid-19-patients.html.

Camps

- The Boys & Girls Clubs of Southeastern Michigan Specialty Summer Camp Experience with weekly camps for youth ages 6-18, through Aug. 21. The camp will be offered at both the Dick & Sandy Dauch Club at 16500 Tireman Street in Detroit and the Matilda R. Wilson Club at 220 South Squirrel Road in Auburn Hills. Additional cleaning measures and precautions have been implemented due to the COVID-19 crisis. Camps feature

learning activities in engineering, robotics, Legos, coding, dance and cheer, entrepreneurship and career exploration, performing arts, Esports gaming, film and video production. The cost is \$100 per week for each youth, www.bgcsm.org, 313-473-1400.

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- The Community House offers Virtual Summer Camps for children, weekly through Aug. 6, activities include dance, writing, baking, athletics, fashion, via Zoom, video conferencing app. Discounts when selecting multiple camps, communityhouse.com.

Cancellations

The annual Oakland County Fair, with public events previously scheduled for July 10-19, is canceled. Exhibitor-only competition, and some online showing and livestock auctions will take place, www.oakfair.org.

Coronavirus information websites and hotlines

- Oakland County COVID-19 Help Hotline is 248-858-1000 or email to hotline@oakgov.com or text OAKGOV to 28748 or visit <https://www.oakgov.com/covid/Pages/default.aspx>.
- For information about the COVID-19 coronavirus, visit Michigan.gov/Coronavirus and CDC.gov/Coronavirus.
- Beaumont Health offers information and answers about the coronavirus, at www.beaumont.org/health-wellness/coronavirus or call Beaumont’s COVID-19 hotline at 800-592-4784.
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completing a successful application, and developing effective essays. Registration is \$95 per student, <https://communityhouse.asapconnected.com/#CourseID=225277>.

Family activities

- The BSA is hosting ScoutStrong Virtual 5K and 1-mile Fun Run, July 3-5 or July 11-12. Registration is \$10/runner or \$25/family. Runners will receive a limited edition 2020 bib with their own unique number and a patch. The winner will receive a special medal, <http://scoutingevent.com/272-ScoutStrongVirtual5k>.

Fundraisers

- Frontline Foods, a national organization working with restaurants, hospitals and other medical facilities to donate meals to health care workers on the frontline of the COVID-19 crisis. To make a donation for Southeast Michigan, visit www.frontlinefoods.org/se-michigan.
- Pet Valu's "Patriotic Pets" fundraiser during the month of July encourages Pet Valu customers to show their support for the nonprofit, U.S. War Dogs Association, by purchasing a patriotic-themed or camouflage bandana for \$5 or donating any amount, For more information, <https://givingback.us.petvalu.com/war-dogs>.

Health activities

- Learn to manage your diabetes or kidney disease in no-cost virtual Personal Action Toward Health (PATH) workshop series offered by the National Kidney Foundation of Michigan. Diabetes PATH information session is 10 a.m. July 8 and the workshops are 10 a.m.-noon, Wednesdays, July 15 to Aug. 19. The next series information session is 3:30 p.m. July 27 with 8 workshops, 3-5 p.m. starting Aug. 3. Register by email pathprograms@nkfm.org or call 734-222-9800, nkfm.org/PATH or mihealthyprograms.org.
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Libraries

- Baldwin Public Library reopens July 6 for Grab & Go Service. Visitors to the library will be able to browse and check out materials, visitors are required to wear a face mask and practice social distancing. Visitors experiencing any COVID-19 related symptoms should not enter the Library. Occupancy is limited to 80 visitors. All study and meeting rooms are closed. Visitors are encouraged to use the contactless self-checkout stations, curbside pickup, automated return, and the library's online resources. To place items on hold for curbside pickup along Bates Street, visit baldwinlib.org/curbsidepickup, 300 W. Merrill St., Birmingham, 248-554-4682, www.baldwinlib.org.

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- While the Troy Public Library is closed, account holders can place holds on books and schedule curbside pickup, and access online resources including apps and platforms, such as OverDrive and Hoopla, that offer downloadable eBooks, audiobooks, movies, podcasts, music, eMagazines and eNewspapers. The library is using social media to collect letters and notes of encouragement to give to the medical community, and offers children of all ages video story times, how-to crafts and STEM projects, troypl.org, 248-524-3538.

Parks

- Independence Township Parks are open and playgrounds are open. Deer Lake Beach in Clarkston and the Spray Park at Clintonwood Park are open. Some programs and events, and all facility rentals have been suspended until further notice, www.twp.independence.mi.us/departments/parks_rec_and_seniors/index.php
- Southfield Parks and Recreation parks are open from dawn to dusk for individual fitness activities like walking or jogging, social distancing is encouraged, www.cityofsouthfield.com/departments/parks-recreation.
- The Splash Pad at Heritage Park, 24725 Farmington Road is open, at a limited capacity with social distancing. The park is open 10 a.m. until 8 p.m. with periodic closures for

sanitizing and routine maintenance, www.fhgov.com/Activities/Parks-Facilities/Splash-Pad.aspx.

- Most Michigan State Parks and Recreation Areas and campgrounds, DNR boating access sites and shooting ranges are open. Portable restrooms are at various locations. Fishing and hunting licenses are available for purchase online, www.michigan.gov/dnr. The Recreation Passport is now required, after being suspended the past three months to reduce interactions and risk of coronavirus.
- Oakland County Parks and Recreation parks and trails are open, OaklandCountyParks.com, 248-858-1400. July is Parks and Recreation Month. The county recommends safe practices such as social distancing, and to take along hand sanitizer. Portable restrooms are at various locations, which are listed on the website. Addison Oaks and Groveland Oaks offer camping. Individuals can launch their own kayak or non-powered watercraft at Addison Oaks County Park, Independence Oaks County Park and Orion Oaks County Park. Beaches at Independence Oaks and Groveland Oaks are open. The waterparks — Waterford Oaks Waterpark in Waterford and Red Oaks in Madison Heights, will remain closed this summer. Annual fireworks shows are canceled.
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Senior activities

- JVS Human Services is hosting a virtual book club for senior citizens, supported by a grant from United Way Southeastern Michigan. The book club meets at 11 a.m. Wednesdays, via Zoom. Participants are to read the book and discuss in sections as they go along. The first book is “One Thousand White Women” by Jim Fergus. Subsequent books will be chosen with input from participants. The book club is facilitated by Debi Banooni, Director of Senior Adult Services at JVS. Other programs include a virtual exercise group, a Connections Group weekly meeting and a Caregiver Support Group. For information, email dbanooni@jvshumanservices.org, or call 248-320-5417.

Sports

- Horse Dreamers, LLC presents a 4-day program for riders of varying ages at Horse Dreamers, LLC, 2453 Jossman Road, Holly, \$300 per person, Springfield Township Parks & Recreation, register by July 6, at <https://stpr.us>.

Support activities

- The Disaster Distress Helpline, 1-800-985-5990, provides immediate crisis counseling to people affected by the coronavirus pandemic. The helpline connects callers to trained professionals from the closest crisis counseling centers in the nationwide network of centers, <http://disasterdistress.samhsa.gov/>.
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Submit community events to The Oakland Press online at www.bit.ly/1iUM73e

Oakland County community calendar July 12

Published on July 12, 2020 | By Kathy Blake



Oakland County Parks and Recreation's three dog parks are open, including Orion Oaks Dog Park in Lake Orion.

Photo courtesy of Oakland County Parks and Recreation.

Blood donations

- To schedule an appointment to donate blood with the American Red Cross, visit [RedCrossBlood.org](https://www.RedCrossBlood.org) or call 1 800 RED CROSS (1-800-733-2767). Fully recovered COVID-19 patients may be eligible to donate plasma to help those currently sick, www.redcrossblood.org/donate-blood/dlp/plasma-donations-from-recovered-covid-19-patients.html.

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completing a successful application, and developing effective essays. Registration is \$95 per student, <https://communityhouse.asapconnected.com/#CourseID=225277>.

Farmers markets

- Farmington Farmers and Artisans Market, at Walter E. Sundquist Pavilion, 33113 Grand River Ave., at Grove St., open 9 a.m.- 2 p.m. Saturdays, May 16-Oct. 31, 248-473-7276 ext. 13, www.farmingtonfarmersmarket.com.
- Holly Farmers Market: 10 a.m.-2 p.m. Sundays, May 17 to Oct. 13 at Crapo Park, downtown Holly, hollyfarmersmarket.weebly.com.

Fundraisers

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Security Experts on How To Reopen Safely

Published on June 15, 2020 | By Lisa Peet

As libraries prepare to reopen, safety is a primary concern of leaders and workers alike. Measures to keep staff and patrons as safe as possible from coronavirus infection are being instituted in libraries across the country. But most of those measures require patron cooperation. Reports of retail customers attacking store and restaurant workers over being told to don masks, as well as general worries over lack of compliance or having to enforce new rules, have added an extra layer of uncertainty for those returning to work.

LJ spoke with several security professionals to get their takes on concerns that our readers shared, including Steve Albrecht, author of *Library Security* (ALA, 2015) and a library security consultant and trainer, and three representatives from Margolis Healy and Associates: Cofounder and CEO Steven J. Healy, EVP Daniel R. Pascale, and VP for Strategic Initiatives Christi Hurt.



COMPLIANCE FIRST

The main question that concerns library staff, whether they are planning their reopening or are already back in their buildings and looking to gradually expand services, is how to ensure that patrons will comply with mask and social distancing regulations, and best practices for pre-empting confrontations.



Steve Albrecht

For many library users, these new rules will simply be extensions of the ways they have already been protecting themselves and their neighbors. However, noted Albrecht, many people are growing frustrated and tired of following these precautions, which some see as encroaching on their rights. Particularly if a library's city or county has not created ordinances, policies, or municipal code around these protocols, people will often push back. When local mandates haven't been set up, enforcement will fall on staff. "The best we can do from a compliance perspective," said Albrecht, "is to be as assertive and polite as possible with patrons coming in, remind them of the things that they're supposed to do, and hope that they will." That can be helped along by modeling, he pointed out.

Communication with patrons should start before they set foot in the library, said Healy, through email and other messages to cardholders and community members. These should emphasize not only what they will need to do when they come in, but should highlight what the staff is doing—the protective measures visitors will see them using as well as how the space and materials are being cleaned and sanitized.

Signage and wayfinding at the library will help reinforce those messages. Keep it clear and simple, Healy noted, emphasizing those same messages. “We’ve seen a lot of different creative approaches to helping people maintain their social distancing,” he added, “from simple lines on the floor to removing seats so that you don’t have more people sitting in a particular area than you would want.” Pascale suggested looking at local retail and food service messaging and signage for ideas about what sets clear guidelines.



Steven J. Healy



Daniel R. Pascale

Pascale also recommended purchasing TensaBeams—the portable barrier system used in banks and movie theaters—to help control the flow of traffic. For example, he explained, “If we want folks to go in one path down stacks in a library, then we can label the floor with arrows and we can have TensaBeams that lead you to that area. This will force folks to go in a direction that we want them to, in a way that is not intimidating”—or confrontational. Limiting access points can also be useful, he added allowing staff to keep track of how many people are inside at any given time.

SECURITY AND SCRIPTS

Once a patron is at the library, communication about safety protocols can get personal and, often, tricky.

All the experts *LJ* spoke with recommended, if possible, bringing in supplemental security personnel to help with the transition. “And when I say security personnel,” noted Healy, “I mean really low-key security, not with a police or militaristic look” or manner, but rather professionals who are trained in conflict resolution, and who can serve as a resource for library staff who may find themselves unable to defuse a situation on their own. “I think that we do a disservice to our employees if we expect them to do that without any level of training and orientation about having conversations, being respectful, de-escalating those situations where folks might want to confront one of the policies,” he said.

Hiring managers can and should be picky about any outside security they bring in, and consider how their style will fit with the library’s culture, added Albrecht.

Leadership should provide training opportunities for staff ahead of their interactions with the public outlining the library’s safety protocols, how those should be enforced, what is expected of workers in their interactions with patrons, and what to do in the event of conflict. “We will get into more challenges in all of our spaces that are shared if we aren’t consistent about the application of these policies and principles,” Hurt said. “That’s when confusion and potential challenges will arise.”

Bringing in an outside trainer is ideal, if possible. Document all training sessions, so that they can be replicated if need be and so the library has a legal record.



Christi Hurt

LANGUAGE MATTERS

In the event of a conflict, language is key, said Albrecht, as is trying to keep the interaction positive and avoiding lectures or legalese. “People hate being told what to do, and many times patrons get offended that somehow you’re singling them out for their behavior,” he noted. “I think we have to create an environment which is, ‘Hey, thanks for coming in, I bet you’re just as frustrated as we are, but I know you’re excited to use the library. Here are the things that we’re doing to keep all of us safe.’” Make sure staff takes time to review basic communication guidelines, such as not saying “Calm down” to a person who is agitated, and not confronting people in front of their children or partner. Albrecht advised not arguing about *why* protocols are in place, but sticking to the facts of the library’s policy.

Short scripts for potential conversations—often available through local public health departments or other venues—can be helpful to have on hand in advance, said Healy. Albrecht also recommended checking the Centers for Disease Control (CDC) website for [Business and Workplace resources](#) and the [Society for Human Resources Management](#) site.

In the event of a difficult conversation, staff should be encouraged to call over a manager or a coworker—Healy recommends designating employees with good non-confrontational skills who can be tapped for help, and providing them with extra training to ensure that the language they use is consistent.

A number of *LJ* readers expressed concern about the potential for conflict if a staff member of color needs to ask a white patron to comply with social distancing or mask-wearing, and the possibility that such a confrontation could escalate into a dangerous situation.

“It’s really important that when we form our policies and practices, we’re looking at those power dynamics,” said Hurt. One workaround might be to send people out into patron-facing situations in pairs, suggested Hurt—both for support and, if partners are chosen to provide a range of life experiences between them, to increase the odds that one or the other will be able to connect with a patron. “The reality is, race is one of the many factors that people are going to need to consider when we look at these power imbalances,” she noted. “It’s a really important one, especially right now.”

Providing this kind of support for employees, added Healy, has to be part of library policy ahead of time, and not just implemented on an ad hoc basis. “You just can’t make stuff up—it’s got to rest in policy,” he said. “It’s got to be legally defensible. Public libraries that are part of a city, part of a county, have access to a general counsel that can review the policy and say, ‘This is in concert with our local, county, and regional guidelines.’”

Calling in law enforcement should be a last resort, if staff are afraid for their—or other patrons’—safety, if a patron is threatening or engaging in violence.

ADDITIONAL SUPPORT

Make sure extra break time is built into the day, noted Albrecht. Working a full day with a mask on can become uncomfortable and even affect employees physically or cognitively. “You get a little lightheaded from having a mask that’s controlling your respiration,” he advised. Providing a regularly sanitized or sterilized break room will give staff a safe space to remove their masks and recharge.

Make sure there’s time to debrief together as well, whether physically at a safe distance or in a video chat at the end of the day, added Albrecht. “Share some situations as the library opens: What happened yesterday? What happened when you dealt with that particular person? Use the staff meeting process as a way to do a little training, a little role playing, to problem solve, and to...say, ‘What are some of the best practices we got as a result of what we witnessed yesterday?’”

Given the powerful health, economic, and societal shifts of the moment, in many cases compounded by grief, fear, and uncertainty, libraries should consider building some level of trauma-informed practice—organizational framework that involves understanding, recognizing, and responding to the effects of all types of trauma—into their attention to the security and safety needs of both patrons and staff.

Many libraries are doing some form of this already, particularly when it comes to dealing with patrons who have experienced a range of trauma, said Hurt. “For staff, there's some security in being reminded that they already have some of these skills,” she noted. Even if a library has already incorporated trauma-informed practices into their workplace culture, however, outside organizations and agencies can be of help.

“When I think about trauma-informed care and support, I think a lot about our local rape crisis center and domestic violence agencies that are so skilled in this space,” advised Hurt. “Some libraries may have relationships with them already, and bringing in folks from those operations to come and do training might be useful. I think talking with public health officials about the resources they might see in this space could be good.”

And it's not only patrons who will benefit from a compassionate approach. “Staff in all these spaces have been going through a tremendous amount of upheaval, and potentially trauma, during this time,” Hurt said. “How do we provide support for the staff to be coming back to work physically when they have experienced trauma or upheaval?”

Libraries with on-site social workers can tap them as a resource, suggested Albrecht. Many cities and counties have an Employee Assistance Program as part of their benefits, where employees can access a certain number of counseling sessions online or by phone if they're anxious about returning to work, their financial situation, or other concerns.

Overall, leadership should pay close attention to local and county health officials to make sure that their practices align with what is being asked of people outside the library as well. Consistency is important, all agreed. “Look at a local public health department for similarly situated public organizations,” Hurt advised. “Using similar language in different public spaces will help the public understand what's expected, and eliminate some of the vagueness between the different thresholds they're walking through.”

“We're in such new territory for how people return to work and what that looks like,” noted Albrecht. He advised patience—on the part of directors, managers, and staff, both in interactions with the public and with each other. “We can't always choose the way that patrons behave,” he added. “The patience piece is a big key to how we're going to get back to the new normal.”



Libraries Are Dealing With New Demand For Books And Services During The Pandemic

ALA affiliate and division leaders speak out

Published on June 16, 2020 | By Thomas Wilburn



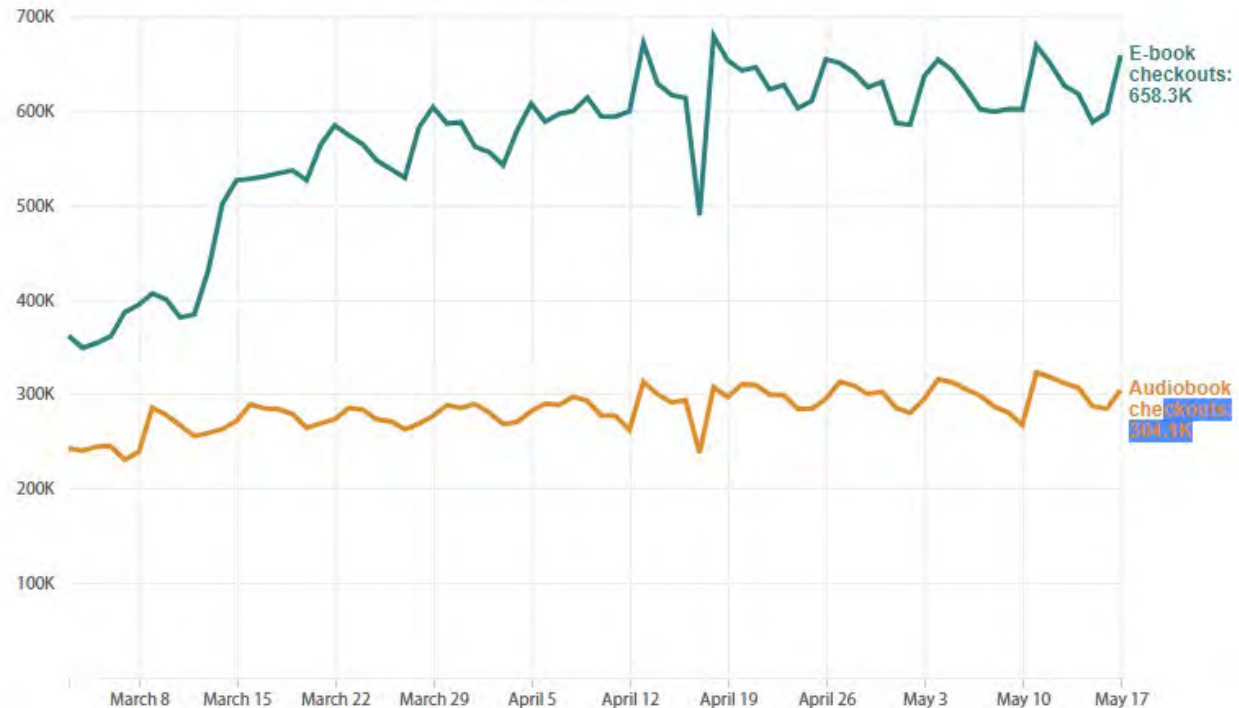
Washington D.C.'s Martin Luther King, Jr. Memorial Library is one of the libraries trying to accommodate patrons' different needs during the pandemic. *Thomas Hawk/Flickr Creative Commons*

If you find yourself scrambling for a good novel to escape the novel coronavirus, you're not alone. Across the country, libraries have seen demand skyrocket for their electronic offerings, but librarians say they continue to worry about the digital divide and equality in access — not to mention the complicated questions that must be answered before they can reopen for physical lending.

"Since the library closed on March 16, we've had about seven thousand people register for library cards," says Richard Reyes-Gavilan, Executive Director for the District of Columbia Public Libraries. "We've had

over 300,000 books borrowed since mid-March, which is astounding considering that our collections are limited."

E-Book Borrowing Has Jumped Under Lockdown



Notes

Borrowing was lower than usual on April 17 due to system maintenance.

Source: OverDrive lending data

Credit: Thomas Wilburn / NPR

By the library's accounting, that's 37% higher than the same period in 2019, and DC isn't alone in an uptake in digital usage: Weekly library e-book lending across the country has increased by nearly 50 percent since March 9, according to data from OverDrive, a service used by many libraries to let patrons check out media for e-readers, smartphones and computers. Audiobook check-outs are also up 14% — not quite as large a shift, likely because fewer people are in their cars commuting to work.

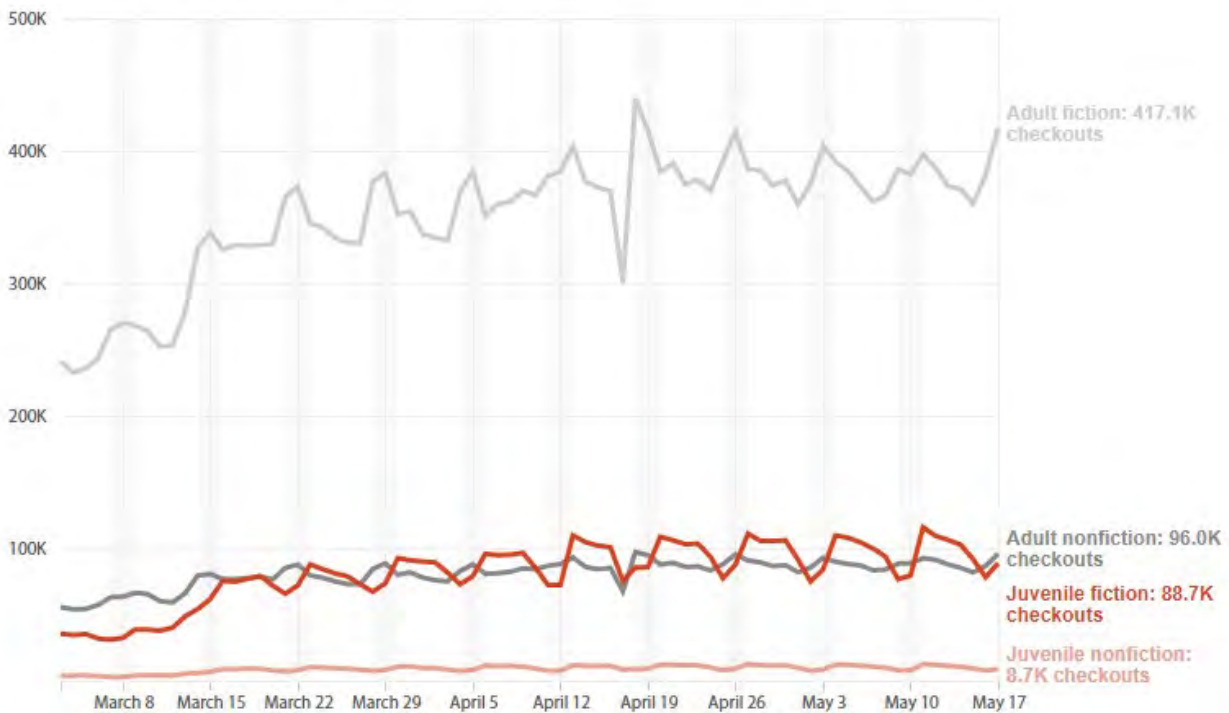
How pandemic reading has (and hasn't) changed

Nationally, there's been a jump in titles checked out virtually across topics, but demand for children's e-books has more than doubled during this period.

By comparison, e-book checkouts for adult fiction across the U.S. have grown by more than a third, and young adult fiction by more than 50 percent. There have been more checkouts of children's books than adult nonfiction on weekdays since the week of March 22.

Children's Fiction E-Book Checkouts Have Passed Adult Nonfiction

Weekends are shown as shaded areas.



Notes

Borrowing was lower than usual on April 17 due to system maintenance.

Source: OverDrive lending data

Credit: Thomas Wilburn / NPR

"The big change we've seen is within juvenile fiction," says Susan Gross, a data analyst with OverDrive. "Typically adult non-fiction is the second most popular type of title that's read, but now on certain days juvenile fiction surpasses adult non-fiction, which we haven't seen before ... our thought on that is that parents are probably trying to enrich their kids' during the school week when they would typically be in school."

So patrons seem to be reading more, but are they reading differently? At the macro level, the answer appears to be no. While adult nonfiction hasn't increased at nearly the same volume in total checkouts as fiction has, it started out much lower, and its relative rate increase is still proportional.

Library categorization is notoriously messy, but OverDrive's rankings of the top national checkouts by genre (using the industry's standard [BISAC codes](#)) indicate that readers aren't radically shifting their tastes on the grim/fluffy axis. The top categories have remained remarkably stable through 2020, led by thrillers, romance, "women sleuths," and literary fiction.

That said, some sub-sub-genres are showing signs of our collective psychological strain: Within the self-help category, "motivation" and "happiness" titles have seen an increased number of checkouts, says Gross. Reyes-Gavilan notes that he's seen greater interest in books on pandemics and race relations, although the latter is no doubt boosted by a program that made many titles available for instant checkout.

Libraries have also reacted to the closures by transitioning events to virtual spaces. DC's libraries added a chat service allowing readers to ask a librarian questions over the phone or the web. It also launched its "one city, one book" program online by offering free digital access to Elizabeth Acevedo's *With the Fire On High*, including a virtual talk by the author at the end of the campaign. And it's been holding Facebook-based storytimes with hundreds of participants.

"More than just their buildings"

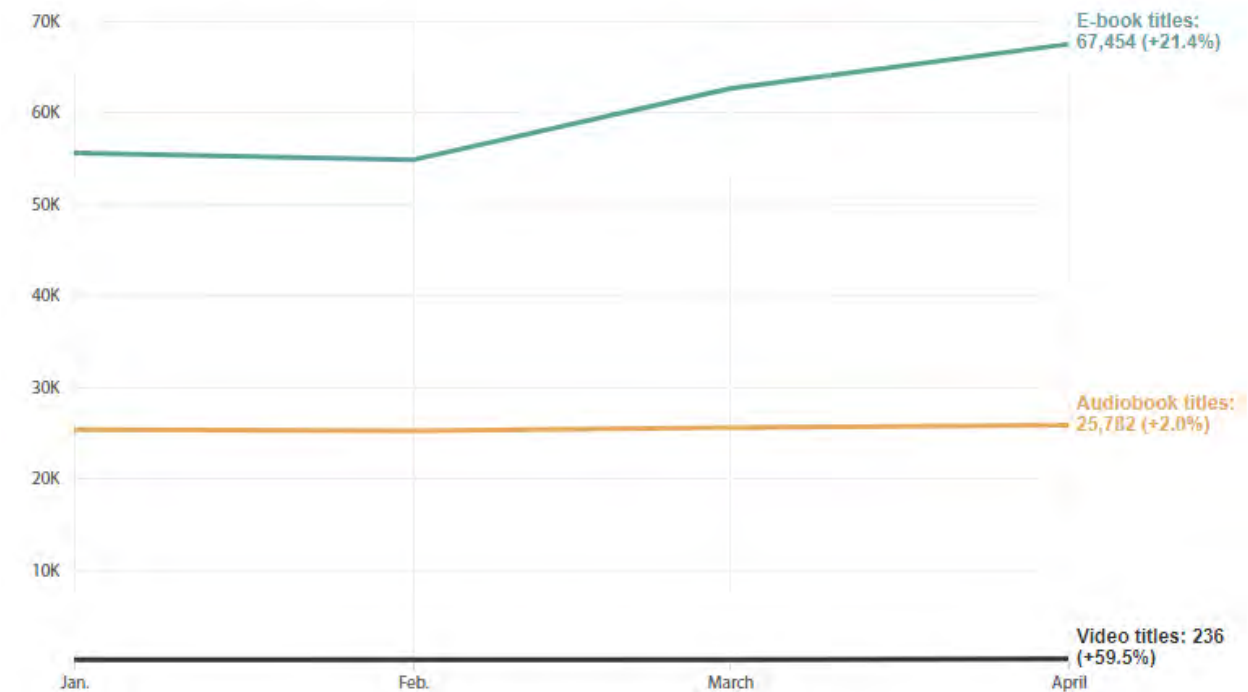
Of course, while we typically think of libraries in terms of books, that's not all that they do: They're also a de-facto community center for access to services, which are now increasingly hard to deliver.

Since closing physically, DC library buildings have kept their wireless access on, and have seen almost 20,000 devices connecting for more than 60,000 sessions. "One of the things that's extremely important in our libraries is the ability for people to print wirelessly from our copiers, for people who are printing out resumes, health forms, job applications, you name it," says Reyes-Gavilan.

Across the country, while physical lending remains closed, five of Seattle's library buildings have been opened for restroom-only access since late April, in part hoping to slow the spread of COVID-19 by making handwashing easier for the homeless.

Seattleites Are Reading More Unique E-Book Titles

The count of unique titles for video streaming checkouts and audiobooks has remained fairly stable since the start of 2020 by comparison.



Notes

Source: Seattle Public Library

Credit: Thomas Wilburn / NPR

Seattle's library system also runs a wi-fi hotspot lending program, which reserves 250 devices for high-need populations, like the homeless or poorer families without access. After the pandemic began, existing checkouts were extended, and Seattle's library foundation funded 75 additional hotspots to bring the total number to 325. The library has been installing these in weatherproof enclosures at homeless encampments around the city or assigning them to shelters and relief organizations.

"The conditions that we're living in now kind of exaggerate or accentuate the digital divide," says Andrew Harbison, assistant director of Collections and Access for Seattle Public Library, "and so we also have teams working on figuring out ways to reach people outside the digital sphere."

Reopening and recovering

How libraries will adapt in the long run is still unclear. Digital titles are often three to five times more expensive than physical books, and unlike physical books (which can be borrowed hundreds of times) e-

book licenses are typically capped at a short time period or limited number of checkouts (or both) before they must be renewed.

As a result, if this burst in digital lending is sustained, it could be a financial problem for cash-strapped libraries. Seattle's libraries have been able to transfer funding to e-books while branches are closed for in-person borrowing, at some point they'll need to start repurchasing print materials again.

Physical lending entails an entirely different set of challenges. Currently, many libraries plan to isolate returned books or media for 72 hours before they can be picked up by a librarian and reshelfed. As a result, circulation may be slower than usual when service resumes.

However, the hope is that official guidance from the CDC, and a study by the Institute for Museum and Library Services, will be able to reduce those delays if typical surfaces like cardboard, paper, and mylar are not shown to be a significant transmission vector for the novel coronavirus.

Harbison notes that in some ways, programs like restroom access provide a way to anticipate potential challenges when libraries fully reopen — offering curbside pickup, providing protective gear for staff, and adapting the space to enforce social distancing by moving furniture and enforcing occupancy limits.

In DC, Reyes-Gavilan is excited about being able to physically open the Martin Luther King Jr. Memorial Library, which has been closed for renovation since 2017, especially given the current background of race-related protest. "We'll be offering socially-distant services the likes of which the city has never seen from a public library," he says.

Connecting through COVID-19 Response



Katie Dover-Taylor / dovertaylor@gmail.com

Katie is Librarian, William P. Faust Public Library of Westland (MI).

📖 Katie is currently reading *Beloved* by Toni Morrison.



Sarah Lawton / slawton@madisonpubliclibrary.org

Sarah is Neighborhood Library Supervisor, Madison (WI) Public Library.

📖 Sarah is currently listening to *The City We Became* by N. K. Jemisin.



Christina Fuller-Gregory / christinafuller-gregory@scgsah.org

Christina is Assistant Director of Library Services, South Carolina Governor's School for the Arts and Humanities.

📖 Christina is currently reading *Hood Feminism: Notes from the Women That a Movement Forgot* by Mikki Kendall.

We are in a profoundly uncertain time, when public librarians are rethinking our work in the midst of a global pandemic and rapidly changing social conditions. Many of us are afraid of what this upheaval will mean for ourselves, our families, our communities, and our libraries. As members of PLA's Task Force on Equity, Diversity, Inclusion, and Social Justice (EDISJ), we believe that times of great instability are also times of great possibility—we have the opportunity, in rede-

signing our libraries during this crisis, to focus explicitly on systemic racism and other forms of oppression and to put equity first.

Libraries have an opportunity to nurture and support collective power by proactively thinking of how can we work alongside our communities during this crisis. How can we develop our capacity for resistance against policies that harm our communities and show solidarity with those who are most vulnerable? How can we amplify, support, and sustain local mutual aid efforts?

Mia Henry, founder of Freedom Lifted (www.freedomlifted.com) and lead facilitator of PLA's Equity Starts With Us symposia, suggests that there are three necessary ingredients for meaningful anti-oppression work: self-awareness, organizing tools, and courage. The following resources are recommended to assist you in building capacity to advance racial equity and social justice in your library and community.

Mobilizing Remotely

The impact of the COVID-19

pandemic is not spread evenly across communities. Many library workers are struggling with layoffs and furloughs and research shows that telecommuting is less viable for communities of color and those in the lowest paid positions. For library staff members who do have the ability to continue working while libraries are closed, we want to offer some resources to familiarize yourself with EDISJ concepts.

Building Your Foundation: EDISJ 101

- Understanding Power, Identity, and Oppression in the Public Library (PLA) (<https://bit.ly/2y11kmD>)
- Advancing Racial Equity in Your Library (PLA and GARE) (<https://bit.ly/2LcDC4y>)
- Doing the Work Externally and Internally: Race, Equity, Diversity and Inclusion (WebJunction) (<https://bit.ly/2YKtsjv>)
- Project READY: Reimagining Equity and Access for Diverse Youth (UNC SILS/IMLS) (<http://ready.web.unc.edu>)
- Augusta Baker Diversity Lecture Series (Dr. Nicole Cooke, USC SLIS) (<https://bit.ly/2WBCGMt>)
- Dr. Eddie Moore: 21 Day Racial Equity Habit (America & Moore) (www.eddiemoorejr.com/21daychallenge)
- Learn about Civil Rights from Home (Mia Henry, Freedom Lifted) (<https://bit.ly/2YXoOPx>)
- Race: The Power of an Illusion (California Newsreel) (www.racepowerofanillusion.org/about)
- Ibram X. Kendi on How to Be An Anti-Racist (Othering & Belonging Institute) (<https://belonging.berkeley.edu/video-ibram-x-kendi>)
- *My Grandmother's Hands: Racialized Trauma and the Pathway to Mending Our Hearts and Bodies* by Resmaa Menakem (Central Recovery Press, 2017).
- *So You Want to Talk About Race* by Ijeoma Oluo (Seal Press, 2018)
- Targeted Universalism: Policy and Practice (Othering & Belonging Institute) (<https://belonging.berkeley.edu/target-eduniversalism>)

Reimagining Services

For those redesigning library services, we recommend digging into racial equity resources and tools. Public institutions have been key drivers in perpetuating the racial disparities that are evidenced by the disproportionate impact of COVID-19 on communities of color. Library leaders can build equity into service design by pausing to ask questions such as:

- Who benefits from the service? Who may be burdened?
- Will this service meet the needs of communities most impacted by COVID-19?
- How does the service contribute to building a just, equitable, and sustainable future?

To learn more about how

libraries across the country have been using a racial equity lens to develop programs and services, connect with the GARE (Government Alliance on Race & Equity) at www.racialequityalliance.org. GARE members have collaborated to publish the open-access *COVID-19 Racial Equity Rapid Response: Guidebook For Government* (<https://bit.ly/3d7fsnH>).


Mapping Our Digital Future

Because of the disparate impacts of moving to online-only services in digitally divided communities, we suggest connecting with digital equity advocacy organizations. Learn about the work of the National Digital Inclusion Alliance, which supports home broadband access, public broadband access, personal devices, and local technology training and support programs. Consider the model of the Equitable Internet Initiative in Detroit, which helps improve web access by training community members to become digital stewards and helping neighborhoods to develop and govern their own Wi-Fi networks.

Recover and Reconnect

Most importantly, we want to acknowledge how deeply challenging these uncertain times are for many of us. For those dealing with unstable jobs and uncertain funding, you are not alone. The scale of this crisis is unprecedented and will require new responses from governments and communities. Take care of yourself, rest, and connect with oth-

ers in ways that sustain your health and creativity.

When we get through this difficult time, we will have the opportunity to rebuild our libraries alongside our communities. We have the opportunity to reconnect with the values that brought us to library work, by asking ourselves: What's my library's "equity moonshot"? If there was one big equity goal you could work towards that would make your community more resilient to crises like this in the future, what would you choose? What's something that seems impossible but could truly improve conditions for the most vulnerable members of your community? Why not go for it now? 

FURTHER RESOURCES

COVID-19 Specific Resources and Tools

- COVID-19 Racial Equity Response:

Guidebook for Government (GARE) This resource is a living document that is being developed through a collaborative process that is open to anyone. The Guidebook is updated as members of the GARE network and others continue to share resources and develop tools. <https://bit.ly/2LdwzZy>

- COVID resources that take race seriously (Embrace Race) (www.embracerace.org/resources/resources)
- Addressing COVID-19 with a Racial Equity Lens (Racial Equity Tools) (<https://bit.ly/2xKTPL8>)
- Ten Equity Implications Of the Coronavirus COVID-19 Outbreak in the United States (<https://bit.ly/3bibKGE>)

On Organizing

- From Deepa Iyer: "Solidarity is This!" podcast and Mapping Our Roles in a Social Change Ecosystem (<https://bit.ly/3bk4RVo>)
- Pandemic is a Portal by Arundhati Roy (<https://on.ft.com/2WgZYrK>)
- Close the libraries/protect library workers (<http://libraryworkers.net>)

RELATED RESOURCE


Library workers are among the millions facing unemployment or reduced income as organizations attempt to adapt to stay-at-home orders and social distancing guidelines.

The **Protect Library Workers** campaign (www.libraryworkers.net) grew out of the effort to organize advocacy resources for libraries to close during this public health crisis.

Digital Equity & Justice

- Equitable Internet Initiative (Detroit Community Technology Project) (<https://bit.ly/2WCwYtH>)
- National Digital Inclusion Alliance (www.digitalinclusion.org)
- Applying a Racial Equity Lens to Digital Literacy (National Skills Coalition) (<https://bit.ly/3ciyxnl>)

Upcoming PL Issues Will Be Digital

In order to be more accessible, responsive, and sustainable, *Public Libraries* magazine is going digital for the July/August 2020 and September/October 2020 issues. Instead of a printed issue delivered by mail, PLA will email an easy-to-access digital flipbook and PDF version. Please take advantage of this opportunity to make sure that PLA has permission to email to you. Check your communication preferences in your ALA member profile and contact pla@ala.org if you have not been receiving emails from PLA. 

BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

Baldwin Public Library Trust Meeting
Monday, June 15, 2020
Zoom Virtual Meeting
Immediately following regular Board meeting

Agenda

Call to order and establishment of a quorum

I. Consent Agenda

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

- | | |
|--|--------|
| A. Approval of the June 15, 2020 minutes | p. 115 |
| B. Acceptance of the June 2020 receipts of \$10,749.50 | p. 122 |
| C. Approval of the June 2020 disbursements of \$1,975.90 | p. 123 |

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, August 17, 2020.

Motion: To adjourn the July 20 Trust Meeting.

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

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



**BALDWIN LIBRARY BOARD MINUTES,
VIRTUAL TRUST MEETING
June 15, 2020**

1. Call to Order

The meeting, held via Zoom, was called to order by President Ashley Aidenbaum at 9:19 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.

2. Consent Agenda

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

1st Tera

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:

Pisano gave thanks to David Underdown for his generous donation to the Youth Room project.

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 9:23 p.m. The next regular meeting will be on Monday, July 20, 2020.

Frank Pisano, Secretary

Date

Baldwin Public Library Trust: June 2020

June receipts totaled \$10,749.50. June disbursements totaled \$1,978.90.

The current value of the Trust is \$1,767,886.37, divided up in the following way:

Total endowment investments*	\$11,071,621.56
Endowment funds distributed for use	<u>\$137,701.18</u>
Total endowment funds	\$1,209,322.74
General spendable funds	\$283,120.70
Restricted funds**	\$260,105.04
Naming rights for Rotary Tribute Room	\$9,337.89
Naming rights for Thal Reference Desk	<u>\$6,000.00</u>
Total non-endowment funds	\$558,563.63
Total endowment funds	\$1,209,322.74
Total non-endowment funds	<u>\$558,563.63</u>
Total of all Trust funds	\$1,767,886.37

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

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

Through June 30, 2020, fundraising efforts for the Youth Room expansion and renovation, net of expenses, resulted in \$235,872.52 in receipts plus \$2,800.00 in pledges, for a grand total of \$238,672.52. This includes money received from all Youth Room-related events, including the 2017 and 2018 Books and Bites fundraisers.

As of June 30, 2020, the amount of money in the Trust that is undesignated stands at \$353,303.94.

Former Birmingham resident Jane M. Van Dragt passed away in early 2020. We thank her sincerely for leaving 10% of the trust she had established to the Baldwin Public Library Trust. At this point, we do not know the dollar amount of the bequest. The attorney handling the estate believes that the distributions will be made within a year.

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

<u>Index</u>	<u>2020: YTD</u>	<u>2019: Entire Year</u>
S&P 500-Equity Benchmark (75%)	-3.03%	28.88%
Global Aggregate-Bond Benchmark (25%)	0.74%	6.63%
Blended Return of Both Benchmarks*	-2.29%	23.32%
Baldwin Endowment Funds' Portfolio	-4.05%	20.55%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-1.76%	-2.77%

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

As of April 2020, this report was renamed "Endowment Funds Portfolio Performance Benchmarks," instead of "Portfolio Performance Benchmarks." The new title is more accurate, for it states clearly that the comparison between benchmarks and the Baldwin Trust's performance pertains only to the BPL Trust Endowment Funds Account at Raymond James. It does not take into account the BPL Trust General Funds Account at Raymond James or the Trust's 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 June 30, 2020, the breakdown was as follows:

Raymond James Endowment Funds Account	\$ 1,024,302.25
Raymond James General Funds Account	61,101.31
Chemical Bank Checking Account	2,731.22
Chemical Bank Money Market Account	<u>407,756.42</u>
Total	\$ 1,767,886.37

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

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

Investment and Cash Report										
	Prior Month Balance 05/31/20	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 6/31/2020	
Chemical Bank Checking:										
Endowment Money	\$0.00	\$0.00	\$0.00	\$567.19	\$54,026.28	\$0.00			(\$567.19)	
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
2013 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
2017 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
2018 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
2018 Youth Room Fundraising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
Restricted Funds	\$4,626.48	\$0.00	\$0.00	\$569.07	\$35,194.09	\$0.00			\$4,057.41	
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$494.64	\$37,957.61	\$0.00			(\$494.64)	
Subtotal - Restricted Funds	\$4,626.48								\$2,995.58	
General Spendable Funds	\$83.64	\$0.00	\$0.00	\$348.00	\$7,437.87	\$0.00			(\$264.36)	
TOTAL *	\$4,710.12	\$0.00	\$0.00	\$1,978.90	\$134,615.85	\$0.00	\$0.00		\$2,731.22	
Chemical Bank Money Market:										
Endowment Budgeted Funds	\$132,078.00	\$7,696.26	\$12,696.26	\$0.00	\$0.00	\$0.00	\$0.00		\$139,774.26	
Endowment Investment Funds	\$50.00	\$0.00	\$6,850.00	\$0.00	\$0.00	\$0.00	\$0.00		\$50.00	
2012 Books & Bites at Baldwin Fundraiser	\$17.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$17.94	
2013 Books & Bites at Baldwin Fundraiser	\$2,154.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,154.75	
2015 Books & Bites at Baldwin Fundraiser	\$276.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$276.87	
2017 Books & Bites at Baldwin Fundraiser	\$22,516.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$22,516.82	
2018 Books & Bites at Baldwin Fundraiser	\$25,618.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$25,618.99	
2018 Youth Room Fundraising	\$185,575.35	\$2,950.35	\$38,700.35	\$0.00	\$0.00	\$0.00	\$0.00		\$188,525.70	
Ileane Thal Reference Desk	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Restricted Funds	\$12,041.88	\$0.00	\$20,183.28	\$0.00	\$0.00	\$0.00	\$0.00		\$12,041.88	
Restricted Fund - Covid	\$5,389.32	\$0.00	\$31,290.39	\$0.00	\$0.00	\$0.00	\$0.00		\$5,389.32	
General Spendable Funds	\$11,337.00	\$52.89	\$6,163.10	\$0.00	\$0.00	\$0.00	\$0.00		\$11,389.89	
TOTAL	\$397,056.92	\$10,699.50	\$121,883.38	\$0.00	\$0.00	\$0.00	\$0.00		\$407,756.42	
Raymond James & Associates:										
Endowment Fund Investments	\$992,665.91	\$0.00	\$0.00			\$0.00	(\$239.73)	\$31,876.07	\$1,024,302.25	
Endowment Cash	\$60,811.09	\$50.00	\$50.00			\$239.73	\$0.00	\$0.49	\$61,101.31	
Sub-total Endowment Funds	\$1,053,477.00	\$50.00	\$50.00			\$239.73	(\$239.73)	\$31,876.56	\$1,085,403.56	
General Spendable Funds Cash	\$714.22	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$714.22	
General Spendable Mutual Funds	\$264,258.58	\$0.00	\$0.00			\$0.00	\$0.00	\$7,022.37	\$271,280.95	
Stock Donated for Youth Room Fundraising	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	
Sub-total General Spendable Funds	\$264,972.80	\$0.00	\$0.00			\$0.00	\$0.00	\$7,022.37	\$271,995.17	
TOTAL	\$1,318,449.80	\$50.00	\$50.00			\$239.73	(\$239.73)	\$38,898.93	\$1,357,398.73	
Total All Funds	\$1,720,216.84	\$10,749.50	\$121,933.38	\$1,978.90	\$134,615.85	\$239.73	(\$239.73)	\$38,898.93	\$1,767,886.37	

JUNE 30, 2020

[illegible]

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
JUNE 30, 2020**

		Prior Month Balance 05/31/20	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 06/30/20
Gift & Tribute Funds	Purpose									
General Spendable Funds		\$276,393.44	\$52.89	\$6,153.09	\$348.00	\$7,437.87	\$0.00	\$0.00	\$7,022.37	\$283,120.70
Restricted Funds:										
Memorials/Tributes										
2012 Books & Bites at Baldwin Fundraiser		\$8,261.02	\$0.00	\$460.00	\$0.00	\$308.22				\$8,261.02
2013 Books & Bites at Baldwin Fundraiser		\$17.94	\$0.00	\$0.00	\$0.00	\$0.00				\$17.94
2015 Books & Bites at Baldwin Fundraiser		\$2,154.75	\$0.00	\$0.00	\$0.00	\$0.00				\$2,154.75
2017 Books & Bites at Baldwin Fundraiser		\$276.87	\$0.00	\$0.00	\$0.00	\$0.00				\$276.87
2018 Books & Bites at Baldwin Fundraiser		\$22,516.82	\$0.00	\$0.00	\$0.00	\$0.00				\$22,516.82
2018 Youth Room Fundraising		\$25,618.99	\$0.00	\$0.00	\$0.00	\$0.00				\$25,618.99
Covid Project		\$185,575.35	\$2,950.35	\$39,700.35	\$0.00	\$0.00				\$188,525.70
		\$5,389.32	\$0.00	\$0.00	\$494.64	\$37,957.61				\$4,894.68
Friends	Adult Services Programs	\$1,261.83	\$0.00	\$4,173.28	\$0.00	\$8,906.85				\$1,261.83
	Young Adult Programs	\$1,743.14	\$0.00	\$3,200.00	\$569.07	\$6,353.32				\$1,174.07
	Youth Services Programs	\$3,803.65	\$0.00	\$7,500.00	\$0.00	\$16,097.71				\$3,803.65
	Outreach & Equipment	\$1,598.72	\$0.00	\$4,900.00	\$0.00	\$3,527.99				\$1,598.72
	Sub-total Restricted	\$258,218.40	\$2,950.35	\$59,933.63	\$1,063.71	\$73,151.70	\$0.00	\$0.00	\$0.00	\$260,105.04
Rotary Room Fund										
	Naming Rights-Principal	\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
	Maintenance Funds	\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
Ileane Thal Reference Desk										
		\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Total Gift and Tribute Funds		\$549,949.73	\$3,003.24	\$72,086.72	\$1,411.71	\$80,589.57	\$0.00	\$0.00	\$7,022.37	\$558,563.63
Endowment Funds										
Endowment Budgeted Funds										
	General Funds	\$63,036.11	\$7,147.13	\$8,755.98	\$0.00	\$10,954.45	\$0.00			\$70,183.24
	Adult Large Print	\$3,286.13	\$0.00	\$0.00	\$30.39	\$2,465.63	\$0.00			\$3,255.74
	Adult Services Department	\$15,737.13	\$0.00	\$0.00	\$0.00	\$1,935.58	\$0.00			\$15,737.13
	Adult Audio Visual	\$575.88	\$0.00	\$0.00	\$0.00	\$754.96	\$0.00			\$575.88
	Adult Reference	\$18,965.89	\$0.00	\$0.00	\$89.52	\$18,192.65	\$0.00			\$18,876.37
	Adult Programs	\$8,592.79	\$0.00	\$0.00	\$200.00	\$3,050.00	\$0.00			\$8,392.79
	Adult Architecture	\$1,905.03	\$549.13	\$549.13	\$0.00	\$144.33	\$0.00			\$2,454.16
	Youth Services Department	\$7,545.80	\$0.00	\$0.00	\$0.00	\$8,772.44	\$0.00			\$7,545.80
	Youth Programs	\$344.92	\$0.00	\$0.00	\$0.00	\$815.18	\$0.00			\$344.92
	Professional Development	\$5,826.75	\$0.00	\$0.00	\$40.17	\$5,178.20	\$0.00			\$5,786.58
	Staff Appreciation	\$4,755.68	\$0.00	\$5,000.00	\$207.11	\$1,762.86	\$0.00			\$4,548.57
	Sub-total	\$130,572.11	\$7,696.26	\$14,305.11	\$567.19	\$54,026.28	\$0.00	\$0.00		\$137,701.18
Total Endowment Investments		\$1,039,695.00	\$50.00	\$6,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,876.56	\$1,071,621.56
Total Endowment Funds		\$1,170,267.11	\$7,746.26	\$21,205.11	\$567.19	\$54,026.28	\$0.00	\$0.00	\$31,876.56	\$1,209,322.74
Total All Trust Funds		\$1,720,216.84	\$10,749.50	\$93,291.83	\$1,978.90	\$134,615.85	\$0.00	\$0.00	\$38,898.93	\$1,767,886.37

TRUST RECEIPTS

Jun-20

Chemical Bank

Trust Money Mkt General Funds:

Susan Kalisky	\$	20.00
Interest Income	\$	32.89

2018 Youth Room Fundraising:

Thomas and Melissa Mark for Children's Bench	\$	1,450.35
Julie and Rebekah Craft for Children's Bench	\$	1,500.00

Trust Money Mkt Endowment Fund:

Rosemary Retford to Reimburse for Travel not Taken	\$	514.39
MI Architectural Foundation	\$	<u>7,181.87</u>

Total Receipts Chemical Bank	\$	10,699.50
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Raymond James

R.L. and B.A. Schalk for Ileane Thal Endowment	\$50.00
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Total Trust Receipts	\$10,749.50
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07/01/2020 12:18 PM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 06/01/2020 - 06/30/2020

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
06/12/2020	LIBRY	5351	009126	AMAZON CAPITAL SERVICES INC	873.90
06/12/2020	LIBRY	5352	006432	ELISABETH PHOU	36.67
06/17/2020	LIBRY	5353	009030	SYNTHA GREEN	51.65
06/17/2020	LIBRY	5354	000486	PLANTE & MORAN PLLC	345.00
06/17/2020	LIBRY	5355	MISC	WORDBOBBY, LLC	200.00
06/30/2020	LIBRY	5357	009126	AMAZON CAPITAL SERVICES INC	145.13
06/30/2020	LIBRY	5358	000843	BAKER & TAYLOR BOOKS	97.53
06/30/2020	LIBRY	5359	000902	CENGAGE LEARNING INC	30.39
06/30/2020	LIBRY	5360	004604	GORDON FOOD	195.63

LIBRY TOTALS:

Total of 9 Checks:	1,975.90
Less 0 Void Checks:	0.00
Total of 9 Disbursements:	1,975.90