

# LIBRARY BOARD MEETING

OCTOBER 27, 2020  
Special meeting

Ashley Aidenbaum  
PRESIDENT

Melissa Mark  
VICE PRESIDENT

Frank Pisano  
SECRETARY

James W. Suhay

Bob Tera

Jennifer Wheeler

Doug Koschik  
LIBRARY  
DIRECTOR



**Baldwin Public Library Board Meeting**  
Wednesday, October 27, 2020, at 6:00 p.m.  
Zoom Virtual Meeting

*Agenda*

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

Call to order and establishment of a quorum

I. New and Miscellaneous Business

- A. Description of search process undertaken to fill the position of Library Director, which will become vacant after Director Doug Koschik's retirement on January 15, 2021.
- B. Interview of Rebekah Craft, candidate for the position. (Application on pages 02-11)
- C. Discussion of candidate's qualifications.
- D. ***Suggested motions:***

***Either:***

*To re-open the search for Director of Baldwin Public Library.*

***or:***

*To appoint Rebekah Craft as Director of Baldwin Public Library, effective January 16, 2021, subject to a final review and signature of the employment contract.*

II. 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.

III. Adjournment

Next regular meeting of Library Board: Monday, November 16, 2020, at 7:30 p.m.

# Rebekah Craft

Royal Oak, MI 48067 • (248) 425-5510 • [rebekah\\_craft@gmail.com](mailto:rebekah_craft@gmail.com)

13 September 2020

Library Board of Directors  
Baldwin Public Library  
300 W. Merrill  
Birmingham, MI 48009

Dear Library Board of Directors:

For the last five years, we have worked together extensively in my role as Associate Director. Baldwin has been an amazing place to work. I have never felt more appreciated, supported, or challenged than I have in this position and it truly is a joy to come to work. I learn something new each day and no day is ever the same.

After six years of work as a catalog manager and graphic designer, I started my library career in 2010 as an Outreach and Bookmobile Services Librarian at the Rochester Hills Public Library before being promoted to Adult Services Manager 16 months later. Though I never set out to move into library management and administration, I have been guided along that track by supportive managers and employees throughout my career. My interests, analytical skills, patience, creativity, empathy, and problem-solving abilities make me uniquely suited for a leadership position.

As a manager, my role is to guide and assist my employees. Well-equipped and supported employees are essential to providing quality and consistent customer service to every person who visits the library. Because of this, I strive to create an environment where people at any level in the organization are encouraged to supply feedback to me. I'm always open to suggestions and encourage employees to come up with solutions that benefit our patrons and improve the services and programs we provide. Many of Baldwin's staff members have commented on how much the library atmosphere and employee morale has improved since I started working at Baldwin and it's one of the best compliments I could ever receive as a manager.

Managing people takes time and patience and running a public building can bring many surprises, especially with a building as old as Baldwin's! During my 8 years in management, I have compiled a set of tools that I use whenever I encounter an emergency or am assigned a task I have never done. As you know from our work together, I regularly rely on research, collaboration with others, sound judgement, prioritization, and common sense to make decisions. Projects that I am eager to begin at Baldwin include developing an updated strategic plan, establishing Baldwin's commitment to diversity and inclusion practices, and exploring adding solar energy to the flat roof on the south side of the building. Though I have never embarked on projects like these before, I'm excited to research, learn best practices, and build a team at Baldwin to implement these initiatives.

One of my biggest strengths is my ability to look at a problem and determine how best to improve or fix it. You have seen me demonstrating this in the past as I implemented curbside pickup at Baldwin for patrons who had difficulty parking and navigating the front entrance; set up a pop-up used book sale for the Friends when storage space ran low before the next semi-annual sale; added an additional door security access point for staff to safely enter the building during inclement weather; and established cross-training for front-line staff to better understand how each department fulfills the goals of the library. I am often complimented on my attentiveness to issues and many people appreciate that I work diligently to improve a situation.

While at Baldwin, I have had the opportunity to work closely with architects, designers, builders, and the City of Birmingham to complete the \$2.2 million renovation of the Adult services area, the \$2.7 million expansion and renovation of the Youth Room, and the Grand Hall refresh. I really enjoy the creative problem solving that comes along with large building projects and it is very rewarding to walk around the Library and see solutions and special touches that I have suggested incorporated into each project. This extensive process has taught me many useful lessons and skills that will be helpful in proceeding with the final phase of Baldwin's building plan.

I have spent the last five years working to learn the ins and outs of the Baldwin Public Library. In that time, I have developed relationships with BPL staff, Board members, Friends, City of Birmingham employees, community members, and leaders of local organizations. I am confident that I can seamlessly step into the role of Library Director and I want nothing more than to continue providing Baldwin's stakeholders the quality of service and level of excellence they have come to expect under Doug Koschik's leadership.

I appreciate you giving me the opportunity to learn new skills and grow professionally in such a supportive environment. Thank you for considering me for the position of Library Director.

Sincerely,



Rebekah Craft

# Rebekah Craft

Royal Oak, MI 48067 • (248) 425-5510 • rebekah.craft@gmail.com

## EXPERIENCE

### **Baldwin Public Library, Birmingham, MI** *Associate Director*

JULY 2015 - PRESENT

Assist the Library Director in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the Library to meet the immediate and long-range goals of the community.

Acted as Interim Director while Director was on extended leaves.

Supervise Public Services at the Library, including managing the Heads of the Adult Services, Youth Services, and Circulation Services departments.

Work with the Library Director on the Library Board's Finance, Building, Communications, Fundraising, Personnel, and Policy Committees.

Develop and implement marketing of the Library's programs and services via quarterly print newsletters, monthly eNewsletters, social media, press releases, website content, and advertising.

Coordinate and implement the Library's yearly fundraising gala, Books & Bites, which raises an average of \$20,000 per event for the Library.

Work closely with the Library's architectural firm to plan and implement Library renovation and expansion projects.

Serve as staff liaison to the Friends of the Baldwin Public Library.

Managed the Library's website redesign by writing an RFP for the project, interviewing firms, and then collaborating with the selected firm to create a sitemap, develop content, and train staff on the use of WordPress.

Established policies, staffing, and training for Baldwin's new Idea Lab.

Manage building maintenance, including supervising in house operations assistants and hiring and managing a contracted cleaning company. Serve as the liaison to the City of Birmingham's Building Facilities Department.

Initiated and plan annual volunteer luncheon to recognize the accomplishments of Library volunteers.

Update, develop, and write policies and guidelines for Library staff.

Represent the Library in the community, attend outreach events to promote the Library, and facilitate a monthly book discussion at Next.

Develop and implement COVID-19 response plan to ensure the safety of staff and patrons as the Library began a phased reopening.

## EDUCATION

### **Wayne State University** Detroit, MI — *M.L.I.S.*

APRIL 2010

Concentration: Reference Services

### **Calvin University** Grand Rapids, MI — *B.A.*

DECEMBER 2002

Major: Business Communications

## SKILLS

**Software** – Microsoft Office; Adobe Creative Cloud: Photoshop, InDesign, Premiere, Acrobat; WordPress; Blogger; Typepad; Joomla!

**Integrated Library Systems** – Polaris; SirsiDynix Symphony

**Social Media** – HootSuite; Facebook; Instagram; Twitter; Flickr; GoodReads

**Operating Systems** – Windows; Mac

Edited story time videos to continue offering youth programs while the Library was closed to the public. Created training videos and materials to teach Youth librarians how to use Adobe Premiere.

Established Curbside Pickup service as a new amenity for patrons.

Gather and analyze statistics, write reports, and compile Board packets.

### **Rochester Hills Public Library, Rochester, MI Adult Services Manager**

MARCH 2012 - JUNE 2015

Managed Adult Services department of 8 salaried librarians and 11 hourly librarians, including scheduling, budgeting, hiring, performance reviews, emergency preparedness, and personnel guidance. Indirectly managed 21 pages.

Implemented one-on-one help desk for digital assistance, which increased visibility and usage of the library's digital services .

Developed and implemented programming, including workshops on eBooks, managing digital photos, and Facebook; monthly Between the Lines book discussion groups; and monthly World Cinema Nights.

Wrote quarterly newsletter articles and press releases.

Created and launched RHPL's digital library branch, [branch.rhpl.org](http://branch.rhpl.org).

Organized and managed content for forthcoming [rhpl.org](http://rhpl.org) website redesign based on results of community user survey and current website trends.

Designed instructional materials to teach users about downloadable materials and databases.

Assisted with reference help, readers' advisory, and collection development in the Adult Services department.

### **Rochester Hills Public Library, Rochester, MI Outreach & Bookmobile Services Librarian**

NOVEMBER 2010 - FEBRUARY 2012

Administered reference and reader's advisory assistance to customers at the Main Library and on the Bookmobile.

Designed and maintained mini-branch and Bookmobile web pages at [rhpl.org](http://rhpl.org).

Promoted the Bookmobile via social media.

Ordered DVDs and Video Games for Bookmobile and mini-branch collections.

Facilitated English language learners discussion group.

### **PRESENTATIONS, GRANTS, AWARDS**

#### **IMLS CARES Act Grant**

JULY 2020

*Awarded \$2,226 grant to purchase PPE supplies and wi-fi hotspots during the COVID-19 pandemic*

#### **Birmingham Foundation for Area Seniors**

DECEMBER 2017

*Awarded \$8,700 grant to expand outreach services*

#### **Birmingham Area Cable Board**

DECEMBER 2017

*Awarded \$24,524 grant for [baldwinlib.org](http://baldwinlib.org) website redesign*

#### **Library Journal Webinar Presenter**

DECEMBER 2013

*Discussed how RHPL is promoting ebooks and using the 3M Cloud Library*

#### **R2: Risk & Reward Conference**

**(Anythink Libraries)**

SEPTEMBER 2012

*Scholarship winner based on accomplishments as a new manager*

### **AFFILIATIONS**

#### **Friends of the Baldwin Public Library**

#### **Public Library Association**

#### **American Library Association**

# Rebekah Craft

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## *Writing Sample*

### **Background**

The Baldwin Public Library is situated in an economically advantaged community and its patrons consist of many well-educated and upper middle class residents. Residents rely on cutting edge technology to live their lives and expect their local government to stay on top of technology and trends, be more sustainable and environmentally conscious, and save taxpayer money.

One recent example of residents' concern over environmental issues occurred during the planning phase of the Youth Services building project. Patrons expressed dismay the environmental impact installing floor-to-ceiling windows would have on the local bird population. This patron concern led to the Planning Board researching and reevaluating energy efficiency and transparency requirements of exterior glass installed around the city.

As Baldwin begins to prepare for the third phase of its three phase renovation project, the Library should consider adding solar panels to the southern flat roof on the Youth Room and Birkerts addition. These flat roofs are ideal locations for photovoltaic panels because no trees surround the building to block sunlight from reaching the solar panels and the square footage available is sufficient to install photovoltaic cells that can harness solar energy to power much of the Library.

During FY 2019-2020, Baldwin spent \$63,309 for electricity, during which the Library was closed to the public for three months. While the Library has converted many interior lights to LED fixtures in the last five years, the increasing demands of computers, technology, and electronics will continue to increase electricity usage each year and energy costs will continue to rise.

Though the initial upfront cost for installing solar panels is high and Michigan receives an average of only 170 sunny days per year, the overall benefit of using solar panels will help to reduce air pollution and slow down climate change. As a public institution, it is imperative that Baldwin set an example in making great strides to reduce non-renewable energy consumption.

Baldwin's mission is to provide opportunities and resources for people to learn, connect, and discover. By installing solar panels, this will allow Baldwin to teach patrons about renewable energy, connect patrons to companies that install solar

panels, and demonstrate how solar power can reduce electrical bills and dependence on fossil fuels. Purchasing a solar panel system will also contribute to economic stability in the area by supporting local manufacturers and installers.

### **Case Studies**

The following sampling of libraries around the United States have successfully added solar panels to their buildings:

*Alpine Public Library, Texas* - Shares the energy savings generated by solar panels with up-to-the-minute online calculator.

[https://enlighten.enphaseenergy.com/pv/public\\_systems/Pzqf326310/overview](https://enlighten.enphaseenergy.com/pv/public_systems/Pzqf326310/overview)

*Chelmsford Public Library, Massachusetts* - Used a combination of State and Federal grants, in addition to rebates from their local energy company, to fully fund the installation of a solar panel array on their roof, resulting in a cost savings of \$1,352 per year.

<https://www.chelmsfordlibrary.org/about-us/building-features/solar-panel-array/>

*Esopus Library, New York* - Their rooftop solar panels create 31,200 kWh of electricity annually, which accounts for approximately 30-percent of the library's electricity use, which has resulted in a savings of \$4,000 in energy costs each year.

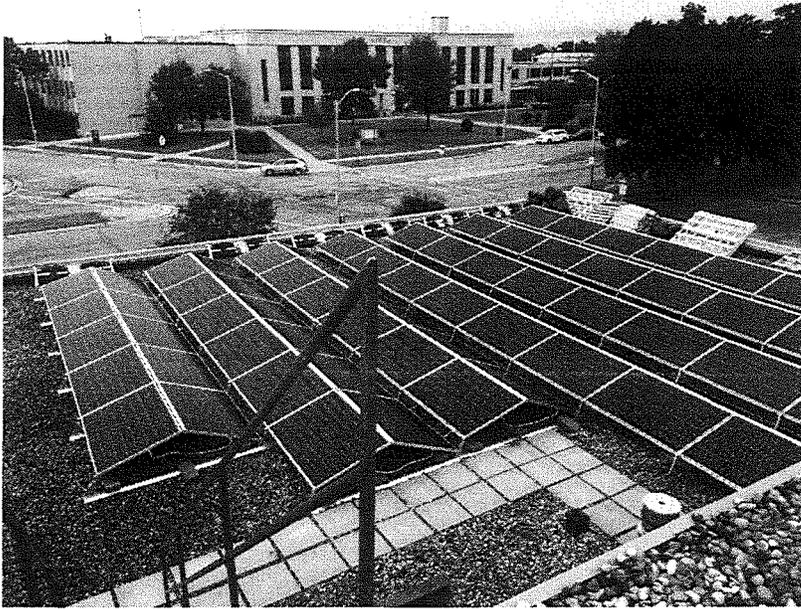
<https://www.energy.gov/articles/library-patrons-new-york-check-out-renewable-energy>

*Hedgesville Public Library, West Virginia* - Received a \$100,000 grant to offset electricity costs and to allow for the library to share educational opportunities with the public regarding the impact of solar energy.

[https://www.journal-news.net/journal-news/solar-panel-installation-at-local-library-to-allow-public-firsthand-look-into-impact-of-solar/article\\_ad72fdd-2d0a-5973-b62c-1f9241743282.html](https://www.journal-news.net/journal-news/solar-panel-installation-at-local-library-to-allow-public-firsthand-look-into-impact-of-solar/article_ad72fdd-2d0a-5973-b62c-1f9241743282.html)

*McMillan Memorial Library, Wisconsin* - Installed 480 solar panels on their 20,000 square-foot roof, which will provide 70-percent of the library's electricity needs. The library will sell extra electricity to the Wisconsin Rapids Water Works and Lighting Commission. The project is funded by endowment funds and private donations.

<https://www.wisconsinrapidstribune.com/story/news/2017/07/24/these-local-libraries-using-solar-panels-reduce-their-carbon-footprints/497486001/>

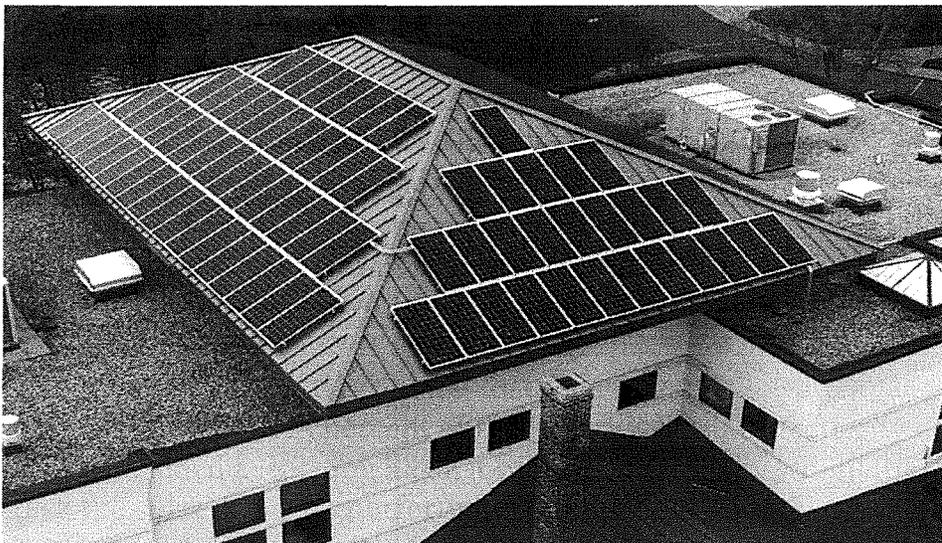


*Solar panels installed on the flat roof of the McMillan Memorial Library, Wisconsin*

*Scarborough Public Library, Maine* – The 86 solar panels on the Library's roof reduce the Library's CO<sub>2</sub> emissions by 31,000 pounds each year.

<https://www.scarboroughlibrary.org/solar>

*T.B. Scott Free Library, Wisconsin* – Installed a 27.25 kilowatt solar power array that provides about 15 percent of the library's annual electricity usage. They have also added a learning kiosk located in their lobby where the public can track the solar project's performance and the library's overall energy use in real time. <https://www.tbscottlibrary.org/solar-power/>



*T.B. Scott Free Library*

## Process

Should Baldwin wish to explore installing solar panels, the Library will need to work closely with the City of Birmingham, which owns the building, and follow the following process:

1. Perform an initial inquiry with City Manager Joe Valentine. This conversation will gauge whether or not this type of project would be well-received within the City and whether or not the Library should proceed.
2. Work with City Planner Jana Ecker, Building Official Bruce Johnson, and Head of Maintenance Carlos Jorge to discuss code requirements for installing solar panels.
3. Baldwin's Building Committee will need to draft an RFP to hire a consultant to determine the type, location, number, and size of the solar panels to be installed.
4. The Library Board will need to approve the RFP, vote to issue the RFP, and then, upon issuance, interview firms who respond to the RFP.
5. Upon selection of a consultant, the Building Committee will work closely with the consultant to draft specifications for the installation of solar panels. Once the plans are finalized, the Library Board will need to approve the plans at one of its regular meetings.
6. After approval by the Library Board, the Library Director will need to submit plans for the solar panels to the following City Boards for approval:
  - a. Historic District Commission (HDC) - The Library is a historic building within the City and the HDC serves to "advise the City Commission with respect to the proper development of the city with primary emphasis upon the city's established historic districts, sites, properties and historic resources."  
[https://www.bhamgov.org/government/boards/historic\\_district\\_commission.php](https://www.bhamgov.org/government/boards/historic_district_commission.php)
  - b. Planning Board - This Board reviews all design changes to buildings in the City and will need to approve the addition of solar panels.  
[https://www.bhamgov.org/government/boards/planning\\_board.php](https://www.bhamgov.org/government/boards/planning_board.php)
  - c. City Commission - The Commission serves as the City's legislative body and needs to approve all updates to City-owned buildings.
7. Once approved by the necessary City Boards, the City and the Library will need to issue an RFP for the purchase and installation of solar panels. This RFP will need to be approved by both the Library Board and the City Commission.
8. After the RFP is issued, a firm is selected and the City contract is signed, the City and Library will proceed with the installation process.
9. During the installation process, the Building Committee will work in conjunction with the City's Building Department, Maintenance Department, and the selected contractor to install the solar panels.

## **Funding**

The project cost will need to be fully funded before proceeding. Other added fees will also need to be accounted for in the annual budget, including yearly cleaning fees to ensure the surface of the solar panels perform well. Libraries have used a variety of funding methods to purchase solar panels, including:

*Grants* - One example of a grant available for solar energy is the EBSCO Solar Energy Award, which offers five yearly grants that offset the cost of installing solar panels and allows the library to reduce its electricity expenditures. Baldwin currently subscribes to EBSCO databases and qualifies to submit a grant application.

[https://www.prweb.com/releases/ebsco\\_information\\_services\\_announces\\_2020\\_ebsco\\_solar\\_grant\\_winners/prweb17267737.htm#:~:text=EBSCO%20Information%20Services%20\(EBSCO\)%20has,in%20Corvallis%2C%20Oregon%3B%20H.](https://www.prweb.com/releases/ebsco_information_services_announces_2020_ebsco_solar_grant_winners/prweb17267737.htm#:~:text=EBSCO%20Information%20Services%20(EBSCO)%20has,in%20Corvallis%2C%20Oregon%3B%20H.)

*Net metering* - This type of billing system will credit the solar energy system owner for the electricity added to the utility grid. It records how much energy is debited and credited in the monthly billing system. Though this will not pay for initial expenses, it is an ongoing way to pay back the project installation cost.

[https://f6bc6853-7331-45c7-b121-ee0c5c079af1.filesusr.com/ugd/2b5ca1\\_oaf4cbc659cb418ea96aebecb35caf51.pdf](https://f6bc6853-7331-45c7-b121-ee0c5c079af1.filesusr.com/ugd/2b5ca1_oaf4cbc659cb418ea96aebecb35caf51.pdf)

*Private donations* - Patrons and foundations in the Library's service area that have an interest in renewable energy may be more apt to donate to a project of this nature and scope.

*Tax credits* - Municipalities are tax exempt and not eligible for the various federal tax credits available for solar installations. An alternate way to capture this tax credit is to install the system "through solar financiers or third parties who will monetize the tax credit on their behalf. Those third party investors will incorporate their tax credit savings into the cost they charge the municipality."

-<https://www.solarunitedneighbors.org/go-solar/solar-for-municipalities/>

## **Community Education and Library Programming**

With the installation of panels, the Library will be educating the public on the importance of renewable energy, showing community members how solar power is a viable source of renewable energy in Michigan, and lowering its carbon footprint.

Baldwin can focus on community education in the following tangible ways:

- Place an information station about the Library's solar panels in the lobby or close to the Idea Lab. This station can show photographs of the solar panel, explain how solar panels work, show a small cross section and diagram of a photovoltaic panel, and display current and historic figures of the Library's energy creation and consumption.
- Host a lecture on installing solar panels by a local expert followed by a tour (virtual or in person on the rooftop) to see the solar panels in action.
- Demonstrate how solar panels work by offering a take and make project in the Idea Lab where patrons make a photovoltaic cell using a copper sheet and salt water.  
<https://sciencing.com/make-homemade-photovoltaic-solar-cell-7276078.html>
- Offer hands-on STEM programs for students focused on renewable energy:
  - Make a solar powered oven to cook s'mores  
<https://climatekids.nasa.gov/smores/>
  - Create a hydropower machine to pick up small objects  
<https://www.education.com/science-fair/article/water-produce-energy/>
  - Design and build a wind-powered vehicle  
<http://stem-works.com/subjects/2-wind-energy/activities>

### **Conclusion**

In less than a year, Baldwin will begin planning for its third phase of construction. As part of the process, the Library should explore adding solar energy to the building to lead by example in the area of energy stewardship and community education.

Though this project requires a significant financial investment, the rewards of using solar energy will help create a cleaner environment for future generations, demonstrate Baldwin's commitment to reducing carbon emissions, and encourage others to consider renewable energy sources.