



LIBRARY BOARD MEETING

APRIL 19, 2021

Melissa Mark
PRESIDENT

Frank Pisano
VICE PRESIDENT

Jennifer Wheeler
SECRETARY

Ashley Aidenbaum

Karen Rock

James W. Suhay

Rebekah Craft
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

Mark, Melissa S.
PRESIDENT

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

Term expires 2021

Building and Finance
Committees

Pisano, Frank
VICE PRESIDENT

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Term expires 2021

Building and Finance
Committees

Wheeler, Jennifer
SECRETARY

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Term expires 2023

Communications,
Personnel, and
Policy Committees

Aidenbaum, Ashley M.

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Term expires 2021

Communications and
Strategic Planning
Committees

Rock, Karen

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Term expires 2021

Personnel, Policy, and
Strategic Planning
Committees

Suhay, James W.

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Term expires 2023

Building, Finance, and
Strategic Planning
Committees



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AGENDA

Baldwin Public Library Board Meeting

Monday, April 19, 2021 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 March 15, 2021 Board Meeting Minutes p. 7
- B. Approval of March 2021 vendor payments in the amount of \$170,211.81, p. 12
including payments in excess of \$6,000.
- C. Approval of total expenses in the amount of \$399,593.09. p. 17

II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries p. 42
- D. Upcoming events of interest (Jaclyn Miller) p. 74

III. Board Committee Reports

- A. Finance Committee (Frank Pisano) p. 16
Suggested Motion: To approve the purchase of one Trotec Speedy 100 laser cutter for the Idea Lab, in the amount of \$18,450, using the Machinery and Equipment fund #271-790.000-971.01, as found on page 21 of this packet
- B. Building Committee (Jim Suhay) p. 27
- C. Policy Committee (Jennifer Wheeler) p. 28

Suggested Motion: To approve the revised Library Privacy Policy, as found on page 32 of this packet.

IV. Library Report	p. 35
V. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 46
B. Beverly Hills (Tracy Kecskemeti, Beverly Hills Village Council)	
C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)	
D. Bingham Farms (Larry Freedman, Bingham Farms Village Council)	
VI. Unfinished Business	
VII. New & Miscellaneous Business	p. 47
Zip US Up!: Collaborative Art Proposal by David Bloom	
Suggested motion: To proceed with the Zip US Up! public art project, to be facilitated by resident David Bloom in accordance with Library policy and City of Birmingham legal requirements, following the project description and guidelines listed on pages 48 to 72 of this packet.	
VIII. Items Removed from Consent Agenda	
IX. Information Only	
A. Upcoming events of interest	p. 74
B. 'Learn.Connect.Discover.' April 2021 Newsletter	p. 76
C. Birmingham-Bloomfield Eagle, "Baldwin Public Library offers cards to all locally enrolled students"	p. 80
D. State Senator Mallory McMorrow – Congratulations Letter to Director Rebekah Craft	p. 82
E. City of Birmingham Newsletter Vol. XXVIII, No. 2 Spring 2021 - Baldwin Public Library Clip	p. 83
F. WWJ News Radio 950 News, "Baldwin Public Library in Birmingham closes temporarily after employee tests positive for COVID-19"	p. 84
G. The Oakland Press, "Oakland County community calendar March 21 and beyond"	p. 85
H. Downtown Publications, "Tera Moon named new township library director"	p. 92

I. Press Release: March 2021 ARPA Funding Announcement	p. 94
J. The American Rescue Plan Act of 2021 Library Recovery Funding Summary	p. 96
K. American Library Association 2021 State of America's Libraries Special Report: COVID-19	p. 98

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, May 17, 2021 at 7:30 p.m.

Motion: *To adjourn the April 19, 2021 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
March 15, 2021**

Call to Order and Roll Call:

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

Library Board present: Melissa Mark (Birmingham, MI), Frank Pisano (Birmingham, MI), Jennifer Wheeler (Birmingham, MI), Ashley Aidenbaum (Birmingham, MI), Karen Rock (Birmingham, MI), Jim Suhay (Birmingham, MI).

Absent and excused: None.

Library Staff present: Rebekah Craft, Director; Jaclyn Miller, Associate Director; Robert Stratton, Administrative Assistant.

Friends of the Library liaison present: Ryndee Carney

Contract community representatives present: None.

Members of the public present: Four.

This meeting was held online, via Zoom.

Rock read aloud the Library's Mission Statement.

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

1. Consent Agenda:

Motion to approve the consent agenda.

1st	Pisano
2nd	Aidenbaum

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

President's report: Mark acknowledged the retirement of Trustee Robert Tera and expressed her appreciation for his work throughout his ten years on the Board. She then read a commendation for his service to the Library Board. Tera thanked the Trustees, BPL staff, and the Public for providing him their trust in his position.

Mark introduced new Board member Karen Rock who was unanimously voted in by the Board to fill Tera's seat. She noted Rock's previous collaboration on the Books & Bites Fundraiser committee. Rock is a graduate of University of Michigan, and has an MBA from University of Detroit.

Rock stated she is looking forward to serving. She has been a Baldwin cardholder since childhood. Her mother worked part-time in Technical Services during the 1990s. She noted how Baldwin has grown, and recalled using the previous entrance, which faced the old Post Office.

Mark confirmed Board committee assignments:

Melissa Mark – Building and Finance

Frank Pisano – Building and Finance

Jennifer Wheeler – Communications, Personnel, and Policy

Ashley Aidenbaum – Communications and Strategic Planning

Karen Rock – Personnel, Policy, and Strategic Planning

James Suhay – Finance, Building, and Strategic Planning

Board comments: None.

Staff Anniversaries: Pisano recognized the following staff anniversaries: Julie Beckwell (2 years), Lisa Christie (15 years), Sue Kalisky (5 years), Elisabeth Phou (16 years), Cameron Porter (1 year), Allison Sartwell (5 years), and Megan Zacharias (2 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 88-89 of the March Board packet. These events will be held virtually, as in-person Library programs have been cancelled for the foreseeable future.

3. Board Committee Reports

Finance Committee:

Pisano reported that the Finance Committee held a Zoom meeting on Monday, March 9. Present were Mark, Pisano, Suhay, Craft, and Miller. Full minutes of this meeting can be found on page 34 of the March Board packet.

The next meeting of the Finance Committee will take place on Wednesday, April 14, 2021, at 4:30 p.m. in the DeLos Board Room. Pisano noted the public is always welcome and encouraged to attend. A Zoom link has been included in the public notice for those who wish to participate virtually.

Building Committee:

Suhay reported that the Building Committee met via Zoom on Tuesday, February 23 and Tuesday, March 9. Present February 23 were Mark, Pisano, Suhay, Craft, Miller, John Gardner (LZG), and one member of the public. Present March 9 were Mark, Pisano, Suhay, Craft, Miller, and one member of the public. Full minutes of these meetings can be found on pages 37-39 of the March Board packet.

The next meeting of the Building Committee will be held on Monday, March 22 at 4:00 p.m. in the DeLos Board Room. A Zoom link has been included in the public notice for those who wish to participate virtually.

Policy Committee:

Rock reported that the Policy Committee reviewed and revised the Library Card Policy by email between March 5 and March 11. Full details of these proposed changes may be found on pages 46-50 of the March Board packet.

These changes add provisions for students attending Birmingham Public Schools or any other school in Baldwin's service area to obtain a Library Card, adjusts the card signup and renewal options to allow for more

staff discretion, and changes the item limits to remove limits for our reciprocal patrons and make checkouts more equitable. It is the recommendation of the Policy Committee that the Board forward a motion to enact these changes.

Motion to approve the revised Library Card Policy, as found on page 47 of the March Board packet.

1st Rock

2nd Aidenbaum

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

4. Library Report:

Craft and Miller presented highlights from the Library Report, which can be found on pages 52-61 of the March Board packet.

The Library has been open to the public for Grab & Go service since February 8. Craft noted 40 staff members have received their first or final dose of the COVID-19 vaccine, and several others have appointments throughout this week.

Craft stated she would like to allow all staff to have the opportunity to get vaccinated before moving into Phase 2 of the COVID-19 Reopening Plan. Phase 2 would allow for extended patron visits to the Library, and allow for in-person proctoring.

Due to the OSHA order that staff members stay six feet apart in work areas, the socially distanced office spaces created in the Rotary Room will remain in effect until that order expires. Craft anticipates returning some furniture and study tables to public spaces in early May, while still ensuring recommended social distancing.

Adult Services Librarian H Jennings has been selected to be the new Head of Adult Services. Craft noted the great pool of candidates she and Miller interviewed, allowing them to get to know these talented individuals with aspirations to move ahead in their careers in librarianship. Jennings will begin in this position on March 29.

5. Liaisons

Friends: Carney reported that the Friends made \$156 in February from online 'Grab Bag' book sales. A used books display with a donation jar was set up in the Grand Hall, and \$115 was collected from patrons in the two weeks after the sale table was made available to the public. She gave her appreciation for BPL Staff and Friends for assisting with this. A pop-up book sale will be held in April or May, dependent on when the Grand Hall painting project is started and completed. The socially distanced sale will be held in the Grand Hall, with tables also set up outside at the front entrance of the Library.

The Friends fulfilled the request of a community member for 75 children's books, who was collecting books to donate to Brilliant Detroit. The books were sold at a discounted rate of 50 cents each. Carney noted she is happy to support those who depend on the Friends for inventory in order to fulfill their missions.

The Friends Annual Meeting will be held virtually on May 11 at 7:00 p.m. There are currently 11 board members, with five that have terms that expire in 2021. Two of these five do not plan to return to this position. Carney

hopes to recruit new board members to fill these vacancies and made a request for referrals for those who may be interested.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

6. Unfinished Business: None.

7. New & Miscellaneous Business:

Craft reviewed Proposed Budgets – Fiscal Years 2021-22, 2022-23 & 2023-24, which can be found on pages 63-83 of the March Board packet.

David Bloom provided public comment and asked about the difference between contract community taxpayer contributions compared to Birmingham taxpayer contributions. He also inquired about renegotiating contracts at a higher rate. Craft noted that contracts had been renegotiated in 2020. She explained that the amount differs due to the fact that the contract communities do not own Library property or materials, and do not retain any property if these contracts expire.

Bloom noted that personnel expenditures are planned to increase compared to materials expenditures in the proposed FY 2021-22 budget. Craft replied that this accommodates modest pay increases based on performance, and enables increased service and outreach to BPL communities. Mark noted that libraries are becoming ever more service-oriented as community centers, and although the physical building had been closed due to the pandemic, staff was able to continue providing programs, resources, and support to the community. Pisano echoed this sentiment, in that it is important to retain well-trained and talented staff. He notes that the guidance of the City is followed in terms of cost of living adjustments for staff.

Motion to approve the FY 2021-22 budget as stated in the budget resolution on page 84.

1st Pisano

2nd Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

8. Items Removed from Consent Agenda: None.

9. Information Only: See pages 87-111 of the March Board packet.

10. General Public Comment Period: David Bloom

11. Adjournment:

Motion to adjourn the meeting.

1st Suhay

2nd Wheeler

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:22 p.m. The next regular meeting is scheduled for Monday, April 19, 2020, at 7:30 p.m.

Jennifer Wheeler, Secretary

Date

DRAFT

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	30.75
	009126	AMAZON CAPITAL SERVICES INC	3,061.27
	000843	BAKER & TAYLOR BOOKS	3,952.21
	000902	CENGAGE LEARNING INC	1,314.80
	005651	FINDAWAY WORLD, LLC	69.99
	001090	INGRAM LIBRARY SERVICES	3,005.79
	008827	KANOPY, INC	708.00
	003527	LOWER HURON SUPPLY CO INC	300.14
	007927	MICHELLE HOLLO	1,627.50
	006349	MIDWEST COLLABORATIVE	5,444.59
	002013	MIDWEST TAPE	8,531.64
	000481	OFFICE DEPOT INC	51.24
	006785	OVERDRIVE, INC.	21,533.03
	000797	THE LIBRARY NETWORK	2,598.50
278274	002675	RESERVE ACCOUNT	5,000.00
278288	000158	VERIZON WIRELESS	103.29
278328	003904	CAPITAL ONE BANK	421.86
278376	001090	INGRAM LIBRARY SERVICES	350.00
278377	009037	INNOVATIVE INTERFACES INC	56,270.57
278411	001194	NELSON BROTHERS SEWER	340.00
278417	MISC	OLIVIA MARKETTA JACKSON	17.99
278444	006347	SOUTHERN COMPUTER WAREHOUSE	1,293.00
278478	006638	ACTION MAT & TOWEL RENTAL	61.50
278479	007745	ALL COVERED	1,995.50
278495	005238	CBTS	1,737.00
278508	004493	ELITE IMAGING SYSTEMS	1,105.95
278512	000249	GUARDIAN ALARM	232.41
278517	001090	INGRAM LIBRARY SERVICES	10.44
278526	002013	MIDWEST TAPE	21.60
278528	001194	NELSON BROTHERS SEWER	105.00
278541	006347	SOUTHERN COMPUTER WAREHOUSE	915.00
278549	009026	WELLS FARGO VENDOR FIN SERV	751.90
278558	006759	AT&T	1,414.71
278562	003388	AUDIO CRAFT PUB INC	37.60
278563	000843	BAKER & TAYLOR BOOKS	1,529.86
278572	003786	C & G PUBLISHING INC.	381.60
278587	009024	THE D.M. BURR GROUP	3,008.92
278588	000575	DEMCO, INC	373.72
278611	000179	DTE ENERGY	4,949.05
278613	003613	EBSCO INFORMATION SERVICES	1,617.00
278617	005651	FINDAWAY WORLD, LLC	96.75
278621	003150	GREY HOUSE PUBLISHING	432.50
278622	006666	GRID 4 COMMUNICATIONS INC.	280.55
278628	001090	INGRAM LIBRARY SERVICES	1,002.01
278639	002013	MIDWEST TAPE	2,401.65
278642	000668	NATIONAL TIME & SIGNAL CORP	886.20
278646	000481	OFFICE DEPOT INC	505.31
278682	000843	BAKER & TAYLOR BOOKS	3,077.62

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

Page: 2/2

Check Number	Vendor #	Vendor	Amount
278689	003904	CAPITAL ONE BANK	6,045.11
278690	005238	CBTS	64.13
278696	007615	CINTAS CORPORATION-K11	209.05
278702	000627	CONSUMERS ENERGY	1,103.00
278719	008164	GARY EISELE	51.18
278733	001090	INGRAM LIBRARY SERVICES	199.85
278741	MISC	KELLOGG COMMUNITY COLLEGE	24.99
278746	009085	MGSE SECURITY LLC	11,145.00
278750	002013	MIDWEST TAPE	1,334.69
278756	000678	OCLC, INC.	300.81
278770	007098	SHAW SYSTEMS & INTEGRATION	2,922.00
278786	000158	VERIZON WIRELESS	103.51
3553	000517	BEIER HOWLETT P.C.	1,204.50
3604	009126	AMAZON CAPITAL SERVICES INC	127.48
3615	003527	LOWER HURON SUPPLY CO INC	419.00
Total:			170,211.81

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

Policy Committee

April Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Wednesday April 14, 2021, at 4:30 p.m. virtually

Present: Frank Pisano, Jim Suhay, Melissa Mark, Rebekah Craft, and Jaclyn Miller

- Craft gave an update on the FY 2020-21 budget. After nine months, the budget is tracking well.
 - Large expenditures in March included payments to:
 - Innovative Interfaces for Polaris
 - Baker and Taylor, Overdrive, Midwest Tape for materials
 - MGSE Security for the touchless entry doors on the lower level
 - 2 payroll periods
 - Quarterly Hospitalization Adjustment
 - We have received most of our revenue for the year
 - Low patron use revenue because of limited in person and in building services
 - Personnel expenses are lower than projected
 - Supplies are over-budget, due to COVID related expenses
 - Building improvements is over-budget due to the balance of the Youth Room payments
 - Collection expenditures are lower than projected, but will be reallocated to other resources for patrons
- Miller discussed March 2021 Trust expenditures with funds from the Friends of the Baldwin Public Library
- Pisano reported that he attended meetings of the Investment Committee to discuss interviews of the consultants who have responded to the RFP.
- The next meeting of the Finance Committee will take place on Monday, May 10, 2021, at 4:00 p.m. in the Delos Board Room

FINANCIAL REPORT: March 2021

This report references the Revenue and Expense Report 2020-21, found on the following page. At 75% of the way through fiscal year 2020-2021, the Library has spent 83.6% of its budget and received 90.5% of its revenue. By this point of the year, the Library was budgeted to have spent 64.4% of its budget and to have received 87.8% of its revenue.

Payments were made to Innovative Interfaces Inc (\$56,270.57) for Polaris; Overdrive (\$21,533.03) for electronic materials; Midwest Tape (\$12,289.58) for audio/visual materials; MGSE Security Inc. (\$11,145.00) for electronic restroom door openers; Baker and Taylor Books (\$8,559.69) for print materials and, Capital One Bank (\$6,466.97) for numerous credit card purchases.

Two pay periods were recorded in March.

Vendor payments in excess of \$6,000:

Innovative Interfaces Inc	\$	56,270.57
Overdrive	\$	21,533.03
Midwest Tape	\$	12,289.58
MGSE Security Inc	\$	11,145.00
Baker & Taylor Books	\$	8,559.69
Capital One Bank	\$	6,466.97
Total vendor payments in excess of \$6,000	\$	116,264.84
Balance of vendor payments less than \$6,000	\$	53,946.97
Total vendor payments	\$	170,211.81

City of Birmingham allocations:

Payroll Period Ending 03/06/21	\$	84,413.61
Payroll Period Ending 03/20/21	\$	77,137.06
Employee Health Care Payroll Deduction 02/20/21	\$	(624.16)
Quarterly Hospitalization Adjustment	\$	85,829.92
HRA 2021 Funding Adjustment for Retired Employee	\$	500.00
Fixed Past Retirement Health Care Cost (acct 706.0004)	\$	6,929.92
Retirement Cost (acct 706.0010)	\$	7,821.00
Total Payroll	\$	262,007.35

BS&A Software Charge (acct 811.0000)	\$	248.19
Administrative Services (acct. 813.0000)	\$	8,740.83
MML Insurance Premium (acct. 957.0400)	\$	380.83
Total City of Birmingham allocations	\$	271,377.20

Reconciling adjustments:

Innovative Interfaces Prepaid Asset	\$	(41,977.93)
Reimburse Patron for fine for lost, paid and then returned book	\$	(17.99)
Total Recon Adjustments	\$	(41,995.92)

Total expenses for the month	\$	399,593.09
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2020-21
March 2021

	Approved 2020-2021 Budget	Current Month Budget March 2021	Current Month Actual March 2021	Variance For Month	Y-T-D Budget 2020-2021	Y-T-D Actual 2020-2021	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2019-2020	9th Month of the year 75.00%
REVENUES										
TAXES	\$3,546,616	\$0	\$0	\$0	\$3,546,616	\$3,532,911	(\$13,705)	99.6%	\$3,385,950	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$10,000)	(\$1,390)	\$8,611	9.3%	(\$127)	0.8%
COUNTY AND STATE REVENUE	\$110,100	\$0	\$0	\$0	\$7,000	\$7,020	\$20	6.4%	\$7,110	6.8%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$22,564	\$22,564	100.0%	\$0	0.0%
COMMUNITY CONTRACTS	\$940,217	\$0	\$0	\$0	\$509,660	\$668,845	\$159,185	71.1%	\$462,698	50.0%
PATRON USE REVENUE	\$62,800	\$470	\$685	\$215	\$37,101	\$5,338	(\$31,763)	8.5%	\$48,648	59.9%
INVESTMENT INCOME	\$52,000	\$4,333	\$391	(\$3,942)	\$34,664	\$14,883	(\$19,781)	28.6%	\$43,404	83.0%
TOTAL REVENUE	\$4,696,733	\$3,553	\$1,077	(\$2,476)	\$4,125,041	\$4,250,172	\$125,131	90.5%	\$3,947,683	87.1%
EXPENSES										
PERSONNEL SERVICES	\$2,545,924	\$270,253	\$262,007	(\$8,246)	\$1,665,153	\$1,813,433	\$148,280	71.2%	\$1,803,009	75.9%
SUPPLIES	\$107,000	\$19,000	\$26,426	\$7,426	\$81,692	\$109,937	\$28,245	102.7%	\$80,987	84.4%
CONTRACTED SERVICES	\$293,450	\$24,000	\$29,314	\$5,314	\$186,000	\$209,997	\$23,997	71.6%	\$225,643	58.8%
TECHNOLOGY & MAINTENANCE	\$140,000	\$18,000	\$17,669	(\$331)	\$73,000	\$94,582	\$21,582	67.6%	\$109,951	89.0%
UTILITIES	\$96,000	\$8,000	\$6,556	(\$1,444)	\$63,000	\$68,581	\$5,581	71.4%	\$58,744	57.6%
OTHER CHARGES	\$83,270	\$1,000	\$532	(\$468)	\$16,500	\$14,385	(\$2,115)	17.3%	\$61,714	81.4%
BUILDING IMPROVEMENTS & FURNISHING	\$103,000	\$1,200	\$1,252	\$52	\$61,281	\$600,022	\$538,741	582.5%	\$1,465,098	60.8%
COLLECTIONS	\$656,700	\$55,000	\$56,510	\$1,510	\$444,725	\$455,668	\$10,943	69.4%	\$462,367	71.5%
TOTAL EXPENSES	\$4,025,344	\$396,453	\$400,267	\$3,814	\$2,591,351	\$3,366,604	\$775,253	83.6%	\$4,267,513	68.7%
VARIANCE	\$671,389	(\$392,900)	(\$399,191)	(\$6,291)	\$1,533,690	\$883,568	(\$650,122)			
FUND BALANCE-BEGINNING OF YEAR						\$942,496.08				
FUND BALANCE-CURRENT						\$1,826,064				

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 \$3,532,911 in Birmingham tax revenue, \$2,862,934 is for operating expenses, and \$669,977 is for funding the Youth Room expansion and renovation.

Idea Lab: Laser Cutter Proposals

Baldwin's first laser cutter, which was purchased in July 2017 for the price of \$4,000, is no longer functioning and we are seeking funding approval for a replacement cutter.

Since first being installed, Baldwin's Full Spectrum Laser Cutter has run approximately 2,018 jobs, with a total runtime of 7,082 hours. The longest single laser cutting job run on this machine was 7 hours and 25 minutes of non-stop lasering to create an entire bed's worth of belt buckles cut from a single 20x12 sheet of 1/4"-thick pink acrylic.

The average lifespan of a 40-watt CO2 laser tube is generally around 3,000 hours for the full wattage, so the Lab's laser tube has actually performed far beyond the advertised specs. The Lab's laser tube undoubtedly lasted so long thanks to our excellent water chilling system. A good coolant system, with radiator/chiller, free of air bubbles, can dramatically increase the lifespan of a glass laser tube.

The Lab uses the laser cutter nearly every day to create projects for patrons and for BPL programs. In the four years since the Idea Lab opened, we have seen use of the Lab increase every year. The Lab is an innovative and beloved feature of our Library and I feel confident that any new replacement laser cutter that we purchase will be beneficial to our patrons and staff members for years to come.

Jeff Jimison has researched replacement models for the laser cutter. Prices ranged from \$8,000 for a glass tube laser cutter manufactured in China to \$45,000 for a combination CO2 and Fiber laser manufactured in Plymouth that has the capability to engrave metal.

Jeff explored machines in the mid-price range that cost around \$20,000. Machines in this price range use metal or ceramic laser tubes, which are capable of higher wattages, faster cutting speeds, and significantly longer lifespans.

Quotes from these three distributors can be found on the following pages.

Trotec Laser, Inc., Plymouth, MI manufacturer

Cost: \$18,450

Includes: Trotec Speedy 100 laser cutter with 24" x 12" cutting area, standard CO2 laser (ceramic tube, air cooled), autofocus, fiber compatibility, 110"/sec motors, OptiMotion speed system, training, delivery, \$4,000 demo unit discount. These units can be traded in at a later date should the Lab choose to upgrade its laser cutter.

Midwest Laser Sales and Service, Sylvania, OH distributor

Cost: \$26,015

Includes: Universal Laser Systems cutter with 24"x12"x8" engraving area, standard CO2 (metal tube, air cooled) laser, honeycomb cutting table, shipping, and \$5,000 Birmingham discount

Fairyway Laser Systems, Valparaiso, IN distributor

Cost: \$20,500

Includes: Epilog Fusion Edge cutter with 24" x 12" engraving area, standard CO2 laser (metal tube, air cooled), rolling floor stand, and shipping

Jeff recommends that the Library purchase the Trotec laser, which costs \$18,450. It's made by a Michigan business located in Plymouth, which can provide on-site training and support. Trotec lasers are one of the top companies in the laser cutting industry and offers a generous trade-in policy.

Though this purchase was not anticipated, due to various expenditure savings during extended closure in late 2020/early 2021, we do have funds available to pay for this replacement machine through Baldwin's general budget.

Speedy 100 Demo Unit Quotation

Trotec Laser, Inc. 44747 Helm Ct. Plymouth, MI 48170 Tel: 866-226-8505 Fax: 734-927-6323 Email: sales@troteclaser.com	Your Trotec Contact: Matt Pung Great Lakes Sales Manager Tel: 734-927-6313 Cell: 734-474-5249 Email: Matt.pung@troteclaser.com	Quote Number:	03312021MP1
		Quote Date:	March 31, 2021
		Valid Until:	30 days from issue
		Standard Payment Terms:	25% down, 75% prior to shipping
		Delivery:	Confirm with Customer Service (EXW Plymouth, MI with TLI shipper)

Company:	Baldwin Public Library	Contact:	Jeff Jimison
Address:	151 Martin St.	Tel:	248-647-1400
City, State, Zip:	Birmingham, MI 48012	E-Mail:	idealab@baldwinlib.org

Feature	Speedy 100
Engraving Area	24" x 12"
Maximum Raster Speed	110"/sec
Positional Accuracy	5µm/per inch of travel
Repeatability	+/- 15µm
Laser Source	60 watt
Standard Focal Length Lens	2.0"
Max. Part Height (with 2.0" lens)	6.2"
InPack Technology	Standard
Gantry Motor Type	<u>Brushless</u> Servo Motors
Engraving Table	Ferro-Magnetic with inch rulers
Auto Focus	Standard
Red Dot Pointer	Standard
Air Assist Plumbing (compressor not included as standard)	Standard
JobControl Print Driver	Expert Level
Input Voltage/Amperage	110V/20amp



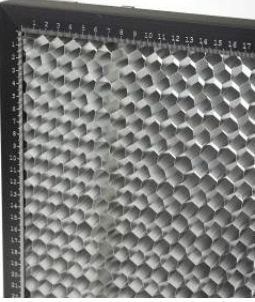


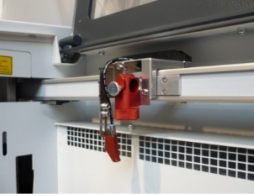
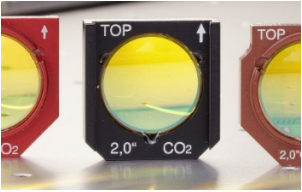

Shown above with optional floor stand

Description	Qty	Price	Extended Price
Trotec Speedy 100 Demo Unit – 60 watt <ul style="list-style-type: none"> • Autofocus • Laser pointer • Air Assist Pump • Ferro-magnetic working table • 2” precision lens • OptiMotion™ for maximum cutting speeds • JobControl® & Trotec Ruby Software Packages • InPack Technology™ Protection Package • 24 month warranty (subject to warranty conditions) 	1	\$23,900	\$17,900
Optional Items:	Qty	Price	Extended Price
Honeycomb Cutting Table	1	\$450	\$0
Rotary Attachment	1	\$1,190	\$0
Floor Stand	1	\$590	\$0
\$200 Trotec Materials Credit	1	\$200	\$0
Subtotal			\$17,900
Delivery (EXW Plymouth, MI)			\$550
Software Installation & Training			Included
Sale Amount (not including any applicable taxes)			\$18,450

Notes: Buyer is to furnish a Microsoft Windows computer with USB port and a graphics program. Adobe Illustrator, CorelDRAW, EngraveLab, BarTender, or similar software fulfills this requirement.

THE INFORMATION IN THIS QUOTATION IS CONFIDENTIAL AND SHOULD NOT BE PUBLISHED OR SHARED WITH ANY OUTSIDE PARTIES

Speedy 100 Options

	<p>Honeycomb Cutting Table</p> <p>This table insert is used for cutting, as it minimizes burning and melting on the back of the material by reducing reflection of the beam from the table. Air and smoke are drawn through the honeycombs and it helps to keep the system cleaner. It includes rulers and fixing brackets for exact positioning into the working area.</p>
	<p>Rotary Attachment</p> <p>Our plug & play rotary attachment permits engraving of cylindrical, conical or spherical objects such as glassware, mugs, tumblers, or bottles.</p>
	<p>Floor Stand with Storage Shelf</p> <p>Helps to keep the area around the laser machine organized, offering convenient storage for the rotary engraving device, the laser cutting table or various laser consumables such as laminates or laser rubber.</p>
	<p>Air Assist</p> <p>Prevents combustion of flammable materials, helps to direct debris and fumes towards the exhaust vents and protects the lens. Can be fully controlled by the JobControl software.</p>
	<p>Lenses</p> <p>Different applications require different lenses to obtain the best possible result. The Speedy 100 can be equipped with lenses of 1.5, 2.0, or 2.5 inch focal lengths.</p>
	<p>Exhaust System</p> <p>A powerful exhaust system is essential for the continued safe operation of your laser machine and can offer much-needed protection for you, your employees, and the environment. Trotec offers a broad range of Atmos exhaust systems that can be used with the Speedy 100 for any type of laser application. All Trotec exhaust systems can be fully controlled via the JobControl software including automatic shutdown when the laser is not operating.</p>

Speedy 100 Applications

Materials that can be processed with the Speedy 100:

Material	Engraving	Cutting	Marking
Acrylics	○	○	
Coated metals			○
Delrin	○	○	
Stainless steel			○
Anodized aluminum			○
Veneer	○	○	
Fabrics	○	○	
Glass	○		
Wood	○	○	
Laser rubber	○	○	
Ceramics	○		○
Cork	○		
Plastics	○	○	
Leather	○	○	
MDF	○	○	
Microporous rubber	○	○	
Paper	○	○	
Polyester	○	○	
Stone	○		

Midwest Laser Sales and Service, Inc.
 4319 Todd Drive
 Sylvania, OH 43560 US
 (866) 452-7377
 laser@buckeye-express.com

Estimate

Midwest Laser
Sales & Service Inc.
 Distributors of Universal Laser Systems since 1998
 Certified service Universal Laser Service Center
419-283-5503/419-356-3771
 4319 Todd Dr., Sylvania, OH 43560
www.midwestlasers.com



ADDRESS
Baldwin Library Jeff Jimmison Birmingham, MI 480012

SHIP TO
Baldwin Library Jeff Jimmison Birmingham, MI 480012

ESTIMATE #	DATE	
1838	03/26/2021	

SHIP VIA
 Air Freight

ACTIVITY	QTY	RATE	AMOUNT
VLS 3.75 VLS 3.75 with 24" X 12" X 8" engraving area, with coaxial air assist, red dot, with Laser Interface Plus software	1	12,050.00	12,050.00
ULR-75 ULR 75 Laser Cartridge CO2 10.6 wavelength	1	12,900.00	12,900.00
Honeycomb Honeycomb Cutting Table	1	1,050.00	1,050.00
Rotary Rotary Attachment	1	1,715.00	1,715.00
HPDFO High Power Density Focusing Optic	1	2,650.00	2,650.00
Discount Birmingham Discount	1	-5,000.00	-5,000.00
Freight Shipping Charges	1	650.00	650.00

TOTAL **\$26,015.00**

Accepted By

Accepted Date



Fairway Laser Systems

950 Transport Drive
Valparaiso, IN 46383
Phone: 219-462-6892
Fax: 219-531-0312

Quote

21-211

Customer:

The Idea Lab
at Baldwin Public Library
300 W. Merrill St.
Birmingham, MI 48009
phone: 248-554-4659

Ship to:

Same

Date: 3/25/2021

Serial Number:

Customer PO#

	Description	Unit Price (MSRP)	TOTAL Sale \$
1	Epilog Fusion Edge 12 60-Watt Laser System	\$23,900.00	\$17,900.00
1	Rim Style Rotary Attachment	\$1,495.00	\$1,350.00
1	Rolling Floor Stand	\$695.00	\$600.00
1	1.5 Inch Lens Assembly	\$300.00	\$300.00
1	Air Assist Pump	\$300.00	NC
1	Integrated Vector Grid; Red Dot Pointer	\$0.00	\$0.00
1	Air Assist line; Iris Camera	\$0.00	\$0.00
Sign, scan, and return email for purchase order			
Epilog Terms & Conditions:			
1) FOB Golden Colorado USA			
2) Warranty on the Epilog Fusion Edge 12 is 2 years			
3) Delivery is 2 to 16 weeks			
4) Fairway requires 25% down payment and balance due at delivery / training			
5) Tax exempt form required to avoid sales tax			
Customer Acceptance_____		Sub Total	\$20,150.00
		Shipping	\$350.00
		TOTAL	\$20,500.00

Building Committee Agenda

The Building Committee of the Baldwin Public Library met on Monday, March 22, 2021 at 4:00 p.m. in the Delos Board Room.

Present: Melissa Mark, Jim Suhay, Frank Pisano, Rebekah Craft, Jaclyn Miller, and one member of the public (via Zoom)

Youth Room Art Installation - Update from David Bloom

- Website – the Library will link to a PDF of the artists included in the project, but cannot provide support to maintain individual entries on our website
- Insurance requirements from City Attorney – Bloom is in touch with City Attorney Mary Kucharek, who will also attend the April Board meeting.
- Project start and end dates - May 31 is the proposed end date, with the Library having the option to extend
- Sample hanging methods – the tailor is working on sample canvases; Bloom will bring samples to the Library to help determine the difficulty of putting them in place
- Of note – Chad Smith of the Red Hot Chili Peppers has agreed to be a jurist

Discussion of Expenditures with the Van Dragt Trust Donation

- We should plan for a reception once the updates are done and the Library is fully reopened.
- Office Furniture - TBD
- Board Room furniture preferences
 - Chairs – we will order our own chairs from an office supply company
 - Table – Craft will ask LDA for pricing details for the table on page 5 of their examples, whether it can be fitted with electrical outlets mounted underneath so as not to mar the surface, and for the cost of adding a fitted glass top to the table to protect the surface
- Paint color selections
 - Grand Hall – the Committee chose Antique White by Sherwin Williams.
 - Second Floor – staff offices and the new workroom will be painted Revere Pewter by Benjamin Moor; the hallways, elevator copy room, Board Room, and Jeanne Lloyd Room will be painted Edgecomb Gray by Benjamin Moore.

Other agenda items

- Installation of new vents in first floor restroom center wall
 - LZG and Dailey met to discuss the solution for frozen pipes on Wednesday, March 10. Dailey will drill a four-inch hole in the air duct to bring more heat into the wall.
- Inadequate lighting around play area curved shelving
 - Before researching further lighting additions around the curved shelving in the play area, LZG has asked the project's electrician to check to make sure that all the recessed lights on the east side of the room and surrounding the canopy are receiving full power.

Next meeting date: April 21 at 4:00 pm, Delos Board Room

Policy Committee

The Policy Committee reviewed the proposed revisions to the Privacy Policy by email from April 12 through April 15.

The updated Privacy Policy

- Complies with the newly amended Michigan Library Privacy Act (Public Act 315 of 2020)
- Standardizes the wording used to refer to Baldwin Public Library (BPL)
- Updates the information that the Library collects from users
- Updates the information that the Library collects and stores from users visiting the website
- Updates how personally identifying information is used by Library staff

Following this report, you will find an informational document that outlines updates to the Michigan Library Privacy Act and the updated Privacy Policy, with staff and Committee member changes highlighted in yellow.

The Policy Committee recommends that the Library Board adopt the revised Privacy Policy as presented.

Note: If you feel at all unsure about what you should and shouldn't be sharing, and it's not an emergency, please feel free to direct the requestor to a Department Head, AD or Director.

Changes to the Michigan Library Privacy Act ([The Library Privacy Act 455 of 1982, 397.602](#))

This document is a summation of the content shared in a Library of Michigan Privacy Act webinar, with added content related to the history of Baldwin's Privacy Policy.

You can access the non-captioned recording of the webinar by visiting: https://michigan-host.zoom.us/rec/share/-mwfy4OYoOnxhHMTY9J8Tf0s-7YPY3X0Rh0pyPF8zJ7_mi5hHJqvul5XmQ-9iZ2l.q8dsLoByDDdErzZm

Passcode: ESK3\$0Q+ **Note:** The actual webinar begins around the 10:00 mark.

Slides for this webinar can be found at:

https://drive.google.com/file/d/1H0lbpBiSEOMf0GM_XF0PUZDCD_pqacl/view?usp=sharing

Key definitions

Library Record

- A document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library.

For the purposes of this law, an *Employee* or *Agent* constitutes a(n):

- Employee of a library
- Member of the governing body of a library (in BPL's case, any Board member)
- Individual who is specifically designated as a volunteer and who is acting solely on behalf of a library (does not include friends' groups and does not apply to BPL)
- Other person who is lawfully performing services on behalf of a library under a written contract (database company, collection agency, IT contractor)

Personal Recollection

- An employee or agent of a library can provide sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the library regarding a **crime** alleged to have occurred at the library. The option to disclose personal information is OPTIONAL.
- Example: Carri knows a library patron was in the building because she talks with them at the circ desk every week and occasionally meets them at the park for play dates with her dog. If she feels comfortable sharing a personal recollection that she saw the person in the library and suspects they committed the crime, she has the OPTION to share that with the police.

Introduction

The original intent of Michigan's Library Privacy Act law is to reinforce the right of everyone to access information of their choosing (within boundaries of obscenity law and other accepted legal limits) without fear of retribution or judgment for those information choices. The original law required that a warrant must be obtained and issued in order for a library to release any library records.

Since the Library Privacy Act first went into effect in 1982, libraries have changed in innumerable ways. With the advent of technology, it has been difficult for libraries, boards, and directors to interpret this law. The main questions have been whether or not video surveillance footage constitutes a library record and whether or not sharing information with an outside “agent” such as a collection agency constitutes sharing private information.

Baldwin’s Policy Committee reviewed BPL’s policy in 2016 with then Board member Andy Harris, who is an attorney. At that time, the Library Board made the distinction that video surveillance footage does not constitute a library record because it does not include the patron’s name, address, or phone number. And, while it may sometimes be possible to see what item a patron is carrying by viewing surveillance footage, that would be a rare occurrence. In the last six years, the only type of surveillance footage BPL has shared with the police department has been footage of two different bike thefts from the bike rack on the front patio and footage from a wallet theft in the Youth Room. Our 2016 policy also advises patrons to read the privacy policies of all of our third-party vendors (e.g. Hoopla, Libby OverDrive, etc.) before use.

Since the Michigan Library Privacy was first enacted in the early 80s, the library landscape has changed:

- Surveillance cameras are more readily accessible
- Computers are now in every library and it’s now possible to commit crimes on public computers (viewing child pornography, financial fraud, etc.)
- Digital materials shared through third party companies is commonplace (Hoopla, OverDrive, online newspapers, etc.)
- Paper card catalogs have been upgraded to Integrated Library Systems that are fully online
- Shared Interlibrary loan is electronic and available through MelCat

MLA first began the process of requesting that this law be updated back in 2019 after meeting with library directors and other key stakeholders. Governor Whitmer signed updates to the Library Privacy Act ([Senate Bill 611 - Privacy Act 315 of 2020](#)) on December 28, 2020 and the law went into effect on March 28, 2021. The results of this amendment include:

- Giving libraries more autonomy to provide certain information to law enforcement
- Clarification of the term “library record”
 - The library record base definition remains the same as the 1982 law (see above definition box).
 - The library record definition has been updated to show that a library record does not include the following:
 - Non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.
 - Recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from a library.
- Clarification of which entities can have access to information:
 - Library employees or agents of the library can now legally report information about a delinquent patron to a collection agency under contract with the library, but only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.

- Library employees or agents of the library can disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans, but the information must be limited to information required for providing interlibrary loans.
- *Please err on the side of providing the least amount of information from the library record necessary to outside parties.*
- Clear extension of duty to online partners with access to patron information. The definition of law enforcement officers now includes:
 - Police officers
 - Sheriff & sheriff deputies
 - College/campus police
 - Tribal law enforcement
 - Fire arson investigators
- Clarification on consequences of violation:
 - **Accidental or inadvertent = library is liable.** A patron whose information was disclosed, whether inadvertent or unintentional, can bring suit against the library as an entity or against the individuals responsible for disclosure. The person can bring a civil action against the library for actual damages or \$250.00, whichever is greater, reasonable attorney fees, and the costs of bringing the action.
 - Example of INADVERTENT sharing: A wallet is stolen in the Youth Room and a patron of the library is suspected. In talking with detectives, Kristen is able to name the patron as she recognizes them from regular library use. In fact, the patron's account is still up on her computer. When the detectives ask Kristen where the patron lives, she looks at the screen as she answers and gives them more information than she would recall away from the computer.
 - **Knowingly done = library AND individual discloser are liable.** If the disclosure was made intentionally or if the person disclosing understood that they were improperly providing information, the patron identified in the record can sue the individual who made the disclosure for up to \$250.00 plus attorney fees and court costs.
 - Example of INTENTIONAL sharing: A patron reports someone is using drugs in the bathroom. Kristen thinks it is a patron who has been rude to Circ staff. She sees this as a great opportunity to have the patron banned, so she quickly looks up their address. When the police question her she passes along the address as if it were personal recollection.
 - A civil action must be brought within 180 days after the date that the person first knew or had reason to know of the release or disclosure of the library record.

It's OKAY to share the following:

- Anonymous circulation stats and reports – titles and number of checkouts, or data with no names attached
- Surveillance footage that does not contain images of materials or computer screens viewed, utilized, or checked out by patrons

Surveillance Footage and FOIA (Freedom of Information Act request)

- Surveillance footage not considered a "library record" may be available for request under FOIA



Baldwin Public Library Privacy Policy

Your Right to Privacy

The Baldwin Public Library (BPL) is committed to protecting your right to privacy regarding the questions you ask and the materials you borrow. This Privacy Policy explains your privacy and confidentiality rights, the steps BPL the Library takes to respect and protect your privacy when you use BPL Library resources, and how we deal with personally identifiable information that we may collect from you.

Confidentiality of Library Records

To protect patrons' rights of free speech, free thought, and free association, the Baldwin Public Library will maintain confidentiality of library records to the fullest extent permitted by law.

For the purposes of this policy, a "library record," as defined by [The Library Privacy Act 455 of 1982, 397.602 \(k\)\(f\)](#) and amended as [Public Act 315 of 2020](#), is "a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library."

The Information We Collect

Any information you choose to provide will only be used to provide or improve Library services. BPL The Library gathers and retains information about current and valid Library users. This may include the following:

- Library Card applications (Name, Address, Email address, Phone number, Library card number, Date/year of birth, BPS school ID#, wireless provider (if applicable), preferred name)
- Materials currently checked out
- Last Patron to checkout an item
- Overdue materials (until returned)
- Notice history
- Fines paid or waived
- Meeting room applications
- Event registrations
- Summer Reading application
- Internet access
- Credit card transactions
- Hold pickup authorization
- Reading history (if enabled by patron)

The Baldwin Public Library uses and links to resources owned and operated by third parties, including integrated library systems, offsite computer services, databases, and electronic journals. We license these resources for use by Baldwin patrons. BPL The Library makes every

attempt to include user privacy protections in license agreements with third parties. However, because the use of these websites and resources is not governed by the Baldwin Public Library, we strongly recommend that you review the privacy policies of the websites that you visit. When connecting to licensed resources outside the Library, we authenticate users as Library Cardholders and do not provide any personally identifiable information.

Use of the Library's Computers and Online Services

Private information is cleared off public computers with software after each session ends.

When visiting BPL's the Library's website, BPL the Library automatically collects and stores only the following information about the visit, including but not limited to:

- The Internet domain and IP address from which access to our web site is gained
- The type of browser and operating system used to access BPL's website the Library's site
- The date and time of access to BPL's website the Library's site
- The pages visited and for how long
- The links clicked on and all files downloaded
- The type of device the visitor used to access the site (desktop, mobile, etc.)
- The address of the website from which the initial visit to www.baldwinlib.org was launched, if any.

BPL The Library uses this information to help the Library make its site more useful to visitors and to learn about the number of visitors to our site and the types of technology our visitors use. Data collected is not connected to your personal information or identity.

Please see the *Library's Electronic Device, Network, and Internet Use Policy* for further information about technology use within the Library.

How We Use Your Information

Access to records shall be restricted as much as possible and treated as confidential.

- Employees of BPL Staff shall only access records required to complete Library work as assigned and appropriate to job duties.
- Employees of BPL Staff shall only provide account information to the Library Cardholder, unless the person inquiring is listed as a parent, legal guardian, or authorized user.
- BPL The Library may use records to distribute library-related information to registered borrowers.
- BPL may report information about the delinquent account of a patron who obtains materials from BPL to a collection agency under contract with BPL. BPL shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.
- BPL may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The library records must be limited to those required for providing interlibrary loans.

Policy adopted by the Baldwin Public Library Board May 17, 1971. Revised April 21, 2003, February 15, 2016, April 19, 2021

- ~~The Library may share records with designated agents of the Library if required for the conduct of the Library's activities, e.g., a collection agency.~~
- If BPL the Library requests the assistance of a law enforcement officer directly or on behalf of a patron, and the Library Director determines that records produced by a surveillance device may assist the law enforcement office to render the requested assistance, BPL the Library may disclose the records to the law enforcement officer upon request.
- Any other disclosure of library records is prohibited unless required by law.

LIBRARY REPORT

Key Metrics Dashboard

Strategic Plan Status Report

Diversity & Inclusion

Services and Programs

Financial Stability

Marketing and Public Relations

Personnel and Organization

Community Relationships and Partnerships

Facilities and Technology

Expenditures from FOBPL Donations

Strategic Plan Status Report

Key Metrics Dashboard: February 2021

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 20-21 End of Q3 Target	Better/ (Worse) Target	Off Target Cautionary On Target
Financials							
Revenues	\$ 1,077	\$ 2,236	\$ 4,250,172	\$ 3,944,659			
Expenses	\$ 400,267	\$ 817,995	\$ 3,366,604	\$ 4,267,299			
Circulation							
Circ (Charges & Renewals)	47,857	34,201	379,133	407,210	270,743	108,390	On Target
Self-Check Usage	40.3%	35.1%	36.4%	23.9%			
% of Circ by Residents*	93.7%	76.1%	94.6%	90.6%	92.0%	3%	On Target
% of Circ by Non-Residents	6.3%	23.9%	5.4%	9.4%	8.0%	-3%	On Target
Interlibrary Loans							
Items borrowed	802	482	6,805	8,864			
Items loaned	846	348	5,671	7,087			
Technology Usage							
Database Sessions	3,070	2,131	25,732	15,938	12,572	13,160	On Target
Downloadable Content	13,477	11,092	112,786	89,048	89,936	22,850	On Target
Public Computer Usage	251	529	3,208	9,587		3,208	
Wireless Sessions	4,064	12,638	40,424	177,950	45,000	(4,576)	On Target
Program Attendance							
Program Attendance for Adults	448	310	4,004	3,391			
# of Programs for Adults	18	17	213	204			
Program Attendance for Teens	77	15	765	849			
# of Programs for Teens	3	2	36	48			
Program Attendance for Youth	1,382	662	6,932	18,463			
# of Programs for Youth	29	34	289	501			
Computer Classes	64	3	526	281			
# of Computer Programs	8	1	57	71			
Online Video Views	155	22	3,056	263			
Idea Lab Certifications	-	8	-	140			
Idea Lab Visits	-	70	-	2,330			
Total Program Attendance	2,126	1,090	15,283	25,717	12,134	3,149	On Target
Total # of Programs	58	54	595	824	508	87	On Target
Outreach Attendance	-	346	-	6,582			
# of Outreach Programs	-	19	-	144			
Gate Count							
	8,069	10,447	66,713	193,828	249,959	(183,246)	Off Target
Volunteer Hours							
	12	76	91	2,114	383	(293)	Off Target
Social Media							
	New Users	New Users					
Website Hits/Pageviews	20,016	17,585	171,505	191,208	190,334	(18,829)	Off Target
e-Newsletter Subscribers	-33	11791	11519	13864	11000		On Target
Facebook Page Likes	14	352	2609	2688	2565	44	On Target
Twitter Followers	1	5	1323	1283	1355	(32)	Off Target
Instagram Followers	11	53	1844	1411	1745	99	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.

Key Metrics Explanation: March 2021

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:** Revenues and expenses are both tracking well. We are on target.
- **Circulation:** For the first nine months of the fiscal year, circulation is down 7.4% compared to FY 2019-20 when the Library was open pre-COVID. Our current circulation has exceeded our COVID-adjusted target for the first three quarters by 28.6%. Our circulation has increased significantly this year, despite COVID, because 40,000 youth items were removed from storage and made available to patrons.
- **Technology Statistics:** The Library's database sessions and downloadable content usage have far surpassed third-quarter goals and third-quarter usage from FY 2019-20, due in part to COVID. In the last year we have added online access to the Wall Street Journal and Washington Post, both of which are popular with patrons. Wi-fi usage is far below our target for this point in the year because the Library was closed to the public from mid-November through February and because we remain in the Grab & Go reopening phase of our service.
- **Program Attendance:** Program attendance has been strong in the first three quarters, despite our current elimination of in-person programming. Library staff have pivoted to provide a variety of take home and online programs for all ages. Program attendance exceeded our COVID-adjusted goals by 20.6%.
- **Gate Count:** Gate count (i.e., the number of people entering the Library) is off target less than last year's number for this point in the year due in large part to COVID. It will continue to be low until the pandemic ends and people feel comfortable using public spaces.
- **Volunteer Hours:** Total volunteer hours in the first three quarters of this fiscal year are incredibly low. We have limited in-Library volunteer time to Friends of the Library volunteers only. These volunteers stop by the Library once or twice a week to restock the sale carts

located in the Grand Hall. One Youth volunteer continues to work on remote Library projects, when available.

- **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 our Facebook and Instagram followers are on target. Website usage and Twitter followers are both below our targets.

Diversity and Inclusion

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

- A. Improve Baldwin's collections and programs with the following. Establish benchmarks in all cases.
 - a. Audit existing collections to make sure that they are all-encompassing and represent marginalized viewpoints.
 - b. Re-work catalog records to make titles representing marginalized viewpoints more easily findable.
 - c. Offer more inclusive programs and materials.
 - d. Market these programs and materials in the Library's newsletters and social media posts.
- B. 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.
- C. Establish a methodology for developing a diversity statement that also addresses staff diversity, and then draft such a diversity statement.
- D. Identify which Library policies need to be re-examined and set a timeline for the review.
- E. Identify proactive community groups and professional organizations, including those that support underrepresented communities, and develop closer relationships with them so that they and the Library can leverage support for each other.
- F. Research various kinds of cultural diversity training and implement such training in 2021.
- G. Review and evaluate the Library's strategic plan, including its mission statement, value statement, and core values. If warranted, suggest immediate changes to elements of the plan, like core values. [A complete re-do of the strategic plan might be warranted in FY 2021-22 or FY 2022-23.]
- H. Include a new section in the monthly Library Report. In that section, identify steps that have been taken to further the goal of inclusion and diversity.

The IDEA Committee has begun working on the above items. The Committee members include:

- Rebekah Craft, Director
- Jaclyn Miller, Associate Director
- Rosemary (Retford) Isbell, Youth Librarian
- H Jennings, Head of Adult Services

- Jeff Jimison, Idea Lab Supervisor
- Kathleen McBroom, Adult Librarian

The IDEA Committee met on March 31 and April 14 and will continue to meet bi-weekly to accomplish the goals set forth by the Library Board.

The Committee is working on the following projects:

- Promoting diversity and inclusion through the use of a monthly thematic calendar. Programs and book displays will highlight each featured group each month. April will celebrate National Poetry Month; May will celebrate Asian American Pacific Islander Heritage Month.
- Internal staff book club focusing on anti-racist books. Discussion continues of Emergent Strategy by adrienne maree brown for the next meeting, scheduled for April 21. We will wrap that book in May; June title TBA.
- Revising the procedure for submitting and documenting incident reports.
- In addition, the Youth department continues to work through the Project READY: Reimagining Equity and Access for Diverse Youth handbook and training program in 2021.
- We are promoting the AAPI Heritage Reading challenge for children and teens through Beanstack

Services and Programs

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

COVID-19 Response

On February 8, the Baldwin Public Library reopened to the public for Level 3: Grab and Go service. The following adjustments have been made:

- Fabric or paper masks are required. Should a patron wish to use a plastic face shield, the patron will also need to wear a face mask.
- Computers are available by appointment only for Baldwin Public Library cardholders only. BPL cardholders include people who live, work, or own property in Birmingham, Beverly Hills, Bingham Farms, or the City of Bloomfield Hills.

Patrons continue to be overwhelmingly positive about the reopening. Average occupancy throughout the day is around 15 people and all patrons are following the request to limit visits to less than 45 minutes per day. Curbside pickup remains popular with patrons throughout the day.

The Library closed to the public for deep cleaning from March 26 through 29 after a staff member tested positive for COVID. The staff member is doing well and has returned to work.

We reintroduced a greeter at the front door on April 2, and are emphasizing to patrons that we are requiring mask use for the duration of their visit, keeping crowds from forming in any one area, and encouraging visitors to keep their distance from anyone else inside. Computers remain available by appointment, and with distanced assistance as possible from behind the plexiglass at the AS desk. We have moved the daily newspapers to the front porch and have seen several people enjoying them on the benches and in Shain Park. We have also moved a selection of book sale items for sale, craft kits, and tax forms outdoors in order to save people a trip inside. For the most part, visitors have been understanding of the need for these reminders and are in fact using the 45-minute guideline as a challenge to tell us how quickly they can get in and out of the building. We've heard a lot of "We can't wait to get back to normal, but we're really glad you're open!" type comments.

MIOSHA has extended their emergency rules regarding working from home, when feasible, until October 14, 2021. BPL will continue to schedule staff for work from home days to reduce the number of people in the building. The rules also require that staff workstations are at least 6-feet apart so we will continue to use the Rotary Room for overflow workspaces until October.

Virtual Book Talk

Miller spent a fun 30 minutes virtually recommending books to the local PEO chapter on April 14 at their regular meeting.

Financial Stability

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

Revenues and expenses are both tracking well. We are on target. Craft will present the FY2021-2022 budget at the City of Birmingham Budget Hearing on May 1.

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. Digital copies of the April 2021 newsletter will be emailed to every Baldwin patron with an email address on file. We are also sending

paper copies to 12 homes. We will keep 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 Jaclyn Miller designing projects and marketing materials for the Library. She has completed or is working on the following:

- *Learn.Connect.Discover* April and May digital issues
- Youth Program posters for the Hallways
- COVID signage
- Story Book Trail posters
- Summer Reading promotional material

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

12 volunteer hours were utilized in the month of March.

Communications with Staff

Virtual all-staff meetings were held on March 25 and April 13. The next all staff meeting will be held on April 28.

Professional Development

Webinar - Prejudice: Responding to prejudicial comments from customers

Rebekah Craft, Maggie Weddell, Elaine Asher, Donna Smith, Kristen Tait, Cyndi Summers, Vicki Sower, Elisabeth Phou, Susan Dion, Sue Kalisky, Robert Stratton, Megan Novak and Sarah Bowman all viewed a webinar on handling prejudicial comments from visitors

Surviving and Thriving as a Library Director

Rebekah Craft attended the Michigan Library Association leadership course, Surviving and Thriving as a Library Director, with library consultant Maxine Bleiweis, from February 23 through April 8. Craft received a \$500 Library of Michigan continuing education stipend to attend this course. Ten assistant directors and library directors from all around Michigan attended this intimate workshop, which led to many networking opportunities. Craft also had the opportunity to talk with Ms. Bleiweis during a one-on-one consultation where she provided valuable feedback about her work, Baldwin's presence online and in the community, and suggestions for improvement.

The course was divided into four sections:

- Personal and professional development

- Library staffing and hiring
- Managing people, running meetings, and personnel evaluations
- Managing library boards and other organizations

Bleiweis worked as a library director for 40 years in three different Connecticut libraries and brought a wealth of experience to the discussions. Throughout the course she emphasized that a library director must always be asking “Where is the library in this?” Whether it’s examining new technology or business trends, meeting an unmet need in the community, or adding a new type of service, the library should always be adapting to change and evolving. As someone who can get sidetracked addressing smaller issues that pop up, this simple question will help me to respond and adapt to trends, and keep an intentional focus on the library’s role in the community.

We discussed the library director’s responsibility for community outreach and networking, which is one growth area that I want to focus on. Bleiweis emphasized that directors must always be talking with key people in the community to identify ways the library can help specific needs in your community with your patrons. Though the pandemic is currently curbing many networking opportunities, I would like to continue working with Baldwin’s current partners and reach out to network with other community stakeholders to create and strengthen better relationships in the community. Much of the library director’s work must be done outside the four walls of the building.

As a consultant, Bleiweis now advises libraries on developing strategic plans. I was able to determine a good process for starting Baldwin’s strategic planning and am looking forward to working with community members to create focus groups and identify community needs and expectations for Baldwin. I have several resources that I have been reviewing and have enjoyed reading strategic plans of other libraries around the country as I plan how this process will work for Baldwin’s community.

This professional development opportunity was invaluable. This course was a great overview of what to expect and how to approach every aspect of a library director’s job. I’m grateful to have received such valuable input from an experienced library director as I begin this new role.

Staff Anniversaries

Elaine Asher, Adult Services Substitute Library, reached 2 years of service on April 7.

Belinda Bolivar, Technical Services Assistant, will reach 6 years of service on April 24.

Cameron Crawford, Circulation Substitute, will reach 6 years of service on April 21.

Ruth Ann Czech, Youth Services Substitute Library, will reach 2 years of service on April 22.

Carri Fritz-Gvozdich, Circulation Supervisor I, reached 12 years of service on April 13.

Bob Glenn, Operations Assistant, will reach 9 years of service on April 23.

Alyssa Gudenburr, Youth Substitute Librarian, will reach 3 years of service on April 22.

Rosemary (Retford) Isbell, Youth Librarian, will reach 3 years of service on April 29.

George Kasparian, Page and Technical Services Assistant, reached 24 years of service on April 15.

Staffing Updates

Mick Howey has been promoted and is Baldwin's newest full-time Adult Services Librarian. Mick completed both his undergraduate degree in History and his MLIS at Wayne State University. He's worked at the Royal Oak Public Library since 2017 as an Adult Services Librarian. During his time at ROPL, he created their Home Delivery Service, seed library, and implemented several cross departmental collaborations. Mick was also hired at Baldwin as a substitute librarian in 2017, and was promoted to a permanent part-time position in 2019 in the Adult Services department. During his time at Baldwin he's created a seed library, helped create craft kits during our Grab and Go phase, led several unique and interesting programs, and been an overall wonderful team member.

Craft, Miller and Jennings will conduct interviews for a part-time Adult Services Librarian, to fill the vacancy left by Mick Howey's promotion to full-time Adult Services Librarian. There were 9 applicants for the position, including 2 internal candidates

The opening for a full-time Network Specialist in the IT department closed on Friday, April 16; interviews forthcoming.

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

Craft has attended weekly City of Birmingham staff meetings. The meetings are now being held via Zoom. Miller submitted content for the quarterly newsletter.

Beverly Hills

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

Bingham Farms

Miller will be sending monthly Library updates to each of Baldwin's representatives in the three contact communities. Craft attended the March 22 Village Council meeting to present an update on the Library.

Birmingham Next

Rebekah Craft continues to host the Popular Reads book club virtually on the first Monday of each month at 1:00 p.m. Mick Howey is leading the Library's non-fiction book club, which meets virtually on the second Tuesday of every month at 10:00 a.m. Contact Rebekah.craft@baldwinlib.org to request the book and join the meeting.

Birmingham Rotary Club

Craft continues to attend weekly Rotary Club meetings, held via Zoom.

Friends of the Baldwin Public Library

Craft attended the April 13 meeting of the Friends of the Baldwin Public Library Board of Directors. At this meeting, the Friends voted to fund the Library's proposed wish list for summer and fall programs and services. The Friends generously donated \$15,000 to the Library. We are immensely grateful for their support.

The Friends will hold their Annual Meeting on May 11 at 7:00 p.m., virtually. They are planning a pop-up book sale for the weekend of June 12-13. The sale will be held outside on the front patio under a tent and inside in one half of the Grand Hall. If Covid-19 cases continue to rise, the sale may be postponed.

Facilities and Technology

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

Polaris Upgrade

Our ILS – Polaris – was upgraded to version 6.7 on March 18, without issue and with minimal down time.

Grand Hall and Second Floor renovations

- The lights on the second floor and lower levels were converted to or replaced with LED lights in April.
- Painting of the second floor is scheduled to begin on April 19

Youth Room

- Craft, Miller and Klimmek met with John and Karen from LZG to discuss a way to improve the lighting near the canopy. It is believed that the dimming panel may need to be adjusted to ensure those lights are shining as brightly as possible and the electrician will be out to make that adjustment the week of April 19.
- The door to the Youth Terrace has been blowing open on especially windy days. A technician from Assa Abloy came to adjust the opener, but that did not solve the problem. We will continue to explore a solution to this issue.

Idea Lab

After years of faithful service, our laser cutter has bit the big one. It has been slowly losing cutting power for months now. That comes as no surprise, as all glass laser tubes suffer the same fate. But recently, the laser switched itself off (due perhaps to power supply or mainboard failure) and won't be switching back on again without major repairs.

Here's some interesting laser statistics for you:

- Our Full Spectrum laser first came online at 2:18pm on July 28th, 2017.
- It has run approximately 2,018 jobs, with a total runtime of 7,082 hours.
- By my reckoning, the longest single laser cutting job run on this machine was 7 hours and 25 minutes of non-stop lasering: An entire bed worth of belt buckles for a patron, etched and cut from a single 20x12 sheet of 1/4"-thick pink acrylic.
- The average lifespan of a 40-watt CO2 laser tube is generally around 3,000 hours for the full wattage, so ours has actually performed far beyond the advertised specs. What a champ! Ours undoubtedly lasted so long thanks to our excellent water chilling system. A good coolant system, with radiator/chiller, free of air bubbles, can dramatically increase the lifespan of a glass laser tube, as we have demonstrated.

Our laser failed while cutting the first units for our "Nightstand Organizer Kit" which was scheduled for March 29th. I managed to get one cut, before the laser bought it. So, that kit has been cancelled.

We're going to use this opportunity to seek Board approval to upgrade to a new laser. I suggest the "Speedy 100" laser from Trotec, a Michigan-based company located in Plymouth. Their lasers are absurdly fast and powerful. Instead of a water-cooled glass tube, the Trotec lasers use a one-piece air-cooled ceramic tube, offering a substantial increase in power and hundreds of times the longevity. The etching and cutting speeds are so astonishingly fast, you wouldn't believe it. It uses servo motors instead of stepper motors, so the raster speed is out of this world. It can etch a 1"x1" square at a resolution of 1000 dots per inch, in about two seconds. And it can cut through 1/8" material in a single high-speed pass.

With the Full Spectrum, it has taken weeks to prepare 30-60 kits for programs like the pendant lamp or dice tower... with the Speedy 100 we could produce that same quantity in a day. Patron projects taking 1-2 hours to complete on the Full Spectrum would be done in minutes.

It has auto-focus, so you can put in a sheet of material, tell the software what you're cutting, and press GO. It couldn't be easier or faster to use. Operation of the machine will be a breeze for Idea Lab staff, and even easier for patrons to operate directly when we eventually reopen to the public.

There are far too many other incredible features of this machine to list here. Suffice to say, it's quieter, it's faster, it's more powerful, and just generally better in basically every possible way.

In a way, it is sad to be losing our trusty Full Spectrum. Nicholas, Matthew and myself have all logged hundreds of hours of time on that thing, and I'm sure it's like second-nature to all of us. But an upgrade is a welcome thing, and will be of tremendous benefit to all of us.

If approved, our new laser should be arriving in late April, early May. We'll take a few days for Idea Lab staff to learn the new system, then regular laser services will resume.

If you have any questions about this or any other matter, please do ask!

Baldwin Public Library: Friends Funds	
March 2021 Expenditures	
Adult Services	
Presenter Fee: Gardening for the Birds	\$ 200.00
Take and Make: Microgreens supplies	\$ 76.50
Take and Make: Hand Lettering Kit supplies	\$ 158.23
Take and Make: Embroidery Kits supplies	\$ 45.98
Take and Make: Perler Bead Cactus supplies	\$ 99.12
Seed Library supplies	\$ 105.93
Books Unshelved supplies	\$ 307.70
Total	\$ 993.46
Teen Services	
Take and Make Craft supplies for March	\$ 47.37
Take and Make supplies for April - reusable food wraps	\$ 73.75
YA Book Club Books	\$ 49.49
Total	\$ 170.61
Youth Services	
Little Explorers Supplies	\$ 203.23
YS Book Club Books	\$ 253.60
Battle of the Books prizes	\$ 245.00
Youth Program Supplies	\$ 244.47
Total	\$ 946.30
Outreach & Equipment	
Total	\$ -
Total Expenditures	\$ 2,110.37
March 2021 Balances	
Adult Services	\$ 307.88
Teen Services	\$ (5.05)
Youth Services	\$ 1,686.85
Outreach & Equipment	\$ 1,598.72
Total Balance	\$ 3,588.40
March Online Bag Sale Proceeds	\$20.00
March In-Library Book Sale Donations	\$229.56
Submitted by Jaclyn Miller on April 14, 2021	

NEW BUSINESS

Zip US Up!: Collaborative Art Installation Proposal

The following pages consist of a project proposal from Birmingham resident David Bloom, including the:

- Project slideshow
- Project narrative
- Legal agreement
- Call for Art
- State Farm insurance policy to cover damages to the building, artwork, or project volunteers
- Commercial General Liability Insurance – Additional Insured

On Monday, April 12, Mr. Bloom and other members of the project team hung four sample artwork panels in the northeast corner of the Youth Room. A photo of the sample panels, as seen from Bates Street, is shown below.



This is an independent project by a private citizen. Library staff will have minimal involvement in the project. Mr. Bloom and his team are responsible for managing the Call for Art and jurors, funding the project, coordinating the shipment of artwork, hanging the artwork, acquiring and distributing the prizes, displaying signage to promote the artists, publicizing

the project, and removing the artwork and restoring the building to its original condition.

The Library will have the final approval of the artwork and will display a PDF of the artists' biographies and statements on the Library's website. By approving this project, the Library will need to allow Mr. Bloom's team to post temporary, weatherproof in the Library landscaping along the window, with information about the project. The design and location of these signs will need to be approved by Library Administration prior to installation.

If Mr. Bloom has any other requests for the project, which are not included in the following proposal, he will need to submit the request to Director Craft in writing for approval by either Library Administration or the Library Board.

City Attorney Mary Kucharek has reviewed Mr. Bloom's project proposal, outlined the required insurance for the project, and advised Mr. Bloom on the wording for the Call for Art and Artist Agreement.



Project Statement

One of the things that makes our country special is that it is a giant melting pot of people, cultures, beliefs, and ideas.

Zip Us Up! will foster unity through inclusion and collaboration. It is an artistic statement to affirm that when we all come together, we can create something more meaningful than the sum of its parts.

Project Overview

Collaborative art project and exhibit that will be installed around the windows of the library's youth wing between October 2021- June 2022.

The Vision

A national call for art will be posted to select 40 artist to paint canvases that will be zipped together to create a 175-foot mural.

Artist will work with the adjacent artist to the right and left of them to make a cohesive piece.

Library Overview

Library to approve press releases for all platforms before they are published.

All artwork will be reviewed by the Jurors and BPL to ensure it aligns with the Library core values and vision.

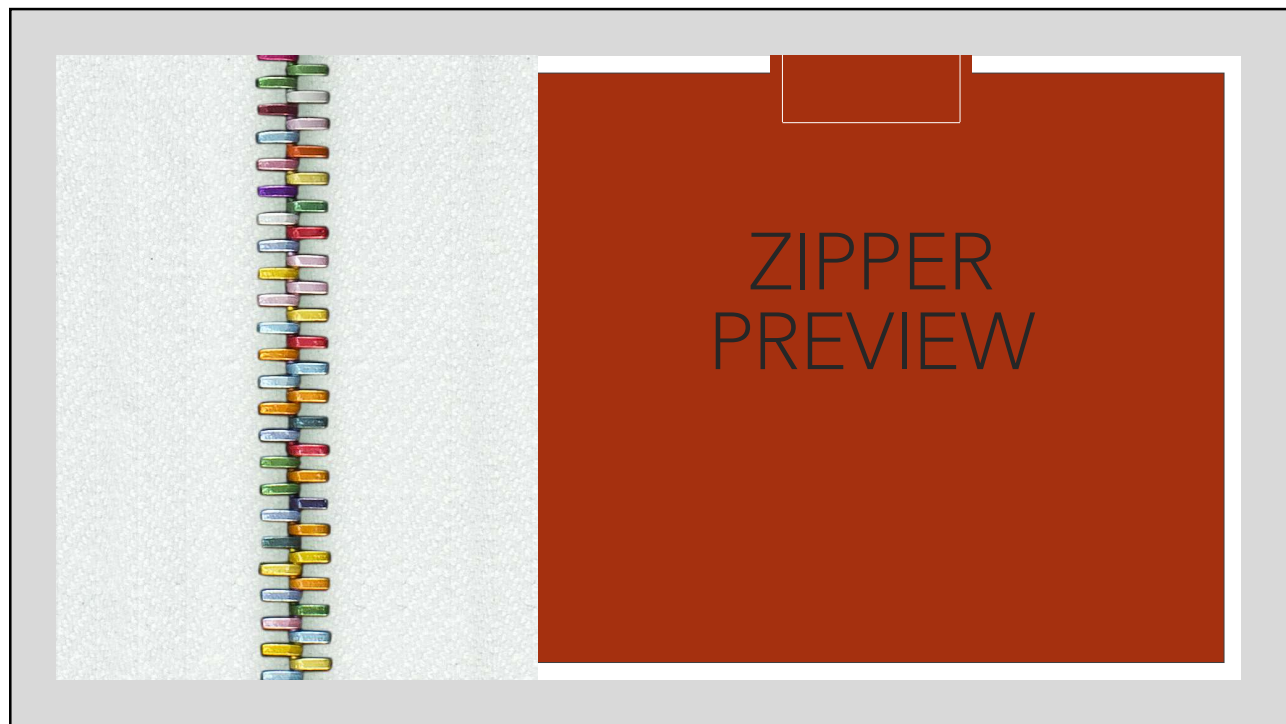
Project Team to comply with Library Covid Policy.

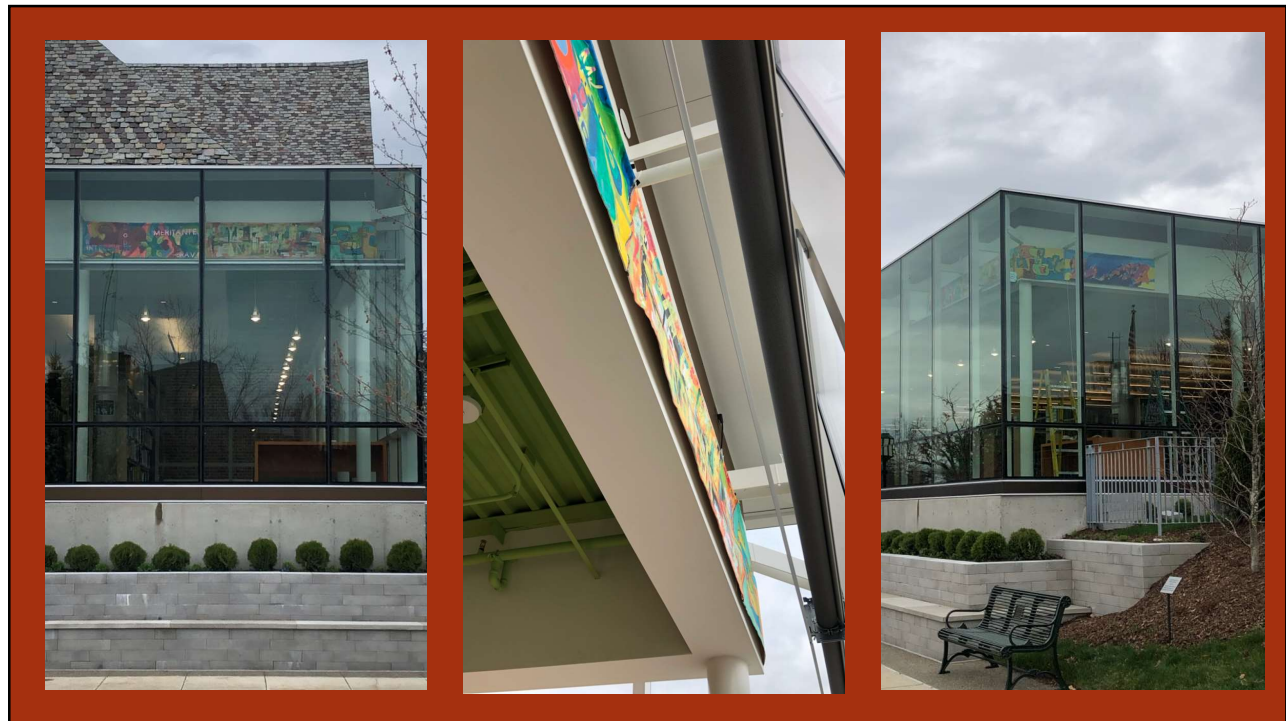
Project Team to have project insurance to indemnify Library and City. Artists agreement reviewed and approved by City Attorney.

David Bloom to be financially responsible for any project caused damage to the library.

Jury Panel

- **Barbara Heller** - DIA Director and Conservator
- **Laura Host** - BBAC Instructor and Gallery Owner
- **Ilham Mahfouz** - Syrian American Artist
- **Gerard Marti** - Owner/Artist Townsend Street Gallery
- **Aaron Cohen** - Library Architect/Artist
- **David Chung** - U of M MFA Program Director/Artist
- **Doran Brooks** - Executive Chef, White Wolf Patisserie
- **Chad Smith** - Red Hot Chili Peppers
- **Izegbe D. N'Namdi** - N'Namdi Center for Contemporary Art
- **Joyce Riamando** - Imagine That! Art Education Founder





Promotion of Project

- Social Media
 - Instagram
 - Facebook
 - Twitter
- Television
- Newspaper
- Library and Townsend Street Gallery Websites

Budget

(excludes prizes)

◦ CaFÉ art call	\$ 500 + 2.00 per application
◦ Canvas	\$ 300
◦ Zippers	\$1,144
◦ Sewing	\$ 700
◦ Canvas Priming	\$ 100
◦ Mailing canvas	\$ 400
◦ Creativity workshop	\$ 25
◦ Plastic rods	\$ 500
◦ Insurance	\$ 500
◦ Mail prizes	\$ 200
◦ Total:	\$4,894

Fundraising/ Donations

- Call for entry application fee @\$35 \$3,430
- *98 applicants to break even
- CaFÉ to be paid \$2 per applicant -\$ 169
- Net call for entry \$3,261
- Donations for project to date: \$1,644
- Donations towards prizes to date: \$1,450
- Additional fundraising required to provide \$4,500 in prize money.
 - 1st Prize to be equally divided between the 3 artists with the best collaboration \$1,500 + TBD
 - 2nd prize TBD
 - 3rd prize TBD

* Any entries above 98 will be added to cover expenses as needed and prize money

Prizes

- Each artist will receive:
 - ZipUsUp! T-shirt designed by Caruso Caruso
 - ZipUsUp! silver pin created by Grinstein Jewelry
 - Premium coffee beans roasted by Seven Daughters
 - Traverse City Cherry Festival Tea by Eli Tea
- Collaborative 1st Prize to be equally divided between 3 artists with the best collaboration
- If funding is available:
 - 2nd and 3rd prizes
- SEE sunglasses will be raffled to one of the artists

Art Sale

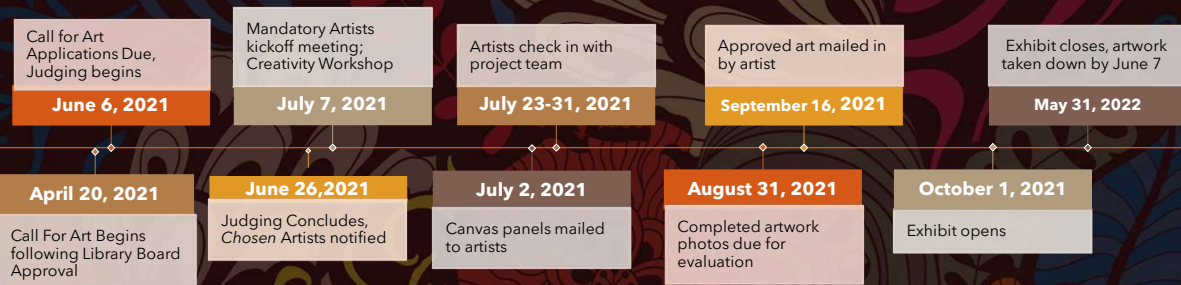
Townsend Street Gallery to handle website and receive 30% of proceeds from art sale.

All art remains on view and any proceeds will be delivered/conveyed at the conclusion of exhibition.

Call for Art Language and Legal Agreement

Under separate cover

Project Timeline



Project Team

- David Bloom - Cocreator and Producer
- Barbara Heller - (Art Captain) Producer
- Laura Host (Art Captain) Cocreator and Producer
- Ilham Mahfouz - Producer
- Frank Pisano - Producer
- Diamond Searcy - Producer

Zip US UP!



Baldwin Public Library Project

Zip Us Up! (PowerPoint presentation text without photos – except the nice one below taken by Rebekah!)



Project Statement

One of the things that makes our country special is that it is a giant melting pot of people, cultures, beliefs, and ideas.

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Promotion of Project

- Social Media
 - Instagram
 - Facebook
 - Twitter
- Television
- Newspaper
- Library and Townsend Street Gallery Websites

Budget (excludes prizes)

- | | |
|-----------------------|-------------------------------|
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 - SEE sunglasses will be raffled to one of the artists

Art Sale

Townsend Street Gallery to handle website and receive 30% of proceeds from art sale.

All art remains on view and any proceeds will be delivered/conveyed at the conclusion of exhibition.

Call for Art Language and Legal Agreement

Under separate cover

Project Timeline

- April 20 - Call for Art Begins following Library Board Approval
- June 6 – Call for Entry applications due
- June 26 - Judging Concludes, *Chosen* Artists notified
- July 2 - Canvas panels mailed to artists
- July 23 – 31 – Artists check in with Project Team
- August 31 - Completed artwork photos due for evaluation
- September 16 – Approved art mailed in by artists
- October 1 - Exhibition opens.
- May 31, 2022 – Exhibition closes, artwork taken down by June 7

Project Team

- David Bloom - Cocreator and Producer
- Barbara Heller - (Art Captain) Producer
- Laura Host (Art Captain) Cocreator and Producer
- Ilham Mahfouz - Producer
- Frank Pisano - Producer
- Diamond Searcy - Producer

Artist Agreement:

This is an experimental, collaborative art project and exhibition with a significant public component. During the exhibition, the art of the selected artists will be prominently displayed in the youth wing windows of the Baldwin Public Library in Birmingham, Michigan overlooking Shain Park in Downtown Birmingham (hereinafter referred to as Library). The project has been initiated and organized by private individuals for a public benefit and a benefit to the artists selected to participate. It is not a City of Birmingham sponsored or managed event. After the payment of project costs, expenses, and prize money any leftover application funds will be donated to the Library. All of the project team organizers and judges are participating and giving of their time at no cost to the project.

In acknowledgement of this and in consideration of the opportunity provided participating applicants and participating artists agree to the following terms and conditions and RULES FOR ARTIST CALL FOR ENTRY which are also incorporated into these Terms and Conditions.

TERMS AND CONDITIONS:

GENERAL RELEASE: The applicant has read and understands the terms and conditions of the entry, and waives any claim against: The Baldwin Public Library or board members and staff, The City of Birmingham, MI, the project organizers (Project Team), the project jurors, and the Townsend Street Gallery which is managing the art sale portion of this project for any loss or damage that may occur, or any other reason. The applicant gives irrevocable permission for the Project Team, the Library, and the Townsend Street Gallery to use photos of applicant's work for catalogue, educational, marketing and sales related to the project, and publicity purposes. Artists accepted into the project may use the Zip US Up! TM name and logo for their own personal use and promotion related specifically to their participation in this project but are not granted or retain any other rights to use them.

RULES FOR ARTIST CALL FOR ENTRY:

- Eligibility: National, Anyone over 18.
- Entry Amount: \$35
- Submission Requirement: all artists are required to submit 3 to 5 jpeg photos of current or past work. Artists may also include a website link to other portfolio work for the jurors to view. Artists must also submit a 500-word (max) artist statement of why this project is meaningful to them. All applicants have to review and accept the terms and conditions of this legal agreement.
- Art Creation: Selected artists will be assigned and mailed their own 18" H x approximately 56" L primed canvas panel that has been prepared for hanging with half of a Riri multicolor metal zipper sewn along each side. Participating artists are expected to collaborate with adjacent artists and challenge themselves in this project. Therefore, artists must consent to share their contact information with the artists directly adjacent to them. There is no requirement on theme, genre, colors, or style as long as there is some visible form of cohesion/transition and/or flow between their adjacent panels. The reverse side of the canvas will have matching measurements to guide the connection between the panels. It is up to the artists to determine how this will be accomplished. This artwork will be displayed in the library's Youth Wing so please be mindful of the content you are creating and the legal agreement for participating in this project with respect to subject matter. Offensive, vulgar or nude artwork is unwelcome. While this is a private event, and not a City of Birmingham organized event, In the event it is necessary, the Project Team, the Library Board, and jurors reserve the right to reject applications and submitted artwork for any reason which is a basis for this project being permitted to occur in a very prominent and public location with 24/7 viewing access through the glass windows.

- Prepared Canvas: A primed and unstretched medium weight 11.5 oz Blick cotton duck canvas will be provided unless the artist requests unprimed.
- Media Selection: Acrylic paint is recommended. Since the completed canvases will need to be shipped back to the Project Team in the same mailing tube it was sent in, artists should be mindful of the media and technique, so it is not damaged when the painting is rolled face up. No oil paint or very high impasto is allowed due to the possibility of damage during shipment. If a selected artist wishes to use a medium other than acrylic, please contact the Project Team for approval.
- Zipper Care: So that the zippers can be fully functional, the artist is responsible for making sure the zipper teeth and path are not covered by paint or other materials. Please do not remove the protective green tape.
- Kick off and Check in Meetings – Selected artists will be required to attend virtual Artists Kickoff and Midpoint Check-In meetings with the Project Team
- Bio/Website/Social Media Links - After acceptance into the project artists may provide website and social media links for inclusion in the Project Website.
- Insurance/Liability – Submitted art will be handled with all possible care. The Baldwin Public Library, The Library Board and staff, the City of Birmingham, Project Team members, jurors, and the Townsend Street Gallery will not be responsible for loss or damage from any cause, including, but not limited to transit, hanging, deinstalling, removal and while on display. Please make your own arrangements if you want your artwork to be insured.
- Shipping – Each artist will be sent their canvas panel in a reusable tube at the Project Team's expense. Costs for shipping to the Project Team and the return of unsold art at the end of the exhibition are the responsibility of the artist.
- Artist Statement – Upon completion of their canvas panel, each artist is also encouraged to share a project statement of up to 500 words to be used on the Project Website.
- Sale of Art - The art will be listed for sale on the Townsend Street Gallery website. Art sold during the exhibition will be shipped to the buyer at the conclusion of the exhibition at the purchaser's expense. Payment to the artist shall be 70% of the artist's specified sale price and shall be made by The Townsend Street Gallery within 30 days of the exhibition closing. The Townsend Street Gallery shall retain 30% of the sale price as a commission related to managing sales, packing and shipping coordination, and for hosting the project on its website.
- Exhibition Participation. Artist may not remove art during the exhibition.

CALL FOR ENTRY APPLICATION (draft)

OVERVIEW: Zip US Up!™ is a challenging and experimental diversity-based project. It has been initiated and organized by private individuals for public benefit and to benefit the artists selected to participate. This collaborative art project will be exhibited in the windows of the newly opened Youth Wing of the Baldwin Public Library in Birmingham, Michigan, a city located in Metro Detroit. The windows are in a very prominent and visible location overlooking Shain Park, Birmingham's centrally located downtown park.

PROJECT STATEMENT: Zip US Up! is an artistic statement that affirms when we all come together, we can create something more meaningful than each of us individually. One of the things that makes our country special is that it is a giant melting pot of people, cultures, beliefs, and ideas. This past year has shown that we all need to reach out and respectfully collaborate with each other if our society is going to collectively improve itself and prosper for everyone's benefit.

THE VISION: 40 artists will be selected from the Call for Entry to create their own canvas panel provided by the Project Team (details below). Artists are required to collaborate with the adjacent artist to the right and left of them to make a cohesive piece that uniquely represents their own artistic style while using the predetermined connecting points provided on the canvas. Upon completion, canvases will be zipped together to create a 175-foot mural and be exhibited between October 2021-June 2022.

THE JURY PANEL: A diverse and exciting panel of judges will review the artwork and select participants:

- Barbara Heller (Captain) Director and Conservator of Special Projects at the Detroit Institute of Arts, and Birmingham Public Arts Board Member
- Laura Host (Captain) Artist, Birmingham Bloomfield Art Center instructor and Lawrence Gallery owner
- Ilham Mahfouz – Syrian American artist whose artwork has been shown in the US and abroad
- Gerard Marti – Owner/Artist Townsend Street Gallery
- Aaron Cohen – Library consultant and architect/Artist
- David Chung – University of Michigan MFA Program Director/Artist
- Doran Brooks – Executive Chef/Operator of White Wolf Patisserie in Clawson, MI.
- Chad Smith – Musician, Red Hot Chili Peppers drummer, and philanthropist.
- Izege D. N'Namdi – Executive Director, N'Namdi Center for Contemporary Art in Detroit
- Joyce Riamando – Artist-Author; Founding Director, Imagine That! Art Education; Education Coordinator, Pollock-Krasner House and Study Center

PRIZES AND AWARDS:

- Prizes - Each of the 40 selected participating artists will receive the following items from Birmingham, Michigan businesses:
 - Zip Us Up! T-shirt designed by Caruso Caruso
 - Zip Us Up! silver pin created by Grinstein Jewelry
 - Premium coffee beans roasted by Seven Daughters – 8 oz.
 - Traverse City Cherry Festival Tea by Eli Tea – 2 oz.
- Awards:
 - Collaborative 1st Prize - \$1,500 (or higher based on additional fundraising) equally divided between the 3 artists with the best collaboration
 - 2nd and 3rd prizes (TBD based on additional fundraising)
- SEE sunglasses will be raffled to one of the selected artists

RULES FOR ARTIST CALL FOR ENTRY:

- Eligibility: National, Anyone over 18.
- Entry Amount: \$35
- Submission Requirement: all artists are required to submit 3 to 5 jpeg photos of current or past work. Artists may also include a website link to other portfolio work for the jurors to view. Artists must also submit a 500-word (max) artist statement of why this project is meaningful to them. All applicants have to review and accept the terms and conditions of the legal agreement.
- Art Creation: Selected artists will be assigned and mailed their own 18" H x approximately 56" L primed canvas panel that has been prepared for hanging with half of a Riri multicolor metal zipper sewn along each side. Participating artists are expected to collaborate with adjacent artists and challenge themselves in this project. Therefore, artists must consent to share their contact information with the artists directly adjacent to them. There is no requirement on theme, genre, colors, or style as long as there is some visible form of cohesion/transition and/or flow between their adjacent panels. The reverse side of the canvas will have matching measurements to guide the connection between the panels. It is up to the artists to determine how this will be accomplished. This artwork will be displayed in the library's Youth Wing so please be mindful of the content you are creating and the legal agreement for participating in this project with respect to subject matter. Offensive, vulgar or nude artwork is unwelcome. While this is a private event, and not a City of Birmingham organized event, in the event it is necessary, the Project Team, the Library Board, and jurors reserve the right to reject applications and submitted artwork for any reason which is a basis for this project being permitted to occur in a very prominent and public location with 24/7 viewing access through the glass windows.
- Prepared Canvas: A primed and unstretched medium weight 11.5 oz Blick cotton duck canvas will be provided unless the artist requests unprimed.
- Media Selection: Acrylic paint is recommended. Since the completed canvases will need to be shipped back to the Project Team in the same mailing tube it was sent in, artists should be mindful of the media and technique, so it is not damaged when the painting is rolled face up. No oil paint or very high impasto is allowed due to the possibility of damage during shipment. If a selected artist wishes to use a medium other than acrylic, please contact the Project Team for approval.
- Zipper Care: So that the zippers can be fully functional, the artist is responsible for making sure the zipper teeth and path are not covered by paint or other materials. Please do not remove the protective green tape.
- Kick off and Check in Meetings – Selected artists will be required to attend virtual Artists Kickoff and Midpoint Check-In meetings with the Project Team
- Bio/Website/Social Media Links - After acceptance into the project artists may provide website and social media links for inclusion in the Project Website.
- Insurance/Liability – Submitted art will be handled with all possible care. The Baldwin Public Library, The Library Board and staff, the City of Birmingham, Project Team members, jurors, and the Townsend Street Gallery will not be responsible for loss or damage from any cause, including, but not limited to transit, hanging, deinstalling, removal and while on display. Please make your own arrangements if you want your artwork to be insured.
- Shipping – Each artist will be sent their canvas panel in a reusable tube at the Project Team's expense. Costs for shipping to the Project Team and the return of unsold art at the end of the exhibition are the responsibility of the artist.
- Artist Statement – Upon completion of their canvas panel, each artist is also encouraged to share a project statement of up to 500 words to be used on the Project Website.
- Sale of Art - The art will be listed for sale on the Townsend Street Gallery website. Art sold during the exhibition will be shipped to the buyer at the conclusion of the exhibition at the purchaser's

expense. Payment to the artist shall be 70% of the artist's specified sale price and shall be made by The Townsend Street Gallery within 30 days of the exhibition closing. The Townsend Street Gallery shall retain 30% of the sale price as a commission related to managing sales, packing and shipping coordination, and for hosting the project on its website.

- Exhibition Participation. Artist may not remove art during the exhibition.

TIMELINE:

- June 6 – Submission deadline at midnight EDT.
- June 26 – Artists to be notified they were selected.
- July 1 - Selected artists will be required to attend the virtual Artists kickoff meeting. Canvases will then be mailed to the artists.
- July 7 – Optional virtual Creativity Workshop to foster team building and tour of the Pollock-Krasner House and Study Center in New York given by Joyce Riamando.
- July 23 – Artist Mid-point Virtual Check-In Meeting. A Google Photo account for the project will be set up with an individual album for each artist so they can share the progression of artwork with their peers. This Photo account is only for use by participating artists and the Project Team during the project.
- August 30 - JPEG photos of completed art must be sent to the Project Team for final review, approval, and judging. The Project Team and the Library Board reserves the right to reject submitted artwork for any reason which is a basis for this project being permitted to occur in a very prominent and public location with 24/7 viewing access through the glass windows. If necessary, artists will need to resubmit an alternative panel to be completed by September 15th.
- September 15 – Artists are responsible for shipping the completed and approved art back to the Project Team. The original mailing tube can be reused for the return shipment.
- October 1 - Unveiling ceremony and exhibition opens. Artists may be asked to participate in potential opening weekend ceremonies to talk about the project and their work.
- May 31, 2022 – Exhibition closes.
- June 1-7 – art panels are deinstalled and unzipped.

CONTACT EMAIL FOR PROJECT TEAM:

Please direct questions, inquiries and correspondence to zip.us.up.art@gmail.com



Business Insurance

Businessowners Policy - Coverage Summary

* Coverages may be increased

Coverages	Limit	Special Deductible
Accounts Receivable On Premises	* 10,000	
Accounts Receivable Off Premises	* 5,000	
Arson Reward	5,000	No Ded Applies
Collapse	Included	
Damage To Non-Owned Buildings From Theft, Burglary Or Robbery	Coverage B Limit	
Damage To Premises Rented To You	* 300,000	No Ded Applies
Debris Removal	25% of covered loss	
Equipment Breakdown	Included	
Fire Department Service Charge	2,500	No Ded Applies
Fire Extinguisher Systems Recharge Expense	5,000	No Ded Applies
Forgery Or Alteration	10,000	
Glass Expenses	Included	
Increased Cost Of Construction And Demolition Costs (applies only when buildings are insured on a replacement cost basis)	10%	
Inland Marine - Computer Property	* 25,000	500
Inland Marine - Computer Property Loss Of Income And Extra Expense	* 25,000	No Ded Applies
Loss Of Income And Extra Expense Duration Period	* Actual Loss Sustained - 12 Mon	

This document contains only a general description of coverages and is not a contract. Details of coverages or limits vary in some states and provinces. All coverages are subject to terms, provisions, exclusions, and conditions in the policy itself and in any endorsements.

Loss Of Income And Extra Expense Limit Per Occurrence	* Actual Loss - 12 Months	No Ded Applies
Money And Securities (Off Premises)	* 2,000	250
Money And Securities (On Premises)	* 5,000	250
Money Orders And Counterfeit Money	1,000	
Newly Acquired Business Personal Property (applies only if this policy provides Coverage B - Business Personal Property)	100,000	
Newly Acquired Or Constructed Buildings (applies only if this policy provides Coverage A - Buildings)	250,000	
Ordinance Or Law - Equipment Coverage	Included	
Outdoor Property	* 5,000	
Personal Effects (applies only to those premises provided Coverage B - Business Personal Property)	2,500	
Personal Property Off Premises	* 15,000	
Pollutant Clean Up And Removal	10,000	
Preservation Of Property	30 Days	
Property Of Others (applies only to those premises provided Coverage B - Business Personal Property)	* 2,500	
Seasonal Increase	* Business Personal Property	
Seasonal Increase Percentage Limit	* 25%	
Signs	* 2,500	
Valuable Papers And Records On Premises	* 10,000	
Valuable Papers And Records Off Premises	* 5,000	
Water Damage, Other Liquids, Powder Or Molten Material Damage	Included	

This document contains only a general description of coverages and is not a contract. Details of coverages or limits vary in some states and provinces. All coverages are subject to terms, provisions, exclusions, and conditions in the policy itself and in any endorsements.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

sample

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City of Birmingham
PO Box 3001
Birmingham, MI
48012

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 11 12 19

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

sample

SCHEDULE

Designation Of Premises (Part Leased To You): 300 W Merrill St, Birmngham MI 48009
Name Of Person(s) Or Organization(s) (Additional Insured): Birmingham Baldwin Public Library
Additional Premium: \$
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by you or those acting on your behalf in connection with the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person(s) or organization(s) shown in the Schedule.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

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.
- **Friday** - Fun-tastic Fridays with Miss Caroline. Best for ages 3 years to 5 years.

April is Poetry Month Open Mic Zoom

Wednesday, April 21 — 4:30 p.m. to 5:30 p.m.

Write your own poem to read aloud or bring your favorite poem written by somebody else to share with the group. Zoom link will be emailed to registered participants on the day of the program. Grades 3 to 6.

DIY Bubble Tea for Teens

Thursday, April 22 — 7:00 p.m. to 8:00 p.m.

Bubble tea, or boba, is a Taiwanese tea-based drink that usually contains tea, sweetened milk, and chewy tapioca balls known as pearls or “bubbles” that are sucked up through an extra wide straw while drinking. During this program, we will make it together virtually! You may pick up your supplies the week of April 19th. You will receive a Zoom invite on the day of the program. Please have access to a kitchen and measuring cups. Registration required. Grades 6-12.

Downloading eBooks from the Library

Saturday, April 24 — 2:00 p.m. to 3:00 p.m.

Learn how to access Libby to check out e-books and e-audiobooks.

Gardening for the Birds: Strategies for Optimizing Habitat

Monday, May 3 — 7:00 p.m. to 8:00 p.m.

Did you know that most of our native songbirds rely on native insects to raise their young? With the ongoing insect apocalypse, our native songbirds are at risk. Cheryl English will discuss how you can help them through plant selection, garden design and maintenance protocols, making your garden a welcoming oasis for all species.

Teen Crafts To-Go: Bee Gardens

Starting Monday, May 10

Starting May 10, pick up a craft kit with supplies and instructions to make a garden to attract our friends, the bees. Limit one per patron. Available while supplies last. Grades 6-12

Friends of the Baldwin Public Library: Annual Meeting

Tuesday, May 11 – 7:00 p.m.

Join the Friends of the Baldwin Public Library for their virtual annual membership meeting. Learn more about the organization and how you can help, and then hear an update from President Ryndee Carney and Library Director Rebekah Craft.

Gangsters Up North

Wednesday, May 12 — 7:00 p.m. to 8:00 p.m.

Gambling and bootlegging or rest and relaxation? Just what were gangsters doing when they found their way to Northern Michigan? Author Robert Knapp will answer those very questions and set us straight on what is true and what is myth.

Easy Photo Editing

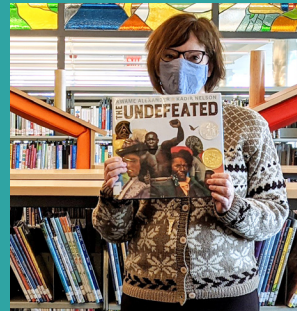
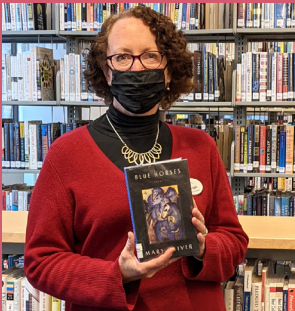
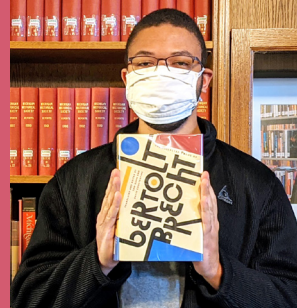
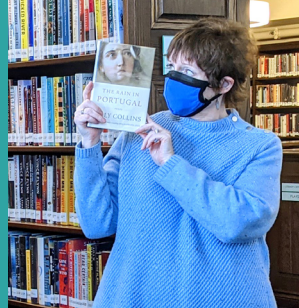
Saturday, May 15 — 2:00 p.m. to 3:15 p.m.

Crop, edit, and apply effects to improve your photos with free and powerful online software.

LEARN CONNECT DISCOVER

APRIL 2021 NEWSLETTER

- 1 BALDWIN CELEBRATES POETRY MONTH
- 2 PROGRAMS FOR CHILDREN AND TEENS
- 3 PROGRAMS FOR ADULTS, COMPUTER CLASSES
- 4 DIRECTOR'S UPDATE, IDEA LAB BOARD MEETING

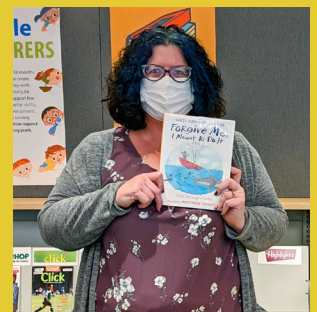
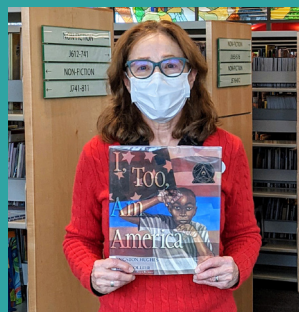


STAFF FAVORITES SHOWN:

THE PANTHER AND THE LASH
THE RAIN IN PORTUGAL
THE COLLECTED POEMS OF
BERTOLT BRECHT
WISHING FOR BIRDS
BLUE HORSES
WADE IN THE WATER: POEMS

BALDWIN CELEBRATES POETRY MONTH

THE UNDEFEATED
POETRY FOR KIDS:
EMILY DICKINSON
GOD GOT A DOG
CAST AWAY: POEMS FOR OUR TIME
I, TOO, AM AMERICA
I'VE LOST MY HIPPOPOTAMUS
FORGIVE ME, I MEANT TO DO IT



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

APRIL PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

REGISTER FOR PROGRAMS LISTED BELOW AT WWW.BALDWINLIB.ORG/CALENDAR



BOOKS UNBOXED GRADES 4 TO 12

Join our free, three-month subscription book service and receive a surprise library book tailored to your preference each month.

Visit www.baldwinlib.org/youth to subscribe now.

LIVE STORY TIMES

VISIT OUR STORY TIME PAGE AT BALDWINLIB.ORG/STORYTIME FOR ALL THE LIVE, VIRTUAL OPTIONS. Registration required.

MOVE & GROOVE MONDAYS WITH MS. CAROLINE

TUNED IN TUESDAYS WITH MS. ROSEMARY

BOOKS & BABIES WITH MS. RUTH ANN

ROCK 'N READ WITH MS. DONNA

WIGGLE & RHYME WITH MS. STEPHANIE

LITTLE EXPLORERS

Children ages 18 months to five years can create, touch, and play with a monthly sensory kit designed to support fine and gross motor skills, cognitive development, and problem solving skills. Registration required at baldwinlib.org/youth.

BOOK SCAVENGERS: DIY HOME EDITION

Do you miss Ms. Susan's Library Scavenger Hunts? We do, too! Register at www.baldwinlib.org/youth and Ms. Susan will email you a do-it-yourself home scavenger hunt every other Tuesday.

TAKE AND MAKE MONDAYS

MONDAY, APRIL 12 AND 26 AFTER 11:00 A.M.

Register at www.baldwinlib.org/calendar for your free craft kit to make at home.

Advance registration required.

COLORING CLUB

TUESDAY, APRIL 13 AFTER 11:00 A.M.

Coloring enthusiasts of all ages will receive a fun poster to color at home.

Advance registration required.



VIRTUAL KIDS LIBRARY SOCIETY

THURSDAY, APRIL 15 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? Registration required.

BEDTIME TALES: RHYME TIME

WEDNESDAY, APRIL 21

Ms. Syntha has a book for you, so does Ms. Rosemary, that makes two. Join us for some bedtime fun, you will laugh until we're done. Video and craft supplies will be available the day of the program for those who register.

APRIL IS POETRY MONTH OPEN MIC ZOOM

WEDNESDAY, APRIL 21 AT 4:30 P.M.

GRADES 3 TO 6

Write your own poem to read aloud or bring your favorite poem written by somebody else to share with the group. Registration required.

APRIL PROGRAMS FOR TEENS

GRADES 6 TO 12



BOOKS UNBOXED GRADES 4 TO 12

Join our subscription box service and receive a surprise library book along with snacks and other

goodies. Visit www.baldwinlib.org/teen to subscribe now. Sign up by the 3rd Tuesday of the month to receive your box on the 4th Tuesday of the month. Subscriptions last for 3 months.

CRAFTS TO GO

REUSABLE FOOD WRAPS GRADES 6 TO 12

Starting April 5, pick up a craft kit with supplies and instructions to make a reusable food wrap with fabric and beeswax.

Limit one per patron. Available while supplies last.

NATIONAL POETRY MONTH

TEEN BOOK CLUB GRADES 7 TO 12

THURSDAY, APRIL 8 AT 7:00 P.M.

THE REALM OF POSSIBILITY BY DAVID LEVITHAN

The first 10 teens to register will receive a free book, thanks to the Friends of the Baldwin Public Library. This book is also available on Libby.

You will receive a Zoom invite on the day of the discussion. Registration required.

DIY BUBBLE TEA GRADES 6 TO 12

THURSDAY, APRIL 22 AT 7:00 P.M.

Bubble tea, or boba, is a Taiwanese tea-based drink that usually contains tea, sweetened milk, and chewy tapioca balls known as pearls or "bubbles" that are sucked up through an extra wide straw while drinking. During this program, we will make it together virtually! You may pick up your supplies the week of April 19th. You will receive a Zoom invite on the day of the program. Please have access to a kitchen and your choice of milk. Registration required.

VIRTUAL

BOOK CLUBS FOR CHILDREN

PANELS & FRAMES

BEYOND the book

books PLUS

MOTHER/ DAUGHTER book club

BOOKS & bagels

MOMS BOOK CLUB

PANELS AND FRAMES GRADES 3 TO 6

TUESDAY, APRIL 20 AT 7:00 P.M.

MISSION MOON BY DREW BROCKINGTON

TUESDAY, JUNE 15 AT 7:00 P.M.

THE BRAIN: ULTIMATE THINKING MACHINE BY TORY WOOLLCOTT

Email Ms. Caroline at caroline.salucci@baldwinlib.org to register for this graphic novel book club that meets every other month.

BEYOND THE BOOK GRADES 1 TO 3

THURSDAY, APRIL 8 AT 7:00 P.M.

KEEP A POCKET IN YOUR POEM BY J. PATRICK LEWIS

THURSDAY, MAY 6 AT 7:00 P.M.

IF YOU WERE A KID DURING THE CALIFORNIA GOLD RUSH BY JOSH GREGORY

BEYOND THE BOOK CONTINUED

Email Ms. Rosemary at rosemary.retford@baldwinlib.org to register for this non-fiction book club.

BOOKS PLUS GRADES 2 TO 3 AND A GROWNUP

MONDAY, APRIL 26 AT 7:00 P.M.

LIGHTS, CAMERA, COOK BY CHARISE MERICLE HARPER

MONDAY, MAY 24 AT 7:00 P.M.

ALVIN HO: ALLERGIC TO THE GREAT WALL, THE FORBIDDEN PALACE AND OTHER TOURIST ATTRACTIONS BY LENORE LOOK

Email Ms. Donna at donna.smith@baldwinlib.org to register.

MOTHER/DAUGHTER

GIRLS IN GRADES 4 TO 6 AND THEIR MOMS

TUESDAY, APRIL 13 AT 7:00 P.M.

SONG FOR A WHALE BY LYNNE KELLY

MOTHER/DAUGHTER CONTINUED

TUESDAY, MAY 3 AT 7:00 P.M.

STEF SOTO TACO QUEEN BY JENNIFER TORRES

Email Ms. Susan at susan.dion@baldwinlib.org to register.

BOOKS AND BAGELS GRADES 4 TO 6

TUESDAY, APRIL 27 AT 7:00 P.M.

SCOUTS BY SHANNON GREENLAND

TUESDAY, MAY 25 AT 7:00 P.M.

CHANGELING BY WILLIAM RITTER

Email Ms. Susan at susan.dion@baldwinlib.org to register.

MOMS BOOK CLUB:

APRIL 14 AT 7:00 P.M.

RULES FOR VISITING BY JESSICA FRANCIS KANE

JUNE 9 AT 7:00 P.M.

GILEAD BY MARILYNNE ROBINSON

Email Ms. Susan at susan.dion@baldwinlib.org to register for this book club for moms that meets every other month.

VIRTUAL

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, APRIL 14
AT 2:00 P.M.**
THE HOUSE OF BROKEN ANGELS
BY LUIS ALBERTO URREA



**TUESDAY, APRIL 13
AT 10:00 A.M.**
ON IMMUNITY BY EULA BISS



**SUNDAY, APRIL 11
AT 1:00 P.M.**
"CLERKS" (R) AND CONVENIENCE STORE WOMAN
BY SAYAKA MURATA



**MONDAY, APRIL 12
AT 1:00 P.M.**
THE PUSH BY ASHLEY AUDRAIN



**TUESDAY, APRIL 20
AT 7:00 P.M.**
THE INNOCENTS
BY MICHAEL CRUMMEY



**WEDNESDAY, APRIL 28
AT 7:00 P.M.**
THE NICKEL BOYS
BY COLSON WHITEHEAD



BOOKS ON FOOT
Books on Foot is a new year-round challenge to encourage adults to go for a walk and listen to an audiobook. Each month will feature a new theme with a suggested walk and a correlated list of audiobooks available from BPL. Visit www.baldwinlib.org/books-on-foot/ to learn more and register for the challenge.

DISCUSSION GROUPS

SOCRATES CAFE
SUNDAY, APRIL 18 AT 2:00 P.M.

Socrates Cafe continues to meet for conversation via Zoom. To join, please email avpratt@aol.com.

GREAT BOOKS DISCUSSION GROUP
All meetings take place via Zoom. Email sarah.bowman@baldwinlib.org to join.
APRIL 7 & 21 AT 6:45 P.M.:
THE BETROTHED BY ALESSANDRO MANZONI

APRIL PROGRAMS FOR ADULTS



**FRIDAY FIVE @ 5 -
ON FACEBOOK!**

Join a new member of BPL's staff on BPL's Facebook page every Friday at 5:00 p.m. where we will recommend five interesting things - books, movies, or anything!



BPL PPL - A LIBRARY PODCAST

BPL PPL is a little slice of life podcast that looks at the folks who work at the Library, what they do, and the resources the Library offers. Episodes are released monthly and usually last about an hour. Find it on Spotify or Apple Podcasts.



BOOKS UNSHELVED

Try BPL's new free book subscription service for adults: Books Unshelved! Subscribers will receive a surprise library book selected just for them by a librarian, plus some extra goodies. Visit www.baldwinlib.org/books-unshelved to subscribe.



BOTANICAL LEAF EMBROIDERY

Starting April 5, pick up a kit to make decorative botanical leaf embroidery. The video tutorial is available on Creativebug. **Limit one per patron. First come, first served.**

MICROGREENS

Starting April 19, pick up a kit to cultivate some microgreens at home. **Limit one per patron. First come, first served.**

LIBRARIAN RECOMMENDED READS

Do you miss receiving reading suggestions from your BPL librarians? Complete the form at www.baldwinlib.org/bookpicks and we will email you personalized recommendations.

**A VIRTUAL TRIBUTE TO THE CLASSICS,
FEATURING DAN FOGEL, PIANIST**
WEDNESDAY, APRIL 7, AT 7:00 P.M.

Be transported back in time, when the living rooms of a lucky few were filled with the masterworks of great composers of classical music. Join concert pianist Dan Fogel, as he paints on the canvas with music of the classical masters.

**CURIOUS ABOUT LEARNING
IN RETIREMENT?**

Join a Zoom LIR lecture as a guest on Wednesday, April 7th at 10:00 a.m. Email vicki.sower@baldwinlib.org for more information and to register for the Zoom link. Registration required.

BIRDWATCHING AND BIRDING
MONDAY, APRIL 12 AT 7:00 P.M.

Greg Bodker's beautiful photography will help you learn more about birds as he demonstrates the joys of birding that you can experience in your background and in our community at large. Novice and aspiring birders will especially benefit from this virtual presentation. Registration required.

IN THE GARDEN AT THE DIA
TUESDAY, APRIL 13 AT 7:00 P.M.

Take a virtual walk through the DIA's expansive collection of artworks inspired by flora and fauna with DIA docent and BPL librarian Kathleen McBroom. Registration required.

**LIVING AN HERBAL LIFE: CRAFTING
TEAS, TINCTURES & OILS AT HOME**
WEDNESDAY, APRIL 21 AT 7:00 P.M.

Herbalist and author Bevin Cohen will teach the benefits of various cultivated and foraged herbs and walk attendees through processing herbs, brewing teas, and crafting salves and tinctures in this virtual workshop. Registration required.

VIRTUAL

COMPUTER CLASSES

REGISTRATION IS REQUIRED FOR ALL COMPUTER CLASSES. ONCE REGISTERED, YOU WILL RECEIVE A ZOOM LINK A HALF HOUR BEFORE CLASS.

**MICROSOFT EXCEL:
CREATING SPREADSHEETS**
WEDNESDAYS, APRIL 7 & 14 AT 2:00 OR 7:00 P.M.
Learn the fundamentals of spreadsheet creation with Microsoft Excel in this two-session class.

SELLING ONLINE
SATURDAY, APRIL 10 AT 2:00 P.M.
Declutter and make some money by selling your unwanted items online.

MICROSOFT EXCEL: VLOOKUP
SATURDAY, APRIL 17 AT 2:00 P.M.
Find information easily with Excel's VLookup function.

GOOGLE SHEETS
WEDNESDAY, APRIL 21 AT 2:00 OR 7:00 P.M.
Learn the fundamentals of spreadsheet creation with this Microsoft Excel alternative.

**DOWNLOADING EBOOKS
FROM THE LIBRARY**
**SATURDAY, APRIL 24 OR
WEDNESDAY, APRIL 28 AT 2:00 P.M.**
Learn how to access Libby to check out e-books and e-audiobooks in this virtual class. Baldwin Library card required. Registration required.

WWW.BALDWINLIB.ORG
248-647-1700

3

THE IDEA LAB

THE IDEA LAB IS TAKING REQUESTS FOR REMOTE SERVICES. SUBMIT YOUR REQUEST TO IDEALAB@BALDWINLIB.ORG. ITEMS AND MATERIALS TO BE CUT, ENGRAVED, OR EMBROIDERED SHOULD BE DELIVERED TO THE IDEA LAB DROP ZONE LOCATED OUTSIDE THE FRONT ENTRANCE DURING CURBSIDE PICKUP HOURS. VISIT BALDWINLIB.ORG/IDEALAB FOR MORE INFORMATION.

IDEA LAB LIVE ON INSTAGRAM WEDNESDAY, APRIL 14 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.

IDEA LAB TAKE-N-MAKE MODEL MOVIE CARS

Starting April 19, pick up a kit to build a unique "4D"-printed model of a famous car from the silver screen! Kits are packed at random so your car will be a surprise. Will you get a DeLorean from *Back to the Future*? Or maybe the Nissan Skyline GTR from *The Fast and the Furious*? **Limit one per patron. First come, first served.**

LIBRARY HOURS

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.

CLOSED: April 4

PLEASE VISIT
WWW.BALDWINLIB.ORG/REOPENING FOR
CURRENT UPDATES
ABOUT THE LIBRARY'S
REOPENING PLANS.

LIBRARY BOARD



THE LIBRARY BOARD WILL MEET VIRTUALLY

MONDAY, APRIL 19 AT 7:30 P.M.

Frank Pisano, Ashley Aidenbaum, Karen Rock (not shown), Jim Suhay, Melissa Mark, and Jennifer Wheeler.

DIRECTOR'S UPDATE

NEW WAYS TO ENJOY BPL ARE 'SPRINGING' UP AROUND TOWN!

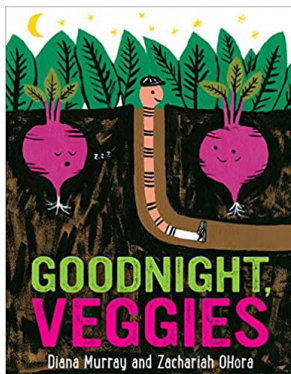
Last year, I spent every evening in the spring walking through the neighborhoods surrounding my home. It started as a way for me to burn off nervous energy, breathe in fresh air, and connect to the outside world. It turned into an ongoing opportunity to watch spring blooms bud and flower and view the changing landscapes around me. During each walk, I had uninterrupted time to listen to new audiobooks, which was the only way I was able to concentrate on reading at the time. Now, as I recall passages from the books, I am brought back to the sights I was seeing on my walks and am grateful to have a physical memory of what I read.

Adult Services Librarian Sara Jurek has created a new **Books on Foot** Reading Challenge. In this year-round challenge, Sara will recommend a list of eaudiobooks to listen to and will share a suggested walking route. Every month will feature a different theme, with the month of April focusing on short stories paired with a walk along Birmingham's Booth Trail. You can find out more information and sign up for the challenge by visiting baldwinlib.org/books-on-foot.

Baldwin has two great apps that you can use to download eaudiobooks with your BPL card. Visit your device's app store and search for the Hoopla Digital app or the Libby, by OverDrive app. If you need assistance, please visit the Adult Services reference desk or call 248-554-4650 to get started.

Here are a few eaudiobooks that I have listened to on my walks and would recommend to you:

- *Miss Benson's Beetle* by Rachel Joyce
- *The Dutch House* by Ann Patchett
- *Memorial* by Bryan Washington
- *Know My Name* by Chanel Miller
- *The Stationery Shop* by Marjan Kamali
- *Writers & Lovers* by Lily King
- *Pretty Things* by Janelle Brown
- *All Adults Here* by Emma Straub



With the onset of warmer and brighter days, we now have a new book on display at the **Story Book Trail** at Beverly Park, in Beverly Hills. For the month of April, visit the 0.4-mile nature trail to read *Goodnight, Veggies* by Diana Murray and Zachariah OHora. A different page of the book is displayed on the permanent posts along the trail. The adorable illustrations and delightful puns in this book center around a worm traveling through garden beds as vegetables rest and grow.

I hope you enjoy these first few weeks of Spring.

Rebekah Craft

Rebekah Craft, Library Director

rebekah.craft@baldwinlib.org

248-554-4681



LEARN. CONNECT. DISCOVER.

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

ADULT SERVICES: 248-554-4650

CIRCULATION/RENEWALS: 248-554-4630

YOUTH SERVICES: 248-554-4670

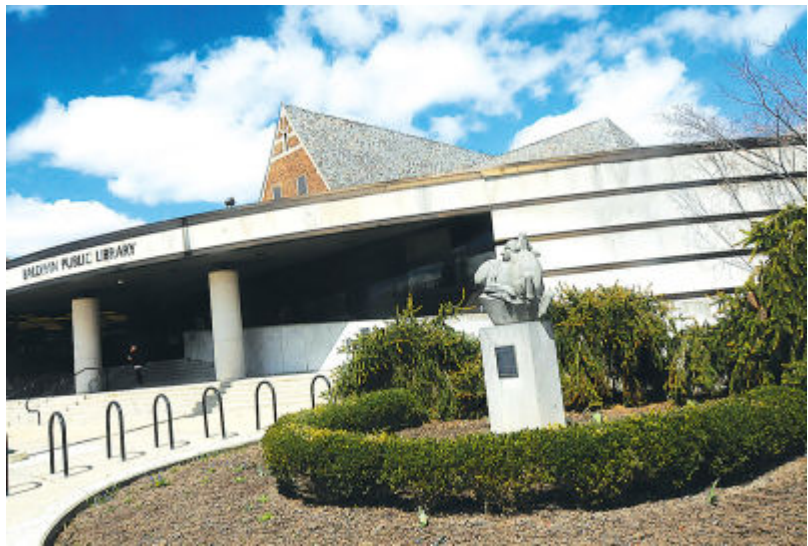
WWW.BALDWINLIB.ORG

Baldwin Public Library offers cards to all locally enrolled students

Published on March 24, 2021 | By Tiffany Esshaki

BIRMINGHAM — At a time when media like books, movies and the internet are more important than ever, the Baldwin Public Library has taken steps to make sure local students have access to all of the media they need.

Last week, the library announced it will offer a library card to any student attending schools in Birmingham, Beverly Hills, Bingham Farms or Bloomfield Hills. Students living in other municipalities enrolled in schools in participating communities are eligible.



“I’m very excited that all students can now access all of our print and digital resources.

“(Birmingham Public Schools) students will also be able to place holds on items for district (reading) programs, which is wonderful,” Stephanie Klimmek, the head of youth services at the library, said in an email.

Until now, cards were only available to families living in the library’s service area. Students attending Birmingham Public Schools but living in a different community had limited access to the library’s offerings and had to seek some things, like electronic resources, at their home community library.

Baldwin Public Library staff members currently work closely with Birmingham Public Schools to provide support, materials and programming for students. With the new student cards, Library Director Rebekah Craft said, the hope is that students will be able to access library resources individually as needed — and not just during regular school hours.

“A top priority of the library is ensuring that everyone in our service area has access to our materials, including all students who attend Birmingham schools. We (also) want to help equip BPS teachers with the many library resources we have available to students,” Craft said in a prepared statement.

Among the digital resources available to users at the Baldwin Public Library are research databases, newspapers, Mango Language learning, BrainFuse Tutoring, Tumblebooks and Scholastic Teachables, among others.

But Klimmek said some of the most important benefits that come with the cards are the ones that can’t be quantified.

“Libraries are invaluable tools for students of all ages, as print and digital literacy helps students academically, emotionally and socially. There are many resources available from the library, but nothing compares to the joy that children, teens and adults get when they find a story that speaks to them,” said Klimmek. “Librarians are lucky because we get to form special connections with people through stories, and we love reaching out to all people, but youth librarians have a special place in their hearts for serving children and teens, and now we get to serve them in an even greater capacity.”

To acquire a Baldwin Public Library card, students will need to apply with their parent or guardian at baldwinlib.org/get-library-card/ and then collect a card from the library.

The Baldwin Public Library is located at 300 W. Merrill St. in downtown Birmingham.



13TH DISTRICT
BINSFELD OFFICE BUILDING
P.O. BOX 30036
LANSING, MI 48909-7536

MICHIGAN SENATE
STATE SENATOR MALLORY McMORROW

PHONE: (517) 373-2523
FAX: (517) 373-5669
senmmcmorrow@senate.michigan.gov
senate.michigan.gov/mcmorrow

February 26, 2021

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

Dear Rebekah,

Congratulations on your new role as the new Director of the Baldwin Library!

As someone who has already dedicated so much to this library, we are looking forward to the even bigger role you will be able to play to continue benefiting the Birmingham community.

The Library Board's testimony of your strong leadership and communication skills are sure to help with your outreach to the community to grow the library patronage even more, and we look forward to seeing what you have in store for future programming and community engagement. We offer our thanks to you and your continued commitment to providing Baldwin's visitors the quality of service and level of excellence the community deserves.

Once again, congratulations on stepping into the role of director. If my office can ever be of assistance, please know my door is always open.

Sincerely,

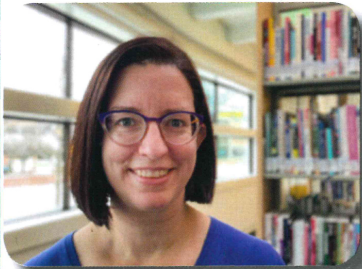
Senator Mallory McMorrow
13th District of Michigan



Newsletter Volume XXVIII, No. 2 – Spring 2021

Live

Baldwin Public Library



MEET BALDWIN PUBLIC LIBRARY'S NEW DIRECTOR

Following the early 2021 retirement of Doug Koschik, who was with the Baldwin Public Library for 30 years, Rebekah Craft was selected as the new director of the Baldwin Public Library.

After five years as BPL's associate director, Craft feels confident about moving into the role of director and is ready "to continue providing Baldwin's stakeholders the quality of service and level of excellence they have come to expect under Doug Koschik's leadership," she said.



MISSING THE FRIENDS USED BOOK SALE? SHOP ONLINE!

Visit www.baldwinlib.org/shop to see the selection of mystery grab bags you can choose from. Complete your purchase online and use our handy curbside service to pick up your bag of surprise titles.

DIGITAL RESOURCES

Did you know that BPL offers access to a wide variety of e-books, e-audiobooks, magazines, movies and music?



Visit www.baldwinlib.org/digital-services and see how you can read, listen, or watch!

JOIN THE FRIENDS OF THE BALDWIN PUBLIC LIBRARY

By securing a membership with this group of library advocates, you are helping to support library events, technology and promotions. Visit www.baldwinlib.org/friends for full details on these passionate folks and how you can help them help BPL!

The Baldwin Public Library is located at 300 W. Merrill St. in Birmingham. For more information about library hours and services, including any COVID-related changes, visit www.baldwinlib.org/reopening or call 248-647-1700.

The library will be closed on Sunday, April 4 in observance of Easter; and May 29-31 in observance of Memorial Day.



Baldwin Public Library in Birmingham closes temporarily after employee tests positive for COVID-19

Published on March 26, 2021

(WWJ) Baldwin Public Library in Birmingham will be closed to all services starting Friday after an employee tested positive for COVID-19.

"During the closure, the building will be cleaned and disinfected, following cleaning protocols as recommended by the CDC for the safety of employees and patrons," a statement emailed to library patrons read.



Photo credit Getty Images

The library is set to reopen on Tuesday, March 30, 2021 at 9:30 a.m.

During the closure, curbside pickup and telephone services will not be available. Materials return drop boxes will also be inaccessible during this time.

No items will be due during the closure and all fines will be waived.

The status of virtual programs remains up in the air. Please check the events calendar to see details about any programs you are involved in.

The library, located in the area of Maple and Southfield, services Birmingham, Bingham Farms, Beverly Hills and Bloomfield Hills.

THE OAKLAND PRESS

Oakland County community calendar March 21 and beyond

Published on March 19, 2021 | By Kathy Blake



The Rochester Hills Museum presents “Kids History Hour: Widgets, Furs, and Skulls”,
4-5 p.m. March 30, outdoor program at Van Hoosen Farm in Rochester Hills.

Photo courtesy of Rochester Hills Museum.

Charitable events

- Gleaners Community Food Bank is hosting a food distribution event at the Oakland County Farmers Market, 9-11 a.m. March 24 while supplies last. Families and individuals in need of food are encouraged to attend the drive-up or walk-up distribution. Stay in the vehicle, and groceries will be placed in your trunk. No need for proof of eligibility to receive food. For information, call 248-858-5495 or email OCmarket@oakgov.com.

- Calvary Chapel of Oakland County is collecting clean, gently used clothing to give away to men, women and children in advance of the church's "Free Mall," 9:30 a.m.-1 p.m. March 27 at Calvary Chapel, 1975 East Long Lake Road, Troy, (NW corner of John R), 248-457-9673.

Children's activities

- MSU Tollgate Farm 4-H STEAM Break Camp for grades 1-4 is 10-11:15 a.m. March 29-April 2, virtual program includes an activity box, register at events.anr.msu.edu/Springbreakcamp2021.
- The Rochester Hills Museum presents "Kids History Hour: Widgets, Furs, and Skulls", learn about objects from the past and how animals survive winter, 4-5 p.m. March 30, outdoor program at Van Hoosen Farm, 1005 Van Hoosen Road, Rochester Hills, www.rochesterhills.org/museum, (248) 656.4663, \$7 per child, accompanying adults, free.
- Spring Homeschool Nature Programs meet on either Tuesdays, Wednesdays, or Thursdays, 1:30-3 p.m. April 6 -June 10 at the Farmington Hills Nature Center in Heritage Park, 24915 Farmington Road, Farmington Hills, drop-off program for children ages 6-12, entirely outside. Masks and social distancing required, \$65 per child for residents/\$75 non-residents. Register at recreg.fhgov.com or at the Costick Center, 248-477-1135, www.fhgov.com.

Cooking demonstrations

- Oakland County Farmers Market offers free virtual cooking demonstration, March 27, by local chefs held in cooperation with edibleWOW, on the Oakland County Farmers Market's Facebook page, facebook.com/OakCountyFarmersMarket. For details, call 248-858-5495. The chef presenters scheduled are John Piazza and Jeremy Abbey from Soil 2 Service.

COVID-19 information

- State of Michigan COVID-19 hotline for testing or vaccines is 1-888-535-6136, (8 a.m.-5 p.m., Mon.-Fri.), for information, visit Michigan.gov/Coronavirus or CDC.gov/Coronavirus or email COVID19@michigan.gov.
- To receive the Oakland County COVID-19 Vaccination Newsletter, register your email address at www.oaklandcountyvaccine.com or text OAKGOV COVID to 468311. To make a vaccine appointment, visit OaklandCountyVaccine.com. If no internet, for vaccine appointments, call 1-800-848-5533, (8 a.m.-6 p.m. Mon.-Fri., 9 a.m.-noon, Sat.).

- Also, for vaccine appointments, check with health providers, and local pharmacies including Meijer at [clinic.meijer.com](https://www.clinic.meijer.com); Rite Aid at [goodrx.com/covid-19/rite-aid](https://www.goodrx.com/covid-19/rite-aid); Kroger at [kroger.com/rx/covid-eligibility](https://www.kroger.com/rx/covid-eligibility) or CVS at [cvs.com/immunizations/covid-19-vaccine](https://www.cvs.com/immunizations/covid-19-vaccine).

Fundraisers

- Penn Station East Coast Subs is hosting its 3rd annual roundup campaign for local Down syndrome organizations through March 21. Customers who donate \$2 or more, receive a bounceback card for a buy one, get one free sub on a future visit, For more information, visit www.penn-station.com.

- Neighborhood House is hosting its annual Easter Basket program to benefit their client's children. Easter basket supplies and individually wrapped candy are being accepted 9 a.m.-3 p.m. March 22-25, at the Neighborhood House main office, 1720 S. Livernois, Rochester Hills, [facebook.com/NHsince1968](https://www.facebook.com/NHsince1968). For questions call Michele at 248-651-5836, ext. 15.

- Tim Hortons is donating 100 percent of sales of United Donuts, March 22-28 at all Tim Hortons Metro-Detroit locations to benefit Beaumont's Covid Relief Fund. The United Donut is a white fondant donut covered with red, white and blue sprinkles and retails for \$1.69, [Timhortons.com](https://www.timhortons.com), [beaumont.org/coronavirus/response-efforts](https://www.beaumont.org/coronavirus/response-efforts).

- Jersey Mike's Day of Giving is 10 a.m.-9 p.m. March 31, with proceeds from sales at participating Jersey Mike's Detroit-area locations to be donated to local children's charities including Beaumont Children's, a Children's Miracle Network Hospital, www.beaumont.org/shc. Jersey Mike's is also collecting donations for the charities from customers during the month of March, [jerseymikes.com/locations](https://www.jerseymikes.com/locations).

- Better Made Snack Foods is partnering with the National Multiple Sclerosis Society for Multiple Sclerosis Education and Awareness Month. During the month of March, Better Made will donate partial proceeds from the sale of Family and Value Size Potato Chips, and 1.5 and 2.5-ounce bags of pork rinds to the National Multiple Sclerosis Society located in Southfield, [nationalmssociety.org](https://www.nationalmssociety.org).

- Mention Best Buddy Pet Rescue when having a vehicle serviced at Midas in Lake Orion and Midas will donate five percent of the sales to the pet rescue. Midas is also accepting pet supply and food donations for the rescue. The fundraiser is through the month of March. For information, visit bestbuddypetrescue.com or call Midas at 248-693-1488.

Gardening/Nature activities

- "Healthy Trees Create Healthy Communities" webinar is noon-1 p.m. March 23. Register at releafmichigan.org/events.html. Free.
- Spring Garden Clean-Up for a Natural Backyard is 7 p.m. March 24, via Zoom, featuring Stephanie Kozak, interpretive guide for Kensington Metropark Nature Center in Milford. Sponsored by the Sierra Club Crossroads Group, register at sierraclub.org/michigan/crossroads.
- Rain Gardens and Rain Barrels is 11:30 a.m. March 24, learn to install and maintain these tools at home to mitigate flooding and utilize runoff, crwc.org/events, 586-286-9333.
- Adopt-A-Stream training is 6:30 p.m. March 25, online via Zoom, for community to protect local streams and rivers, crwc.org/events.
- Bursting into Spring with Sue Grubba, insights to maximize the potential of a garden, 10 a.m. March 26, via Zoom, presented by Meadow Brook Garden Club, \$5 for non-members, email MBGCmembers@gmail.com for Zoom link, 248-364-6210.
- The Seven Ponds Astronomy Club next virtual meeting is 7 p.m. March 27, featuring NASA Engineer Dale A. Force, at spncastronomy.wixsite.com/7-ponds-astro-club or through the club's Facebook page. To follow, the Earth Hour Virtual Spotlight is 8:30 p.m. March 27, when people turn off their lights for an hour to draw attention to nature loss and climate change, earthhour.org.

Grant applications

- Farmington and Farmington Hills Foundation for Youth & Families is accepting Spring 2021 Grant Cycle applications. Programs and organizations that are serving youth and families in the Farmington and Farmington Hills area may be eligible. Applications must be submitted via email by April 15, lizhood@ffhfoundation.org, 248-426-1190. In addition applications from critical

need programs and organizations in the area continue to be accepted for the COVID-19 emergency grant program, www.ffhfoundation.org.

- Sterling Heights based Stahls, a manufacturer of garment decoration materials and equipment, announces the Stahl Family Small Business Fund, a scholarship program to support garment design entrepreneurs nationwide. Pure Imagination Scholarships will be awarded to 21 entrepreneurs in 2021, providing them with coaching, materials and equipment to start and grow a custom garment business. For more information, visit stahls.com/a2z-heat-press-scholarship.

Hero nominations

- The Michigan Dept. of Health and Human Services seeks nominations of individuals and organizations for Hometown Health Hero awards. Nomination forms can be downloaded from Michigan.gov/mphw. Completed nominations should be sent to Jim Koval via email at kovalj@michigan.gov or faxed to 517-335-8392 by April 26. Awards will be shipped to winners in May.
- The Village of Rochester Hills, is spotlighting local neighborhood heroes throughout 2021. Nominations are accepted at www.TheVORH.com/Heroes through Dec. 3. One community member and one school teacher will be chosen from all entries submitted each month. The heroes will be acknowledged on The Village of Rochester Hills social media pages and website.

Health/Safety events

- Jewish Addiction Resource Alliance panel webinar discussing addiction and resources for recovery, 7-8:30 p.m. March 22, via Zoom. Register at jfsdetroit.org/jara. Only members of the panel will be visible.
- Teens from the Birmingham Bloomfield Community Coalition's Youth Action Board to host "Choices 2021, Youth Dialogue Day," 8:30-11:30 a.m. March 23, via Zoom, with Judge Diane D'Agostini of the 48th Judicial District Court, live court to demonstrate the consequences of drug and alcohol abuse. Register by email to Kelly at kmichaud@bbcoalition.org, bbcoalition.org.
- Gov. Gretchen Whitmer and Oakland County Executive David Coulter have declared the week of March 21-27 as Severe Weather Awareness Week in Michigan. The Outdoor Warning System

Tests will take place at 1 p.m. March 24, with sirens activated. As a result, the Outdoor Warning System Test normally scheduled for the first Saturday of the month, April 3, is canceled.

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

Lectures

- Gil Omenn, science expert and professor at the University of Michigan to discuss the “grand challenges” facing science, technology, and society, at Lawrence Technological University annual lecture, 7 p.m. March 30. Register at www.ltu.edu/cisler, free.

Legislator/Political meetings

- The Oakland County Democratic Party is hosting various virtual events and meetings, through March 26, via Zoom or Facebook Live, including COVID Town Hall w/ Rep. Harris-Bolden at 5:30 p.m. March 26, at Facebook Live, register at ocdp.org/calendar, (248) 972-6400.

Libraries

- Baldwin Public Library announces that any student attending school in Birmingham, Beverly Hills, Bingham Farms or the City of Bloomfield Hills will now qualify to receive a Library Card at the Baldwin Public Library with access to library digital resources including research databases, newspapers, Mango Language learning, BrainFuse Tutoring, Tumblebooks, and Scholastic Teachables. Students and their parent or guardian will need to apply for a card at baldwinlib.org/get-library-card/ and collect the card from the library at 300 W. Merrill St., Birmingham.
- Ferndale Area District Library hosts “Tidying Up with Kate Sood” workshop, discusses elements of book, “The Life-Changing Magic of Tidying Up: The Japanese Art of Decluttering and Organizing” by Marie Kondo, is 7 p.m. April 1, register at tiny.cc/tidysood, facebook.com/events/3717168038353092.
- Lyon Township Public Library presents Virtual Genealogy Roundtable, 2 p.m. March 26, online via Zoom, register at lyon.assabetinteractive.com/calendar, 248-437-8800, free.

- The Troy Public Library hosts Kids Meet the Author series featuring three award-winning children’s authors during March is Reading Month, via Zoom. Supriya Kelkar will join 5th grade+ students, March 30 to talk about writing. Register at troypl.org/calendar, 248-524-3541. The library is at 510 W. Big Beaver Road, Troy.

Seniors

- Get App Smart, learn about senior-friendly apps for smartphones, 1 p.m. March 24, online via Zoom, henryfordvillage.com/contact/upcoming-events, free.

Women's History Month activities

- Ferndale Area District Library presents “Ladies of the Lights” 7 p.m. March 25 via Zoom. Dianna Stampfler of Promote Michigan will lead the presentation. Register at tiny.cc/ladylights, facebook.com/events/1147237635693594.
- Women In Cinema Series Film Festival: Celebrate the legacy of Black films about African-American women, 11 a.m.-2 p.m. March 25, online at thewright.org/events/women-cinema-series. In-person: 315 E. Warren Ave. Detroit, free.

Tera Moon named new township library director

Published on April 9, 2021 | By Lisa Brody

Following the retirement of long time Bloomfield Township Public Library Director Carol Mueller and a national search to find her replacement, the library's board of trustees announced that Tera Moon, assistant library director, would become the new director of the library, effective Monday, May 3.

The Bloomfield Township Board of Trustees announced at their meeting on Tuesday, March 30, that Moon was offered and accepted the position of library director of the Bloomfield Township Public Library.

Moon has been the assistant library director of Bloomfield Township Public Library since 2013. Before that she held several positions at the Southfield Public Library.

In December, Mueller announced that she will be retiring from her position effective May 1, 2021, after 43 years in the library profession. The board began a formal national search for a new director in January, with director finalist interviews on March 30.

Library board President Judy Lindstrom said, "I want everyone to know that it was a unanimous choice of the trustees to select Tera to step into this role created by the retirement of Carol Mueller. The trustees have every confidence that Tera will maintain the integrity of the library and bring it to new levels of excellence. We could not be happier about this decision. I applaud the library board and staff for being part of this process."

Moon said she is very excited to begin her new position.

"I am honored and thrilled that the library board of trustees has chosen me to lead this already-great library through its next chapter," she said. "I look forward to leveraging the skills and ideas of the creative, talented, hard-working staff, trustees, and volunteers into excellent service to the Bloomfield Township community."

Moon is the second local assistant library director in recent months to ascend to library director following the retirement of a long-time library director. In December 2020, Baldwin Library Associate Director Rebekah Craft was selected as the library's new director upon the retirement January 16, 2021 of former library director Doug Koschik.

Press release: March 2021 ARPA funding announcement

Draft: Shawnda Hines

FINAL AS APPROVED BY JULIUS C. JEFFERSON, JR.

Issue date: Wednesday, March 10, 2021, immediately following House passage of ARPA

Libraries Gain Record Increases for IMLS, E-rate in Federal Relief Plan

Libraries eligible for billions in supplemental funding

WASHINGTON – Libraries are eligible for billions of dollars in recovery funding as part of the \$1.9 trillion American Rescue Plan Act (ARPA) of 2021 passed by Congress on Wednesday, March 10, 2021. The Institute of Museum and Library Services (IMLS) received \$200 million, the largest single increase in the agency’s 25-year history. The package also provides billions of dollars in academic, public and school library-eligible programs, including the Emergency Education Connectivity Fund through the federal E-rate program.

American Library Association (ALA) President Julius C. Jefferson, Jr., praised the bill. “Libraries are a lifeline for millions of people, and the people who know that best are those who need this rescue package most. Because libraries stepped up, people without home broadband have been able to keep their jobs, students and teachers have continued to learn in a remote context, and seniors and other vulnerable people have safely connected with doctors and maintained contact with loved ones. Now libraries are also helping people register for the vaccine and even serving as temporary clinics.

“The pandemic has exposed the level to which Americans rely on libraries to access the internet and learn to navigate it, find jobs and gain new skills, learn to read and identify what information to trust, and become actively engaged in their communities. At the same time, COVID-19 has forced many states and local governments to implement cuts and furloughs that threaten the very services that communities are relying on for relief.

“ALA has been working tirelessly behind the scenes for months to secure federal support for libraries and librarians. Transformative library services rely on the library workers who offer them,” said Jefferson. “In many cases, ARPA means libraries won’t have to choose between funding community programs and paying salaries of the professional staff who lead them.”

Of the \$200 million for IMLS, \$178 million is allocated for the Library Services and Technology Act (LSTA)* and will go to state library administrative agencies on a population-based formula, with a \$2 million state minimum. State libraries will distribute ARPA funding to local libraries according to state priorities, to maintain and enhance library operations and services, including:

- offering greater access to technology, including through expanding digital networks and connectivity, purchasing hotspots, computers and digital content;
- establishing mobile digital labs;
- enhancing workforce development and jobseeker programing; and
- ensuring training and technical support for libraries, including to assist with the safe handling of materials.

“Investments in these critical services require political will. At the federal level, no one has demonstrated support for libraries more than Senator Jack Reed (D-RI),” said Jefferson. “Thanks to Sen. Reed, libraries that have rescued Americans during the pandemic can expand services to help communities recover.”

In addition to IMLS funding, ARPA also includes \$7.172 billion for an Emergency Education Connectivity Fund through the Federal Communications Commission’s E-rate program. Participating libraries will receive 100 percent reimbursement for the cost of hotspots and other Wi-Fi capable devices, modems, routers, laptops, tablets and similar devices to loan to patrons. ALA will provide input during the rulemaking process for the new program, which must be developed by the FCC within 60 days of the bill’s passage.

The rescue legislation provides billions of dollars in library-eligible funding to meet critical needs, including:

- more than \$360 billion to state, local and tribal community governments to offset potential cuts to public health, safety, and education programs
- \$130 billion for education costs associated with the safe reopening of K-12 schools; hiring additional staff; reducing class size; modifying school spaces; and addressing student, academic, and mental health needs
- \$40 billion for colleges and institutions of higher education to defray pandemic-related expenses and provide emergency assistance to students, with half the funding dedicated to student financial aid
- \$135 million each for National Endowments for the Arts and Humanities to support state and regional arts and humanities agencies. Forty percent of this funding is designated for grants and administration for state arts and humanities agencies, while forty percent will go for direct grants eligible to libraries.

ALA will explore opportunities for libraries of all kinds to leverage these resources and partner with other community organizations eligible for funding to meet common goals for communities.

President Biden is expected to sign the legislation before March 14, when current relief benefits expire.

###

* The Library Services and Technology Act (LSTA) was established in 1996 through the Museum and Library Services Act within the National Foundation on the Arts and Humanities. The program has been reauthorized three times, most recently in 2018, after a two-year ALA campaign led by Sen. Jack Reed (D-RI) and Sen. Susan Collins (R-ME) and by Rep. Raul Grijalva (D-AZ) in the House. The current authorization for LSTA and its administering agency, the Institute of Museum and Library Services, runs through 2025. LSTA supports library services and technology, access and literacy programs.



LIBRARY RECOVERY FUNDING SUMMARY

March
2021

The American Rescue Plan Act of 2021

The \$1.9 trillion [American Rescue Plan Act of 2021](#) (ARPA) provides \$200 million for the Institute of Museum and Library Services (IMLS) and billions more for library-eligible programs, including over \$7 billion for broadband. Libraries can position themselves now to seek portions of this funding through multiple channels.

Relief provisions helpful to the library community include:

INSTITUTE OF MUSEUM AND LIBRARY SERVICES

The **\$200 million** allocation is the largest increase for IMLS in the agency's 25-year history. **\$178 million** is allocated for state library administrative agencies on a population-based formula, with a **\$2 million state minimum**. In the coming weeks, IMLS will work with state library agencies to confirm state allotments and specify allowable uses for the funding.

EMERGENCY CONNECTIVITY FUND

Libraries are eligible to apply for the new **\$7.172 billion** Emergency Connectivity Fund through the FCC's E-rate program. Participating libraries will receive 100 percent reimbursement for the cost of hotspots and other Wi-Fi capable devices, modems, routers, laptops, tablets and similar devices to loan to patrons. ALA will provide input during the 60-day rulemaking process.

STATE AND LOCAL GOVERNMENT

ARPA includes a massive influx – **more than \$360 billion** – of emergency assistance to state, local and tribal community governments. This influx is intended to offset potential cuts to public health, safety, education, and library programs. For states facing less dire economic conditions, ARPA funds present an opportunity for innovative new programs and resources. Approximately 60 percent of the \$360 billion will go to states, with 40 percent going to local and tribal governments.

EDUCATION STABILIZATION FUND

Funding of **\$130 billion** is included for education costs associated with the safe reopening of K-12 schools, hiring additional staff, reducing class size, modifying school spaces, and addressing student, academic, and mental health needs. Schools will be allowed to invest in technology and support distance learning, with at least 20 percent to be used to address learning loss. Funding will flow from the Department of Education to states based on their Title I funding—the federal government's primary program for high-poverty schools.

HIGHER EDUCATION

Colleges and institutions of higher education will receive **\$40 billion** to defray pandemic-related costs and provide emergency aid to students to cover expenses such as food, housing, and computer equipment. At least half of the \$40 billion for higher education must be dedicated to emergency student financial aid. ARPA makes all COVID-19 student loan relief tax-free.

ADDITIONAL PROGRAM FUNDING

- **\$135 million** each for National Endowments for the Arts and Humanities will support state and regional arts and humanities agencies. 60 percent of the funds are designated for direct grants eligible to libraries and 40 percent for grants and administration for state arts and humanities agencies.
- **\$39 billion** for Child Care and Development Block Grants and Stabilization Fund and \$1 billion for Head Start are partnership opportunities for school and public libraries.
- **\$9.1 billion** is available for state-level afterschool and summer programs, and **\$21.9 billion** for programs at the local level.

2021

STATE OF AMERICA'S LIBRARIES

SPECIAL REPORT: COVID-19



EDITOR'S NOTE

Nothing about 2020 was business as usual in any part of American society, and libraries and their workers, users, and services were all deeply impacted by the pandemic. In reflecting on the year, the only way to tell the stories of America's libraries is through the lens of the challenges and opportunities presented by COVID-19.

Every year, *The State of America's Libraries* report aims to present a complete picture of the activities and trends in libraries of all kinds during the previous calendar year. This year, we are taking a different approach. Rather than a broad focus, we have narrowed our scope, and the result, we hope, provides library users a more nuanced understanding of the impact of COVID-19 on libraries in their schools, communities, and campuses and offers library workers, and everyone associated with the profession, some insight into best practices during an extraordinary and challenging year.

Although there are statistics and figures in this report, our primary goal was to spotlight the resilience, determination, and innovations of library workers in unprecedented circumstances. These human stories, ultimately, can tell us more than numbers ever could.

Writing a report about the impact of the pandemic on libraries while we are still in the thick of it is a bit like flying a plane while still building it. We know that we cannot possibly capture everything that happened in 2020. Our hope, instead, is to provide a snapshot of a moment in time that might encourage conversation, reflection, and ultimately, action. While historical in nature, this report is also about change and perseverance. We hope it will inspire appreciation for the essential role that libraries play in our world and persuade you to take steps to help them thrive.

Stephanie Hlywak

Director, Communications and Marketing Office
American Library Association



STATE OF AMERICA'S LIBRARIES — 2021 —

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- ALA Editions
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- Library and Information Resource Center
- Office for Diversity, Literacy, and Outreach Services
- Office for Human Resource Development and Recruitment
- Office for Intellectual Freedom
- Office of ALA Governance
- Public Library Association
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ABOUT ALA

American Library Association (ALA) is the foremost national organization providing resources to inspire library and information professionals to transform their communities through essential programs and services. For more than 140 years, ALA has been the trusted voice of libraries, advocating for the profession and the library's role in enhancing learning and ensuring access to information for all. For more information, visit ala.org.

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INTRODUCTION

LIBRARIES SERVE AS “FIRST RESTORERS”

Julius C. Jefferson, Jr., ALA President

In 2020, libraries of all types stepped up to meet the needs of their communities as they responded to the impacts of COVID-19, a national financial crisis, and social unrest. They were at the center of some of our nation’s most consequential work, including supporting accurate counts in the US Census, fighting political disinformation, and facilitating free and fair elections.

Libraries also extended necessary lifelines to community members facing job losses, healthcare crises, and remote work and learning during an unprecedented and uncertain time. As we assess the state of America’s libraries, we find 2020 was a year when library professionals answered the call to serve amid multiple emergencies and a year when library workers again proved to be essential “first restorers” or “second responders.”

It also proved to be a year of opportunity, as libraries kept Americans connected in ways that brought our communities closer. Buildings may not have been open, but libraries were never closed.

I was lucky enough to see this work in action myself when I embarked on a [national virtual tour](#) meant to understand the needs of libraries on the ground. What I saw was awe-inspiring, even for someone like me who has spent decades in the profession.



Libraries kept Americans connected in ways that brought our communities closer. Buildings may not have been open, but libraries were never closed.

At the [Cambria County \(PA\) Library in Johnstown](#), for instance, workforce development programs, services, and local partnerships supported patrons with finding jobs and building careers. At the time of my visit with them, the state’s unemployment rate was 16 percent, and the library’s career center was essential for residents seeking economic advancement, digital literacy, and professional certifications.

Rural communities across the country faced and continue to confront tall hurdles to connect residents often scattered over large geographic areas. In [Zanesville, Ohio](#), the [Muskingum County Library’s](#) parking lot was filled most days with families, jobseekers,

telecommuters, and students taking advantage of free Wi-Fi to participate in Zoom meetings, distance learning, job interviews, and telemedicine appointments.

From the Midwest to the Southwest (and everywhere in between), people who didn’t have access to reliable, affordable broadband internet found themselves on the wrong side of the digital divide. In 2018, the Federal Communications Commission estimated that more than one in three residents living on tribal land lack access to broadband. During the pandemic, rural New Mexicans used the [Jemez Pueblo Community Library’s](#) parking lot to access Wi-Fi, and librarians there helped community members with



Libraries Transform graphic.



Jemez Pueblo Community Library.

PHOTO COURTESY OF JEMEZ PUEBLO COMMUNITY LIBRARY.

unemployment and stimulus forms and even auto license renewals.

Social justice is an issue that is close to my heart, and as the nation faced a racial reckoning, the work of our libraries as centers for engagement and community dialogue came into sharper focus. The John Brown Watson Memorial Library at the University of Arkansas at Pine Bluff, a historically Black university, takes its role in preserving history that is not always visible in white institutions very seriously. In Oakland, California, community programming like the Father Circle, a non-judgmental family setting where fathers can share their feelings, and bike repair workshops that resist gentrification and support youth entrepreneurship are just two examples of the countless ways libraries demonstrate their commitment to diversity and community empowerment.

Of course, we can't speak of the past year without acknowledging the significant role of school librarians in supporting their community's remote learning needs.

In Texas, I met creative and innovative librarians like those at Castleberry Independent School District's Grab & Go Library, who provided families with activity packs so they could create and learn at home, and at Dallas's Franklin Middle School, who distributed laptops to students when in-person learning was cut short by lockdown orders.

In Hawaii, school librarians had to be flexible long before coronavirus made remote learning the default for students across the country. School librarians at Kamehameha Schools told me students are offered three modalities of learning—traditional in-class instruction, distance learning, and a blend of both—because some of the students travel as far as sixty-eight miles just to get to school.

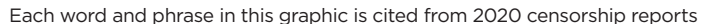
As we move into the future, I realize that last year was not the first time librarians and library workers have been challenged. Yet libraries are still standing. Read on for more about how these fundamental institutions are serving our communities during a most unusual time. And I hope you'll join me in advocating for their success. ▀

FOR MORE ON HOW STRONG LIBRARIES—and a well-supported library workforce—are essential to the recovery of communities devastated by the COVID-19 pandemic, check out resources developed and updated by units across the American Library Association designed to help communities, library workers, and library supporters plot the best course forward for their libraries. See ala.org/tools/covid-19-recovery.

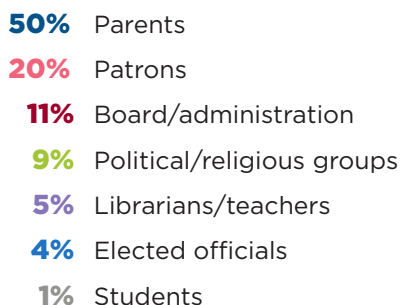




REASONS FOR CHALLENGES



WHO INITIATES CHALLENGES?



Statistics based on 147 responses

BOOKS AND BEYOND

Content Type	Percentage
Books, graphic novels	73%
Programs, meeting rooms	14%
Social media	3%
Displays, photos	2%
Films	1%
Other*	7%

* Includes filtering, access, databases, magazines, online resources, legislation

WHERE DO CHALLENGES TAKE PLACE?

Statistics based on 156 responses



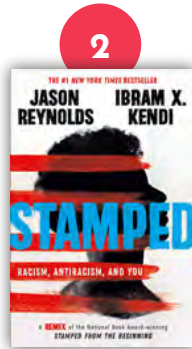
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TOP 10 MOST CHALLENGED BOOKS OF 2020

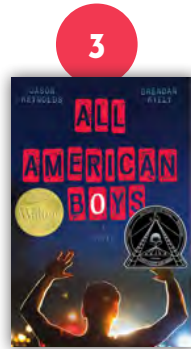
The American Library Association tracked 156 challenges to library, school, and university materials and services in 2020. A challenge is an attempt to remove or restrict materials or services based on content. Overall, 273 books were targeted. Here are the “Top 10 Most Challenged Books in 2020,” along with the reasons cited for censoring the books:



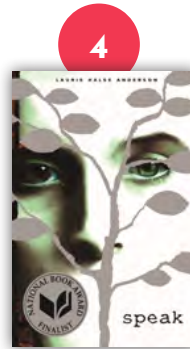
George
by Alex Gino
Challenged, banned, and restricted for LGBTQIA+ content, conflicting with a religious viewpoint, and not reflecting “the values of our community”



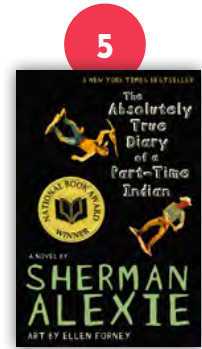
Stamped: Racism, Antiracism, and You by Jason Reynolds and Ibram X. Kendi
Banned and challenged because of author’s public statements and because of claims that the book contains “selective storytelling incidents” and does not encompass racism against all people



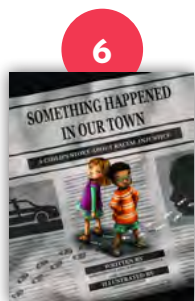
All American Boys
by Jason Reynolds and Brendan Kiely
Banned and challenged for profanity, drug use, and alcoholism and because it was thought to promote anti-police views, contain divisive topics, and be “too much of a sensitive matter right now”



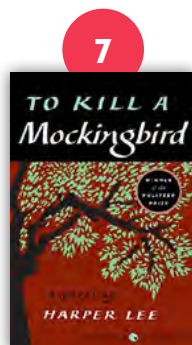
Speak by Laurie Halse Anderson
Banned, challenged, and restricted because it was thought to contain a political viewpoint, claimed to be biased against male students, and for the novel’s inclusion of rape and profanity



The Absolutely True Diary of a Part-Time Indian by Sherman Alexie
Banned and challenged for profanity, sexual references, and allegations of sexual misconduct by the author



Something Happened in Our Town: A Child's Story About Racial Injustice
by Marianne Celano, Marietta Collins, and Ann Hazzard, illustrated by Jennifer Zivoin
Challenged for “divisive language” and because it was thought to promote anti-police views



To Kill a Mockingbird
by Harper Lee
Banned and challenged for racial slurs and their negative effect on students, featuring a “white savior” character, and its perception of the Black experience



Of Mice and Men
by John Steinbeck
Banned and challenged for racial slurs and racist stereotypes and their negative effect on students



The Bluest Eye
by Toni Morrison
Banned and challenged because it was considered sexually explicit and depicts child sexual abuse



The Hate U Give
by Angie Thomas
Challenged for profanity, and it was thought to promote an anti-police message



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Staffers at Chicago Ridge (IL) Public Library, which closed its doors March 16 because of COVID-19, advertise the library's remote-reference services in a group Zoom call. PHOTO: CHICAGO RIDGE (IL) PUBLIC LIBRARY

LIBRARY USE AND ACCESS

During times of crisis, libraries take pride in staying open as vital community centers.

The novel coronavirus made gathering together indoors unsafe, however, and in March, out of concern for the safety and well-being of library staff and the communities they serve, many libraries closed their doors to the public, a move supported by the Executive Board of the American Library Association (ALA). They wrote, “Although closing a library is a local decision, we urge library administrators, local boards, and governments to close library facilities until such time as library workers and our communities are no longer at risk of contracting or spreading the COVID-19 coronavirus.”

For libraries, however, closing didn’t mean shutting down; rather it required finding new ways to serve and continue supporting their communities—often at a distance.

PUBLIC LIBRARIES PIVOT

The Public Library Association (PLA), an ALA division, conducted a survey March 24–April 1 to understand how

public libraries were responding to the pandemic. Although 99 percent of respondents confirmed that their libraries had closed, most of them had extended online renewal policies, expanded online checkout services, and added virtual programming.

Many distributed such materials as free craft supplies and STEAM (science, technology, engineering, arts, and mathematics) kits, supported distance learning, and, significantly, boosted their technology offerings by checking out laptops and Wi-Fi hotspots and extending Wi-Fi to their parking lots.

Emblematic of the trend, the McArthur Public Library in Biddeford, Maine, offered virtual storytimes, read-alouds, and cooking demos.

Still, as centers of lending, libraries also had to develop new policies for handling library materials. The Bertha Bartlett Public Library in Story City, Iowa, was among those that devised a detailed procedure for handling books and money to keep staff and the public safe.

Respondents to the PLA survey expressed concern about the loss of tax revenue and the strain on their budgets.

Many responded they would need state and federal financial support because local governments were stretched thin.

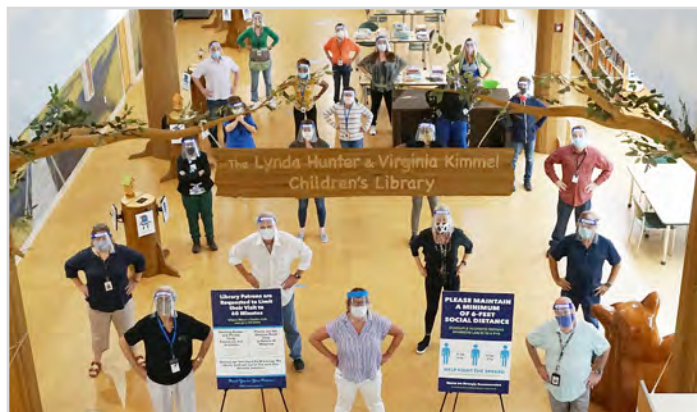
A few libraries managed to stay open. At the Idaho Falls (ID) Public Library, which canceled its programming but remained open to the public for browsing, checkout, and computer use, Director Robert Wright told *American Libraries* magazine, “We’re paid to be public servants, and we are leaving the decision about whether to open or close to the people who are experts in epidemiology.”

Wright’s library followed recommended social-distancing measures, including moving furniture to maintain six feet distance between patrons and staff, directing employees to stay six feet away from each other, sanitizing surfaces every ninety minutes, placing returned materials in quarantine for five days, and offering curbside checkout service on request.

Even for libraries that were closed but offered curbside pickup, concerns about safety preoccupied workers. Meagan McLendon, library assistant at the Kyle (TX) Public Library, pointed out that part-time employees posed the greatest threat for COVID-19 transmission. “A lot of us have other jobs [such as pizza delivery], and we take those jobs into this job,” she told *American Libraries*.

COLLEGE, RESEARCH, AND SCHOOL LIBRARIES PROVE RESILIENT

It wasn’t just public libraries that felt the impact of COVID-19. A survey developed by Lisa Janicke Hinchliffe (University of Illinois at Urbana–Champaign) and Christine Wolff-Eisenberg (Ithaka S+R) chronicled the impact of the pandemic on academic libraries. It found that libraries pivoted reference services to online or phone delivery. Meanwhile, access to print collections, whether onsite or via



Delray Beach (FL) Public Library staffers, wearing masks and face shields, welcomed users back on May 21 to a partially reopened building. Stacks were closed, a limited number of computers were available, and each visitor could stay an hour. The first people to enter were homeless and others needing access to free computers and internet. PHOTO COURTESY OF ROBYN HUFF

delivery, declined significantly. An ALA survey showed that more than half of college and research libraries had seen eliminations or reductions in planned hiring, professional development funding, print collection budgets, and program budgets.

School librarians demonstrated their resourcefulness, despite the fact that two-fifths of school libraries did not expect to reopen during the 2019–2020 school year. Vancouver, Washington, librarian Traci Plaster Chun said, “We have been supporting parents in this pandemic, which has been a shift. Teachers and parents are working so hard; I feel it’s my role to help make their jobs easier with tech, resources, e-books, and whatever they need. We know our students, our curriculum, our teachers, and so it makes sense that we jump in. We can personalize for our families.” Van Meter (IA) Community School District librarian Shannon McClintock Miller hosted webinars to spark ideas and share best practices. ▮

HOW AND WHEN TO REOPEN

Guidelines for reopening were developed by Theresa Chmara, an expert on First Amendment and public forum issues related to libraries and general counsel for the Freedom to Read Foundation, and approved by the ALA’s Intellectual Freedom Committee in June. The guidelines included reviewing federal, state, and local laws, including agency recommendations, such as those of the Centers for Disease Control and Prevention and the Occupational Safety and Health Administration. It also addressed such questions as whether a public library can terminate an employee who refuses to return to work and whether it has the authority to mandate mask-wearing for patrons or employees.



FEDERAL FUNDING AND LEGISLATION

Libraries, which provide a lifeline to communities coping with the ravages of COVID-19, received a much-needed boost from the federal government early in the pandemic.

In March, the Coronavirus Aid, Relief, and Economic Security (CARES) Act, a \$2.2 trillion economic stimulus package, included \$50 million for the Institute of Museum and Library Services (IMLS), which then distributed the funds to help states and territories expand digital network access, purchase internet-accessible devices, and provide technical support services to their communities.

The institute's activities also included the REALM (REopening Archives, Libraries, and Museums) project—in conjunction with OCLC, a bibliographic information organization, and the Battelle Memorial Institute in Columbus, Ohio—to produce science-based information

about how materials can be processed to mitigate COVID-19 exposure to staff and visitors of archives, libraries, and museums.

The need for federal assistance grew urgent as thousands of library staff were furloughed or laid off due to COVID-19 and the demand for library services increased.

The CARES Act created the Paycheck Protection Program (PPP), which provided loans to help businesses—including libraries—weather the financial crisis due to the

The CARES Act included \$50 million for the IMLS, which then distributed the funds to expand community internet access.

economic slowdown. PPP funds could be used to pay staff, and many libraries accessed these forgivable loans that proved to be vital assistance for many organizations.

In July, Sen. Jack Reed (D-RI) and Rep. Andy Levin (D-MI) introduced in their respective chambers the Library Stabilization Fund Act (LSFA) to establish a \$2 billion fund, administered by IMLS, to address financial losses and bolster library services, with an emphasis on the hardest-hit communities. The LSFA would have supported library operations and such urgent technology needs as broadband access and digital literacy training. It would have also provided funds for hotspots, laptops, printers, and other technology.

CONGRESS ACTS TO SUPPORT LIBRARIES

In December, for the eighth consecutive year, Congress increased appropriations to IMLS. The Consolidated Appropriations Act for 2021, passed on December 21 along with a \$900 billion stimulus relief package for COVID-19, included an additional \$5 million for IMLS, including \$2 million for the Library Services and Technology Act (LSTA). Appropriations for 2021 include increases for other library line items, including \$28 million for the Innovative Approaches to Literacy program, an increase of \$1 million, with at least half of this funding dedicated to school libraries. ▸

READERS BENEFIT FROM CHANGES TO E-BOOK LENDING

Readers who relied on e-books from libraries to stay well-read during the pandemic saw waiting lists for some top titles decrease significantly. That's because one of the big five publishers, Macmillan Publishers, announced it would end an embargo on sales of new titles to libraries, which had resulted in six-month-plus waiting lists for new releases.

In a statement, ALA Director of Public Policy and Government Relations Alan Inouye said, "Equitable access to digital content is more important than ever as libraries continue to serve their communities amid rapidly changing circumstances."

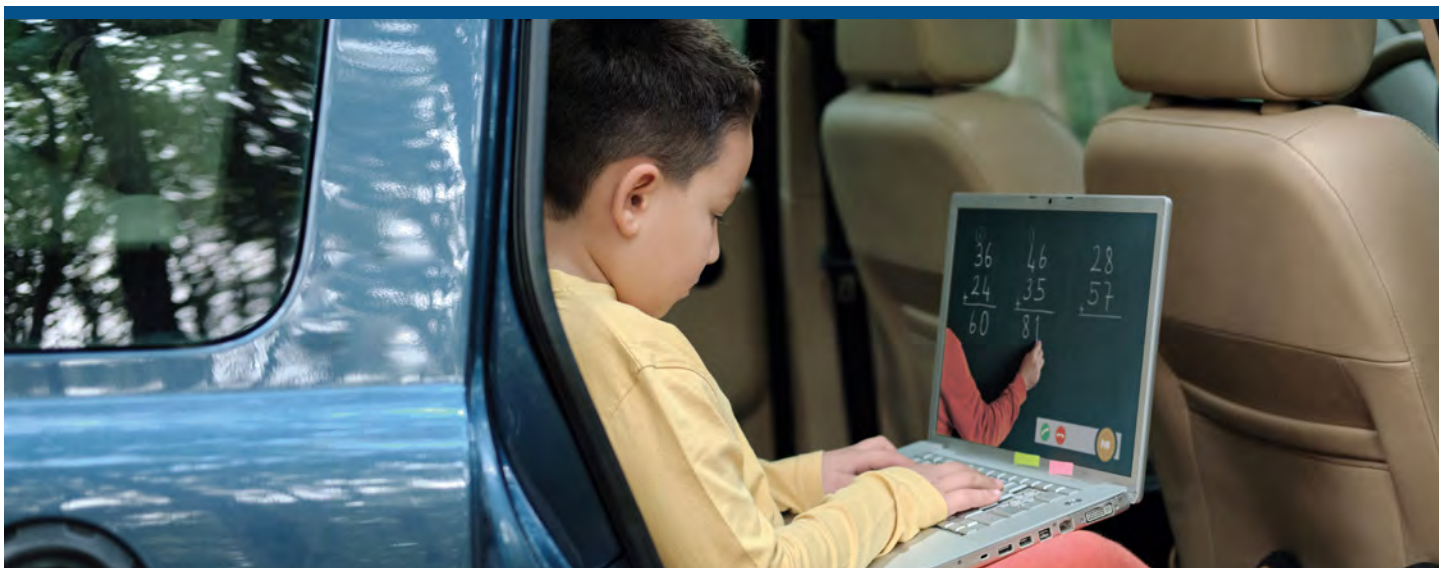
Publisher Penguin Random House (PRH) also made changes so that libraries could better afford to provide access to the digital content its users needed. In April, PRH announced that it was offering libraries e-book and digital audio book licenses for one year at a 50 percent prorated price, a move necessary to "meet the needs of patrons and homebound school kids," said Skip Dye, senior vice-president.

#eBooksForAll
ALA American Library Association



From left: ALA Past President Loida Garcia-Febo; former PLA Executive Director Barb Macikas; ALA Past President Sari Feldman; Alan S. Inouye, ALA senior director of public policy and government relations; and Tim Cherubini, executive director of the Chief Officers of State Library Agencies, outside the offices of Macmillan Publishers on October 30, 2019.

PHOTO: DANIEL ROOT



WI-FI AND BROADBAND ACCESS

In the pre-COVID-19 era, America's 16,557 public library locations provided critical digital infrastructure to their communities. For many, the library's computers were their personal computers. Libraries offered internet hotspots to borrow, promoted digital literacy through specialized training, and assisted careers by allowing job seekers to access crucial online information.

Throughout the pandemic, the library's role as a digital provider widened. The American Library Association (ALA) recognized the importance of libraries as broadband service points early in the crisis. In a March statement, the ALA Executive Board recommended that "libraries can and should leave their Wi-Fi networks on even when their buildings are closed wherever possible."

During the pandemic, libraries like rural Marathon County (WI) Public Library and suburban Cuyahoga County (OH) Public Library compensated for closures by making their Wi-Fi networks accessible to patrons outside the building. Library users could sit in or near their cars and tap into the networks with laptops or smartphones, as long as they maintained six feet of social distance from passersby.

The Leominster (MA) Public Library took it one step further, installing mobile hotspots at the local senior center and veterans' center.

Santa Fe (NM) Community College and Pima (AZ) Community College played a vital role during the pandemic for students and communities that didn't have reliable internet access. They purchased and lent out hundreds of laptops and dozens of portable Wi-Fi hotspots. Expanded Wi-Fi also allowed students to safely access the internet outside closed buildings from the parking lot or other outdoor spaces.

The bookmobile, the classic vehicle for library outreach, reinvented itself as a conveyor of broadband to communities in need. Williamsburg (VA) Regional Library parked its bookmobile outside schools, grocery stores, and community centers, while the Topeka and Shawnee County (KS) Public Library deployed its bookmobiles as Wi-Fi hotspots to a local mobile home park and a correctional facility.

INEQUITIES LAID BARE

But even as libraries responded to the call, inequities in allocation were exposed—gaps that would affect communities in need of broadband during the pandemic for access to digital collections, e-government services, legal information, distance learning, telemedicine, and other essential community services.

The COVID-19 outbreak exacerbated these inequities. About 25 percent of Americans lack high-speed internet access at home, according to a [June 2019 study](#) by the Pew Research Center. Roughly 33 percent of rural Americans lack home broadband access.

In a [September case study](#) of two tribally owned and operated networks, the ALA Public Policy and Advocacy Office reported that barely half of Native Americans living on tribal lands had access to high-speed internet. Six tribal libraries and two schools in six pueblos in north-central New Mexico aggregated their demand and built two sixty-mile fiber-optic networks. During the pandemic, [tribal libraries stepped up significantly](#) to form partnerships to connect diverse populations with broadband.

In Washington, DC, lawmakers proposed [several bills to address broadband needs](#), including the Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act, passed by the House in May, which would have provided \$2 billion for hotspots and other devices for library patrons and K–12 students. This bill was never brought up for consideration in the Senate.

LEARNING GOES VIRTUAL

When learning moved online, school libraries like those in the Leander (TX) Independent School District [became tech hubs for teachers and students](#). There, librarians helped guide teachers during the initial weeks of the pandemic, sitting in on staff meetings, helping set up Google classrooms and Zoom calls, answering copyright questions, and curating digital resources.

“Everyone in the school turns to you,” when dealing with computers and setting up online learning, said Four Points Middle School librarian April Stone. “Librarians stepped in to help teachers navigate those new tools and shift what they were doing physically versus virtually. We



Eletha Davis, mobile library services outreach manager at Williamsburg (VA) Regional Library, drives a van that provides Wi-Fi. PHOTO COURTESY OF BETSY FOWLER

were always on the front lines for campus tech anyway, and it's the librarians helping not only navigate Zoom, but also best practices on how to use the tools.”

When its physical locations closed, the [Florida State University \(FSU\) Libraries demonstrated](#) the crucial educational role academic libraries play on their campuses. It began providing electronic resources, online instructional support, open education resources, online tutoring, and other remote services. FSU librarians also helped instructors identify digital, open, and primary-source resources to use in remote teaching.

Meanwhile, advocates called for the Federal Communications Commission to boost broadband connectivity during the pandemic to help school libraries. [FCC Commissioner Jessica Rosenworcel recommended](#) the FCC expand its E-Rate program, a subsidy created in 1996 for K–12 schools. She warned that without action students nationwide could be locked out of their virtual classrooms. ▮

ENHANCING OPPORTUNITIES FOR SOCIAL MOBILITY

Estill County (KY) exemplifies the challenges many underserved communities face. “Grandkids are being raised by their grandparents by the hundreds Seven out of ten kids qualify for free lunch at school. Only 7.3 percent of homes have broadband access,” said Lesa Ledford of the Estill County Public Library. Getting more people online in her community means more opportunities for residents to access education, entrepreneurship, and employment—all essential to achieving social mobility. When informed her library would receive a [grant](#) that includes internet enabled hotspots, funding for financial literacy programming, and more she said, “This grant will change lives.”

ADVOCACY IN ACTION

The pandemic created many financial challenges for libraries, and library supporters mobilized to advocate for continued library funding. Their efforts resulted in an enthusiastic response from a public eager to support libraries, especially at the polls.

In more than 100 library-related referenda across 27 states, more than 90 percent of voters supported the library. In Ohio, 31 of 32 referenda passed, while in Michigan, 18 of 20 met with approval.

Public libraries reaped the benefits. In Antioch, Illinois, residents decided to issue \$9.6 million in bonds to upgrade the village's public library. The Riverside (IL) Public Library passed a referendum that overwhelmingly supported a bond issue for a new storytime and multipurpose room, a common area for children and youth services, a teen room, and an area for middle schoolers, along with an upgraded public meeting room. In Arizona, an education funding measure passed that could raise as much as \$827 million a year, with a portion of the funding earmarked for school librarians.

College libraries benefited at the polls as well. Measure Y passed in Glendora, California, allowing Citrus Community College District to issue \$298 million in general obligation bonds that generated \$16.3 million annually for projects, including the replacement of an existing library.

DEMONSTRATING THE VALUE OF LIBRARIES

Advocates developed new and effective strategies to highlight the value of libraries and library staff. Academic librarians gathered data that made the case to university administrators for prioritizing library workers' employment security. In particular, they used metrics to demonstrate the long-term costs associated with furloughs or layoffs.

United for Libraries, a division of the American Library Association (ALA), offered free webinars to promote ways that foundations and Friends of the Library groups could support their libraries during COVID-19. They offered advice on how to approach advocacy during a time of crisis, how to craft messages for success, and how to stay engaged with supporters and the community during the pandemic.

One librarian who kept in touch with her community during the pandemic was Michelle Jeske, Denver city librarian and president of ALA's Public Library Association. In October, Jeske wrote a "Dear Library Community" letter that pointed out the ways the library had served the community since it closed its doors seven months before. She wrote, "This pandemic has changed almost everything about all of our lives and has been challenging for all of us. We know the community relies on us for resources, services, programs, and safe spaces. Please know that your library is still here for you, just in different ways."

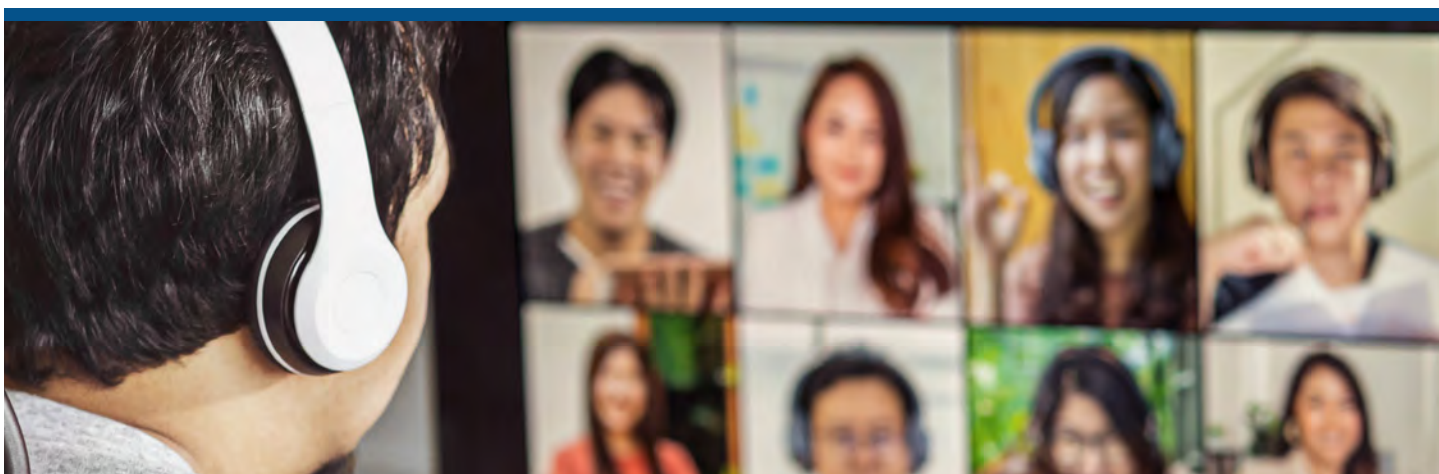
The pandemic called attention to the need for self-advocacy on the part of library workers. In her column in *American Libraries* magazine, Meredith Farkas, faculty librarian at Portland (OR) Community College, wrote, "I know many library workers who are fierce advocates for their patrons but are far more reticent when speaking up for their own well-being." She wrote about the valuable training provided by the Library Freedom Institute, founded by librarian and internet activist Alison Macrina with the support of the Institute of Museum and Library Services, and pointed out the importance of strong online communities to promote collective action and self-advocacy. ▀



Fund Libraries graphic.

FUNDRAISING IN UNUSUAL TIMES

Public measures were supplemented by volunteer fundraising efforts, which continued unabated although COVID-19 had forestalled such fundraising staples as book sales. The King County (WA) Library System Foundation adapted by running a virtual giving campaign that used such tactics as email campaigns and social media posts, as well as the more traditional direct mail. The campaign generated \$110,000.



LIBRARY PROGRAMS

Although most library buildings closed as communities went into lockdown, library workers devised innovative outreach strategies to meet the needs of their many constituencies. From analog letters and alternate realities to birds and boats, librarians showcased their innovation under some of the most challenging circumstances.

The Lewis and Clark Library in Helena, Montana, for example, reached out to seniors in isolation at assisted living facilities, helping children to send cards, postcards, drawings, and words of encouragement to residents as part of its “Mail to Our Seniors” program. A virtual karaoke event organized by Madison County (KY) Public Library, was music to the ears of those at a local assisted living community.

One librarian leveraged the popular video game *Animal Crossing: New Horizons* to engage players via this virtual community. In the game, players move to a deserted island, construct buildings and infrastructure, and create their own furniture and decorations. Players across the world can then visit each other’s islands. When Tina Chenoweth logged on to start construction on her island, the young adult services manager at the Baxter-Patrick James Island branch of Charleston County (SC) Public Library chose to construct a library, complete with a children’s room. The library’s patrons responded enthusiastically, visiting the island and donating virtual items to the space.

While Chenoweth used a virtual space to build her library, Johnson Elementary School Librarian Rebecca Flowers and woodworker Kevin Cwaline created a

library out of the natural habitat of their backyard in Charlottesville, Virginia. Inspired by a Norwegian café-themed birdfeeder that went viral the year before, the *Bird Library* pre-dated the pandemic but found grateful audiences while people were in quarantine. It features handmade, bird-sized bookshelves and a circulation desk strewn with birdseed.

Academic libraries are known for supporting students during stressful academic stretches. When finals moved online, Florida State University Libraries made its end-of-semester stress busters digital. Students could participate in an online escape room, play quarantine bingo, or learn how to tie-dye at home.



Online karaoke with seniors. COURTESY MADISON COUNTY PUBLIC LIBRARY.

SCHOOL LIBRARIES BRIDGE THE DISTANCE

School libraries quickly pivoted their instructional roles when students moved to online learning. Calvert County (MD) Public Schools, for one, transitioned many pre-COVID-19 activities, such as the Amazing Race scavenger hunt and National History Day online, to Zoom.

School libraries became incubators for innovative programming ideas and key resources that engaged both students and teachers, bridging the distance between the living room and the classroom. They offered access to tech tools that allowed users to create or access video content, communicate via digital discussion platforms, and stay on top of assignments and class information via texts.



Book Yak on a Kayak at Russell Library in Middletown, Connecticut

Author visits, another favorite in-person activity, also went digital. Baton Rouge, Louisiana, school librarian Amanda Jones didn't let building closures stop her from giving students the gift of meeting the people behind the books they love. "It's always an amazing experience to witness the wonder in students' faces when they get to ask their favorite authors questions about a book they've read," she said. Students, authors, and teachers came together for Zoom discussions about the writing process, upcoming books, and pop culture with writers of young adult and middle-grade books.

UNEXPECTED ESCAPES

Even those libraries that returned to in-person programming devised socially distant ways to offer their pre-COVID-19 activities. McMillan Memorial Library in Wisconsin Rapids, Wisconsin, created a no-touch escape room in an outside corridor, enabling participants to solve puzzles using their phones and making chalk drawings on the walls.

BYOB took on a new meaning when Russell Library in Middletown, Connecticut, adapted their book club program to facilitate social distancing in the great outdoors—and asked their patrons to bring their own boats. Book Yak on a Kayak featured selections focused on kayaking and canoeing. The boaters wore masks for the event, but they couldn't mask their enthusiasm—without the library's innovative spirit, their book club would have been canceled. ▮

ONLINE STORYTIMES GO MAINSTREAM

Perhaps the most ubiquitous program pivot necessitated by the pandemic involved digital storytimes. Libraries across the country took their beloved read-alouds online, often with help from some famous faces—authors, actors, musicians, and even a former President and First Lady of the United States. The Chicago Public Library's "Live from the Library" Facebook series featured Chicagoans Barack and Michelle Obama as guest readers to bring to life *The Word Collector*, written and illustrated by Peter H. Reynolds.

Michelle Obama shared her thoughts about the importance of the library in her life. "I remember my first trip to the library and how important I felt," she reflected. "My library card was a key that unlocked a world of knowledge and experiences."



Michelle and Barack Obama as guest readers for Chicago Public Library's "Live from the Library" Facebook series.



A customer picks up her reserves at the drive-through window at Columbus (OH) Metropolitan Library's New Albany branch.

HOW WE READ IN 2020

Libraries in 2020 saw a significant shift in borrowing habits as e-book usage soared. OverDrive, a major distributor of e-books, audiobooks, and streaming video to libraries, reported that its clients worldwide collectively loaned out more than 289 million e-books, a 40 percent increase from 2019. The company attributed this shift to the pandemic. After all, no-contact e-book lending is the perfect way to get content from a safe social distance.

Digital book borrowing reached record highs, with readers in 102 public library systems each checking out 1 million or more e-books. Twenty-nine of those systems hit that mark for the first time.

With buildings closed to the public, libraries accelerated or adopted plans to issue digital library card ("eCard") offerings. Sarasota County (FL) Libraries, for example, were able to create and launch their eCard within a few weeks of branches being closed to the public.

In March, with eighty-six locations closed to the public, the Los Angeles County Library offered temporary digital library cards, valid for ninety days. The cards enabled access to all of the library's digital offerings—e-books, audiobooks, magazines, movies, TV, homework help, and online classes.

HIGHLIGHTING COMMUNITY HEROES

Faced with the challenge of celebrating Library Card Sign-up Month in September, librarians at the Gail Borden Public Library District in Elgin, Illinois, decided to turn the annual campaign into a way to honor Hometown Heroes who worked on the front lines during the COVID-19 outbreak. The library collected their photos and added superhero capes and face shields to the images. The heroes, along with "Secret Superhero Words," were posted on the front windows or entrances of local businesses that were participating in a socially distanced scavenger hunt in which each Superhero Word directed people to such virtual library services as "eAudiobooks" or "streaming."



The "Hometown Heroes" campaign in Elgin, IL.

Librarians also performed heroic deeds in making sure community members in need had access to resources. Jayanti Addleman, director of library services at the Hayward (CA) Public Library, worked with staff to streamline the process for registering for a library card online, paying particular attention to eliminating barriers for undocumented individuals. She also oversaw the distribution of hundreds of tablets, hotspots, and other devices to help bridge the digital divide. Moreover, she secured funding for a new bookmobile to meet the needs of those residents who lacked transportation and could not take advantage of curbside pickup.



Curbside Larry of Harris County (TX) Public Library.

CURBSIDE PICKUP AND CURBING LATE FEES

With buildings closed or users uneasy entering them, curbside pickup became popular, and libraries got creative promoting this service that is more often associated with retail shopping. Donning a cowboy hat and aviator sunglasses and adopting the persona of Curbside Larry, Harris County (TX) Public Library's Program Production Specialist John Schaffer delivered a pitch in the style of a

bombastic used car salesman, touting the library's curbside services in a video that attracted more than 50,000 views on YouTube, as well as mentions in *Texas Monthly* and *Southern Living*.

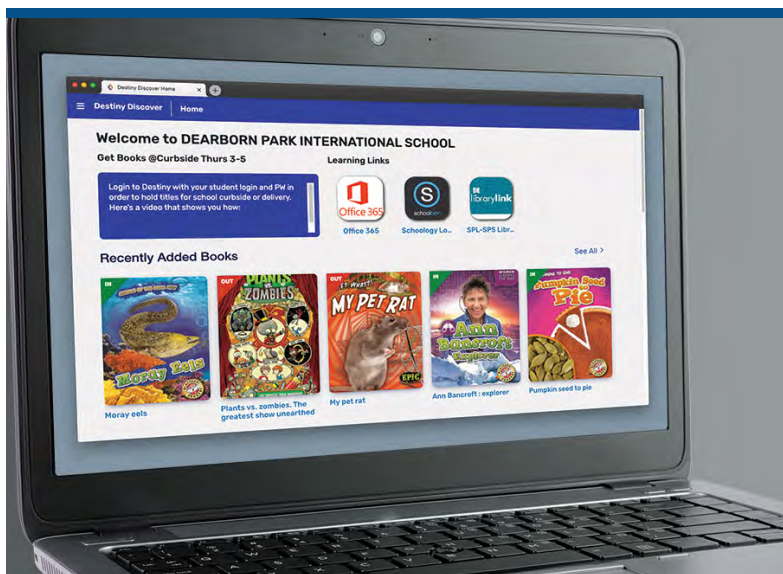
Even before the pandemic, libraries were going fine-free. Library fines “present an economic barrier to access of library materials and services,” according to an American Library Association resolution adopted in 2019, and the pandemic urged many districts to action. Since March, 91 of the Urban Libraries Council's roughly 160 member libraries have opted to go fine-free. ▶

SAFE HANDLING OF LIBRARY MATERIALS

The pandemic raised questions about the safety of library materials, and answering them was key to regaining trust in the age-old practice of borrowing books. It was uncharted territory for conservators, who lacked historical information on sanitizing materials. They were also faced with conflicting information about how long the coronavirus would persist on library books and video cases.

As the pandemic continued throughout 2020, many libraries adopted a quarantining protocol of seventy-two hours for returned materials. While necessary to prevent disease contamination, these protocols in academic libraries exacerbated wait times for pricey textbooks.

The REALM project conducted eight phased tests over the course of 2020 to understand how the virus spreads, its survival on materials and surfaces, and the effectiveness of various prevention and decontamination measures. (See page 10 of this report for more information.)



Digital interface for school book holds and curbside pickup.



Elizabeth Moreau Nicolai conducts a virtual storytime at Anchorage Public Library.

LEARNING IN THE AGE OF CORONAVIRUS

In 2020, one-room schoolhouses returned—not the nineteenth-century buildings with wood-burning stoves, but home classrooms with personal computers, laptops, and tablets loaded with apps and remote instruction software.

With distance learning, school librarians still fulfilled all five of their roles as instructional partners, teachers, leaders, information specialists, and program administrators. Their unique skillsets proved invaluable to teachers and students as schools worked to provide continuity through the disruptions of a lockdown.

The school library extended itself into the home, providing virtual hours via webcam conferences, email, phone, and instant messaging. Librarians continued to foster reading development with virtual book clubs, storytimes, and read-alouds. Even gaming and makerspace activities evolved as virtual learning programs.

The American Association of School Librarians (AASL) conducted several surveys that documented the valuable work of school librarians during the school closures of 2020. In an April survey, most respondents said they had expanded access to online resources for students, extended check-out periods (noting that books would be due when school opened again), and offered virtual assistance.

Throughout 2020, AASL found, school librarians and school libraries were contributing to their communities no matter the conditions. In subsequent surveys, school librarians spoke of playing many roles during pandemic learning conditions (PDF), whether for remote learning, hybrid, or in-person instruction. Adaptations included encouraging e-book checkouts, taking bookcarts to classrooms for in-class checkouts, and co-teaching with classroom teachers.

School librarians brimmed with such innovative concepts for meaningful instruction as pandemic journals. Steve Tetreault, a school librarian from the Holmdel Township (NJ) School District, taught a cross-disciplinary unit in English and social studies that involved middle-school students writing about their pandemic experiences as an exercise in self-directed learning.

ACADEMIC AND PUBLIC LIBRARIES GET CREATIVE

The University of Texas at San Antonio Libraries embraced community partnerships to widen the reach of their activities. Peer coaches—students mentoring classmates

in research skills and technology—worked with the local literacy organization Gemini Ink to promote the Big Texas Read online book club. They spread the word throughout the academic community and provided technology support to Texas authors.

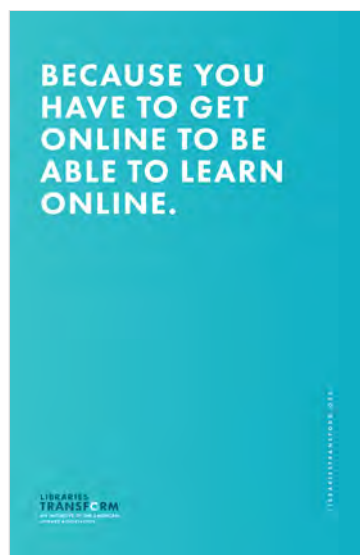
College students accustomed to using academic libraries as quiet places to study alone or in groups needed encouragement to remain engaged as classes moved online and libraries closed. Librarians at Frostburg (MD) State University continued to provide services virtually.

Wayne State University Libraries in Detroit created an orientation video for freshmen who had not yet visited campus in person due to the pandemic. Student Success Librarian Veronica Bielat explained that the video was intended to help students feel comfortable in a new

environment during an uncertain time. The video, she said, “sort of takes that fear away.”

In public libraries, children’s librarians embraced new technologies to enrich the remote learning experience. Liza Purdy, senior children’s librarian for the Santa Clarita (CA) Public Libraries, wrote, “Everything I did as a librarian needed to go through some form of technology in order to

reach the public that I so desperately missed, loved, and wanted to serve.” Experimenting with her phone and



Libraries Transform graphic.



Some librarians even delivered books via drone.

computer and using green screens, she developed rich content that included stop-animation music videos.

The West Vancouver (BC) Library in Canada used Zoom to offer programs on augmented reality and artificial intelligence. Children identified some of the emotions they were experiencing by using augmented reality to create their own emojis. They also collaborated on a song using Chrome Music Lab’s Song Maker online tool. ▮

BOOK CLUBS GO VIRTUAL

Book clubs have adapted to the pandemic by going virtual. The Zoom room has replaced the living room as the arena for spirited literary discussions. Libraries like Santa Maria (CA) Public Library, which hosted monthly in-person book clubs for years, started the Book Club Over the Phone program. The Rochester (MN) Public Library has been hosting video book discussions over Zoom and WebEx.

School librarians are also getting into the book club act. Kristen Mogavero, a library media specialist at New York City’s John F. Kennedy High School, has been hosting Zoom meetings to discuss books with students and teachers. Community members can vote for future book selections on the school’s social media channel.



Teen leader Iris Alvarenga poses in front of yard signs at Waltham (MA) Public Library that depict issues youth patrons care about. The installation was a partnership between the library, civic organization For Freedoms, and local art group Blueprint Projects.

PHOTO: ERWIN CARDONA/WALTHAM (MA) PUBLIC LIBRARY

CONFRONTING STRUCTURAL INEQUITIES IMPACTING COMMUNITIES OF COLOR

The outbreak of COVID-19 exacerbated structural inequities in access to high-speed internet, resulting in a crisis with widespread ramifications in many communities of color.

In an article in *American Libraries* magazine, “[Ending Information Redlining](#),” American Library Association (ALA) Executive Director Tracie D. Hall wrote, “The persistence of the coronavirus pandemic continues to expose the degree to which societal inequities are inextricably linked.”

The fallout from “information redlining,” the systematic denial of equitable access to information, affects everything from education and employment to health and housing and results in an inequitable justice system and high incarceration rates.

Hall cites figures from a Deutsche Bank study ([PDF](#)) showing that 76 percent of the nation’s Black residents and

62 percent of Latinx residents are slated to be shut out of or underprepared for 86 percent of US jobs by 2045. She wrote, “They are experiencing a ‘racial tech gap’ that threatens their future economic mobility.”

TWIN SCOURGES: THE PANDEMIC AND SYSTEMIC RACISM

During the global pandemic, the United States also came face to face with its history of systemic racism. An inflection point was the killing of George Floyd by police on May 25 in Minneapolis.

Shortly thereafter, the ALA Executive Board called on the library community to participate in protests and other



Laura Broderick, senior children's librarian at Pikes Peak Library District in Colorado, discussed a challenge to a Black Lives Matter display in her children's department. "Black history is not history," Broderick, said. "Black history is current, it is happening now."

PHOTO: AMERICANLIBRARIESMAGAZINE.ORG/BLOGS/THE-SCOOP

forms of activism, promote and create antiracist media content, engage actively in local policy development, exercise the right to vote, or run for office to be a voice for historically disenfranchised groups in a statement condemning violence and racism towards Black people and all people of color.

Public libraries across the country met the moment with a focus on antiracism work. Confronting the issue for many meant acknowledging the fact that during the twentieth century, many libraries, both in the North and

South, were often segregated facilities. John Lewis, the late US Congressman from Georgia, once recalled, "When I was 16 years old, some of my brothers and sisters and cousins [were] going down to the public library trying to get public library cards. We were told the library was for whites only, not for coloreds."

The Oakland (CA) Public Library responded to the murders of Floyd, Ahmaud Arbery, Breonna Taylor, and others with resource lists on topics like institutional racism; protest, social movements, and community solutions; police conduct, race, and the justice system; and talking to kids about racism and justice.

EXAMINING RACISM AND SUPPORTING STUDENTS ON CAMPUS AND BEYOND

School librarians recognized the pivotal role they played in supporting students reeling from the twin traumas of the pandemic and racism. Writing in the summer of 2020, American Association of School Librarians president and lead school librarian for the Westwood High School Library Information Center in Blythewood, South Carolina, Kathy Carroll said, "Our students have lived through a global pandemic, national protests, societal shifts, and possible untold personal turmoil since we all were last together. Along with formal teaching and learning, our students will need to talk and we will need to listen. Some of those conversations may be difficult or even a little uncomfortable,

A CALL TO ACTION FOR LIBRARY WORKERS

ALA's Public Library Association issued a call to action for public library workers to address racism. It urged them to study, amplify, and align with the policy demands of the Movement for Black Lives; change library security policies that punish and criminalize patron behavior; and develop and fund programs, services, and collections that center the voices and experiences of people of color and shift power to communities for co-curation and co-creation.

Resources for librarians looking to center the voices and experiences of Black library workers and the Black community proliferated. A Libraries Respond: Black Lives Matter web resource provides curated links for librarians who want to support the broader BLM movement, fight against police violence, and help the cause of racial justice.





Some of the ten most challenged books of 2020 (See [page 7](#) for the complete list.)

but those types of interactions are often the ones that have the greatest impact on our students.”

The University of Wisconsin–Madison Libraries’ racial justice efforts included developing a [reading list for disrupting whiteness](#) and decolonizing research in libraries, developed by Gender and Women’s Studies Librarian Karla J. Strand.

Pennsylvania State University Libraries devised “a centralized resource for [information about historical and current discrimination](#) of African Americans in the United States, Pennsylvania, and the Greater Philadelphia Region.”

Despite a 34 percent increase in books by diverse authors . . . those books represented only 15 percent of the total number available for young people.

city and community to “talk about, and invest in, the library” when working to refine community-first public safety, dismantle racism, pursue equity, and rebuild the workforce.

Friends groups also joined in the fight for racial justice. The Friends of the Saint Paul (MN) Public Library Advocacy Committee wrote a powerful public letter to the [mayor](#), urging the

OVERREPRESENTED IN CHALLENGES, UNDERREPRESENTED ON THE SHELVES

ALA’s Office for Intellectual Freedom pointed out that books with diverse content [frequently appear on its list of challenged books](#), including such works as the *Autobiography of Malcolm X* by Malcolm X and Alex Haley and *Native Son* by Richard Wright.

Libraries also encountered [inequities in collection development](#), often lacking a sufficient number of books by authors and illustrators of color. The Cooperative Children’s Book Center at the University of Wisconsin–Madison showed a [34 percent increase in books by diverse authors](#) between 2017 and 2018, but those books represented only about 15 percent of the total number of materials for young people received at the book center—this in a country where [more than 39 percent of the population is non-White](#), and where White children no longer make up a majority in their age group.

The library profession also worked to address internal inequities in 2020. As late as 2018, just 6.8 percent of librarians identified as Black or African American, indicating a persistent lack of racial and ethnic diversity. ▸

BECAUSE FAKE NEWS CAN HAVE REAL-WORLD CONSEQUENCES.

LIBRARIES
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FIGHTING DISINFORMATION

With the onset of the pandemic in the United States, librarians were mobilized as information first responders. “We’re really being proactive,” Lisa G. Rosenblum, executive director of King County (WA) Library System, told *American Libraries* magazine in March. “We’re information gatekeepers, so this hits us on a personal level,” said Rosenblum, whose library system created a web page with facts about the virus that includes links to local resources.

Misinformation about COVID-19 was infused with xenophobia and especially Sinophobia, resulting in a surge of bigotry against Asian and Chinese people. Chinese American Librarians Association President Fu Zhuo wrote in a March 5 email, “The enemy is not Chinese or Asian people. The Chinese American Librarians Association is firmly against any types of prejudices, especially in this critical moment of fighting the COVID-19.” In May, the Executive Board of the American Library Association (ALA) signed the Asian Pacific American Library Association’s pledge (and asked others in the library community join) to demonstrate a commitment to combating the rise in xenophobia and racism due to COVID-19.

Throughout 2020, librarians responded to misinformation about vaccines, the census, and the November election, as well as the demonization of the mainstream media as purveyors of “fake news,” by creating resources to fight disinformation. The Chicago Public Library

provided an online course, “Disinformation in Social Media,” which offered guidance on how social media algorithms foster implicit biases.

The University of Louisville (KY) Libraries’ Citizen Literacy project helped students become savvy information

consumers in a post-truth era. Launched to coincide with the final weeks of the 2020 election season, Citizen Literacy promotes essential information skills like algorithmic literacy, news literacy, how to evaluate expertise, how to investigate the veracity of online sources through lateral reading, and how to become an informed voter.

“We’re information gatekeepers, so this hits us on a personal level.”

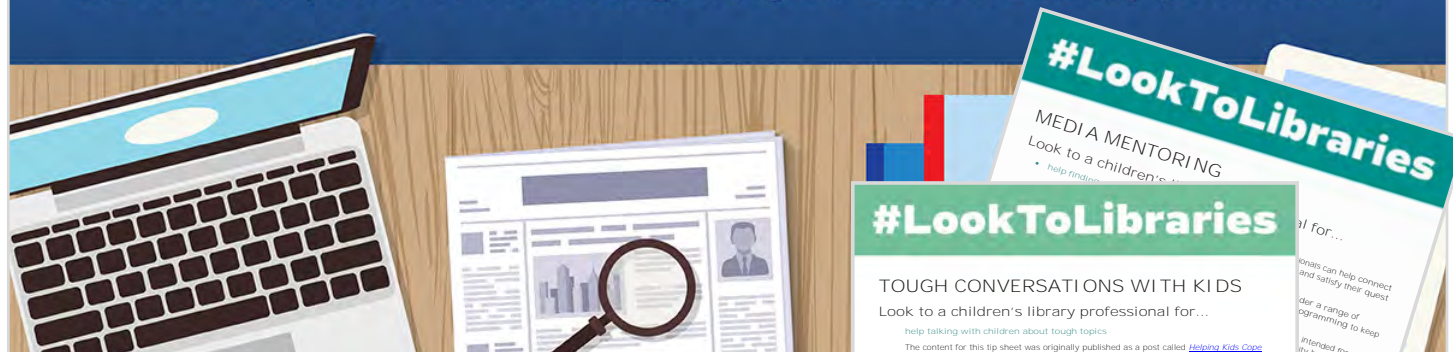
—LISA G. ROSENBLUM, EXECUTIVE
DIRECTOR OF KING COUNTY (WA)
LIBRARY SYSTEM.

LOOK TO LIBRARIES

In August, the Association for Library Service to Children (ALSC), a division of ALA, launched the #LookToLibraries campaign, highlighting the role of children’s librarians in serving as “media mentors” for kids and their parents and caregivers in times of crisis. “With families facing the increased pressures of needing to balance online learning, monitoring children’s activities, and for some, working from home, we felt it important to let them know they could and

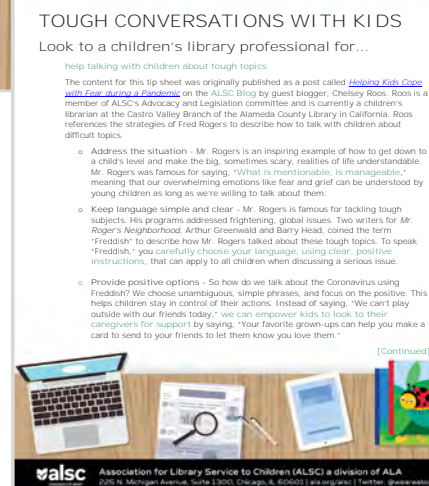
#LookToLibraries

Discover the power of connecting with your children's library professional.



should turn to library professionals for assistance,” said ALSC President Kirby McCurtis.

The [#LookToLibraries website](#) emphasizes the role of library professionals in empowering parents and caregivers with the tools they need to develop a media plan that best addresses their family's needs. It contains tip sheets, booklists, and resources, including the “[Tough Conversations Tip Sheet \(PDF\)](#),” considering the strategies of the late television host Fred Rogers in talking with children about difficult topics. ▶



ALSC's #LookToLibraries campaign.

MEDIA LITERACY MATTERS

ALA, working with talented thought leaders across the library and media literacy sectors, created [Media Literacy in the Library: A Guide for Library Practitioners \(PDF\)](#) in November to aid library workers. The guide asserted that “a media-literate adult should be able to access, share, and create media across multiple formats and platforms while utilizing critical thinking skills to evaluate the purpose and potential impact of the material.”

The guide teaches library workers about filter bubbles, confirmation bias, and news deserts; gives guidance on how to answer questions about false or misleading news items in reference transactions; and supplies virtual and in-person program ideas covering topics like fact checking, cookies, internet privacy, the Freedom of Information Act, and local media.



BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

Baldwin Public Library Trust Meeting
Monday, April 19, 2021
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 March 15, 2021 minutes | p. 125 |
| B. Acceptance of the March 2021 receipts of \$11,124.86 | p. 132 |
| C. Approval of the March 2021 disbursements of \$3,987.41 | p. 133 |

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.

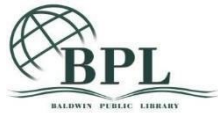
IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, May 17, 2021.

Motion: To adjourn the April 19 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
March 15, 2021**

1. Call to Order

The meeting, held via Zoom, was called to order by President Melissa Mark at 9:22 p.m.

Library Board present: Melissa Mark (Birmingham, MI), Frank Pisano (Birmingham, MI), Jennifer Wheeler (Birmingham, MI), Ashley Aidenbaum (Birmingham, MI), Karen Rock (Birmingham, MI), Jim Suhay (Birmingham, MI).

Absent and excused: None.

Library Staff present: Rebekah Craft, Director; Jaclyn Miller, Associate Director; Robert Stratton, Administrative Assistant.

Friends of the Library Liaison present: None.

Contract community representatives present: None.

Members of the public present: One.

This meeting was held online, via Zoom.

2. Consent Agenda

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

1st Suhay

2nd Aidenbaum

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. New and Miscellaneous Business:

Motion to authorize the purchase of painting services for the Grand Hall and 2nd Floor from Gold Star Commercial Painting, in the amount \$39,750, using the Van Dragt Trust fund.

1st Mark

2nd Pisano

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to authorize the purchase of LED bulbs, supplies, and installation services from Lee & Associates in the amount of \$10,840 to retrofit or replace lighting fixtures in the Second Floor and Lower Level, using the Van Dragt Trust fund.

1st Mark

2nd Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to authorize the purchase of carpeting and installation services from Library Design Associates in the amount of \$22,535 for the Second Floor, using the Van Dragt Trust fund.

1st Mark

2nd Wheeler

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

4. General Public Comment Period: None.

5. Adjournment:

Motion: To adjourn the meeting.

1st Aidenbaum

2nd Rock

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 9:28 p.m. The next regular meeting will be on Monday, April 19, 2021.

Jennifer Wheeler, Secretary

Date

Baldwin Public Library Trust: March 2021

March receipts totaled 11,124.86. February disbursements totaled \$3,987.41.

The current value of the Trust is \$2,427,465.56, divided up in the following way:

Total endowment investments*	\$ 1,365,992.72
Endowment funds distributed for use	\$ 108,292.08
Total endowment funds	\$ 1,474,284.80
General spendable funds	\$ 345,802.11
Van Dragt fund	\$ 248,650.00
Building fund	\$ 330,374.10
Restricted funds**	\$ 13,016.67
Naming rights for Rotary Tribute Room	\$ 9,337.89
Naming rights for Thal Reference Desk	\$ 6,000.00
Total non-endowment funds	\$ 953,180.77
Total endowment funds	\$ 1,474,284.80
Total non-endowment funds	\$ 953,180.77
Total of all Trust funds	\$ 2,427,465.57

* The principal of the endowment funds is \$850,350.28

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

In addition, the Baldwin Trust has received \$2,800 in pledges for the Building Fund.

As of March 31, 2021, the amount of money in the Trust that is undesignated stands at \$428,909.09

Baldwin Public Library Trust
Endowment Funds Portfolio Performance Benchmarks
As of March 31, 2021

<u>Index</u>	<u>2021: YTD</u>	<u>2020: Entire Year</u>
S&P 500-Equity Benchmark (75%)	5.777%	16.26%
Global Aggregate-Bond Benchmark (25%)	-4.04%	8.66%
Blended Return of Both Benchmarks*	3.32%	14.36%
Baldwin Endowment Funds' Portfolio	2.78%	16.32%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-0.54%	1.96%

*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 March 31, 2021, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,379,824.72
Raymond James General Funds Account	\$646,652.52
TCF Bank Checking Account	\$4,179.80
TCF Bank Money Market Account	<u>\$396,808.52</u>
Total	\$ 2,427,465.56

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
MARCH 31, 2021**

Investment and Cash Report										
	Prior Month Balance 02/28/21	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 03/31/21	
TCF Bank Checking:										
Endowment Money	\$0.00	\$0.00	\$0.00	\$1,611.62	\$29,409.10	\$1,611.62			\$0.00	
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$17.94	\$0.00			\$0.00	
2013 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$1,738.20	\$0.00			\$0.00	
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$276.00	\$0.00			\$0.00	
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$1,350.00	\$0.00			\$0.00	
Restricted Funds	\$4,267.21	\$0.00	\$0.00	\$2,125.78	\$11,440.28	\$2,038.37			\$4,179.80	
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$4,599.51	\$0.00			\$0.00	
Subtotal - Restricted Funds	\$4,267.21								\$4,179.80	
General Spendable Funds	\$0.00	\$0.00	\$10.00	\$250.01	\$6,993.58	\$250.01			\$0.00	
TOTAL	\$4,267.21	\$0.00	\$10.00	\$3,987.41	\$55,824.61	\$3,900.00	\$0.00		\$4,179.80	
TCF Bank Money Market:										
Endowment Budgeted Funds	\$111,409.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,611.62)		\$109,797.97	
Endowment Investment Funds	\$0.00	\$0.00	\$13,840.30	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
2013 Books & Bites at Baldwin Fundraiser	\$416.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$416.55	
2015 Books & Bites at Baldwin Fundraiser	\$0.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.87	
Building Fund	\$0.00		\$60,000.00			\$0.00	\$0.00		\$0.00	
Van Dragt Fund	\$248,650.00	\$0.00	\$250,000.00			\$0.00	\$0.00		\$248,650.00	
Restricted Funds	\$9,937.58	\$3.80	\$7,423.80	\$0.00	\$0.00	\$0.00	(\$2,038.37)		\$7,903.01	
Restricted Fund - Covid	\$516.43	\$0.00	\$221.26	\$0.00	\$0.00	\$0.00	\$0.00		\$516.43	
General Spendable Funds	\$29,652.64	\$121.06	\$25,381.74	\$0.00	\$0.00	\$0.00	(\$250.01)		\$29,523.69	
TOTAL	\$400,583.66	\$124.86	\$356,867.10	\$0.00	\$0.00	\$0.00	(\$3,900.00)		\$396,808.52	
Raymond James & Associates:										
Endowment Fund Investments	\$1,290,989.93	\$0.00	\$0.00			\$0.00	\$0.00	\$4,627.13	\$1,295,617.06	
Endowment Cash	\$72,898.05	\$11,000.00	\$13,000.00			\$0.00	\$0.00	\$309.61	\$84,207.66	
<i>Sub-total Endowment Funds</i>	\$1,363,887.98	\$11,000.00	\$13,000.00			\$0.00	\$0.00	\$4,936.74	\$1,379,824.72	
General Spendable Funds Cash	\$375.96	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$375.96	
General Spendable Mutual Funds	\$309,709.65	\$0.00	\$0.00			\$0.00	\$0.00	\$6,192.82	\$315,902.47	
General Spendable Building Mutual Funds	\$323,928.50	\$0.00	\$0.00			\$0.00	\$0.00	\$6,445.59	\$330,374.09	
<i>Sub-total General Spendable Funds</i>	\$634,014.11	\$0.00	\$0.00			\$0.00	\$0.00	\$12,638.41	\$646,652.52	
TOTAL	\$1,997,902.09	\$11,000.00	\$13,000.00			\$0.00	\$0.00	\$17,575.15	\$2,026,477.24	
Total All Funds	\$2,402,752.96	\$11,124.86	\$369,877.10	\$3,987.41	\$55,824.61	\$3,900.00	(\$3,900.00)	\$17,575.15	\$2,427,465.56	

MARCH 31, 2021

[illegible]

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
MARCH 31, 2021**

		Prior Month Balance 02/28/21	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 03/31/21
Gift & Tribute Funds	Purpose									
General Spendable Funds										
		\$339,738.24	\$121.06	\$25,391.74	\$250.01	\$6,993.58			\$6,192.82	\$345,802.11
Restricted Funds:										
Building Fund		\$323,928.51	\$0.00	\$60,000.00	\$0.00	\$0.00			\$6,445.59	\$330,374.10
Van Dragt Fund		\$248,650.00	\$0.00	\$250,000.00	\$0.00	\$1,350.00				\$248,650.00
Memorials/Tributes		\$8,506.02	\$0.00	\$245.00	\$15.41	\$15.41				\$8,490.61
2012 Books & Bites at Baldwin Fundraiser		\$0.00	\$0.00	\$0.00	\$0.00	\$17.94				\$0.00
2013 Books & Bites at Baldwin Fundraiser		\$416.55	\$0.00	\$0.00	\$0.00	\$1,738.20				\$416.55
2015 Books & Bites at Baldwin Fundraiser		\$0.87	\$0.00	\$0.00	\$0.00	\$276.00				\$0.87
Covid Project		\$516.43	\$0.00	\$221.26	\$0.00	\$4,599.51				\$516.43
Friends	Adult Services Programs	\$301.34	\$3.80	\$2,503.80	\$993.46	\$4,453.95				(\$688.32)
	Young Adult Programs	\$165.56	\$0.00	\$825.00	\$170.61	\$2,504.12				(\$5.05)
	Youth Services Programs	\$2,633.15	\$0.00	\$1,850.00	\$946.30	\$3,966.80				\$1,686.85
	Outreach & Equipment	\$2,598.72	\$0.00	\$2,000.00	\$0.00	\$500.00				\$2,598.72
	Sub-total Restricted	\$567,717.15	\$3.80	\$317,645.06	\$2,125.78	\$19,421.93	\$0.00	\$0.00	\$6,445.59	\$592,040.76
Rotary Room Fund	Naming Rights-Principal	\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
	Maintenance Funds	\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
Ileane Thal Reference Desk		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Total Gift and Tribute Funds		\$942,793.28	\$124.86	\$343,036.80	\$2,375.79	\$26,415.51	\$0.00	\$0.00	\$12,638.41	\$953,180.76
Endowment Funds										
Endowment Budgeted Funds	General Funds	\$69,011.31	\$0.00	\$0.00	\$0.00	\$1,171.93	\$0.00			\$69,011.31
	Adult Large Print	\$1,841.62	\$0.00	\$0.00	\$164.90	\$1,579.02	\$0.00			\$1,676.72
	Adult Services Department	\$15,562.08	\$0.00	\$0.00	\$0.00	\$175.05	\$0.00			\$15,562.08
	Adult Audio Visual	(\$6.68)	\$0.00	\$0.00	\$0.00	\$493.04	\$0.00			(\$6.68)
	Adult Reference	\$1,853.19	\$0.00	\$0.00	\$0.00	\$17,112.70	\$0.00			\$1,853.19
	Adult Programs	\$7,667.79	\$0.00	\$0.00	\$453.98	\$1,178.98	\$0.00			\$7,213.81
	Adult Architecture	\$2,454.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$2,454.16
	Youth Services Department	\$4,559.37	\$0.00	\$0.00	\$163.30	\$2,696.72	\$0.00			\$4,396.07
	Youth Programs (Nix)	(\$124.21)	\$0.00	\$0.00	\$0.00	\$922.14	\$0.00			(\$124.21)
	Professional Development	\$5,040.90	\$0.00	\$0.00	\$804.44	\$1,550.12	\$0.00			\$4,236.46
	Staff Appreciation	\$2,044.17	\$0.00	\$0.00	\$25.00	\$2,529.40	\$0.00			\$2,019.17
	Sub-total	\$109,903.70	\$0.00	\$0.00	\$1,611.62	\$29,409.10	\$0.00	\$0.00		\$108,292.08
Total Endowment Investments	All Funds	\$1,350,055.98	\$11,000.00	\$26,840.30	\$0.00	\$0.00	\$0.00	\$0.00	\$4,936.74	\$1,365,992.72
Total Endowment Funds		\$1,459,959.68	\$11,000.00	\$26,840.30	\$1,611.62	\$29,409.10	\$0.00	\$0.00	\$4,936.74	\$1,474,284.80
Total All Trust Funds		\$2,402,752.96	\$11,124.86	\$369,877.10	\$3,987.41	\$55,824.61	\$0.00	\$0.00	\$17,575.15	\$2,427,465.56

TRUST RECEIPTS
March-21

Trust Money Mkt General Funds:

Thomas E. and Melissa S. Mark - for Scavenger Hunt	\$	104.08		
TCF Bank-Interest Income for March	\$	16.98	\$	121.06
				<hr/>

Friends of BPL:

- Adult Programs - Fedco Refund of Unavailable Seeds for Seed Library	\$	3.80		
- Teen Programs				
- Youth Programs				
- Outreach and Equipment			\$	3.80
				<hr/>

Memorial/Book Fund:

	\$	-		
				<hr/>

Staff Appreciation Fund:

Trust Money Mkt Endowment Fund:

	\$	-		
				<hr/>

Total Receipts at TCF Bank

\$	124.86	\$	124.86	
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Raymond James

David J. Underdown to Honor Jack and Kitty Votey - Linne Underdown Hage Forester Trust	\$10,000.00			
Nancy Hagle Duffy for Doug Koschik Endowment	<u>\$1,000.00</u>	<u>\$11,000.00</u>		

Total Trust Receipts

\$11,124.86	\$11,124.86			
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04/05/2021 10:44 AM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 03/01/2021 - 03/31/2021

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
03/12/2021	LIBRY	5497	005005	BOOK BEAT	245.00
03/12/2021	LIBRY	5498	003904	CAPITAL ONE BANK	1,254.25
03/12/2021	LIBRY	5499	MISC	CHERYL M. ENGLISH	200.00
03/12/2021	LIBRY	5500	MISC	DANIEL FOGEL	300.00
03/12/2021	LIBRY	5501	MISC	LISA CHRISTIE	25.00
03/12/2021	LIBRY	5502	009060	ROSEMARY RETFORD	30.00
03/26/2021	LIBRY	5503	009126	AMAZON CAPITAL SERVICES INC	1,245.63
03/26/2021	LIBRY	5504	000843	BAKER & TAYLOR BOOKS	15.41
03/26/2021	LIBRY	5505	000902	CENGAGE LEARNING INC	110.36
03/26/2021	LIBRY	5506	004269	CENTER POINT LARGE PRINT	54.54
03/26/2021	LIBRY	5507	004604	GORDON FOOD	139.70
03/26/2021	LIBRY	5508	001090	INGRAM LIBRARY SERVICES	195.19
03/26/2021	LIBRY	5509	000481	OFFICE DEPOT INC	95.88
03/26/2021	LIBRY	5510	000757	SCHOLASTIC INC	76.45

LIBRY TOTALS:

Total of 14 Checks:	3,987.41
Less 0 Void Checks:	0.00
Total of 14 Disbursements:	3,987.41