



LIBRARY BOARD MEETING

APRIL 15, 2024

Karen Rock
PRESIDENT

Danielle Ruple
VICE PRESIDENT

Melissa Mark
SECRETARY

Wendy Friedman

Frank Pisano

Jennifer Wheeler

Rebekah Craft
**LIBRARY
DIRECTOR**

MISSION

The Baldwin Public Library in Birmingham, Michigan enriches lives by providing opportunities and resources for everyone to learn, connect, and discover.

VISION

The Baldwin Public Library will be an essential part of the community and the first choice for access to cultural, recreational, and learning opportunities.

CORE VALUES

WE ARE COMMITTED TO:

- Intellectual Freedom
- Equitable and Inclusive Access
- Education and Lifelong Learning
- Innovation
- Welcoming Environment
- Integrity
- Collaboration
- Commitment to Excellence

ADOPTED APRIL 2022

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

Rock, Karen
PRESIDENT

465 Pilgrim Ave.
Birmingham, MI 48009 Home:
(248) 540-9203
e-mail: kgrock13@gmail.com

Term expires 2027

Personnel Committee,
Policy Committee

Rumple, Danielle
VICE PRESIDENT

843 Tottenham Rd.
Birmingham, MI 48009
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e-mail: danielle.rumple@gmail.com

Term expires 2025

Finance Committee

Mark, Melissa
SECRETARY

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Birmingham, MI 48009
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e-mail: weir527@gmail.com

Term expires 2025

Building Committee,
Outreach Committee

Friedman, Wendy

1369 Stanley Blvd.
Birmingham, MI 48009
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Term expires 2027

Outreach Committee

Pisano, Frank

612 Davis Ave.
Birmingham, MI 48009
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Cell: (248) 835-6058
e-mail: frank.pisano@baldwinlib.org

Term expires 2025

Finance Committee,
Building Committee

Wheeler, Jennifer

1665 Holland St.
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Term expires 2027

Personnel Committee,
Policy Committee

Walter, Kate
STUDENT REPRESENTATIVE

e-mail: katewalter350@gmail.com

Term expires February 2025



LEARN.CONNECT.DISCOVER.

AGENDA

Baldwin Public Library Board Meeting

Monday, April 15, 2024 at 7:30 p.m.

Delos Board Room

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. General Public Comment Period

The Library Board values public meetings and welcomes your comments on Library issues, but will not debate items not on the agenda. The Board respectfully asks that comments be made as concisely as possible, when a motion has been made, or in the general public comment portion of the meeting. The maximum time for individual speakers should not exceed three minutes.

II. 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 18, 2024 Board Meeting Minutes p. 7
- B. Approval of March 2024 vendor payments in the amount of \$322,386.98, including payments in excess of \$75,000. p. 10
- C. Approval of total expenses in the amount of \$564,196.47 p. 15

III. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Danielle Rumble) p. 38
- D. Upcoming events of interest (Jaclyn Miller) p. 84

IV. Board Committee Reports

- A. Finance – Danielle Rumble p. 14

The next meeting of the Finance Committee will be held on Tuesday, May 7 at 2:30 p.m.

- B. Building – Frank Pisano p. 17

The next meeting of the Building Committee will be held on Monday, May 20 at 1:00 p.m.

- C. Outreach – Melissa Mark p. 19

The next meeting of the Outreach Committee will be held on Tuesday, May 14 at 1:00 p.m.

- D. Policy – Jennifer Wheeler

Suggested Board action: To make a motion to adopt proposed changes to the Idea Lab User Agreement on pages 118-121.

- V. Library Report – Rebekah Craft and Jaclyn Miller p. 21

VI. Liaisons

- A. Report from Friends of the Baldwin Public Library (Ryndee Carney) p. 46

- B. Beverly Hills (Andrew Drummond, Beverly Hills Village Council)

- C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)

- D. Bingham Farms (Kathy Mechigian, Bingham Farms Village Council)

- VII. Phase 3: Renovation Update – Rebekah Craft p. 47

- VIII. New & Miscellaneous Business p. 79

- A. Discussion of the formation of a Development subcommittee of the Library Board

IX. Unfinished Business

- X. Items removed from the Consent Agenda

XI. Information Only

- A. Upcoming events of interest p. 84

- B. Birmingham Public Schools eNews: News, Notes & Accolades on March 23, 2024 p. 86

C. Patch.com article "Dearborn Public Library Opens New 'Hygiene Locker' For Basic Needs"

p. 87

D. American Library Association "The State of America's Libraries 2024"

p. 89

XII. Adjournment

The next regular meeting of the Library Board will take place on Monday, May 20, 2024 at 7:30 p.m.

Motion: To adjourn the April 15, 2024 Board Meeting.

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

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



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
March 18, 2024**

Call to Order and Roll Call:

The meeting was called to order by President Karen Rock at 7:30 p.m.

Library Board present: Frank Pisano, Karen Rock, Danielle Rumble, Jennifer Wheeler, and Student Representative Kate Walter.

Absent and excused: Wendy Friedman, Melissa Mark.

Library Staff present: Rebekah Craft, Director; Jaclyn Miller, Associate Director; Robert Stratton, Office Administrator.

Friends of the Library liaison present: None.

Contract community representatives present: None.

Members of the public present: None.

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

Pisano read aloud the Library's Mission Statement.

1. General Public Comment Period: None.

2. Consent Agenda:

Motion to approve the consent agenda.

A. Approval of February 26, 2024 Board Meeting Minutes

B. Approval of February 2024 vendor payments in the amount of \$317,008.41, including payments in excess of \$75,000.

C. Approval of total expenses in the amount of \$556,730.19

1st Rumble

2nd Wheeler

A roll call vote was taken.

Yeas: Pisano, Rock, Rumble, Wheeler.

Nays: None.

Absent and excused: Friedman, Mark.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

President's report: Rock thanked the Youth Services staff for the effort put in for Battle of the Books, and thanked the Friends of the Baldwin Public Library and Book Beat Oak Park for their sponsorship of the event.

Board comments: None.

Staff Anniversaries: Rumble recognized the following staff anniversaries: Julie Beckwell (5 years of service), Lisa Christie (18 years), Sue Kalisky (8 years), Elisabeth Phou (19 years), Stuart Sturton (1 year), and Maggie Weddell (4 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 92-93 of the March Board packet.

4. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on March 11. Present were Pisano, Rumple, Craft, Miller, and Jim Cummins & Connor Brannagan from Raymond James. Full minutes from this meeting are on page 14 of the March Board packet. The next meeting of the Finance Committee will take place on Monday, April 8, 2024 at 4:00 p.m. in the Delos Board Room.

Policy Committee:

Wheeler reported that the Policy Committee met on January 30. Present were Wheeler, Rock, Craft, and Miller. Full minutes from this meeting are on page 17 of the March Board packet. The Policy Committee reviewed the Code of Conduct and suggested the Board approve changes to the Food and Beverage and Solicitation subsections as found on pages 18-20 of the March Board packet.

Motion to adopt proposed changes to the Library Code of Conduct as found on pages 18-20 of the March 2024 Board Packet.

1st Wheeler

2nd Rock

A voice vote was taken.

Yeas: Pisano, Rock, Rumple, Wheeler.

Nays: None.

Absent and excused: Friedman, Mark.

The motion was approved unanimously.

The next meeting of the Policy Committee will take place in May 2024.

5. Library Report:

Craft and Miller presented highlights from the Library Report. The next quarterly update for the Strategic Dashboard will be presented in April. Battle of the Books was held on March 9. The top three teams were: Do-Readers, Team Caution, and The Starbooks. Idea Lab Supervisor Jim Jimison attended Greenfield Elementary's STEAM Night on March 5, and has been invited to attend upcoming events at Harlan and Pembroke elementary schools. Joel Felsenfeld and Julia Wehr have been hired to staff the Circulation Desk. Julia Eisenstein and Sam Ingerson have been hired as substitute librarians. Melissa Behrens and Becky Nelson, current Youth Substitute Librarians, will now also be working as Adult Substitute Librarians.

Full details of the complete report are on pages 21-31 of the March Board packet.

6. Liaisons

Friends: There was no report.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

7. Phase 3: Renovation Update:

Craft provided a Phase 3 renovation update and shared a slideshow of progress photos, as shown on pages 37-47 of the March Board packet. The NanaWall door system has been installed, as have the perimeter windows. Plaster has been applied to the ramp to match the limestone finish found elsewhere in the building. The Siberian Ram sculpture has been installed a month early, saving about \$5,000 on installation and additional storage fees. Information Desk revisions will cost \$5700 because of errors in millwork shop drawings. There will be an additional fee to change the color of white spandrel glass sections above the NanaWall to match the metal framing.

8. New & Miscellaneous Business:

Public Budget Hearing for Fiscal Years 2024-2025, 2025-2026, 2026-2027

Craft presented the Proposed Budgets for Fiscal Years 2024-2025, 2025-2026, & 2026-2027, found on pages 64 to 89 of the March 2024 Board packet. On April 27, Craft will present the Proposed Budget 2024-2025 to the City Budget Hearing. During the May meeting there will be a vote to take a disbursement from the Trust.

Motion to approve the FY 2024-2025 budget as stated in the budget resolution on page 90 of the March 2024 Board packet.

1st Wheeler

2nd Rumble

Yeas: Pisano, Rock, Rumble, Wheeler.

Nays: None.

Absent and excused: Friedman, Mark

The motion was approved unanimously.

9. Unfinished Business: None.

10. Items Removed from Consent Agenda: None.

11. Information Only: See pages 91-100 of the March Board packet.

12. Adjournment:

Motion to adjourn the meeting.

1st Wheeler

2nd Rumble

A voice vote was taken.

Yeas: Pisano, Rock, Rumble, Wheeler.

Nays: None.

Absent and excused: Friedman, Mark.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:26 p.m. The next regular meeting is scheduled for Monday, April 15, 2024, at 7:30 p.m. in the Delos Board Room.

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

Page: 1/2

Check Number	Vendor #	Vendor	Amount
	008309	ABSOLUTE LOCKSMITHS	175.00
	MISC	ADAM REDMOND	13.99
	009440	ALLIANCE ENTERTAINMENT, LLC	603.99
	009126	AMAZON CAPITAL SERVICES INC	12.97
	MISC	BARTOLOMEO GIOIA	1,278.28
	009535	BIRMINGHAM PAPERS	624.00
	MISC	BRANDON BOLEK-TOUBEAUX	60.00
	000433	BRODART COMPANY	196.79
	MISC	CAMERON CRAWFORD	166.63
	003904	CAPITAL ONE BANK	26,263.55
	000902	CENGAGE LEARNING INC	39.98
	000605	CINTAS CORPORATION	253.28
	000627	CONSUMERS ENERGY	1,617.00
	000575	DEMCO, INC	453.99
	008777	DESIGN INDUSTRY, LLC	42,950.00
	000585	FARMINGTON COMM. LIBRARY	5,322.65
	008164	GARY EISELE	84.42
	001090	INGRAM LIBRARY SERVICES	13,567.75
	MISC	JAMIE RICHARDS	277.12
	008827	KANOPY, INC	449.65
	003527	LOWER HURON SUPPLY CO INC	915.09
	009847	MARY VAN HAAREN	625.00
	007927	MICHELLE HOLLO	866.25
	008356	MIDWEST COMPUTER RESOURCES, INC.	250.00
	002013	MIDWEST TAPE	12,369.00
	006785	OVERDRIVE, INC.	14,548.53
	009612	PLAYAWAY PRODUCTS LLC	697.39
	002675	RESERVE ACCOUNT	5,000.00
	MISC	SENTRY AIR SYSTEMS INC	978.72
	MISC	STEPHEN MANN	8.52
	009030	SYNTHA GREEN	23.05
	000797	THE LIBRARY NETWORK	5,203.87
	000158	VERIZON WIRELESS	133.27
10316	008336	NBS COMMERCIAL INTERIORS	856.00
10324	000517	BEIER HOWLETT P.C.	280.50
10353	008336	NBS COMMERCIAL INTERIORS	294.00
10363	005861	UNIQUE MGMT SERVICE, INC	41.20
296879	009202	AQUARIUM DESIGN INC	240.00
296910	009024	THE D.M. BURR GROUP	4,819.00
296943	000249	GA BUSINESS PURCHASER LLC	21.06
296968	009351	MERRITT CIESLAK DESIGN PLC	2,000.00
296986	009478	ODP BUSINESS SOLUTIONS, LLC	12.08
297008	007408	T-MOBILE	630.46
297028	006638	ACTION MAT & TOWEL RENTAL, INC	40.00
297045	004493	ELITE IMAGING SYSTEMS, INC	885.66
297060	000784	LAKESHORE LEARNING	308.99
297063	000797	THE LIBRARY NETWORK	1,859.01
297081	009698	PCI INDUSTRIES, INC	163,091.55

Register of Claims

Page: 2/2

Baldwin Public Library300 W. Merrill Street
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
297104	009026	WELLS FARGO VENDOR FIN SERV	768.47
297139	000179	DTE ENERGY	8,029.18
297152	006666	GRID 4 COMMUNICATIONS INC.	228.87
297156	007211	HOME DEPOT CREDIT SERVICES	49.82
297161	004904	KONICA MINOLTA BUSINESS SOLUTIONS	1,741.45
297182	009478	ODP BUSINESS SOLUTIONS, LLC	111.18
297186	006432	ELISABETH PHOU	22.78
297202	MISC	TANYA FARAH	25.99
Total:			322,386.98

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

Outreach Committee

April 2024 Finance Minutes

The Baldwin Public Library Board's Finance Committee met on Monday, April 8 at 4:00pm in the Delos Board Room. Present were Frank Pisano, Danielle Rumble, Rebekah Craft, and Jaclyn Miller.

- Public Comment - none
- Craft shared the FY23-24 Budget report after 9 months.
 - Around \$16,000 in grants revenue will be coming in the next month from Library of Michigan Education Stipends
 - Patron use revenue is higher than expected
 - Supplies, Contracted Services, and Technology & Maintenance are nearing the budget maximum for the year
 - Building improvement will need a budget amendment in June
- Construction budget –
 - We anticipate receiving \$19,210 back from unspent engineering fees
 - FFE should be under budget by about \$20,000
 - Due to new wiring, we will see an expense for additional sorter work
- Miller shared the March 2024 Friends of BPL Expenditures
- Craft will present the Library's FY24-25 budget at the City budget hearing on April 27
- Pisano reported on the City's Retirement Board meeting he attended
- The next meeting of the Finance Committee will be held on Monday, May 7 at 2:30 p.m.

FINANCIAL REPORT: March 2024

This report references the Revenue and Expense Report 2023-24, found on the following page. At 75.0% of the way through fiscal year 2023-2024, the Library has spent 61.8% of its budget and received 83.9% of its revenue. By this point of the year, the Library was budgeted to have spent 75.0% of its budget and to have received 75.0% of its revenue.

Two pay periods were recorded in the month.

Vendor payments in excess of \$75,000:

PCI Industries, Inc. (Phase 3)	\$	163,091.55
Total vendor payments in excess of \$75,000	\$	163,091.55
Balance of vendor payments less than \$75,000	\$	159,295.43
Total vendor payments	\$	322,386.98

City of Birmingham allocations:

Payroll Period Ending 03/02/24	\$	119,573.00
Payroll Period Ending 03/16/24	\$	98,961.81
Employee Health Care Payroll Deduction 03/16/24	\$	(943.66)
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	2,838.58
Retirement Cost (acct 711.0010)	\$	9,032.00
Total Payroll	\$	229,461.73

BS&A Software Charge (acct 811.0000)	\$	351.67
Administrative Services (acct. 813.0000)	\$	8,740.83
MML Insurance Premium (acct. 960.0400)	\$	514.17
Total City of Birmingham allocations	\$	239,068.40

Reconciling adjustments:

Refunds (Fines, Bags, Room Rentals, Magazines etc.)	\$	(1,553.49)
Credit Card Fees	\$	134.58
City of Birmingham Parking	\$	4,160.00
Total Recon Adjustments	\$	2,741.09

Total expenses for the month	\$	<u>564,196.47</u>
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2023-24
March 2024

	Approved 2023-2024 Budget	Current Month Budget March 2024	Current Month Actual March 2024	Variance For Month	Y-T-D Budget 2023-2024	Y-T-D Actual 2023-2024	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2022-2023	9th Month of the year 75.00%
REVENUES										
TAXES	\$4,180,640	\$348,387	\$0	(\$348,387)	\$3,135,480	\$4,174,572	\$1,039,092	99.9%	\$3,869,880	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$11,250)	(\$1,294)	\$9,956	8.6%	(\$2,086)	13.9%
COUNTY AND STATE REVENUE	\$107,000	\$8,917	\$19,123	\$10,206	\$80,250	\$27,681	(\$52,569)	25.9%	\$26,175	24.7%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$16,407	0.0%
COMMUNITY CONTRACTS	\$1,028,140	\$85,678	\$85,751	\$73	\$771,105	\$791,190	\$20,085	77.0%	\$634,694	64.0%
PATRON USE REVENUE	\$25,650	\$2,138	\$1,879	(\$258)	\$19,238	\$27,617	\$8,379	107.7%	\$26,932	99.7%
INVESTMENT INCOME	\$5,000	\$417	\$7,452	\$7,036	\$3,750	\$75,026	\$71,276	1500.5%	\$52,315	174.4%
OTHER REVENUE	\$260,000	\$21,667	\$0	(\$21,667)	\$195,000	\$166	(\$194,834)	0.1%	\$0	0.0%
TOTAL REVENUE	\$5,591,430	\$465,953	\$114,206	(\$351,747)	\$4,193,573	\$5,094,957.09	\$901,385	91.1%	\$4,624,317.24	92.3%
EXPENSES										
PERSONNEL SERVICES	\$2,962,180	\$246,848	\$229,462	(\$17,387)	\$2,221,635	\$2,070,621	(\$151,014)	69.9%	\$1,912,469	67.2%
SUPPLIES	\$151,150	\$12,596	\$28,026	\$15,430	\$113,363	\$119,253	\$5,890	78.9%	\$94,844	66.3%
CONTRACTED SERVICES	\$303,450	\$25,288	\$35,717	\$430	\$227,588	\$234,945.93	\$7,358	77.4%	\$414,678	83.0%
TECHNOLOGY & MAINTENANCE	\$161,500	\$13,458	\$44,511	\$31,053	\$121,125	\$156,927	\$35,802	97.2%	\$90,647	65.2%
UTILITIES	\$117,600	\$9,800	\$9,646	(\$154)	\$88,200	\$85,658	(\$2,542)	72.8%	\$78,939	75.2%
OTHER CHARGES	\$93,180	\$7,765	\$10,306	\$2,541	\$69,885	\$74,129	\$4,244	79.6%	\$52,878	64.9%
BUILDING IMPROVEMENTS & FURNISHING	\$3,346,000	\$278,833	\$163,818	(\$115,016)	\$2,509,500	\$2,657,700	\$148,200	79.4%	\$37,745	56.1%
COLLECTIONS	\$660,250	\$55,021	\$52,710	(\$2,311)	\$495,188	\$537,756	\$42,569	81.4%	\$507,151	78.1%
TOTAL EXPENSES	\$7,795,310	\$649,609	\$564,196.47	(\$85,413)	\$5,846,483	\$5,936,990.37	\$90,508	76.2%	\$3,189,352.64	70.4%
VARIANCE	(\$2,203,880)	(\$183,657)	(\$449,991)	(\$266,334)	(\$1,652,910)	(\$842,033)	\$810,877			
FUND BALANCE-BEGINNING OF YEAR										
FUND BALANCE-CURRENT										

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 \$4,165,640 in Birmingham net tax revenue, \$3,483,976 is for operating expenses, and \$681,664 is for funding the Phase 3 expansion and renovation.

March 2024 Building Committee Report

The Baldwin Public Library Board's Building Committee met on Monday, March 25 at 1:30 p.m. in the Board Room. Present were Missy Mark, Frank Pisano, Rebekah Craft, and Jaclyn Miller.

- Public comment - none
- Phase 3 update
 - Budget update – no significant change to report
 - Stairs – meeting with JJ Barney Concrete on May 27 to discuss repairs to the steps to make them aesthetically pleasing and the correct ADA-compliant height
 - Spandrel glass – MCD will pay \$2,500 from their limestone design work credit to cover a portion of the glass replacement cost.
 - Alternative solutions are anticipated at the 3/27 OAC meeting
 - Open House – classical guitarist, food trays from Papa Joes, screen print your own tote bag, silk scarves for sale
 - Cleaning – windows and upholstery have been scheduled for cleaning the week prior to May 18 Open House
 - Construction plaque for lobby finalized and on order.
 - Jeff will make plaques for the three donated trees in the Idea Lab
- First floor restrooms will be painted March 29 to refresh and cover the dings and marks on the walls.
- Friends Book Sale Room – Room will be emptied by library staff on March 25-26. Room will be painted and carpeted March 27-30. Friends will move back in on April 1
- Staff Lounge Update – a small staff-led committee is working on refreshing the staff lounge using money from the Doug Koschik Endowment fund and credit card reward points. They have removed unnecessary items from the room and selected a painter for the project, then will work on décor.
- Front garden refresh – Robert and Rebekah will work together to refresh the southwest garden and garden adjacent to the front entrance prior to the open house using grant money from the Bloomfield Hills Garden Club.
- Grand Hall shelving – working to test out shelf pins before committing to a vendor. Can purchase shelf pins from the Phase 3 millwork vendor for \$615.
- Teen Scene – will work with LDA to redesign shelving layout and iscg to purchase furniture for the space. This space will be addressed after Phase 3 is finished and A/V and nonfiction shelving are in their final locations.
- Bird glass film – test panel to be installed after window washing in May.
- The Building Committee will meet on Monday, April 8 at 3pm in the Delos Board Room.

April 2024 Building Committee Agenda

The Baldwin Public Library Board's Building Committee met on Monday, April 8 at 3:00 p.m. in the Board Room. Present were Missy Mark, Frank Pisano, Rebekah Craft, Jaclyn Miller and one member of the public

- Public comment - Resident David Bloom expressed some concerns about the building addition and renovation. Does not think there is enough light on the south end of the center gallery, but is withholding further comment until the temporary walls are removed. On the outside, Bloom stated he believes the new structure does not match the Birkerts band colors and that the flashing looks like maybe it's not finished.
- Phase 3 update
 - Budget update – The sorter installer will need to come back later this month to complete the work, so there will be an additional charge for wiring and installation fees.
 - Stairs – We anticipate an 8 to 9 week delay to demolish and replace the staircase. The final plan will have 10 steps with no landing. The architects are still choosing the tile for the treads, risers and nosing.
 - There will be no change to the existing white spandrel glass due to the \$8,000 cost for replacement glass.
 - Furniture is arriving April 9 and will be stored in the addition and on the new terrace.
 - The May Open House has been rescheduled for September 15 and staff are compiling invitees
- The first floor restrooms were repainted March 29.
- The Friends Book Sale Room was painted and carpeted during the week of April 1.
- The Staff Lounge will be repainted begin soon
- Robert and Rebekah will work together to refresh the southwest garden and garden adjacent to the front entrance prior this spring using grant money from the Bloomfield Hills Garden Club.
- Staff will work with LDA to redesign shelving layout and iscg to purchase furniture for the relocated Teen Scene space. This space will be addressed after Phase 3 is finished and A/V and nonfiction shelving are in their final locations.
- Bird glass film – a test panel will be installed after window washing in May.
- Pisano notes that the bronze frames surrounding the spandrel glass above the new ramp needs attention. He also asked if the blemishes in the concrete can be repaired? Library staff will work with the architects to compile a punch list on April 10.
- The next meeting will be held on Monday, May 20 at 1pm in the Delos Board Room.

April 2024 Outreach Committee Report

The Outreach Committee met on Tuesday, April 9, 2024 at 1:00 p.m. in the Jeanne Lloyd Room. Present were Wendy Friedman, Melissa Mark, Rebekah Craft, and Jaclyn Miller.

- Public Comment - none
- Old Business
 - Outreach giveaway samples review – the committee liked the magnifier and stickers; not the pen and magnetic bookmark. Miller will investigate the possibility of print on demand wearable merchandise with the BPL logo.
 - Follow ups with local organizations
 - Friedman met with staff at the Birmingham Bloomfield Art Center and the Townsend Hotel to see if any partnership opportunities arose. Further meetings with both organizations are on the horizon.
 - Friedman contacted the Secretary of State office to request a visit from the SOS.
 - Review doc to submit to the Birmingham Shopping District – Miller will work on developing two separate pieces with input from Friedman and Mark to submit to the BSD for potential inclusion in their giveaways to business owners and customers.
 - Reminder of the May 19 Birmingham parade

New business

- Birmingham YMCA's Annual Make Every Day Better Breakfast– April 12
 - Healthy Kids Day at the Y – April 20
 - Idea Lab/BPS STEAM nights – April 5 and 19
 - Oakland County Health reached out to us – they are sending literature; would like to participate in any resource fairs here. They'll be contacted for the April 2025 event.
 - Beverly Hills Memorial Day parade confirmed for 5/27 at 11am.
 - Miller will contact DPS to see about participating in their May 11 Open House.
 - City of Birmingham is hosting events for Take Your Child to Work Day; the library is a stop on the itinerary.
- The next meeting will be held on May 14 at 1:00 pm.

LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

Statistical Dashboard

March 2024						Better/ (Worse) Target	Off Target Cautionary On Target
	Current Month	This month last year	Current FYTD	Previous FYTD	FY 23-24 Q2 Target		
Financials							
Revenues	\$ 114,206	\$ 170,256	\$ 5,094,957	\$ 4,618,224			
Expenses	\$ 564,196	\$ 343,093	\$ 5,936,990	\$ 3,189,239			
Circulation							
Circ (Charges & Renewals)	53,915	52,237	455,707	415,721	352,500	103,207	On Target
Self-Check Usage	20.8%	52.9%	20.2%	49.3%			
% of Circ by Residents*	91.1%	91.4%	91.1%	91.9%	92.0%	-1%	
% of Circ by Non-Residents	8.9%	8.6%	18.0%	8.0%	8.0%	10%	
Interlibrary Loans							
Items borrowed	811	684	6,552	6,537			
Items loaned	792	939	6,930	7,402			
Technology Usage							
Database Sessions	5,270	4,959	56,168	41,078	26,250	29,918	On Target
Downloadable Content	15,867	13,167	132,571	112,882	112,500	20,071	On Target
Public Computer Usage	588	592	5,019	4,377			
Wireless Sessions	2,175	4,768	37,431	42,056	40,500	(3,069)	Off Target~
Program Attendance							
Program Attendance for Adults	212	248	1,700	1,883			
# of Programs for Adults	15	15	112	123			
Program Attendance for Teens	97	124	741	703			
# of Programs for Teens	7	7	49	48			
Program Attendance for Youth	1,852	2,371	14,910	13,523			
# of Programs for Youth	62	65	428	384			
Computer Classes	23	66	322	302			
# of Computer Programs	4	7	46	49			
Online Video Views	119	154	835	673			
Idea Lab Visits	298	266	1,774	1,726			
Total Program Attendance	2,601	3,229	20,282	18,810	19,500	782	Off Target
Total # of Programs	88	94	635	604	350	285	On Target
Outreach Attendance	1,003	827	5,774	4,228			
# of Outreach Programs	13	9	48	96			
Visitors	19,271	19,505	160,105	145,159	120,000	40,105	On Target
Volunteer Hours	44	129	830	1,016	900	(70)	Off Target
Social Media							
Website Hits/Pageviews	33,767	26,032	206,582	214,527	65,000	141,582	On Target
e-Newsletter Subscribers	-22	-35	10,857	11076	11000		Cautionary
Facebook Page Followers	31	21	3,464	3287	2800	664	On Target
TikTok Followers^	0	185	1,002	562			
Instagram Followers	22	23	2,339	2165	2000	339	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

^As of December 2022

Visitors incl. Terrace Door as of 4/2023

~WIFI stats have changed with new equipment installation

Key Metrics & Strategic Plan Status Report

Action item updates and comparisons of actual statistics to projections are made on a quarterly basis—in the months of October, January, April, and July.

The Goal Champions (GC) for each of the 6 Strategic Goals have been working to fill in the action items and timelines for their sections of the plan. Many of our targets are ongoing, or will repeat regularly, and the GCs are engaging with the appropriate staff members to find out who and how those action items can best be implemented.

Updates on the Strategic Plan can be found following the Library Report.

Key Metrics Explanation: January – March 2024 (Q3)

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

- **Financials:** are tracking as expected
- **Circulation:**
 - Remains on target. Circulation is up slightly compared to this month last year, and for the FYTD.
- **Technology Statistics:**
 - Database sessions are 53% higher than our goal this quarter, and 26% higher than last year. We continue to promote databases regularly, especially during holidays and scheduled library closures.
 - Downloadable content usage is up about 15% over our quarterly goal, and over FY22-23.
 - Wi-fi sessions show as off target and down from last year, but new equipment installed in December 2023 is affecting our usage stats collection, which likely accounts for the drop.
- **Program Attendance:**
 - Attendance is down slightly, but Q4 typically shows a large increase, as Summer Reading kicks off. Lack of a large presentation space is also likely a factor.
 - The number of programs we offer is also down slightly over the quarterly goal, potentially owing to lack of access to the large presentation space on the lower level.

- **Visitors:**
 - The number of in person visitors remains consistent and higher than anticipated, despite Phase 3 construction.
- **Volunteer Hours:**
 - Total volunteer hours for the second quarter are lower than anticipated, but should rebound in Q4.
- **Social Media:**
 - Newsletter subscribers went down slightly and is in the cautionary range.
 - Facebook, Instagram and TikTok users are all ahead of last year and the quarterly goal.

Programs & Services

Strategic goal: Adapt programs and services to meet the needs of the changing population

Overflow Storytime

Due to overwhelming demand on Wednesday mornings at 10:00 a.m. the Youth Services staff – on the fly – began offering an overflow story time session to accommodate all of the folks who were here on time for tickets but could not be allowed into Grams Discovery Room for story time due to capacity limitations. The Story Time schedule is being reevaluated for Wednesday mornings, to attempt to more permanently accommodate all who wish to attend our sessions.



Facility

Strategic goal: Create a welcoming, safe, and accessible building that meets the needs of our staff and users.

First Floor restrooms painted

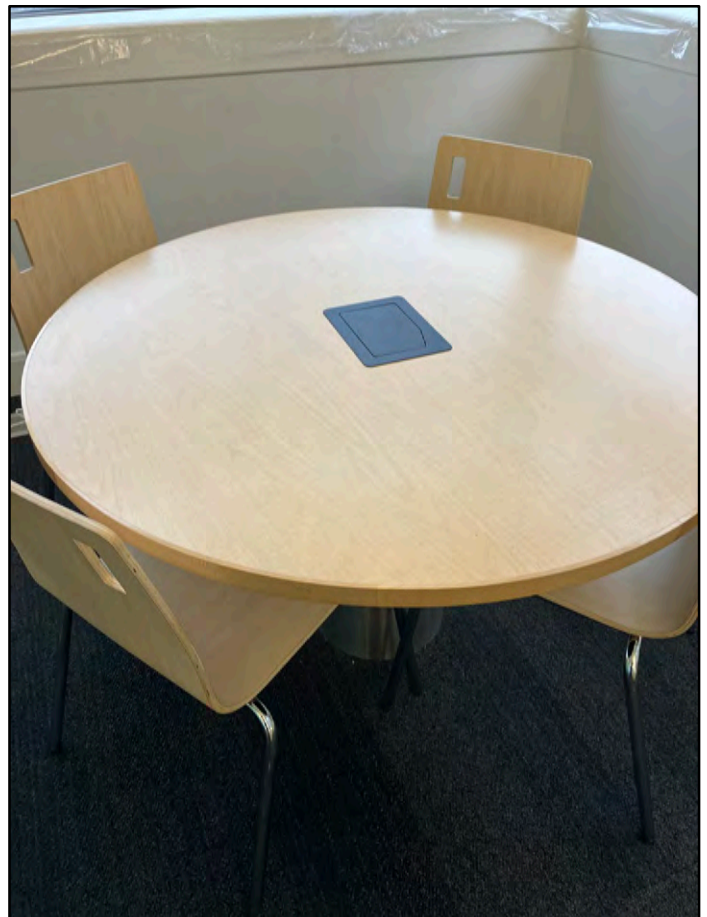
The first floor restrooms were painted on Friday, March 29 to freshen up the walls, which were showing the marks of a high traffic area.

Leaky Drain Pipe in the Idea Lab

On Thursday, March 21, a leaky drain pipe was discovered in the Idea Lab storage closet. Unfortunately, some materials and a shelving unit were ruined by water from the slow leak. Fortunately, the plumbing company was able to replace the leaky section of the pipe that same afternoon.

New Tabletop Outlets – Study Rooms 5-7

Due to repeated damage and costly repairs, the sunken tabletop outlets in Study Rooms 5-7 (Birkerts) were replaced with pop up inserts on Thursday, April 11. We hope this will prevent spills and trash from running down into the ports, rendering them unusable.



Diversity and Equity

Strategic goal: Provide and promote equitable and inclusive resources and opportunities for all populations

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

The group continues to meet monthly to accomplish the goals set forth by the Library Board. The Committee is working together to implement action items from the 2022-2025 Strategic Plan Action Plan.

The IDEA Task Force held their first monthly discussion group for staff to navigate best practices in customer service and share tips for working with patrons. Their next monthly discussion will be on April 18. Staff will be discussing reference desk etiquette.

Project READY

The Youth Department continues to meet regularly to work through and discuss the Project READY curriculum. In February the group discussed Module 15: (In)equity in Libraries. Next month, the group will be discussing Building Relationships with Individuals.

Community Outreach and Partnerships

Strategic goal: Develop and strengthen BPL connections within the community.

City of Birmingham

Craft has attended weekly City of Birmingham staff meetings. Miller submits content for the monthly and quarterly newsletter and Craft submits an update to the City Manager to be discussed as part of her report during the last Commission meeting of each month.

Beverly Hills

Miller submitted information to the Village of Beverly Hills for inclusion in its weekly email and monthly newsletter. The Story Book Trail at Beverly Park has a new title posted for April. Books will be switched out each month from now through December.

Bingham Farms

Miller submits monthly Board Meeting updates to the Library Liaison

City of Bloomfield Hills

Miller submits monthly Board Meeting updates to the Library Liaison.

Birmingham Next

Rebekah Craft continues to host the Popular Reads book club on the first Monday of each month at 1:00 p.m. The group meets in a hybrid format at Next and on Zoom. Jaclyn Miller moderates 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 next discussion. Rebekah Craft will also be hosting a special book club discussion at Next on Wednesday, May 1 to discuss the novel *Firekeeper's Daughter* by Angeline Boulley, which is a part of their four month focus on Native Americans.

Birmingham Schools - Quarton STEAM Night

Jeff took the Idea Lab on the road, demonstrating several of their mobile tools at the Quarton STEAM night on April 5. About 500 people attended the event and many of them stopped by the Idea Lab table.



Friends of the Baldwin Public Library

The Friends met on Tuesday, April 9 for their regular board meeting. Book sales this month raised about \$1,200. They discussed plans for their upcoming book sale on May 3-5 and the agenda for the Annual Meeting, scheduled for May 14. There will be some changes coming to the board this year, as Pam DeWeese will not be seeking another term as a Board Member, and Deb Mohatarem has stepped away from the Book Sale Chair position after serving in that role for 10 years.

The Friends generously provided treats for the staff on April 9 in honor of Library Workers Day during National Library Week.



The Friends' sale room was carpeted and painted the week of April 1. The room now has more shelving to hold used books at the Friends transition to monthly Saturday sales.



Birmingham YMCA

Craft attended a fundraising breakfast at the YMCA on April 12. Rosemary Isbell will host a Baldwin Public Library table at the YMCA's Healthy Kids Day at the Y on April 20.

Marketing

Michelle Hollo continues to work with Jaclyn Miller designing projects and marketing materials for the Library, including:

- *Learn.Connect.Discover* newsletter drafts
- Youth Program posters and fliers
- Teen program posters and fliers
- Book Club posters and fliers
- Library of Things label
- Story Book Trail Signs

eNewsletters

Robert Stratton has compiled and distributed the Library's four monthly eNewsletters (Adult Events, Teen Events, Youth Events). These newsletters promote upcoming programs and spotlight a library service each month.

Personnel and Organization

Strategic goal: Train, empower, and equip members of the organization to best support users and each other.

Computers in Libraries – Arlington, VA; March 12-14

Catering to all interests and all levels of knowledge, CiL offered five simultaneous tracks plus many workshops, networking opportunities, and an extensive exhibit hall. Speakers were knowledgeable, authoritative and focused on practical applications, "how to" solutions, and case studies as well as technical and managerial issues.

Head of IT Jamie Richards, and Technology Trainer Bart Gioia both attended the full conference, and shared some of the insights gained. Our thanks to the Library of Michigan for awarding both staff members \$1,600 continuing education stipends.

Jamie Richards, Head of IT:

The conference was a meeting of all types of library employees from Librarians to IT Professionals and I took the "Library Systems and Operations" track. Overall it was informative, if not transformative.

Some of the topics included

- “Making Online Catalog Dreams Come True” which focused on the library’s catalog.
- “Tech Tools for Easy Working” in which the speaker went over many different resources to make things work more smoothly at the library.
- “PL Security: Public Libraries and Ransomware”
- “Library Futures: AI+, Critical Thinking & Leadership”
- “Transforming Library Spaces: Merging Help & Circ Desks”

Bart Gioia, Technology Trainer:

Attending the Computers in Libraries Conference was an enlightening experience, particularly due to the prevalent focus on AI within library contexts. Throughout the event, numerous speakers delved into various aspects of how artificial intelligence is reshaping the landscape of libraries. From enhancing cataloging processes to improving user experience through personalized recommendations, AI emerged as a transformative force within the realm of information management. Furthermore, the conference served as a platform for discussions surrounding the ethical considerations and challenges associated with the integration of AI in libraries. Speakers and attendees engaged in dialogue about issues such as data privacy, algorithmic bias, and the need for transparency in AI-driven decision-making processes.

One notable highlight from the Computers in Libraries Conference was the discussion surrounding the concept of the “Library of Things.” This innovative approach expands the traditional role of libraries beyond lending books to encompass a diverse array of items that patrons can borrow for various needs and interests. From tools and kitchen appliances to musical instruments and outdoor equipment, the Library of Things fosters a culture of resource sharing and community engagement. Presenters shared insights into how libraries are embracing this concept to meet the evolving needs of their communities, promoting sustainability, affordability, and accessibility. By providing access to a wide range of items beyond books, libraries are redefining their relevance in the digital age and reinforcing their role as vibrant community hubs.

**Of interest - After learning more about it at CiL Bart used Chat GPT, an AI tool, along with two prompts to generate an outline for his conference report.*

Innovative Users Group (IUG) 2024: Detroit, MI - March 25-27, 2024

Meeting once per year this conference offers dozens of sessions ranging in content from general interest to specialized topics. Many opportunities are given to meet and share ideas with other librarians from all types of libraries and from around the world. Programs are prepared by individuals from member libraries and members of the Innovative Interfaces

staff. This year, three of our Access Services supervisors attended – Kristen Tait, Brandon Bolek-Toubeaux, and Cameron Crawford.

Cameron: I had the pleasure of attending the Innovative Users Group conference this year, from March 25th to March 27th. The most inspirational session I attended noted speaker Daniel Messer's talk on Shadow Libraries, and how their illicit practices in the name of open access highlight major flaws in public and private library systems. I also went to a discussion of SQL, which has opened an avenue of technical interest that I hope to develop and utilize within Access Services.

Brandon and Kristen noted that Innovative is heavily pushing LEAP, the website interface for our Polaris online public access catalog (OPAC). LEAP is gaining functionality that will not be developed for the Polaris Client. Also, Vega promotion was significant. Vega isn't just about the OPAC - they have a Website builder and a Newsletter designer with many built in features including complex analytics.

Public Library Association National Conference – Columbus, OH; April 2-5, 2024

On Tuesday, April 2 we loaded up our 15-passenger "ColumBUS" and headed out to this three-day event. PLA 2024 offered more than 100 thoughtfully curated education sessions, inspiring speakers and authors, engaging networking opportunities, career services, micro-learning moments, and a bustling exhibits hall featuring the latest in products, services, and innovations. We were pleased to send 9 staff members from various departments and roles, made possible in part by Library of Michigan Continuing Education Stipends in the amount of \$1,600 received by 8 of the conference-goers. Each participant shared some highlights below. Our thanks to the Library Board for recognizing the value of continuing education and supporting staff participation in conferences like this one. This was the first national conference that 8 out of 9 of our employees have attended. Jaclyn did an excellent job preparing everyone for the conference and sharing tips on making the most out of the conference experience.

Josh Campeau – Youth Services Librarian:

PLA was a great adventure. I enjoyed getting the opportunity to go with a large group of staff to my first national conference. The best session for me was Read Romance, Fight the Patriarchy. I enjoy romance novels and it was interesting and entertaining to see them in this context and to see the presenter's success with running a romance book club. I'd be interested in partnering on one here with another staff member in adult or teen if they were up for it. I'd also like to implement a task force to update our keyword terminology in the cataloging. Another thing of interest to me was looking for ways to create a more gender and LGBTQIA inclusive workplace. I don't have concrete ideas on a way to do that yet, but it is something I'm passionate about.

Cameron Crawford – Page Supervisor, Access Services:

I had the pleasure of attending my first Public Library Association Conference this year. The best session I attended was Reclassifying Dewey 200s, a panel discussion hosted by representatives from OCLC, Lawrence Kansas Public Library, and Springfield Massachusetts Public Library and focusing on utilization of the DDC Optional Arrangement plan to better represent religious traditions in this nonfiction range. Both myself and fellow Baldwin attendees felt that this session presented a call to action that we could implement with gusto. An emphasis was also given throughout the conference to self-care in the workplace, and an awareness of this moving forward with my staff has been a major takeaway as well.

Ethan Cronkite – Adult Services Librarian II:

It was a good experience to spend time with my colleagues outside of the library, and we all benefited from the conference's speakers, programs, and exhibits. A wide variety of topics were covered at the conference, but a few consistent themes emerged:

- Intellectual Freedom - From the program topics to the souvenir tote bags, it was clear that book bans and challenged materials were on everyone's mind. I attended an especially strong program on Pivoting to Meet New Censorship Tactics, featuring Deborah Caldwell-Stone, Director of the American Library Association's Office for Intellectual Freedom and Executive Director of the Freedom to Read Foundation. She approached these issues from a clearheaded legal perspective, giving library staff the practical tactics we'll need to make the best of difficult times.
- Pandemic Effects - None of us like to look back at 2020, but it's clear that the events of that year are still having an impact on libraries. In program after program, speakers traced changes in the library back to 2020. On the one hand, the lockdowns pushed librarians to come up with new ways to offer services, and the fruits of that creativity are still being enjoyed today. On the other hand, as Eric Stroshane, Assistant Director of Member Services for the ALA's Office For Intellectual Freedom noted, many of the groups now challenging library materials began by challenging 2020's pandemic policies. So while reflecting on 2020 might be uncomfortable, it's the only way to understand 2024.
- Self-Care - Opening speaker and civility expert Shola Richards was the first to advise us all to meet regularly with a therapist, but he was far from the last. Each of the conference's speakers made this point, and it came up repeatedly in the conference's sessions. In general, there was a strong emphasis on caring for ourselves and protecting our mental and emotional health. This has always been a field with a high rate of burnout, and, as many conference programs

made clear, we are currently living through a particularly challenging time for library workers. Fortunately, this is also a time when people are comfortable being open about mental and emotional health issues, and I appreciated the steady reminders to take responsibility for our own well-being.

- Welcoming Everyone - As modern library professionals, we strive to make everyone feel welcome, and the 2024 PLA Conference made strong efforts in that direction. There was a focus on making our buildings, workforce, services, and collections open and inviting to all. Damon Verdema and Simon DeSalvo, our colleagues from the nearby Ferndale Area District Library, led an engaging and cogent presentation on respecting and supporting trans and gender non-conforming staff and patrons. I appreciated their central theme: That the steps we take on behalf of our trans staff and patrons will not only make the library more welcoming and comfortable for them, but for everyone.

Jen Hassell – Adult Services Librarian:

This year's PLA conference had a ubiquitous mental health awareness energy. This started with the funny and engaging opening speaker Shola Richards. He taught us the meaning of Ubuntu is "I am because We are" and that, "If you want to go fast, go alone. If you want to go far, go together." In an advocacy session about fighting book bans I learned about Book resumes. These are free resources that help those supporting access when titles are challenged. These book résumés are provided in a PDF format so they can be easily shared with administrators, book review committees, elected officials and the public.

There was a session on library operations in which librarians talked about not charging for prints, meeting rooms, or faxing and some have repurposed old staff phones for public use.

Toronto Public Library has leaned into their senior services regarding digital literacy. The city of Toronto has a Toronto Seniors Strategy 2.0 as they approach nearly 25% of their population being over 60. TPL have been able to create programming and find funds by leaning into and working within the city's strategic plan.

Post COVID, the large Cuyahoga County Public Library wanted to engage on a more focused community level with their patrons. Each of their branches reached out to three spaces in their areas in which the library could create "community collections" that they rotate out every three months. The titles are hyper specific to the area: nursing test prep titles at the hospital, book club titles at the senior center, and already checked out.

Suzanne Hathon – Adult Services Librarian:

I really enjoyed my time at PLA and learned a lot about the library profession as a whole, as well as had some key takeaways. Shola Richards' keynote on mental health was incredible. His insights on prioritizing well-being really resonated with me, especially as it affects our time as public servants. He reminded us to ask the following questions when dealing with patrons or coworkers: Is it kind? Is it true? Is it necessary?

The session on revamping the Dewey 200s for religious equity was fascinating. It's important to ensure our library systems are inclusive for all faiths. This definitely sparked some ideas for improving our own collection.

The session on Community Library-Aid with social services partnerships was helpful and very applicable to our work in adult services. Many libraries bring in community partners for open sessions on how to apply for government benefits, get help with addictions, as well as receive free legal aid. This gave me a lot of ideas for programming that could assist our community.

The session on gender inclusivity was also helpful. This helped me rethink my interactions with youth and their grownups in terms of how I talk to them regarding programs, restrooms, readers' advisory, and other communications.

I also attended several sessions to help me with technical skills, including a session on Google Forms, Canva, and public speaking.

Haylie May – Adult Services Intern:

The 2024 PLA conference was a great first time conference experience for me! I learned so much while I was there and got to connect with many librarians and other library professionals from across the country. My favorite session was titled "Read Romance/Fight Patriarchy" which was valuable for learning how to create a more inclusive romance collection. The presenter suggested many different blogs and podcasts to discover new authors who write diverse characters which I will be checking out. The presenter was fantastic and passionate about what she does. She shared how she created a romance book club at the school she works at to help teach young people about healthy relationships and strong women.

Another session that stuck out was titled "Increase Religious Equity by Reclassifying Dewey 200s." This panel was made up of a member of the Dewey Decimal Classification OCLC, and members of two libraries who have made the switch to the alternative 200s Dewey organization. This alternative Dewey option is organized more equitably as it is ordered chronologically and geographically rather than centered

primarily on Christianity. The order allows for gaps in a collection to be more obvious than they might be now, as the majority of religions are all found within the 290s with the current ordering. This panel inspired me to closer assess the 200 collection for diversity and I will be researching this optional arrangement further to learn more about it as it makes it easier for patrons to browse the collection, which currently could benefit from higher circulation rates. I also plan to reach out to some of the religious organizations nearby to see what they would suggest as valuable additions to our collection, as suggested by the presenter.

Another library program idea that was exciting to me was from a presentation on how to create a true crime podcast club! I listen to a lot of true crime podcasts and I know many people who also enjoy them, so I think that would be a fun way for those who may not be huge readers or for those who just like true crime to also get involved in library programs.

Jaclyn Miller – Associate Director:

I love PLA. It's my favorite opportunity for professional development. Columbus in 2024 was no exception. Despite some changes to the scheduled program, and an interesting start amidst some inclement weather, I was happy the conference provided the same diverse and interesting slate of speakers, sessions, and products I've come to expect.

Some of the highlights for me were Shola Richards and his uplifting opening keynote, featuring ways to promote kindness and civility in the workplace and beyond; a session on how to debunk misinformation surrounding trans identities; a session on programming for people living with Dementia; and a session on AI tools that are being used a variety of ways in libraries. I don't think I can choose a favorite. Some of the sessions I attended reinforced things we are already doing at Baldwin, and some provided sparks of ideas for consideration in the future.

I love hearing about things that are working for libraries everywhere, and indeed one session was a full on break down of "what we're doing" and "what we're dreaming about" from libraries across the country. They called upon all the folks in the room to weigh in on solutions based on what's happening in their libraries, and this kind of information sharing can be so valuable.

Thank you for understanding the importance of conferences like this and for supporting the allocation of funding to these opportunities.

Vicki Sower – Adult Services Librarian:

Here are my highlights from PLA Columbus, Ohio 2024

Best Session(s):

Audio Publishers Association Luncheon: "Audio Books Aren't Cheating"

Dr. Bettina Love, Molly Knox Ostertag, Fiona Davis/Greg Wands

A panel of three authors described their experiences and challenges faced when translating their books from print into the audio format. As an avid audio book listener, I was fascinated by the process and was happy to have the opportunity to chat with the authors in person.

Mystery Authors Panel:

Five popular mystery authors spoke briefly about the mystery genre, inspiration for their newest titles, how they conduct research for their works. We received signed copies of their newest works and had a chance to interact with the authors during the Q & A. Authors included Ace Atkins (Robert Parker Spenser books), Craig Johnson (Longmire Series), Matt Goldman (television writer for Seinfeld & Ellen plus Nils Shapiro series), Eva Jurczk (critically acclaimed librarian and author of a "closed room" mystery in a large university library) and L.S. Stratton (a former crime newspaper journalist turned mystery author). All of their new titles will find a happy home here in Baldwin's mystery collection.

Highlight of the Conference: Two Powerful Speakers

Dynamic Keynote Speaker: Shola Richards Kicked-off the conference with a powerful message that set the tone for the entire conference: "Ubuntu"a concept in the Zulu language that incorporates working together as the key to success.

Shola Richards is the founder and CEO of the "Go Together Movement", best-selling author, prolific writer, and self-proclaimed "kindness extremist". He works actively promoting kindness and "Will not rest until bullying and incivility are extinct from the American workplace."

The following morning, award-winning author and academic, Dr. Bettina Love inspired us with her talk about social injustice in education. Dr. Love is the Co-founder of the Abolitionist Teaching Network (ATN) and was proclaimed one of the Next 50 Leaders dedicated to making the world more inspired, inclusive and compassionate. Dr. Love was also one of the authors who spoke about her book, *Punished for Dreaming* at the Audio Publishers Association Luncheon the day before.

Possible Implementation:

Readers' Advisory Kiosks: Virtual Readers' Advisory

I was intrigued with the concept of a library kiosk devoted to Readers' Advisory, a fundamental service performed by librarians. Basically the kiosk provides easy, quick access for patrons on-the-go to help find suggestions for what to read next. The Kiosk also produces a printable list of titles including shelf location and availability. It seems like a simple way to bring readers and books together when time is expiring on their

parking meters!

Stuart Sturton – Adult Services Librarian:

To begin with, this was my first major library conference. To say that it was informative would be an understatement. Over the course of the conference I learned a great deal about the library world and of a verity of programs and or ideas that I would like to implement here at Baldwin. One of the best sessions I attended was African American is not a Genre, it really opened my eyes to ways in which we can better improve how we interact with our African American patrons and provide better readers advisory. Another session that stood out to me was Diversifying your Display and Book List. This was a very helpful discussion on how we can make better use of our displays to help make our library even more welcoming to every member of our community. It also dealt with how libraries display different Genres, which is something that we currently do at Baldwin but it did touch on ways that we might improve upon what we have already done. Overall this was a fascinating experience that I will remember for years to come.



Front (L to R): Cameron, Jen, Haylie, Josh | Back: Stuart, Vicki, Jaclyn, Suzanne, Ethan

Staff Communications

An All Staff meeting was held March 26. We continue to meet monthly, after the Library Board meeting, to share updates with all attendees. Our next all staff meeting will be held on April 23. Recordings of each meeting are sent to all staff.

Staff Anniversaries

Elaine Asher, Adult Services Substitute Librarian, reached 5 years of service on April 7.

Cameron Crawford, Circulation Substitute, will reach 9 years of service on April 21.

Carri Fritz-Gvozdich, Circulation Supervisor I, reached 15 years of service on April 13.

Bob Glenn, Operations Assistant, will reach 12 years of service on April 23.

Rosemary Isbell, Youth Librarian II, will reach 6 years of service on April 29.

George Kasparian, Page and Technical Services Assistant, reached 28 years of service on April 15.

Hannah Stoloff, Substitute Librarian, reached 2 years of service on April 3.

Staffing Changes

This month we are welcoming **Zoe Lusk** and **Mia Gusho** to our page team. And we are pleased to welcome back college students **Megan Gusho**, **Emma Moskovitz**, **Sam Hollo** and **Faith Whitted** for the summer.

Volunteer Hours

44 volunteer hours were utilized in the month of March.

Financial Stability

Strategic goal: Maintain and improve financial health.

Craft continues to monitor both the Library's budget and the performance of its Trust funds in order to ensure fiscal responsibility as we work to fully resume pre-COVID operations.

Craft will present the Library's FY 2024-25 budget to the City Commission on Saturday, April 27 at their budget hearing.

Baldwin Public Library Strategic Plan (2022-2025): Action Plan

Strategic Goal 1: Programs & Services - Adapt programs and services to meet the needs of the changing population					Champion: H, Stephanie
Strategic Objective & Action Plan		Responsibility	Expenses budgeted/used	Timeline	April 2024 Updates (Jan-Mar 2024):
A	Determine the wants and needs of users for library services and programs and adjust services and programs in response to feedback				
	1	Present surveys to the public in a variety of formats to assess services and programs	Head of Adult, Head of Youth, Technology Trainer	\$192 for SurveyMonkey subscription	Ongoing. Annual general programming in January. End of Summer Reading Survey in August. We place paper surveys back in the Books Unboxed boxes due to feedback from the teens so now patrons receive the survey via a link in an email, a QR code on the box to a digital version, and a paper survey they can fill out and turn in. - SK SK sent a survey to all Battle of the Books coaches seeking feedback. - SK Youth staff have been verbally asking patrons about programs as they leave, for example, the Bluey Bash, Play & Learn, Fairy Tale Story Time and Beyond the Book. - SK Rosemary asked the KLS kids about eBooks and eAudio to determine what she should be purchasing in that collection and how she should be dividing up the funds between eBook and eAudio. - SK Stephanie met with Kristel from Farmington District Library and learned they are seeing the same trends in story time participation increase as we are. MYSTIC discussed staffing for weekends and programming on weekends at our last meeting in January. -SK Jeff has been attending STEAM nights at the elementary schools. This may be all that is needed during the school year. Youth offered a STEAM program in Summer 2023 that was well attended but the STEAM program offered in January 2024 had low attendance. We have determined that STEAM specific programming might be better utilized in the summer months, not during the school year. - SK Developed new technology classes: Digital Wallet, For the Love of Money (highlights Morning Star and ValueLine databases) AI Class We have been tallying the number of patrons that ask about music CDs, 4K Blurays, and nonfiction DVDs to determine if we need to keep these collections. So far, only a few patrons have asked about music CDs and no one has asked about 4K or nonfiction movies. We have also been monitoring the Graphic Novel usage and determined that it needs more space! - SK Youth have received a few requests for us to circulate Tonies. We have investigated and determined that we will not be adding these to our collection at this time. - SK Quarton Book Talks for 4th and 5th graders First Grade First Card, storytime at WeeCare and Midvale Early Childhood Center. Stephanie presented at the Story Time Guild's February meeting. Susan hosted a program and tour for a Girl Scout Group. Battle of the Books was in March. - SK
	2	Analyze trends and demographics from previous years and at other libraries	Head of Adult, Head of Youth	None	Review every December.
	3	Determine the extent to which STEAM programs are in demand for all ages	Idea Lab, Teen Librarian, Head of Youth	None	Ongoing
	4	Examine and analyze circulation statistics for collections	Head of Adult, Head of Youth, Access Services Coordinator	None	Review by September 15 annually.
	5	Examine and analyze technology needs and trends for patrons	Technology Trainer, Idea Lab, IT Coordinator	Upgrade wifi, charging stands, phone/laptop chargers, etc.	Ongoing
B	6	Evaluate staff led outreach based on community need and reach	Associate Director	None	Complete by December 31 each year in 2022, 2023, 2024
	Ensure library materials, programs, technology, and services are available, relevant, and welcoming to all abilities and backgrounds				
	1	Identify and offer programs and services for underserved populations	Head of Adult and Head of Youth	Program and presenter fees	Ongoing
	2	Improve discovery of physical and virtual collections	Head of Adult, Head of Youth, Head of Access Services		Ongoing
					Stephanie started using a visual schedule in story time - SK All paperback series have a shelf marker identifying which series are on that shelf. Each World Language language has a sign indicating the language.

3	Prioritize programming and promotion of those programs that focus on creating an equitable society (youth engagement, economic and psychological recovery, health and human services, civic engagement, and media literacy)	Head of Adult, Head of Youth	program and presenter fees	Ongoing	
4	Significantly expand a <i>Library of Things</i>	H, Ethan	\$10,000.00	Ongoing	Library of Things will be ready to launch coinciding with the completion of Phase 3.
5	Provide open, welcoming spaces that encourage collaboration and connection	Public Services Staff	furniture and lighting signage	Ongoing	Improved, safer and uniform seating the nonfiction / media wing of adult services.
C Develop a technology plan to support existing programs and services					
1	Expand support for digital literacy and skills training by delivering technology and computer training sessions each year, both asynchronously and synchronously	AS and YS librarians	editing software	Ongoing	Rosemary and Caroline create short videos to advertise Youth databases. There is a spike in usage for the database being advertised. - SK
2	Provide technology training to staff in multiple formats to support multiple learning styles	Primarily IT Coordinator, Public Services Dept. Heads			Two library staff members attended Computers in Libraries, a national library conference focused specifically on technology services
3	Provide technology assistance during all hours open to the public	IT Coordinator		What's reasonable for this?	
4	Ensure the library technology is up-to-date and fully supported	Primarily IT Coordinator, Public Services Dept. Heads		Ongoing	WIFI upgrades were made to bring hardware up to date
Strategic Goal II: Facility - Create a welcoming, safe, and accessible building that meets the needs of our staff and users					
Strategic Objective & Action Plan		Responsibility	Expenses budgeted/used	Timeline	Comments/Status
A Develop and plan for long-term facility needs					
1	Identify exterior needs	Jaclyn, John G.			
2	Identify interior needs	Jaclyn		FY2022-23	
3	Develop long term plan to address interior and exterior needs	Jaclyn		FY2022-23	
4	Update physical environments to support the needs of our customers and staff				
B Develop and complete expansion and renovation of front entrance and circulation area					
1	Develop and issue RFP for design development and construction documents for Phase 3	Rebekah	\$264,000	4/18/2022 - selection	
2	Plan for access during construction for patrons and staff	Director, AD, Head of Access Services		Duration of Phase 3b: give notice of temporary entrances 1 month, in advance, then weekly	
3	Publicize availability of the Library during construction	Jaclyn	none	3 months, 2 months, 6 weeks, 4 weeks, weekly leading up to closure.	
C Maintain a safe and accessible environment					

1	Evaluate building accessibility	Jaclyn, Department Heads				
2	Offer a variety of environmental choices for users within the building that accounts for sensory sensitivities	Jaclyn, Department Heads				
3	Create accessible collections by adjusting lighting and height of existing shelving	Jaclyn, Department Heads				
D	Continue to monitor and make improvements to facility					
1	Develop regular maintenance schedule with applicable vendors for cleaning carpet, furniture, windows	Jaclyn		ongoing, as contracts and quotes expire		
2	Establish and document regular maintenance schedule	Jaclyn, John G.		FY2022-23		
3	Update garden beds around the facility with native plantings and pollinators	Robert		ongoing		
4	Investigate/implement/update building management system	John G				
5	Identify ways to make building more eco-friendly	Jaclyn, Robert		ongoing		
Strategic Goal III: Diversity & Equity - Provide and promote equitable and inclusive resources and opportunities for all populations						
Strategic Objective & Action Plan		Responsibility	Expenses budgeted/used	Timeline	Comments/Status	
4A	Prioritize diversity, equity, and inclusion practices					
1	Enhance inclusion of underrepresented groups in collections to highlight diverse voices, perspectives, and absent narratives	Purchasing staff	15% annual budget	ongoing	Extra focus and attention has been provided to the 200s section as well as making sure to include diverse and underrepresented voices in the creation of the Baldwin's Best Bets collection.	
2	Develop and implement civil discourse programming	IDEA TF	presenter fees	ongoing	Staff development training budget includes \$25,000 for staff training throughout the year.	
3	Include funding for DEI initiatives in the annual budget	Director	TBD	February 2023		
4	Review existing and future post-COVID plans with an equity lens to ensure new services focus on those who need Library services most and who may not yet be well connected to the Library	IDEA TF	none	ongoing		
5	Provide a clear way for staff to contact the IDEA Task Force to identify areas of improvement and offer suggestions	IDEA TF	None	January 2024		
B	Develop and implement a training and education plan					
1	Identify needs for training	IDEA TF	None	Ongoing	Learned of the need for staff to have time to discuss Library matters with other staff to get tips and opinions from those who already understand	

2	Seek out DEI training and educational programs for staff members and patrons	IDEA TF	training fees	Ongoing	Compiled professional development opportunities for staff. Adult Services offerend programs for patrons including, Negro Motorist Green Book, The Second Middle Passage: America's Donsitic Slave Trade, along with the Historical Series with the Musuem: A Shifting Landscape: How Immigration Shaped Birmingham and The Civil Rights Movement in the 1970s and Brimingham's Creem Magazine
3	Offer 5 training opportunities for staff each year and require that full-time staff choose 2 to attend and part-time staff choose one to attend	IDEA TF	\$5000/year	Ongoing	Started staff discussion groups to talk about Library matters together. Library staff have various options for professional development.
4	Update website to address accessibility and improve user experience	Associate Director, Director		FY2023-2024	86% of the Adult Services department has attended a statewide or national conference in the past 2 years.
C Review and improve recruitment, hiring, retention and promotion methods					
1	Advertise jobs in more geographically and demographically diverse venues	Associate Director	posting fees	Ongoing	
2	Ensure that all portions of the application and interview process are accessible	IDEA TF, Mgt	None	In-progress	
3	Participate in the Institute of Museum and Library Services (IMLS) internship program for high school students of color				It does not appear that IMLS is currently running this program. We currently have an Assistant to the Teen Librarian position; all staff in who have filled this position have been members of an underrepresented community.
4	Actively recruit candidates from underrepresented populations when filling open positions				
5	Provide a transparent pathway to promotion within the organization	Director	None		
6	Solicit feedback from candidates regarding the application and interview process	Director	None	In-progress	
7	Review and adjust qualifications for each job posting to expand the candidate pool	Director	None	In-progress	
D Assess and document progress					
1	Complete a diversity audit of Library programming to ensure underrepresented perspectives are being included			in progress FY 2023-24	
2	Establish criteria for auditing programs	IDEA TF	None	July 2022 meeting	
3	Create form for staff to evaluate their planned offerings	IDEA TF	None	August 2022 meeting	
4	Merge and compare results across Library	IDEA TF	None	June 2023	
5	Publish an annual review of programs and trainings	IDEA TF	None		in progress for September 2024
Strategic Goal IV: Community Outreach & Partnerships - Develop and strengthen BPL connections within the community					
Strategic Objective & Action Plan		Responsibility	Expenses budgeted/used	Timeline	Champion: Jaclyn Comments/Status
A Identify and develop new community relationships and partnerships					
1	Identify and connect with potential community partners	Jaclyn, work group, Board Outreach Committee		ongoing	

2	Review policies and practices of potential community partners	Jaclyn		ongoing	
3	Attend meetings of retail and civic organizations	Various Staff, Board Members		ongoing	
4	Develop programming with interested partners	Programming Staff		ongoing	
5	Coordinate annual 'fairs' with participants of the same "type"	Programming Staff			A non-profit fair is scheduled for April 2025
B Maintain and strengthen existing community relationships and partnerships					
1	Participate in community events	Jaclyn			
2	Establish a plan to engage staff and Board in outreach events	Jaclyn		in-progress	
3	Develop a plan for requests for Book Bike appearances	Jaclyn	no cost, staff time to manage requests	after book bike is received	
4	Establish "Get to Know the Library" events	Programming Staff			
C Develop an external marketing and communication plan					
1	Identify additional marketing outlets				
2	Update library logo/branding after Bham establishes theirs	Jaclyn, Michelle H, Staff, Board	\$500 in design fees	est completion by Fall 2022	
3	Develop passive advertising - car stickers, license plate frames, t-shirts, etc to be displayed by Library users	Jaclyn, Michelle H, Staff, Board	\$700, FOL donation	in-progress	
4					
Strategic Goal V: Personnel & Organization -Train, empower, and equip members of the organization to best support users and each other					
Strategic Objective & Action Plan		Responsibility	Expenses budgeted/used	Timeline	Comments/Status
A Support a learning culture that encourages innovation and risk-taking to develop new services and programs that meet the unique character of the communities we serve.					
1	Expand transparent communication, policies, and shared documentation	Director, AD, Department Heads, Employees	None	Full completion date of September 2023 and yearly reviews thereafter	
B Attract and retain well-qualified staff who are inclusive and welcoming to all					
1	Conduct a compensation study to ensure that BPL is providing a pay structure for all positions that is fair, competitive, and equitable both internally and externally.	Director	none	Annually, in January, following the publication of the DSLRT salary survey and ahead of the March budget process	
2	Develop onboarding plan to train all new hires	Administrative Assistant & Department Heads	none	March 2023	
3	Establish an onboarding process for volunteers, including review of expectations for Library representatives	Director & Assistant Director		June 2023	

C	Identify and provide opportunities for staff growth								
1	Review and assess opportunities for job shadowing, cross training, and cross departmental teams to expand staff knowledge and leadership opportunities							ongoing	
2	Research library and retail trends to determine how they can best benefit Baldwin's community			All Staff				ongoing	
3	Empower staff and supervisors with quality training, tools, resources, and spaces			Management Team				ongoing	
4	Offer training in Library advocacy so all staff can speak to the importance of the Library in the community			Director				Staff Development Day 2024	
5	Create opportunities for staff to learn from each other and the broader library field, as we improve our efforts to serve our patrons			Management Team				ongoing	
6	Encourage staff participation in professional conferences and organizations			Management Team				ongoing	
Strategic Goal VI: Financial - Maintain and improve financial health									
Strategic Objective & Action Plan				Responsibility	Expenses budgeted/used			Timeline	Champion: Rebekah Comments/Status
A	Analyze current and future expenses and identify cost-saving opportunities								
1	Act as stewards of the yearly budget by reviewing and analyzing all expenditures			Director		none		ongoing	
2	Recommend changes and cost reductions			Director					
3	Evaluate current staffing structure and recommend adjustments			Director					
4	Identify areas for optimization and consolidation			Director					
B	Analyze current and future revenue and identify potential revenue streams								
1	Identify current Library revenue streams and how much they generate currently and in the future			Director					
2	Explore other revenue sources, including grants, notary public services, and meeting room utilization			Director				Fall 2022, ongoing	
3	Strengthen relationships with the City Commission, City Administration, citizens, and businesses for strong and continued millage support			Director				ongoing	
4	Identify and develop increased revenue from fundraising sources (Trust, Friends, grants, sponsorships, special events, etc.)			Director				ongoing	
C	Maintain awareness of economic trends								
1	Identify sources of economic trend information			Bookkeeper				ongoing	
2	Follow national library financial trends			Director				ongoing, quarterly	
3	Engage with professional financial services			Director				ongoing, yearly	

4 Publish economic outlook with annual budget	Director			yearly in March	
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Baldwin Public Library: Friends Funds	
March 2024 Expenditures	
Adult Services	
Program refreshments	\$ 9.99
Books Unshelved supplies	\$ 309.14
90s Trivia program prizes	\$ 100.00
Seed Library	\$ 222.52
Total	\$ 641.65
Teen Services	
Book Nook Program supplies	\$ 304.75
Pizza for Study Night, TAB and Pizza & Pages	\$ 281.87
Filament	\$ 42.88
Candy and pop for various programs	\$ 303.98
Total	\$ 933.48
Youth Services	
Book Clubs - Dion	\$ 30.74
Kids Library Society - Isbell	\$ 13.88
Battle of the Books prizes	\$ 343.00
General program supplies	\$ 245.53
Book Club - Green	\$ 17.08
Unicorn Cupcakes supplies	\$ 208.98
Mario Day eggs	\$ 22.53
Total	\$ 881.74
Idea Lab	
Filament	\$ 221.85
DIY program supplies for May	\$ 605.49
Total	\$ 827.34
Outreach & Equipment	
Total	\$ -
Total Expenditures	\$ 3,284.21
February 2024 Balances	
Adult Services	\$ 10,237.51
Teen Services	\$ 1,946.09
Youth Services	\$ 3,112.07
Idea Lab	\$ 2,308.37
Outreach & Equipment	\$ 7,453.72
Total Balance	\$ 25,057.76
March In-Library Book & Button Sale Cash Donations	
Submitted by Jaclyn Miller for April 8, 2024	\$ 852.00

PHASE 3 RENOVATION
UPDATE:
April 2024

Phase 3 Updates: March 2024

Because the Merrill Street entrance is closed, visitors will need to continue entering the library via the ramp at the north entrance at the corner of Bates and Martin Streets. The curbside dropbox will remain available on Martin Street until the Merrill Street entrance reopens in June.

Our Open House scheduled for May 18 has been postponed until Sunday, September 15, 2024, from 1:00 to 3:00 p.m.

The reopening has been delayed because we encountered an issue with the entry stairs. At a recent Owner/Architect/Contractor meeting, City of Birmingham Building Official Bruce Johnson expressed concerns with the quality of finishing on the new cast in place concrete steps at the entrance. Building Inspector Mike Morad found that a few steps were higher or shallower than allowed by code. While the amount is minimal, this caused the stairs to be non-compliant with the ADA building code.

To address this issue, the staircase has been redesigned and will now feature ten shorter and deeper steps without a landing. This change necessitates the removal and reconstruction of the existing stairs and handrails. Our construction firm estimates this process will take approximately 8-9 weeks. Our construction firm and architects are assuming the total costs associated with repairing the staircase. We do not anticipate any other construction related delays in the next two months.

Starting this weekend, library visitors may utilize our new outdoor plaza at the corner of Bates and Merrill Streets. The construction fence has been removed, new exterior plaza furniture will be in place, and landscaping and plantings are in progress. The parking spots, sidewalks, and new plaza along Bates and Merrill are now accessible and open to the public. However, the main building entrance on Merrill Street will remain closed and inaccessible until the stairs are completed in June.

In the last month, many parts of the project have been completed:

- Elevator passed state inspection
- Lighting installation was completed
- Automatic entry doors installed
- All windows installed
- Millwork installation
- Nanawall electric operating system installed
- Interior glass walls and doors installed
- Drywall and painting completed
- Carpet installation completed

- HVAC system installed and tested
- Damaged sidewalk squares removed and poured

Owner-Architect-Contractor (OAC) Meetings

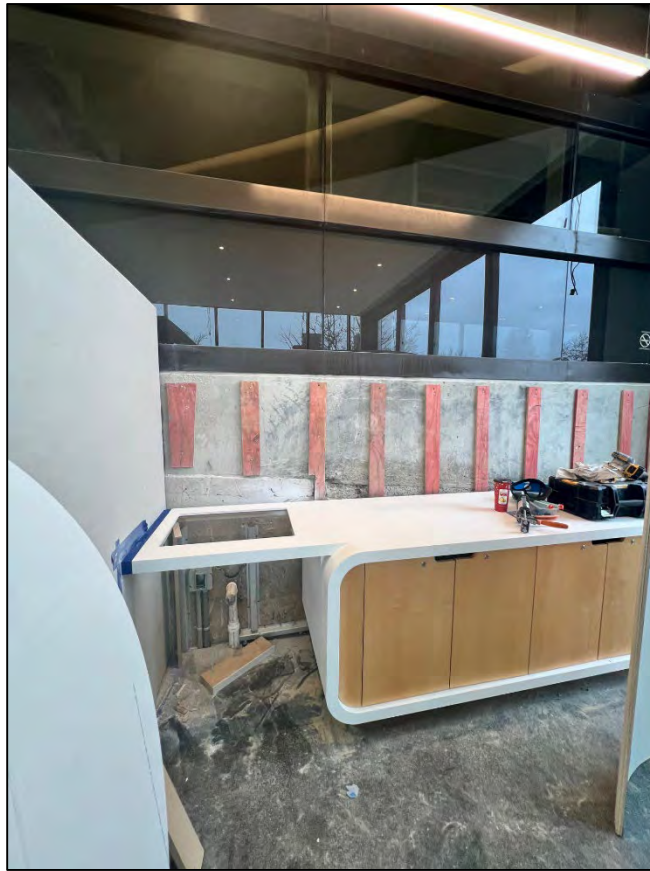
Weekly OAC meetings are held in person on the project site. The minutes of past meetings can be found on the following pages.

Contingency

The project has a total contingency of \$141,966. The contingency has been used for the following items to date:

Carpet tiles for study room area	-\$6,710.00
Jersey Barrier Fencing	-\$34,309.00
Cove Lighting above Study Rooms	-\$11,450.00
Sitework changes	-\$2,942.00
Additional carpentry work for study rooms	-\$4,840.00
<i>HVAC revisions (credit)</i>	<i>+\$4,048.05</i>
18" GRG Plasterform Column Cover	-\$4,826.00
<i>Glass revisions in study rooms (credit)</i>	<i>+\$1,200.00</i>
<i>Landscape revisions (credit)</i>	<i>+2,360.00</i>
Restroom Column	-\$4,275.00
Electrical revisions	-\$6,066.00
Paint walls, door frames, base outside gallery	-\$500.00
Acrovyn kickplate for Access Services door	-\$500.00
Limestone base at new entrance	-\$17,475
Plaster skimcoat of original ramp wall	-\$975
Paint for Friends basement room	-\$762
Carpet installation for Friends room	-\$1,175
Lighting in Access Services Office	-\$2,715
Alternate lighting in vestibule	-\$624
Information desk revisions	-\$5,700
Restroom painting	-\$850
New Non-fiction wall painting	-\$272

The amount remaining in the contingency is \$40,008.



Vending café millwork in progress





Automatic sliding doors installation in new vestibule



Handrail installation on new ramp



View of new information desk and entry staircase from book sorter room



View of addition exterior from corner of Merrill and Bates



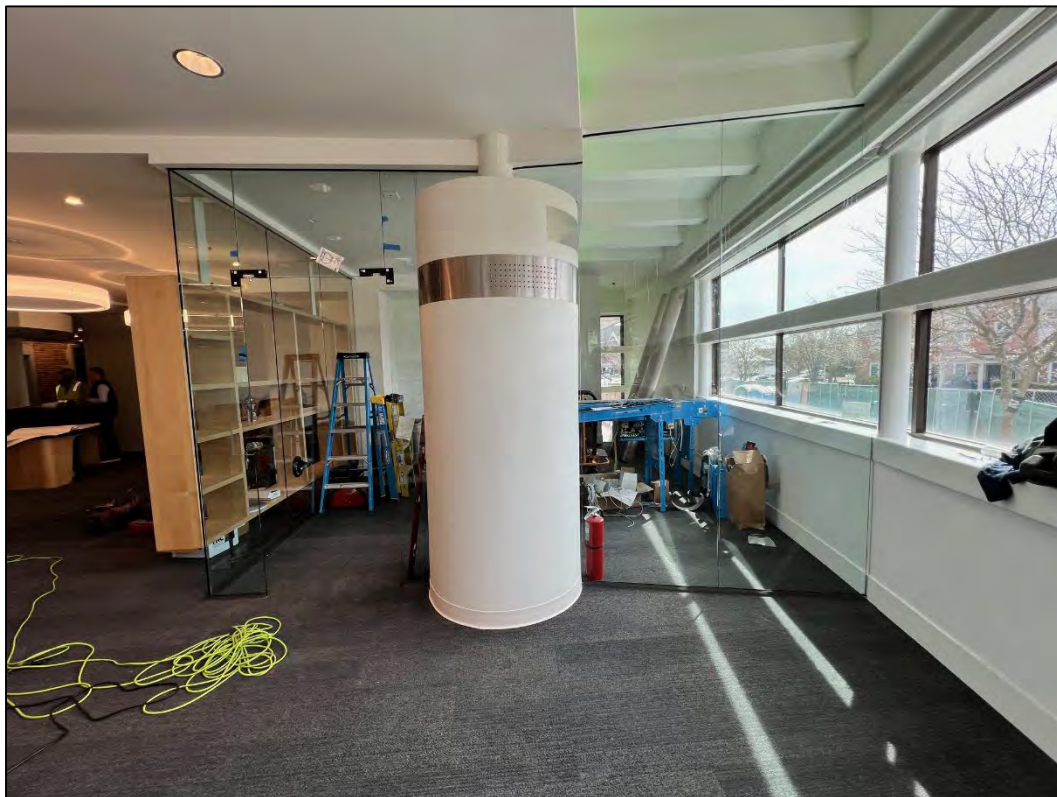
View of new front entry doorway and signage



New outdoor plaza landscaping in progress



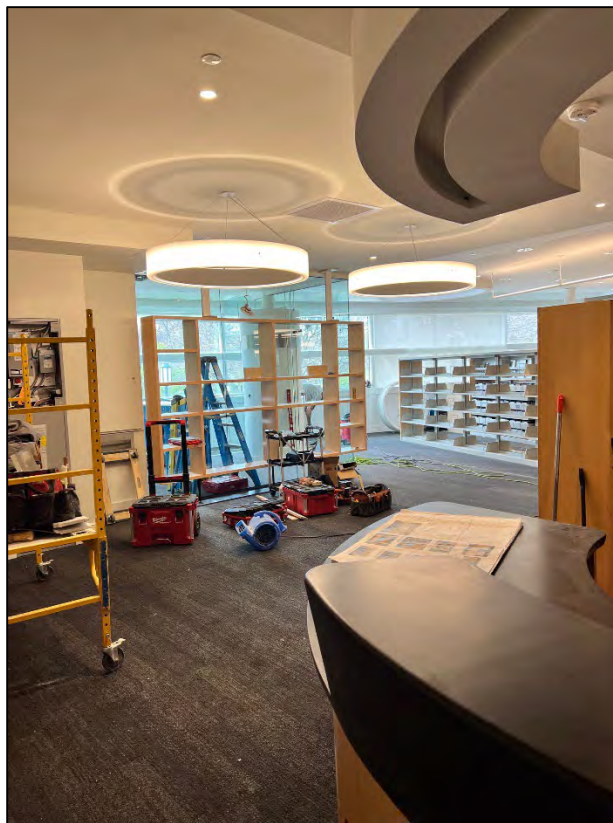
Tile selection for new staircase



View of new book sorting room



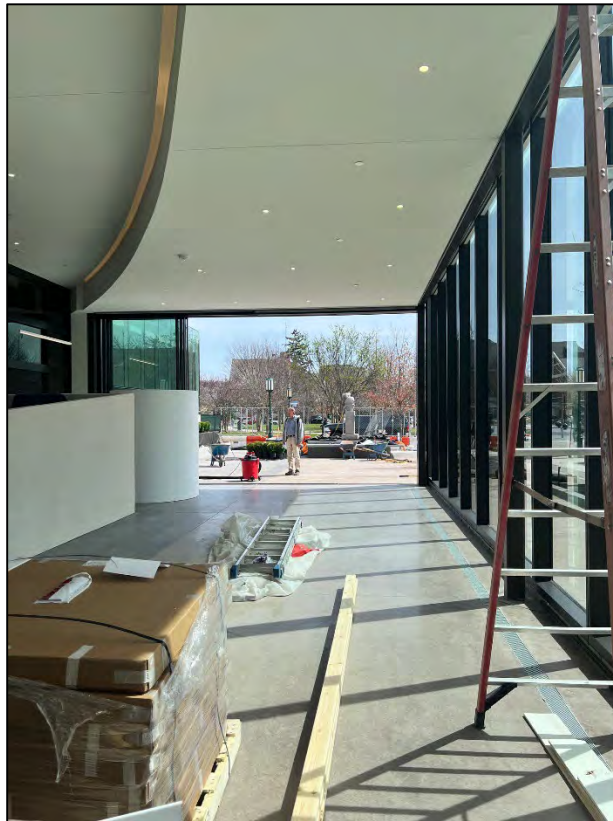
View of entry to book sorting room



View of new book sorting room from new information desk



View of new information desk



View of outdoor plaza from indoor café space with Nanawall open



View of café counter with outdoor plaza in the background



View of new vending café counter



View of entry elevator doorway



View of new book return slot outside front entry



View of new Hornbeam tree and addition

Baldwin Public Library: PHASE 3 RENOVATION BUDGET		
	Current Budget	
Renovation Costs		
Constr. Costs incl. FOL counter, Study Rooms, Snow Melt	\$	3,429,574
Deduct alts - Skylight \$239,030 and Light Cove \$11,450*		
Construction Manager Fee (2.5%)	\$	91,114
Liability Insurance	\$	14,578
Owner's Contingency	\$	141,966
Guaranteed Maximum Price	\$	3,677,232
Other Costs: not coordinated by PCI Dailey		
Architectural Fees	\$	264,000
Engineering Fees	\$	19,210
FFE & AV/Low Voltage Wiring	\$	115,000
Furniture Moving (Elevator Room, Circ Desk, Teen, Etc)	\$	5,000
Signage made by Idea Lab	\$	1,000
Endowment plaque installation	\$	1,750
Artpack: Siberian Ram sculpture relocation/storage	\$	19,800
Sorter Relocation	\$	50,000
TOTAL: Other Costs	\$	475,760
GRAND TOTAL	\$	4,152,992
Funding Sources		
Millage up to Headlee Cap for FY21-22 through FY25-26	\$	3,353,057
Existing Millage/Cash Reserves	\$	237,943
Transfer from Library Trust	\$	561,992
TOTAL FUNDS	\$	4,152,992

Deduct alternates*			
Skylight	\$	239,030	Remove
Friends counter	\$	5,300	Keep
Study rooms	\$	34,730	Keep
Light cove	\$	11,450	Keep
Snow melt	\$	85,110	Keep

Budget Approvals			
Construction (paid in FY22-23)	\$	54,959	
Arch Svcs (paid in FY22-23)	\$	244,000	
Construction (FY23-24 Budget)*	\$	3,622,273	
Arch. Svcs: Constr. Admin (FY23-24)	\$	20,000	
Sorter Relocation (FY23-24 Budget)	\$	50,000	
Other Fees (from Trust)	\$	161,760	
TOTAL FUNDS	\$	4,152,992	

*Requires FY23-24 budget adjustment

Additional Trust Funds Available			
Trust			
Van Dragt Donation	\$	74,909	
General Spendable Funds	\$	484,152	
Building Funds	\$	366,637	
TOTAL	\$	925,698	
Trust funds used for project	\$	(561,992)	
Remaining funds after project	\$	363,706	

Baldwin Public Library: PHASE 3 RENOVATION EXPENDITURES

PCI Dailey Construction Costs*	\$	Current Budget	Paid to Date	Projected	(Over)/Under
		3,677,232	2,789,985	3,677,232	
Pay Application #1 - paid in FY22-23		\$	54,959		
Pay Application #2		\$	116,304		
Pay Application #3		\$	193,672		
Pay Application #4		\$	343,353		
Pay Application #5		\$	553,186		
Pay Application #6		\$	481,601		
Pay Application #7		\$	361,430		
Pay Application #8		\$	285,424		
Pay Application #9		\$	236,966		
Pay Application #10		\$	163,092		
Architectural Fees	\$	264,000	263,000	264,000	
Fees paid through March 2024		\$	263,000		
Engineering Fees	\$	19,210		-	19,210
FFE & AV/Low Voltage Wiring	\$	115,000			37,958
MCR - Demolition & installation of low voltage wiring	\$	7,616			
NBS Relocate PA Equipment	\$	1,434			
NBS Gallery Speaker installation	\$	1,242			
Audio Rack Relocation in Rotary Room	\$	3,800			
Shaw security cameras	\$	572			
Shaw Door Counter for front entry	\$	4,411			
5 Idea Lab Adjustable Height Tables	\$	2,599			
2 Access Services Work Desks	\$	2,812			
3 Umbrellas with stands	\$	8,182			
Mural in café	\$	12,000			
6 outdoor tables with 24 chairs	\$	19,295			
10 white square indoor tables	\$	4,740			
6 Sample chairs	\$	686			
75 indoor chairs	\$	7,653			

Furniture Moving	\$	5,000	\$	-	\$	5,000
Signage made by Idea Lab	\$	1,000	\$	1,000		
Endowment plaque installation	\$	1,750	\$	-	\$	1,750
To be installed by Millwork contractor			\$	-		
Siberian Ram sculpture relocation/storage	\$	19,800	\$	14,473	\$	4,950
Deposit - 5/30/23			\$	3,400		
Removal fee - 6/10/23			\$	4,273		
Storage fee			\$	1,250		
Reinstallation fee			\$	5,550		
Sorter Relocation	\$	50,000	\$	65,000	\$	(15,000)
TOTAL	\$	4,152,992	\$	3,344,932	\$	53,868

<i>*Construction Contingency</i>	<i>Total</i>	<i>Remaining</i>	<i>Used</i>
Carpet tiles for study room area		\$	(6,710)
Jersey Barrier Fencing		\$	(34,309)
Cove Lighting above Study Rooms		\$	(11,450)
Sitework changes		\$	(2,942)
Additional carpentry work for study rooms		\$	(4,840)
HVAC revisions (credit)		\$	4,048
18" GRG Plasterform Column Cover		\$	(4,826)
Glass revisions in study rooms (credit)		\$	1,200
Electrical revisions		\$	(6,066)
Restroom Column		\$	(4,275)
Landscape revisions (credit)		\$	2,360
Paint walls, door frames, and base outside gallery		\$	(500)
Acrovyn kickplate for Access Services door		\$	(500)
Limestone base at new entrance		\$	(17,475)
Plaster skimcoat of side wall		\$	(975)

Paint for Friends basement room	\$	(762)			
Carpet installation for Friends basement room	\$	(1,175)			
Soffit for elevator (encapsulates ducts)	\$	(2,600)			
Brighter lighting in Access Services office	\$	(2,715)			
Information desk revisions	\$	(5,700)			
First floor restroom painting	\$	(850)			
New Non-fiction wall painting	\$	(272)			
Alternate lighting in Vestibule	\$	(624)			
			40,008	\$	(101,958)
			141,966	\$	
				\$	

Updated 4/11/2024

Current Contingency / Allowance Expenditure 04-10-23

Allowance Description	Starting Balance	Usage	Amount Remaining	Reason for Usage
Contingency	\$ 141,966.00	\$ 98,737.25	\$ 43,228.75	Millwork Field Changes / Requests
Layout / Testing	\$ 29,200.00	\$ 24,785.00	\$ 4,415.00	Testing and survey companies, Restaking for Building
Temporary Fencing	\$ 15,536.00	\$ 15,536.00	\$ -	Jersey Barriers w/ Fence Panels and Screen
Temporary Ramp Maintenance / Repairs	\$ 15,000.00	\$ 9,447.00	\$ 5,553.00	Temporary ramp, concrete, and required removals
Additional Demolition Related to Field Conditions	\$ 10,000.00	\$ 10,000.00	\$ -	Ceiling removal, column rerouting, ceiling height differential, additional found remov
Coordinating Shoring between trades	\$ 3,500.00	\$ 3,500.00	\$ -	Additional shoring rentals
Removal of bad soil & import sand for steps	\$ 4,100.00	\$ 4,100.00	\$ -	Repair of sanitary line / drain tile through foundations
Winter Conditions for Concrete	\$ 31,875.00	\$ 31,875.00	\$ -	JJ Barney Winter Conditions Usage
Remove Dampproofing off foundation	\$ 5,000.00	\$ 5,000.00	\$ -	Dampproofing removal at exposed areas, added wall prep work for limestone
Power Wash exposed foundation walls-Sealer	\$ 3,000.00	\$ 3,000.00	\$ -	
Misc. Masonry/Limestone Repairs	\$ 7,500.00	\$ 7,500.00	\$ -	Foundation wall cut back at Ramp Area, misc touch ups
Misc. structural & Other Fabr not detailed	\$ 10,000.00	\$ 10,000.00	\$ -	Demo of column and horizontal members per RFI 16, anchor bolt extensions
LULA Elevator SWL Lifting Beam	\$ 9,000.00	\$ 9,000.00	\$ -	Saves Hoistbeam, angle installation for glass, and poke throughs for blinds
Shop Drawing Revisions - Millwork	\$ 5,000.00	\$ 5,000.00	\$ -	Reworking brackets and friend's changes
Rework existing glass for Book Sorting	\$ 4,500.00	\$ 3,106.00	\$ 1,394.00	Glass film for staff workroom door, Added grilles for Staffworkroom for sound
Misc. Patching / Ceiling Repairs / Access panels	\$ 12,000.00	\$ 4,706.00	\$ 7,294.00	Additional work for Staff Work room ceilings
Alternate Schluter May Be Required	\$ 3,000.00	\$ 2,004.00	\$ 996.00	Alternate schluter trim per approved sample
Flooring	\$ 4,034.00	\$ 4,034.00	\$ -	
Touchup Painting	\$ 3,000.00	\$ 3,000.00	\$ -	
Bondo and Painting of Columns	\$ 2,000.00	\$ 2,000.00	\$ -	
Exterior Signage	\$ 6,000.00	\$ 6,000.00	\$ -	New Exterior Signage for South Face of Building & removal of existing
Install carpet in elevator (Not Indicated)	\$ 600.00	\$ 600.00	\$ -	
Additional Sprinkler Heads / Rework for Design	\$ 2,000.00	\$ 995.00	\$ 1,005.00	Modifications of lines for Friends
Nanawall drain tile work - To Be Designed	\$ 5,000.00	\$ 5,000.00	\$ -	6A stone for drainage & waterproofing
Possible Sump Pump Requirement for LULA	\$ 15,000.00	\$ 14,381.03	\$ 618.97	Basement drainage, Exterior concrete repairs, Boiler Changes
Shift work in Youth Area, Tracing Circuits	\$ 5,000.00	\$ 3,636.60	\$ 1,363.40	Additional can lighting for staff work room 110
Crawl to Overhead determination	\$ 2,500.00	\$ 2,500.00	\$ -	Misc electrical work
Security LV Allowance	\$ 5,000.00	\$ 5,000.00	\$ -	Additional coordination and pathways, etc
Engineering for Flagpole if Needed	\$ 1,000.00		\$ 1,000.00	
Book Return / Bike Racks	\$ 4,050.00	\$ 4,050.00	\$ -	Book return and Bike Rack
Temporary Partitions & Protection	\$ 38,254.00	\$ 38,254.00	\$ -	Temp walls and protections
Temporary Heat	\$ 15,000.00	\$ 14,740.00	\$ 260.00	
	\$ 418,615.00	\$ 351,486.88	\$ 67,128.12	



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Project: GC-2304-007 Baldwin Public Library
300 W Merrill St
Birmingham, Michigan 48009

BPL Phase 3 OAC Meeting Agenda: Meeting #42

Meeting Date	Mar 20, 2024	Meeting Time	11:00 AM - 12:00 PM Eastern Time (US & Canada)
Meeting Location	On-Site		
Overview	Meeting for the Baldwin Public Library Phase 3 Project		
Attachments			

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann		Rebekah Craft Jaclyn Miller Bruce Johnson Jeff Zielke Kristen TAit	ss@mcdarchitects.com
Paul Danko	PCI Industries, Inc.		pdanko@pcidailey.com
Tyler Wilson	PCI Industries, Inc.		twilson@pcionesource.com

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	42	Millwork Reception Desk Modifications				Open
		Description Reception desk top was recommended to be modified. The reception desk top is mocked in place downstairs. If the top was to be modified in the way suggested, it will create a structural imbalance which will need to be rectified. The millworker is here to discuss with the team.				A knee hole will be cut out from the new circulation desk. Millworker will add a pole/post for support under the counter. A modesty panel will be added to the lower side of the circulation desk.
No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.2	42	Grille for Outside Air at Book Drop				Open
		Description Propose moving the sandstone grille to the exterior limestone in lieu of the concrete foundation due to the profile difference.				

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	40	Nanawall				Open
		Description Locking bar ETA is 4/16. Working to better this timeline.				

Previous Meeting Minutes**Mar 13, 2024**

Owner's training occurred on 3/14.

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Permit Status / City Reviews				Open
Description Initial permit was issued Monday 7/3. Updated Bulletin 1 stamped drawings received on 8/2. Updated Bulletin #2 stamped drawings received on 8/30. Updated Bulletin 3 was received on 10/13.						
Previous Meeting Minutes Mar 13, 2024 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	42	Spandrel Glass Change				Open
Description Pricing was received but was fairly high ~13k. Attempting to work with contractor to better these costs. Should another vendor be contacted? This will result in a different warranty holder for this area of work.						
Tyler will look into other solutions, including: - apply a vinyl film - remove existing white glass, sand blast the back of the spandrel glass and paint it black, then reinstall - ask for quotes from other glass companies						

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Schedule				Open
Description HVAC and Plumbing work required for units is being finalized and start-ups are underway. Final drywall areas continuing to be completed periodically. Elevator inspection currently being scheduled for month end. ^{3/27} Elevator contractor will return approximately 1 week prior to complete work and run tests. Painting and handrail work scheduled for next week. Glazing work is ongoing. Exterior limestone work underway. completed Roofing/siding work is ongoing. Exterior concrete repair scheduled for next week. ^{3/25}						
MCMI is completing controls work today. Fire alarm pre-test was held on March 19 Finishing handrail today Sealing trim outside this week Installing interior glass walls tomorrow Installing exterior book drop glass on Friday Installing concrete sealants next week on 3/27 Installing front doors today Millwork is ongoing Carpet installation starts March 25 Final inspections begin on April 3 Exterior landscaping will begin end of April Stairway imperfections will be addressed next Wednesday						
Previous Meeting Minutes Mar 13, 2024 (None)						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Billing				Open
		Previous Meeting Minutes Mar 13, 2024 (None)				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.2	9	Contingency / Allowance Review				Open
		Previous Meeting Minutes Mar 13, 2024 (None)				



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BPL Phase 3 OAC Meeting Agenda: Meeting #43

Meeting Date	Mar 27, 2024	Meeting Time	11:00 AM - 12:00 PM Eastern Time (US & Canada)
Meeting Location	On-Site		
Overview	Meeting for the Baldwin Public Library Phase 3 Project		
Attachments			

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann		Jaclyn Miller Rebekah Craft Frank Pisano Bruce Johnson Mike Morad	ss@mcdarchitects.com
Paul Danko	PCI Industries, Inc.		pdanko@pcidailey.com
Tyler Wilson	PCI Industries, Inc.		twilson@pcionesource.com

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	42	Millwork Reception Desk Modifications				Open
Description New panel for skirting being sourced/fabricated by millworker. Wider bottom cubbies in fabrication by millworker. Millworker to field cut reception desk to allow for high seated area. Previous Meeting Minutes Mar 20, 2024 Revised sizing direction issued in field for added cutout. Additional panel requested to hide receptionist legs. Proceeding based on field direction. Costs will be quantified and deducted from remaining contingency.						
Grommet locations have been finalized Printer cabinet will need a hole cut in back to fit the printer.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.2	42	Grille for Outside Air at Book Drop				Open
Description New grille ordered and will arrive within 1 week to be flush with exterior limestone. Once it arrives, the existing grille will be swapped.						
Previous Meeting Minutes Mar 20, 2024 New grille ordered and will arrive within 1 week to be flush with exterior limestone. Once it arrives, the existing grille will be swapped.						

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	40	Nanawall				Open
Description Locking bar ETA is 4/16. Working to better this timeline.						
Previous Meeting Minutes Mar 20, 2024 (None)						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Stairs				Open
Description Issue noticed with stair compliance on 2nd from top step. Solutions and further discussion to take place downstairs with J.J. Barney, concrete company.						
Previous Meeting Minutes Mar 20, 2024 Issue noticed with stair compliance on 2nd from top step. Solutions and further discussion to take place at next week's meeting with concrete contractor.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	42	Spandrel Glass Change				Open
Description Pricing was received but was fairly high ~11.5k. Glazing is approximately 6 weeks from order. A local mfg can provide these units ~8.5k but they will not have the toggle system and will be structurally caulked in place. Timing will cut near half in terms of lead time. Pricing is being acquired from another vendor for the local option. Once the pricing is returned, we will discuss whether or not to make this change.						
Previous Meeting Minutes Mar 20, 2024 Additional vendor quoting work. Pricing was reduced approximately 15% from previous quote after further discussion from vendor.						

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Schedule				Open
Description Carpet has been installed. HVAC and Plumbing work required for units is being finalized and start-ups are underway. Inspections will take place next week. Final drywall areas continuing to be completed periodically. Elevator inspection currently taking place. Phone line will be needed prior to inspector releasing elevator and certifying usage. Phone line was installed this morning and inspection is taking place at noon today.						

Exterior letters being installed this week.

Glazing work is ongoing inclusive of trims.

Exterior concrete repair later this week. will be poured tomorrow

Roofing/siding work is ongoing.

Exterior sealants are late this week/next week. This is the caulk between the concrete slabs on the sidewalk and patio

Landscaping work to begin next week.

Previous Meeting Minutes

Mar 20, 2024

(None)

Bronze break metal is being installed around the exterior windows and in the canopy of the exterior entryway.
Final electrical is being installed.

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Billing				Open
		Previous Meeting Minutes Mar 20, 2024 (None)				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.2	9	Contingency / Allowance Review				Open
		Previous Meeting Minutes Mar 20, 2024 (None)				

The floor register tiles in the addition will need to be epoxied to stay securely in place.

Issues with the glycol percentage in the new snow melt system boiler will need to be addressed with engineering. More details once this is resolved.



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BPL Phase 3 OAC Meeting Agenda: Meeting #44

Meeting Date	Apr 3, 2024	Meeting Time	11:00 AM - 12:00 PM Eastern Time (US & Canada)
Meeting Location	On-Site		
Overview	Meeting for the Baldwin Public Library Phase 3 Project		
Attachments			

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann			ss@mcdarchitects.com
		Bruce Johnson Jeff Zielke Mike Morad	
Paul Danko	PCI Industries, Inc.	Melissa Mark Kristen Tait	pdanko@pcidailey.com
Adam Mabry	PCI Industries, Inc.	Rebekah Craft	amabry@pcidailey.com
Tyler Wilson	PCI Industries, Inc.		twilson@pcionesource.com

RFIs

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	40	Nanawall				Open
		Description Locking bar Ship date is 4/16. Locking bar to arrive approximately 4/27.				
		Previous Meeting Minutes Mar 27, 2024 Ship date is 4/16. Locking bar to arrive approximately 4/27.				

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Stairs				Open
		Description Direction forward? Limited barricade environment for library give back space?				
		Previous Meeting Minutes Mar 27, 2024 Meeting held to discuss stair and potential solutions. The change for stair surface to tile was the direction determined to proceed.				

Steve with MCD provided a sketch with sloping steps to achieve the required elevations to keep the landing/handrail and not incorporate an additional step.
 Bruce determined that the step would be needed (eliminating the landing) due to code interpretation and to avoid any potential hazards or issues in the future with patrons.
 The team will further discuss at next week's meeting how to best address this area as well as time impacts observed due to this change and create a pathway forward.

Steps will be tiled with a contrasting color for the nose piece, most likely something silver or stainless steel to contrast with the dark gray floor.

The stair rise will be about 6.4" and the run will be about 14" - a very gentle staircase

It will take about 9 weeks for the stairs to be remedied.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	44	Floor Grilles				Open
Description We are looking into the costs of a flanged floor grille for the heating element for the cafe. Using flanged floor grille instead of epoxy so there is no charge for this change. These are designed for foot traffic and will be a better finished product in the space.						

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Schedule				Open
Description Wrap ups of various items underway. Final drywall areas continuing to be completed periodically. Exterior letters have been installed. Glazing work is ongoing inclusive of trims. Roofing/siding work complete this week. Exterior sealants are weather dependent. Landscaping work to begin this week. <ul style="list-style-type: none"> • Tree grates & trees, bench top, and dirt for planters • Other plantings are not yet in season. The tile to carpet transition will be adjusted once the stairs are poured, so that the flooring transitions are smoother. The elevator has been partially approved. A second date will be scheduled to finish up the minor signage issues with the elevator.						
Previous Meeting Minutes Mar 27, 2024 (None)						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	9	Contingency / Allowance Review				Open
Previous Meeting Minutes Mar 27, 2024 (None)						



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BPL Phase 3 OAC Meeting Agenda: Meeting #45

Meeting Date	Apr 10, 2024	Meeting Time	11:00 AM - 12:00 PM Eastern Time (US & Canada)
Meeting Location	On-Site		
Overview	Meeting for the Baldwin Public Library Phase 3 Project		
Attachments			

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann		Mike Morad Bruce Johnson Frank Pisano Kristen Tait	ss@mcdarchitects.com
Paul Danko	PCI Industries, Inc.	Jaclyn Miller Rebekah Craft	pdanko@pcidailey.com
Adam Mabry	PCI Industries, Inc.		amabry@pcidailey.com
Tyler Wilson	PCI Industries, Inc.		twilson@pcionesource.com

RFIs

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	40	Nanawall				Open
		Description Locking bar Ship date is 4/16. Locking bar to arrive approximately 4/27.				
		Previous Meeting Minutes Apr 3, 2024 (None)				

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Stairs				Open
		Description Give back space was determined, with addition being off limits. Work will take approximately 8 weeks once approved design and materials are confirmed, depending on availability. 10 steps will be the direction forward. Update on design?				
			Steve will detail the rest of the staircase design. Group reviewed tile samples after the meeting and Steve selected the top tile for the stairs. Steve will check with manufacturer to make sure the tile is in stock for the installation.			

Previous Meeting Minutes**Apr 3, 2024**

Give back space was determined, with addition being off limits. Work will take approximately 8 weeks once approved design and materials are confirmed, depending on availability.

10 steps will be the direction forward.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	44	Floor Grilles				Open
Description Flanged floor grilles are ordered and will be installed when they arrive in approximately 4 weeks.						
Previous Meeting Minutes Apr 3, 2024 Flanged floor grilles are ordered and will be installed when they arrive in approximately 4 weeks.						
These flanges will have a 3/4" lip on the grates and will help to cover up some of the concrete chipping and the gaps around the floor grates. The register will be slightly raised, but all is compliant with code.						

Schedule & Site Progress

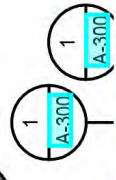
No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Schedule				Open
Description Final clean complete. Various spot cleaning underway. Wall removal and patch/paint process underway. Temporary wall/enclosure underway. Glass door and glass completion work underway. Exterior Barricade pick up is Friday. Cones will be placed on Martin St. for the concrete dumpster. Exterior sealants are underway. Landscaping work underway. Stair demolition begins Thursday, April 11.						
Previous Meeting Minutes Apr 3, 2024 (None)						

Punch List

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	45	Punch List				Open
Description Items we are aware of or are already in progress: <ul style="list-style-type: none"> • Soft close hinges for cabinet doors/drawers • Seam corrections at Cubby millwork • Cafe countertop completion • Coverplate painting at block wall under glass • 2 Sprinkler head covers at vestibule and high ceiling • Exterior landscaping / sprinkler • Honeycomb fills at planter bench seating • Interior slab patching at doors 						

- Nanawall Locking Trim
- Patch/paint at bottom of book drop
- Caulk at top of glass between stair and elevator
- Remove Temp walls & patch/paint

SCALE: 1/2" = 1'-0"



Orig. Floor

Back of Stair

Stair Nosings (Front of Stair)

Stair Nosing (Landing)

Stair Nosings (Front of Stair)

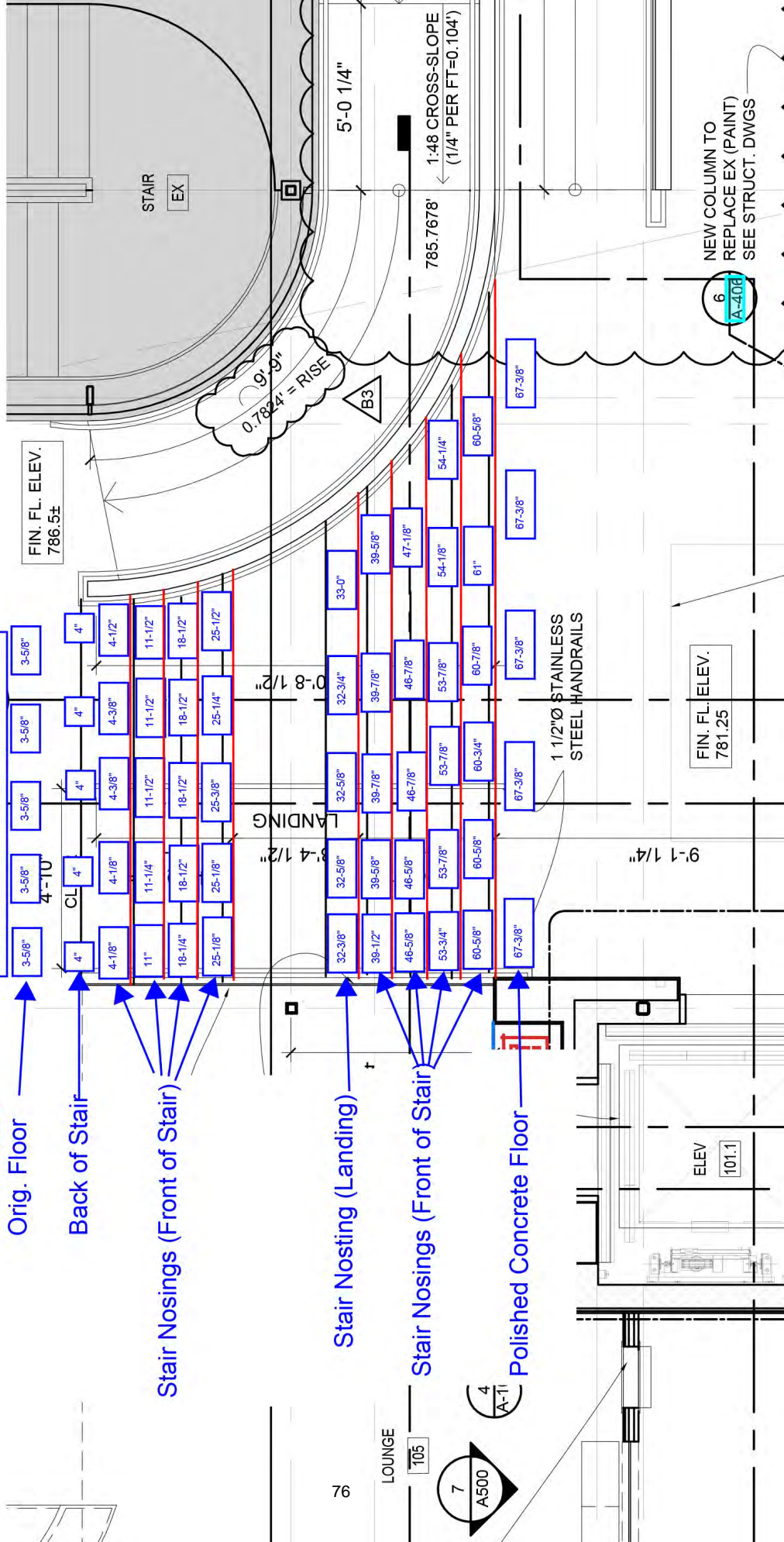
Polished Concrete Floor

ALL MEASUREMENTS ARE TAKEN FROM BENCHMARK

FIN. FL. ELEV.
786.5±

FIN. FL. ELEV.
781.25

ELEV
101.1



NEW COLUMN TO
REPLACE EX (PAINT)
SEE STRUCT. DWGS

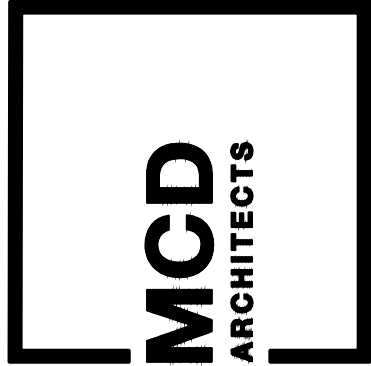
6
A-408



ADDITION + RENOVATION
FOR:

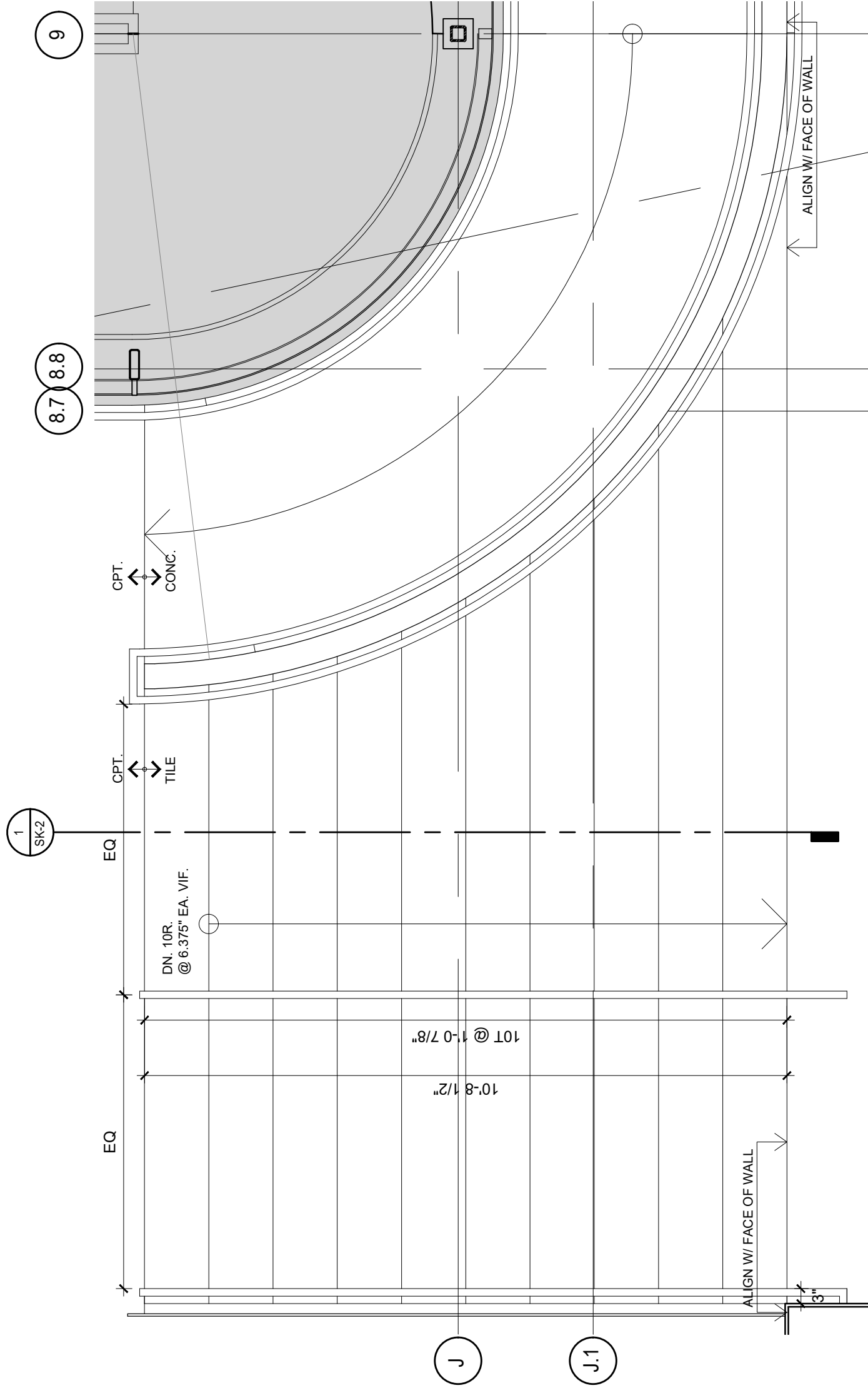
BALDWIN
PUBLIC
LIBRARY

300 W. MERRILL ST.
BIRMINGHAM, MI



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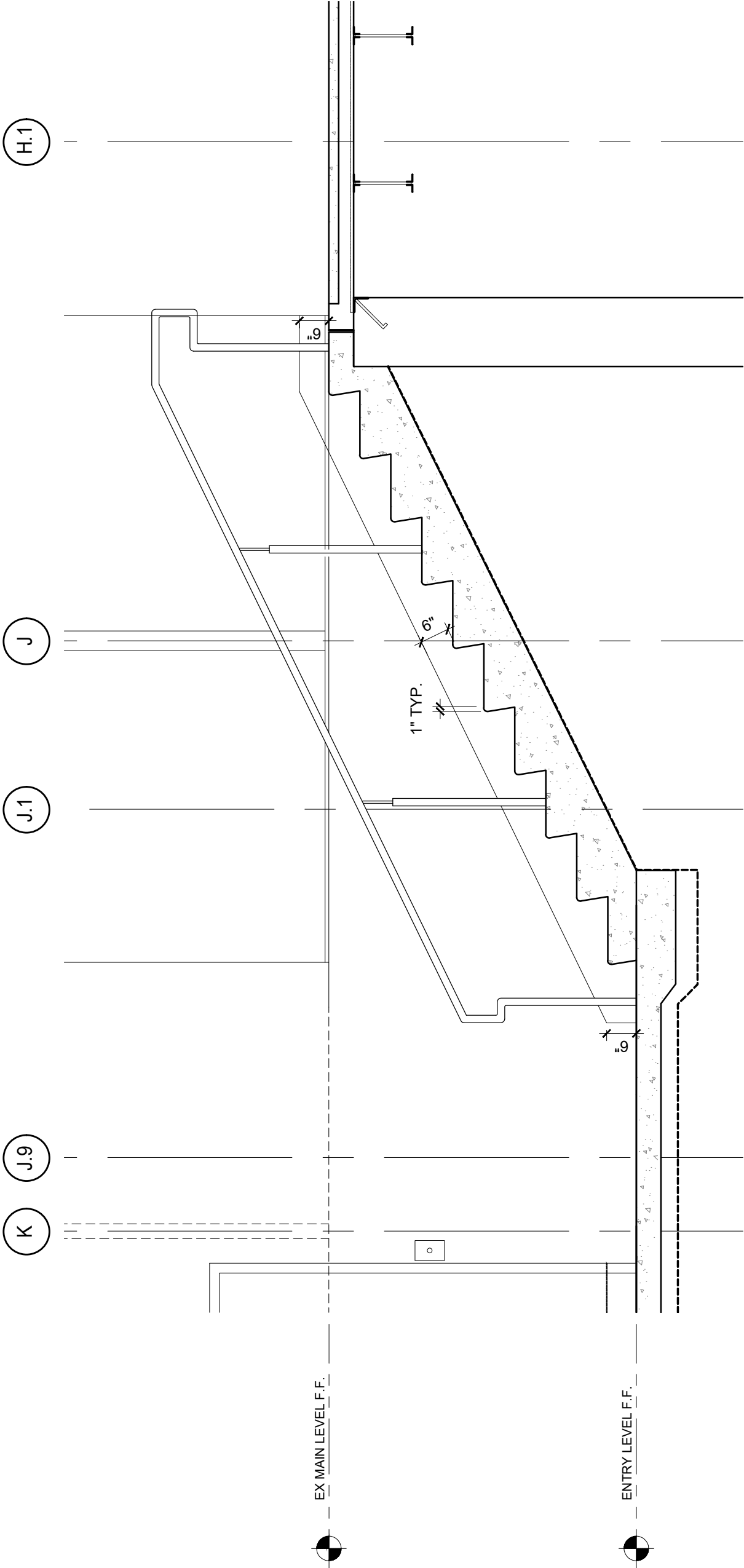
SK-04052024-1



INTERIOR STAIR ENLARGED PLAN

SK--04052024-1

1/2" = 1'-0"



1
SK-2

INTERIOR STAIR ENLARGED SECTION

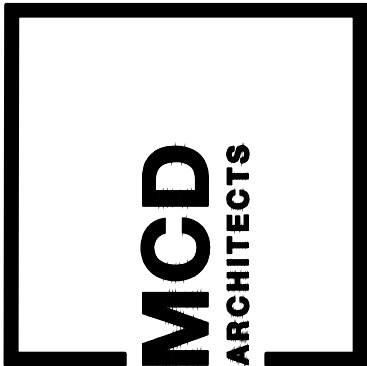
SK--04052024-2

1/2" = 1'-0"

ADDITION + RENOVATION
FOR:

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NEW BUSINESS

MEMORANDUM

DATE: April 12, 2024
TO: Baldwin Public Library Board of Directors
FROM: Rebekah Craft, Library Director
SUBJECT: Establishment of a Development sub-committee of the Library Board

INTRODUCTION

At the February Board meeting, Trustee Wendy Friedman asked the Board if they would consider establishing a Development sub-committee. The Board then voted in the affirmative to discuss the establishment of a Development sub-committee of the Library Board at a future meeting. This memo includes my background information on past fundraising and donations to the Library's Trust along with Wendy Friedman's reasoning for wanting to start a Development sub-committee. The information in this memo is meant to guide you in your discussion of whether or not to establish a Development sub-committee during the April 15 Board meeting.

BACKGROUND

The Baldwin Public Library has an operating budget of \$5M, of which a majority comes from municipal taxes. The Library supplements its budget with withdrawals from the Trust and donations from the fundraising group, Friends of the Baldwin Public Library.

The library established its Trust in 1980, which has a current value of \$2,295,333.64. The Trust includes 28 named endowment funds. Every May, the Library Board votes whether or not to withdraw interest earnings from the Trust. Typically, the Board votes to withdraw around \$60,000 per year from the Trust to use to support Library programs and services.

In the last 7 years, the library has received \$1,168,307 in donations contributions to the Trust. These contributions include annual donations from the Friends of the Baldwin Public Library (typically \$40,000-\$50,000 per year) and any other donations made to the Library:

2017	\$112,674
2018	\$223,053
2019	\$135,537
2020	\$453,192
2021	\$79,449
2022	\$79,629
2023	\$84,773

The Trust has several longstanding, repeat donors and a handful of residents of the library's service area who have chosen to recognize the Trust in their estate planning.

I surveyed libraries in southeast Michigan to see if any library boards operate a development or fundraising subcommittee. Here are the responses I received:

1. Library 1: We have a fundraising committee that develops an annual appeal letter that is mailed to all residents. We have discontinued this mailed appeal letter because the amount of money spent on postage and printing equals the amount that we receive in donations.
2. Library 2: We have a development committee that works to plan milestone anniversary parties for the library. It last met for the library's 50th anniversary and it is gearing up to plan the library's 60th anniversary. Because the library receives generous, unsolicited donations throughout the year, the board does not have a strong need to regularly solicit for funds.
3. Library 3: The Board has a committee called Events/Marketing/Fundraising. It meets monthly and includes the communications manager and director. The committee is currently working on updating the library's marketing plan, based on the new strategic plan that was approved last fall. The committee is also helping to review and update the donation brochure. More recently, the committee is looking at ways to invite large companies and organizations to the library to look for sponsorship opportunities.

RATIONALE PROVIDED BY WENDY FRIEDMAN

A Development Committee can help meet Baldwin's challenge of reaching everyone in the community would could benefit from its services.

We have significant advantages in fundraising because the library's doors are open daily, our services are available to all Birmingham residents and contract communities, and our mission is embraced by the community.

Baldwin Public Library's services are trusted, valued, and integral to people's lives. The Library provides essential services that are memorable, positive, and can change lives.

By raising private dollars, we can leverage and stretch public dollars. Donors who strongly believe in the value of the public library would be willing to contribute to the Trust because it is a non-profit, tax-exempt organization.

SUGGESTED BOARD ACTION

Decide whether or not to establish a Development sub-committee and decide upon the purpose of the Development Committee.

INFORMATION ONLY

Upcoming Events of Interest

College Info Series: High School Course Selection - How to Stand Out

Wednesday, March 20 — 7:00 p.m. to 8:00 p.m.

As course selection season approaches, it is important to guide students in making informed decisions for the upcoming year. Join Collegewise as we explore the key considerations of course selection and how to ensure your student has a fulfilling academic experience. Teens and parents are welcome. You may attend these sessions in-person or on Zoom. Registration required.

Spring Take & Make Hurray for Spring!

Saturday, March 23 — All Day

Stop by the Library for an envelope of spring surprises. First come first served. Best for preschool to grade 2.

Brick Builders Build Your Favorite Animal: Grades 1 to 3

Monday, March 25 — 4:15 p.m. to 5:15 p.m.

Registration opens one month before the program. Grades 1 to 3.

Caregivers must stay in the building during the program if the participant is ten years old or younger.

Our junior builders are welcome to join in the fun of building with LEGO bricks at the Library. Create your own unique idea or participate in a building challenge. Registration required.

Unicorn Cupcake Decorating: Grades 1 to 5

Tuesday, March 26 — 2:00 p.m. to 3:00 p.m.

Registration opens one month before the program. Grades 1 to 5 with grown up(s)

Learn how to make fun unicorn cupcakes. Take your creations home or eat them right away. Allergens may be present. Registration required.

Celebrate Poetry: Grades 3 to 6

Wednesday, April 3 — 4:30 p.m. to 5:30 p.m.

Registration opens one month before the program. Grades 3 to 6. Caregivers must stay in the building during the program if the participant is ten years old or younger. April is Poetry Month. Celebrate with us by exploring different forms of poetry including acrostic poems. Registration required.

1000 Books Before Kindergarten Celebration

Saturday, April 6 — 10:30 p.m. to 11:30 p.m.

Registration opens one month before the program.

Ages 5 and under with grown up(s).

Whether you completed 1K Books Before Kindergarten or are still working your way through, we invite you to join us for a celebration with stories, activities and more. Registration required.

Idea Lab Class - Intro To Animation: Ball Bounce

Monday, April 8 — 7:00 p.m. to 8:00 p.m.

Join the Idea Lab for a class on how to create one of the core elements of animation, the classic “ball bounce”. We’ll use 3D animation software to cover the main principles of motion and dynamics with this essential animation exercise. Registration required.

Pressed Flower Mini Lantern Craft

Tuesday, April 9 — 7:00 p.m. to 8:00 p.m.

Join us for a fun and creative evening as you learn to make your own pressed flower lantern for a tealight or votive candle! All materials will be supplied, so you can just relax and let your creativity flow. This event is open to crafters of all levels, so whether you're a seasoned pro or a complete beginner, you're sure to have a great time. Registration required. Attend in person only. Limit 25 attendees.

Genealogy Series: Mastering Genealogy Online

Thursday, April 11 — 7:00 p.m. to 8:00 p.m.

Join archivist Robbie Terman as you move beyond the research basics. Sources like ancestry.com and Family Search can make your genealogy journey easier - if you know how to use them. This session will help you master common genealogy websites.



Birmingham Public Schools eNews

News, Notes & Accolades

March 23, 2024



Do-Readers claim Battle of the Books crown

The Do-Readers, composed of students from Pembroke and BCS, came out on top at the annual Battle of the Books. Sponsored by the Baldwin Public Library, the district-wide competition featured 57 teams and over 300 elementary students who participated in the yearly event.

- First Place: Do-Readers (Vyvyan West, Alana Stephens, Laila Hakim, Amelia Palazzolo, Addy Boback, Lauren Gonzalez, Ashley Fischer, Lilly Rubino)
- Runner-Up: Team Caution (Hailey Singer, Charlotte Ayers, Layla Anderson, Wade Henderson, Ronan Anderson, JAK Khezarjian)
- Third Place: Starbooks (Tessa Anga, Rosella Pardonnet, Tessa Mockeridge, Eliza Lipp)

Dearborn Public Library Opens New 'Hygiene Locker' For Basic Needs

The locker includes items for residents' basic needs, such as toothbrushes, toothpaste, bandages, soap and menstrual supplies.

Dylan Siwicki, Patch Staff

Posted Mon, Apr 8, 2024 at 12:10 pm ET



New hygiene locker offers free health products at Dearborn's Esper Library, 12929 Warren Ave. (City of Dearborn)

DEARBORN, MI — Dearborn residents can pick up free basic health amenities for free from a new hygienic locker, according to city officials.

The locker, located at 12929 West Warren Ave., which is the Esper Branch of the Dearborn Public Library, includes items such as toothbrushes, toothpaste, bandages, soap and menstrual supplies.

Most items were purchased with funds from Friends of the Library Dearborn. The locker will be available to visitors during regular hours at the library while supplies last. Officials urged community members to take only what they need to ensure others who may need items also have the chance to benefit.

"The implementation of the hygiene locker is a testament to the spirit of compassion and support in our community. We hope that this program, like others at libraries across the state, offers access to those in our community who may face difficulties obtaining these items in their everyday lives," Esper Branch Librarian Jesse Blume said.

In coordination with the Dearborn Department of Public Health, the locker will be adorned with QR codes linking visitors to websites for local clinics, charitable organizations, and nonprofit organizations in the area that assist with housing, transportation and mental health resources.

"Access to hygiene is a right, not a privilege," Chief Public Health Officer and Director of the Department of Public Health Ali Abazeed said. "Through this initiative, we're tackling health inequities head-on, ensuring everyone in Dearborn has what they need to live with dignity."

In 2022, the Dearborn Public Health Department launched the City's first initiative to supply free menstrual products at all Dearborn high schools. Through that initiative, over 5,000 pads were provided to the Dearborn Public Schools for distribution across three high schools.

Dearborn residents currently receive free COVID-19 tests through the Michigan Department of Health and Human Services (MDHHS), and free KN95 masks through the Wayne County Public Health Department, both available for patrons at all library branches. The Dearborn Public Library also provides accurate information and up-to-date health resources through its physical and digital collections.

Those interested in donating materials for the hygiene locker or supporting the Public Library in other ways are encouraged to visit DearbornLibrary.org or contact the Esper Branch at 313-943-4096.

Libraries Take Action!

The State of **AMERICA'S LIBRARIES** **2024**

TOP 10
Most Challenged
Books of 2023
PAGE 7

A report from **ALA** American Library Association

From the Interim Executive Director

by LESLIE BURGER



Library workers never cease to amaze me, and that's saying something because I've been in the field for quite some time. Toward the end of 2023, I joined the American Library Association (ALA) in a new capacity, as interim executive director, at a time when book bans were plaguing school and public libraries and when library workers were being threatened and attacked for defending the First Amendment freedom to read. The first thing I noticed was that so many libraries across the country were bursting with new programs, new displays, new services, and new ways to serve their communities, whether patrons or students. In the face of adversity, library workers were taking action.

Let's look for a moment at the hot topic of artificial intelligence (AI) and libraries. Well over 1,000 people took advantage of ALA's continuing education sessions on AI in 2023. Library workers are learners, first and foremost. When something new looks to shake up library processes, our members eagerly search for answers. When it comes to AI, many library workers are fascinated by the possibilities and determined to avoid the pitfalls. In this edition of the State of America's Libraries, Leo S. Lo, dean and professor of the College of University Libraries and Learning Services at the University of New Mexico, talks about exciting advancements made possible by AI, such as automated cataloging and chatbots for user support.

Libraries found support at every level of government for efforts to increase access to high-speed internet connectivity. Tribal libraries took advantage of programs that offer deep discounts on broadband infrastructure. The Learn Without Limits proposal, introduced in 2023, offers library patrons and students access to hotspots off-premises. Libraries continue to serve as hubs for people living in areas that lack high-speed internet.

Partnerships with community organizations help put libraries at the center of their communities, and 2023 was full of fascinating examples. For instance, Cleveland Housing Court worked with Cleveland Public Library to open videoconferencing kiosks in four libraries to bring the court closer to the people. In Baltimore County Public Library, a Pop-Up Shops program for local vendors—from candle makers to photographers—provides free space and offers vendor-preparation classes for aspiring entrepreneurs. Schools innovate constantly, including one in El Cerrito, California, where librarians and teachers worked with students on an award-winning global human rights research project. Some librarians at universities, including University of Iowa and University of Puerto Rico in Mayagüez, Puerto Rico, help people apply for trademarks.

It's heartening to find library workers doing amazing work even as they face a barrage of challenges. Libraries have always been magical places, filled with stories, hopes, and dreams. Library workers are the magicians who create that magic.

Leslie Burger is interim executive director of the American Library Association.

The State of AMERICA'S LIBRARIES 2024

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INTRODUCTION

These Are Not Ordinary Times

by EMILY DRABINSKI



One Saturday afternoon this winter, I did what millions of Americans do each week: I went to the library. The Windsor Terrace branch of Brooklyn Public Library is just a 10-minute walk from my home, an anchor for my diverse community. As a couple of us browsed

new fiction, two men played a tabletop card game while a couple of people tapped away at their laptops, drawing on the ample free Wi-Fi offered in the branches. Every seat in the computer lab was taken. A handful of children sat in a circle, chattering away in the brightly colored children's section. Just an ordinary day at the library.

But these are not ordinary times. The unprecedented wave of organized censorship intensifies, particularly in our public libraries. Adverse legislation that would undermine librarian agency and authority is getting a hearing in legislatures across the country. Climate change continues to impact libraries, damaging buildings in some areas and turning libraries into recovery centers in others. Budget cuts and staffing challenges undermine our ability to fulfill our missions. In these extraordinary times, libraries take action.

Libraries take action in urban centers like Brooklyn, New York, where branch manager Nicole Bryan celebrates local businesses and local moms with an annual Mother's Day celebration.

Libraries take action in rural communities like Donnelly, Idaho, 200 miles from the nearest fast-food restaurant, where Donnelly Public Library director Sherry Scheline supports local families with after-school programming.

Libraries take action in Fairfax, Virginia, where school librarian Maura Madigan at Springfield Elementary School leads students in fashion shows featuring recycled materials.

Libraries take action in Carlisle, Pennsylvania, where academic librarian Chulin Meng from Lehigh University integrates AI and large language models into library search and retrieval systems.

And when libraries take action, community members do, too. When school librarian Martha Hickson at North Hunterdon High School in Annandale, New Jersey, addressed concerns about one of her collection development decisions at a school board meeting, 400 community members showed

up to defend her expertise. In Danvers, Massachusetts, 350 people formed a Wall of Love around the library, preventing disruption of the library's Drag Queen Make-Up Hour outreach event. When legislators attempted to change the language of an Iowa law that would allow municipalities to defund their libraries, residents showed up, making calls and sending emails that led the proposed rule change to be pulled off the table.

As we continue to work together toward the better world we all know is possible, let's remember that we are all in this together. Across party lines and across the political spectrum, the vast majority of people love their libraries for the ordinary and extraordinary work we do each day: connecting people to reading and resources, building businesses and communities, expanding literacy across

the lifespan, and making great Saturday afternoons.

See you in the stacks! ●

Emily Drabinski is 2023-2024 president of the American Library Association and associate professor at the Queens College Graduate School of Library and Information Studies.



ALA's Celebrate National Library Week poster.

Libraries Take Action: Resisting Censorship, Fighting for the Freedom to Read

by DEBORAH CALDWELL-STONE



Throughout 2023, librarians and library supporters throughout the United States documented the impact of organized censorship campaigns on America's libraries and librarians and on library users' right to read by reporting censorship attempts to the American Library Association's (ALA) Office for Intellectual Freedom (OIF). [These reports](#)—1,247 in 2023—detail how demands to censor library books, programs, and displays have resulted in the removal or restriction of untold numbers of diverse books in school and public libraries, denying students and library users alike the opportunity to read books that raise important issues, challenge the status quo, and lift up the voices of those who are often underrepresented on library shelves.

In 2023, [OIF recorded demands to censor 4,240 unique book titles](#) in libraries, the highest number of books challenged since ALA began compiling data about censorship in libraries. This reflects a 65% increase over the 2,571 unique titles targeted in 2022, the previous high. To understand how extraordinary this figure is, we can look at the average number of unique book titles challenged between 2001 through 2020. During that time, the average number of unique book titles targeted for censorship each year was 273. The highest recorded number of unique titles challenged during this period was 390 in one year. In that entire two-decade span, only 3,637 unique titles were challenged by censors—more than 600 fewer titles than in 2023.

Driving the extraordinary number of challenged titles in 2023 was the phenomenon of groups and individuals demanding the censorship of multiple titles, often listing dozens or even hundreds of titles as candidates for censorship all at once. Indeed, 93.4% of the titles challenged in 2023 were included in demands to censor multiple titles, with many of those seeking to remove books from libraries using lists of

Driving the extraordinary number of challenged titles in 2023 was the phenomenon of groups and individuals demanding the **censorship of multiple titles**, often listing dozens or even hundreds of titles as candidates for censorship all at once.

titles drafted by organized pressure groups seeking to empty library shelves of all books they deem inappropriate for readers. Though the total number of censorship incidents reported to OIF declined 1.7% from its peak in 2022, the number of titles challenged in 2023 actually increased by 31.4% due to the growing prevalence of multiple title challenges.

Demands to censor books from public library collections jumped from 16% of the total titles targeted in 2022 to 32% in 2023. Again, the significant factor driving this change was organized pressure groups' efforts to censor the same books in public libraries that they had previously targeted for censorship in school libraries. Half of all challenges reported to OIF were challenges to titles recommended for censorship by websites maintained by these same organized pressure groups, whose lists of "bad books" disproportionately target those books reflecting the voices and lived experiences of those who are LGBTQIA+, Black, Indigenous, or persons of color.

The threats to the freedom to read in 2023 were not simply threats to deny access to books. Many brave and committed

Voters, too, are beginning to reject discriminatory book ban rhetoric by electing moderate board members committed to preserving the right to read freely in school and public libraries . . . Across the country, election results in states as diverse as Virginia, Illinois, Idaho, and Minnesota showed that **most people oppose censorship in libraries.**

library workers faced loss of their jobs for defending the freedom to read. Reports filed with OIF documented an alarming number of threats directed at libraries and library workers. These threats included calls to close or defund libraries, attempts to criminally prosecute librarians and teachers for providing books and library resources to minors, and even bomb threats that closed down libraries and schools. Supporting many of these threats were legislative proposals by state lawmakers, who introduced 151 bills that would authorize the criminal prosecution of librarians, threaten library funding, or that imposed unconstitutional content-based restrictions on books for children and adolescents. The introduction—and passage—of many of these bills was driven by the falsehoods circulated by organized pressure groups that claim that access to diverse books and ideas harms young people.

Countering Censorship Campaigns

Yet there is good news to report in 2023. Librarians and library users are pushing back against calls to censor books and close libraries, joining a growing resistance movement to counter the censorship campaigns pursued by organized pressure groups.

Virginia librarians, led by Virginia Library Association president Lisa Varga, spoke out at local board meetings about the costs and harms of government suppression of ideas, while supporting readers' access to books at risk of censorship. One of these efforts was the creation of “book résumés” that counter

misinformation about challenged books by summarizing each title's literary significance and educational value. Their efforts also led to the creation of a nationwide database of [book résumés](#) supported by publishers, librarians, and the [Unite Against Book Bans campaign](#).

Library supporters across the country came together to support their local librarians and defend school and public libraries in their communities.

In Louisiana, the Louisiana Citizens Against Censorship and the St. Tammany Library Alliance called out censorship in Louisiana libraries, challenged state legislation, and provided crucial support to librarians attacked by partisan pressure groups. In the North Hunterdon-Voorhees School District in New Jersey, more than 400 students and parents turned out to speak out against the censorship of school library books and to support school librarian Martha Hickson. In League City, Texas, the Galveston County Library Alliance continued to advocate for the freedom to read in their public library, while the citizens of Llano County, Texas, are steadfast in pursuing their First Amendment legal challenge to the county's decision to remove more than 60 books addressing race and gender identity from the Llano County Public Library system.

Voters, too, are beginning to reject discriminatory book ban rhetoric by electing moderate board members committed to preserving the right to read freely in school and public libraries.

Citizens voting in the Central Bucks School District school board race in Doylestown, Pennsylvania, repudiated past efforts to ban books from school libraries, voting in five new board members who promised to return banned books to library shelves. In Pella, Iowa, voters similarly rejected a proposed resolution that would have authorized the Pella City Council



to remove and restrict books and resources in Pella Public Library. Across the country, election results in states as diverse as Virginia, Illinois, Idaho, and Minnesota showed that most people oppose censorship in libraries.

Elected officials and legislators also stepped up to challenge censorship in America's schools and libraries.

Federal legislators held hearings to highlight the harms of censorship, and state and federal legislators began to craft legislation intended to stem the tide of unconstitutional and discriminatory book bans. Illinois led the way, passing the first anti-book ban law for public libraries, while California passed the first law protecting books and library collections in school libraries. And through the U.S. Department of Education's Office for Civil Rights (OCR), the current administration began to address the hostile educational environments created by efforts to censor books in K-12 school libraries. It encouraged students and parents to report discriminatory book bans to the OCR and welcomed Deputy Assistant Secretary Matt Nosanchuk as the first "anti-book ban czar" appointed by President Biden.

Courts in the United States are rejecting the claims of elected officials and advocacy groups that are defending the censorship of library resources. The citizens of Llano County, Texas, led by plaintiff Leila Green Little, obtained a preliminary injunction from the federal district court that ordered Llano County commissioners and the library board to return some 60 banned books to the shelves of the public library. In Arkansas, libraries, librarians, and library users joined to challenge Arkansas Act 372, a law passed in 2023 that would restrict minors' access to books in bookstores and libraries located within the state and allow any person residing in Arkansas to demand the removal or relocation of a library book if that person believes the book to be "inappropriate." Judge Timothy L. Brooks of the U.S. District Court for the Western District of Arkansas enjoined enforcement of the law, finding that the plaintiffs were likely to demonstrate that the law infringed their First and Fourteenth Amendment rights. Similar lawsuits are pending in Florida, California, and Iowa.

These legal victories are important, as it is clear that these partisan attacks on librarians, readers, and the right to read

Through the U.S. Department of Education's Office of Civil Rights, the current administration . . . encouraged students and parents to report discriminatory book bans and welcomed . . . the first "anti-book ban czar."

may not end until the courts uphold the rule of law and make it plain to governments and elected officials that the First Amendment and Fourteenth Amendment bars censorship of library materials and discriminatory attacks on books and the persons who read them.

"[T]he public library is not to be mistaken for simply an arm of the state. By virtue of its mission to provide the citizenry with access to a wide array of information, viewpoints, and content, the public library is decidedly not the state's creature; it is the people's. It is the purpose of the First Amendment to preserve an uninhibited marketplace of ideas in which truth will ultimately prevail.... It is the right of the public to receive suitable access to social, political, esthetic, moral, and other ideas and experiences which is crucial here."

— Judge Arthur Brooks, Memorandum Opinion and Order, *Fayetteville Public Library, et al. v. Crawford County, Arkansas*, July 29, 2023 Case Number 5:23-cv-05086 ●

Deborah Caldwell-Stone is director of ALA's Office for Intellectual Freedom.

TOP 10 MOST CHALLENGED BOOKS OF 2023

The American Library Association documented **1,247 attempts to censor** materials and services at libraries, schools, and universities in 2023. Of the **4,240 unique titles** that were challenged or banned in 2023, here are the top 10 most frequently challenged.



1



GENDER QUEER

by Maia Kobabe

REASONS: LGBTQIA+ content, claimed to be sexually explicit

2

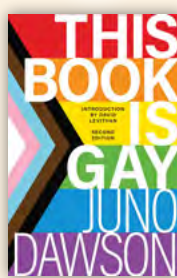


ALL BOYS AREN'T BLUE

by George M. Johnson

REASONS: LGBTQIA+ content, claimed to be sexually explicit

3

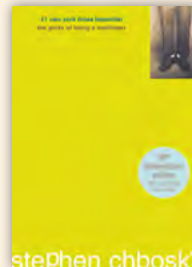


THIS BOOK IS GAY

by Juno Dawson

REASONS: LGBTQIA+ content, sex education, claimed to be sexually explicit

4



THE PERKS OF BEING A WALLFLOWER

by Stephen Chbosky

REASONS: claimed to be sexually explicit, LGBTQIA+ content, rape, drugs, profanity

5



FLAMER

by Mike Curato

REASONS: LGBTQIA+ content, claimed to be sexually explicit

6

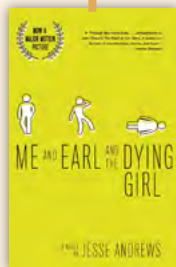


THE BLUEST EYE

by Toni Morrison

REASONS: rape, incest, claimed to be sexually explicit, EDI content

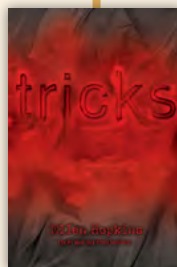
7/8



ME AND EARL AND THE DYING GIRL

by Jesse Andrews

REASONS: claimed to be sexually explicit, profanity

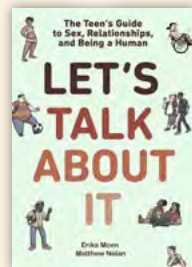


TRICKS

by Ellen Hopkins

REASONS: claimed to be sexually explicit, drugs, rape, LGBTQIA+ content

9

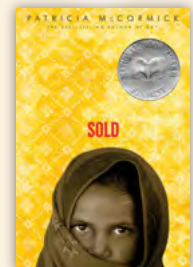


LET'S TALK ABOUT IT

by Erika Moen and Matthew Nolan

REASONS: claimed to be sexually explicit, sex education, LGBTQIA+ content

10



SOLD

by Patricia McCormick

REASONS: claimed to be sexually explicit, rape



OFFICE FOR
Intellectual Freedom
American Library Association

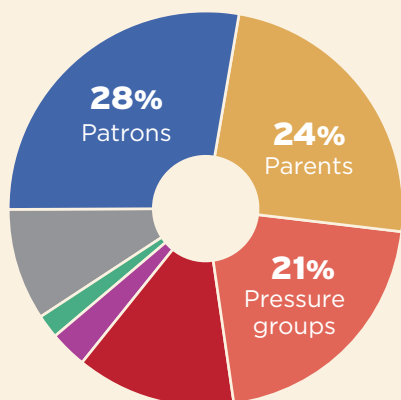
CENSORSHIP

BY THE NUMBERS

In 2023, the American Library Association documented the highest number of titles targeted for censorship since ALA began compiling data more than 20 years ago. 4,240 unique titles were challenged last year, up from 2,571 targeted in 2022. **Learn more at ala.org/bbooks**



WHO INITIATES ATTEMPTS TO CENSOR BOOKS?



13% Board/administration

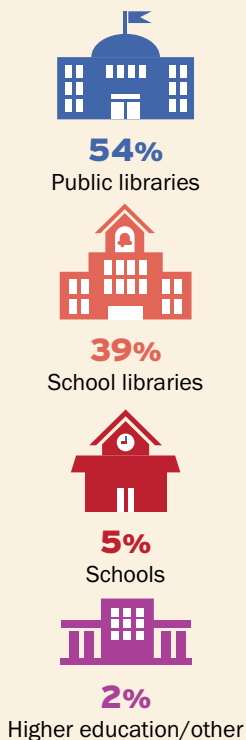
3% Librarians/teachers/staff

2% Elected officials/
Government

9% Other/Unknown

Statistics based on 954 cases.

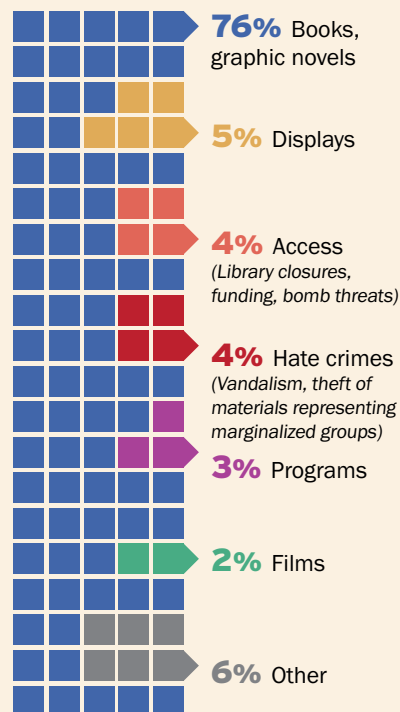
WHERE DO CENSORSHIP ATTEMPTS TAKE PLACE?



Statistics based on 1,247 cases with known locations.

BOOKS AND BEYOND

ALA's Office for Intellectual Freedom tracked **1,247 censorship attempts** in 2023. Here's the breakdown:



CENSORSHIP ON THE RISE

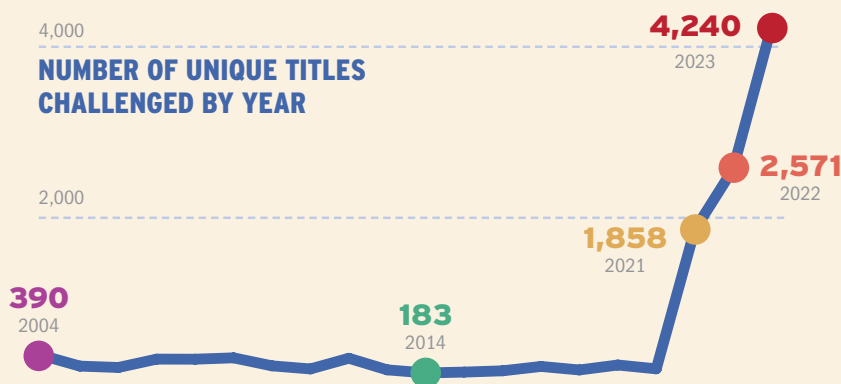
The unparalleled number of unique titles targeted in 2023 marked a 65% increase over 2022. During the two decades prior to 2021, the average number of unique titles targeted per year was 273.

CENSORSHIP
STATISTICS
COMPILED BY:



OFFICE FOR
Intellectual Freedom
American Library Association

NUMBER OF UNIQUE TITLES CHALLENGED BY YEAR



A Year of Innovation

edited by PHIL MOREHART

2023 was a tumultuous year for libraries. Book bans dominated headlines as well as city council and school board meetings, threatening the access of information to readers of all ages and the livelihoods and safety of library workers across the country. Despite these upheavals, libraries soldiered on to provide critical services to their communities—and developed truly innovative programs along the way.

Building bridges to social and health services

The economic impact of the past few years has disproportionately affected renters across the country. Rents rose at an unprecedented pace in the second half of 2021 (when the Centers for Disease Control and Prevention lifted its pandemic-era eviction moratorium) with typical asking rents rising 11% year over year nationwide that September, according to the Joint Center for Housing Studies at Harvard University.

Since May 2020, when Cleveland Housing Court’s pandemic-related pause on the processing of nonemergency evictions ended, more than 18,200 evictions were filed in the city. As of November 2023, the city’s eviction filing rate was 6%, or nearly 6,600 filings over the past 12 months. To help address this urgent community issue, Cleveland Public Library (CPL) opened four Neighborhood Housing Court kiosks at branches across the city, in partnership with Cleveland Housing Court. The videoconferencing kiosks are available by registration or on a walk-in basis for individuals who need to appear before the court and need a more convenient hearing location.

Kiosk locations were selected based on eviction rate data. Their availability at CPL branches has removed barriers for residents, many of whom are unable to travel to the courthouse downtown for various reasons to meet their court date. Since the launch of the first kiosk, bailiffs’ sign-in sheets have registered dozens of users.

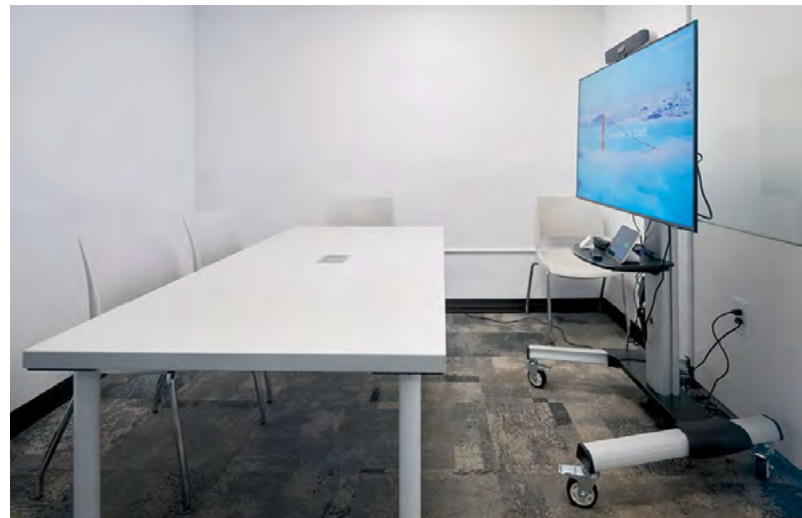
“CPL can be a bridge between justice and accessibility, providing vital resources to our neighborhoods,” [wrote Felton Thomas, Jr.](#), CPL executive director and CEO, and Tana Peckham, CPL chief strategy officer, in *American Libraries*. “By working with partners, we can make a brighter and more just future for all.”

Bridging the digital divide is one of the Network of the National Library of Medicine’s (NNLM) national initiatives, and it partnered with public libraries to enact a new initiative to help bring online medical services to the community.

The NNLM created its Telehealth Interest Group in 2021 in response to the accelerated use of telehealth services during the COVID-19 pandemic, and public library workers were active participants. The interest group saw an opportunity to support library and other health information workers in understanding their potential roles in the broader digital health landscape.

In June 2023, the interest group launched “Telehealth 101: What Libraries Need to Know,” a free, national online course that amplifies different approaches and models libraries may use to provide telehealth services; identifies infrastructure-related resources available to libraries interested in providing such services; explores privacy and policy considerations for offering telehealth services within libraries; and more.

“We’ve all benefited from the generous knowledge of library telehealth pioneers like the Pottsboro Area Library in Texas, to Delaware Libraries #GetConnectedDE initiative, and Hawai’i State Public Library’s strategic telehealth collaboration,” [said Liz Morris](#), outreach and access coordinator, NNLM Region 5, University of Washington Health Sciences Library.



A kiosk at Cleveland Public Library’s (CPL) South branch. CPL has four Neighborhood Housing Court kiosks throughout the city to assist residents who need to attend hearings.

“We’ve highlighted emerging research about the telehealth infrastructure capabilities of libraries in Virginia. We’ve learned about programs like Libraries Health Connect supported by the Maine State Library, and Telehealth in Libraries led by the Idaho Commission for Libraries. We know that there are many other library telehealth programs already operating or preparing to operate and are eager to share learning as it emerges.”

To date, 88 information professionals from public libraries, academic libraries, health science libraries, hospital libraries, and other stakeholder organizations have participated in the course. The interest group has also started a webinar series to continue sharing emerging research and best practices for library workers interested in telehealth.

Creating accessible spaces

Penn State University Libraries launched three sensory rooms at its Berks, Brandywine, and University Park campuses to support student wellness and belonging through the libraries’ [LibWell initiative](#).

The rooms are designed to provide a safe, inviting space for neurodivergent students who may struggle in traditional study spaces. They are equipped with noise-reducing chairs, specialized lighting, yoga mats, weighted lap blankets, and other features to help reduce stress and anxiety. These sensory-sensitive elements are particularly helpful for students with autism, attention-deficit/hyperactivity disorder, dyslexia, and post-traumatic stress disorder.

“There is a strong need for therapeutic spaces at colleges that can help students block out harmful sensory distractions and relieve the huge burden of anxiety many students bear,” [said Brett Spencer](#), reference and instruction librarian at Penn State Berks’ Thun Library. “We want to make sensory-safe places that can help students maximize their wellness and learning.”

To advance its ongoing mission to provide resources and “an environment that encourages scholarship, creativity and intellectual freedom, while supporting the diverse needs of all users,” the University of Colorado Colorado Springs (UCCS) Kraemer

Family Library created an endowed Storytelling Professor position.

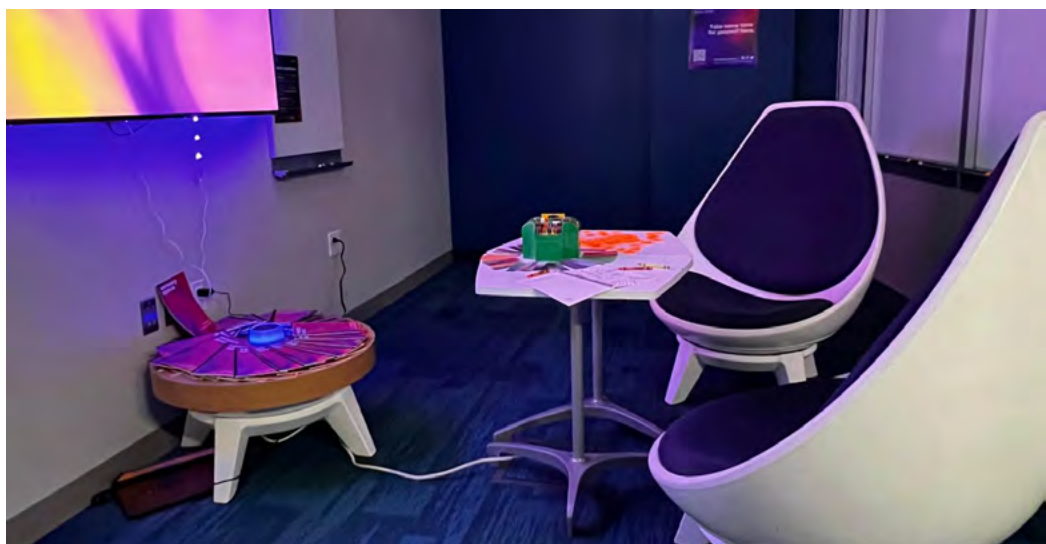
Currently held by assistant professor of Native American and Indigenous studies, ‘Ilaheva Tua’one, PhD, the position, which rotates every three years, provides an interdisciplinary opportunity for community engagement and celebration of a diverse range of storytelling histories and experiences.

The position, as well as other initiatives, earned the library an Insight Into Diversity Library Excellence in Access and Diversity (LEAD) Award by “Insight Into Diversity” magazine, the largest and oldest diversity and inclusion publication in higher education.

“The program not only enriches the academic environment but also serves as a beacon for inclusivity and cultural richness, reflecting a deep commitment to celebrating a wide array of perspectives and narratives,” wrote *Communique*, the official publication of UCCS.

Medina County (Ohio) District Library (MCDL) used its \$20,000 Libraries Transforming Communities (LTC): Accessible Small and Rural Communities grant from the American Library Association (ALA) to install hearing loop technology at its location in Medina, Ohio.

Hearing loops serve as wireless loudspeakers for people who use hearing aids. An induction loop system delivers clear, customized sound by transmitting magnetic energy through a wire that surrounds an area. The system can link to most hearing assistive devices via Bluetooth, allowing individuals with hearing devices connected to the loop to hear the transmitted sound while within the area.



The Sensory Room in Pattee Library’s Collaboration Commons, on the University Park campus. Penn State University Libraries is piloting two such rooms that offer dedicated space to help meet the varied sensory needs of neurodiverse students.

PHOTO: JENNIFER CIFELLI / PENN STATE. CREATIVE COMMONS

“[The hearing loop] will be installed in our community rooms and at the customer service and adult reference desks to help those with hearing loss benefit from library events and services at a higher level,” Sue Schuld, MCDL technology manager, [told Cleveland.com](https://www.cleveland.com).

MDCL’s project is one of 240 LTC-funded proposals, representing 43 US states and the Northern Mariana Islands. To be eligible for the grant, a library must have a legal service area population of 25,000 or less and be located at least five miles from an urbanized area, in keeping with the Institute of Museum and Library Services definitions of small and rural libraries. Of the selected libraries, 65% serve communities of fewer than 5,000 people.

When Indianapolis’ newest library opened in August 2023, it was the first in the state to be a Certified Autism Center.

Indianapolis Public Library’s Fort Ben branch was designed with the needs of neurodivergent visitors in mind. It offers a comfort room, sensory kits, and other resources to enhance accessibility. Library staffers also completed an autism-specific training program to receive the certification.

Fort Ben branch manager [Shelby Peak told Axios](#) that the training helped her staff understand how to create a more welcoming experience for neurodivergent individuals and their families, from regular interactions to specific programming, like sensory-friendly storytime.

“Having that label on there makes it a judgment-free zone,” Peak said. “Families know that if they come to this, they’re going to be accepted no matter what happens.”

Food and housing help

Spartanburg County is the fifth most populated county in South Carolina, and it is growing. In 2022, it had close to 346,000 residents, but nearly 14% of them were living at or below the federal poverty line, with an estimated 11% of children experiencing food insecurity. To help address these issues of affordability and access, Spartanburg County Public Libraries (SCPL) started its Bags of Hope initiative in 2021, connecting food and other essential items to those in need.

SCPL’s Bags of Hope program requires little or no library funding and is similar to other efforts that have been implemented by nonlibrary community organizations across the country to provide bags of food and other necessities to individuals who may be facing poverty. Library patrons, staffers, and other donors drop off individually packaged



Anna Pilston (right), branch librarian at Spartanburg County (S.C.) Public Libraries’ Landrum Library, holds a Bag of Hope alongside a member of Operation Hope, a local nonprofit.

PHOTO: SPARTANBURG COUNTY (S.C.) PUBLIC LIBRARIES

food and hygiene products—including granola bars, cups of soup, crackers, mini-toiletries, and utensils—at their local library branch. The goods are then packed up and delivered to 11 designated partner organizations across the county—food pantries, soup kitchens, community centers, and other nonprofits—to be distributed to those in need.

In 2023, SCPL donated more than 740 gallon-sized zipper storage bags’ worth of items, 47 large sacks and 16 boxes of food and supplies that were too big to fit into the bags.

“The program is more than worthwhile, both for its service for our patrons in need and for the opportunity it creates to enhance community connections,” wrote Todd Stephens, SCPL county librarian, in [American Libraries](#).

Many libraries across the country are helping to address food insecurity by installing community fridges stocked with fresh foods and perishables with the goal of nourishing their neighborhoods and reducing the stigma around food assistance.

Charleston County (S.C.) Public Library (CCPL) installed its Free and Fresh Fridges inside three of its 18 branches to strategically reach the highest level of need. At any given time, an assortment of potatoes, tomatoes, cucumbers, and other fresh produce is available free of charge.

Des Moines (Iowa) Public Library (DMPL) has installed fridges at two branches. Nikki Hayter, supervising librarian at DMPL, was inspired to act after local data indicated that her library’s zip code had one of the highest concentrations of food pantry use in Des Moines from July 2021 to June 2022.

“Our mission is to strengthen our community by connecting people with the ideas and tools they need to enrich their lives,” says [Nikki Hayter](#), supervising librarian at DMPL’s Franklin Avenue branch. “I don’t know what could be much more enriching than food.”

Teaching social justice

Prospect Sierra School (PSS) in El Cerrito, California, developed a program to engage students in social justice issues and increase collaboration between librarians and teachers—and it is winning awards for its success.

PSS’s “Global Human Rights Research Project” was the recipient of the 2023 American Association of School Librarians’ Roald Dahl’s Miss Honey Social Justice Award for its “Global Human Rights Research Project.” The award recognizes collaboration between school librarians and teachers in the instruction of social justice using school library resources.

In a six-week collaboration between PSS middle school librarians Julia Bourland and Mia Gittlin, and seventh-grade humanities teachers Lauren Konopka and Matthew Williams, students became experts and advocates for change on at least one human rights violation central to the theme of a historical novel of their choosing. At the end, the librarians attended the students’ multifaceted presentations, which included a book review, an infographic explaining the historical incident they studied, and a call to action on how others can speak out about similar human rights violations happening today.

“The works of Roald Dahl offer students inspiration for becoming the heroes of their own stories who fight for justice and work together to create a better world for themselves and for others,” Bourland said. “The primary objectives in this collaboration were for students to make connections between human rights violations that occurred in the past and current ones, to increase student agency in understanding global injustice, and to help them find their voice inspiring others to learn about the issue and take action.”

Libraries are supporting small businesses and budding entrepreneurs with everything from pop-up marketplaces to intellectual property and patent guidance.

Revving an economic engine

Small business is big business in America, and libraries are making an investment in their future.

[According to the U.S. Small Business Administration](#), there are 33.3 million small businesses in the United States, accounting for 99.9% of all U.S. businesses and nearly half of the country’s workforce. Libraries are supporting small businesses and budding entrepreneurs with everything from pop-up marketplaces to intellectual property and patent guidance.

Baltimore County (Md.) Public Library’s (BCPL) [Pop-Up Shops program](#) invites local vendors—from jewelry and candle makers to photographers to tutors—to participate in a pop-up marketplace at several of the library’s branches. Along with providing free space to participate, the library also conducts vendor preparation classes with tips on organizing a vendor table, developing a sales story, and more.

BCPL’s Pop-Up Shops attract many vendors who participated in the library’s [Entrepreneur Academy](#), a collaboration between BCPL and the Enoch Pratt Free Library that teaches many of the fundamentals of starting a small business, including market research, business structure, insurance and legal issues, and more. The program began in 2019 and was one of 13 projects to receive a [Libraries Build Business](#) grant from ALA.

While some libraries are supporting existing small businesses, others are helping potential ideas get off the ground.

Last year, the University of Iowa’s [Lichtenberger Engineering Library](#) became a designated Patent and Trademark Resource Center (PTRC) by the U.S. Patent and Trademark Office. The library now offers myriad ways for students and faculty to learn more about intellectual property and how to access patent records, including one-on-one assistance, trainings and workshops, and courses covering intellectual property topics as part of its information literacy program.

At the University of Puerto Rico in Mayagüez, Puerto Rico, librarian Gladys López-Soto has been supporting the entrepreneurial aspirations of the university community and Puerto Rican citizens for decades in the library’s PTRC. To date, she has helped thousands of people navigate the patent and trademark application process to protect their ideas while also providing resources in Spanish that reach communities across the U.S. López-Soto was awarded a [2024 I Love My Librarian Award](#) from ALA for her impactful work in intellectual property. ●

Phil Morehart is a communications manager in ALA’s Communications, Marketing, and Media Relations Office.

Leveraging Generative AI: A Proactive Approach for Future-Ready Libraries

by LEO S. LO

The emergence of generative artificial intelligence (AI), especially following the widespread availability of advanced tools like ChatGPT, represents a watershed moment in the realm of technology. This surge in AI capabilities has had a profound influence in the library sector, which not only reshapes existing practices but also compels a thorough reevaluation of the roles and competencies of library professionals. In this rapidly evolving landscape, library workers need to develop and enhance their skills to be aware of the potential of AI.

What is generative AI?

“Generative AI” refers to artificial intelligence technologies that can generate new content, insights, or data based on the training and information they have received. The strengths of generative AI in libraries are diverse, offering potential enhancements in efficient information management, personalized user experiences, and bolstered research assistance. However, its limitations warrant equal attention. [My recent survey of academic library employees](#) reveals urgent concerns over ethical issues such as data privacy, algorithmic bias, and notably, the risks of AI generating inaccurate information or “hallucinations.” These findings emphasize the crucial need for libraries to not only leverage AI’s strengths but also to conscientiously address and mitigate its limitations through judicious use and principled implementation.

Proactive use of AI in libraries

Based on [surveys of Association of Research Libraries library directors](#), libraries are using AI for a variety of tasks, including instruction on evaluating AI responses, automated cataloging and metadata generation, chatbots for user support, supporting AI user communities, AI-assisted research instruction, streamlining library operations, enhancing discovery services,

and preservation and conservation. In addition to these specific applications, libraries are also using AI to develop new and innovative services, such as virtual reality tours of their collections and personalized reading recommendations.

AI literacy and action-oriented upskilling

The survey results also revealed a significant demand for professional development and training in AI literacy. Library workers are increasingly aware of the need to upskill to stay abreast of these technological advancements. In fact, in-person events on AI at LibLearnX24 were some of the most well-attended and popular sessions with strong engagement from attendees. Well over 1,000 people took AI-related e-learning offered by the American Library Association last year. AI literacy extends beyond understanding how to use AI tools; it encompasses a comprehensive knowledge of their underlying mechanisms, ethical implications, and practical applications in library settings. Consequently, investing in AI education and training is imperative for libraries, ensuring that their staff are equipped not only to adopt AI technology but also to lead its ethical application in the information sector.

Call to action

As we navigate the age of AI, the call to action for libraries is clear: Prioritize AI literacy and invest in the reskilling and upskilling of library staff. This is more than keeping pace with technology; it is about actively shaping libraries as dynamic, inclusive, and ethically responsible information centers in the digital age. ●

Leo S. Lo is dean and professor of the College of University Libraries and Learning Services at the University of New Mexico.

Washington Works for Libraries

by SHAWNDA HINES

While libraries in some parts of the country were embroiled in conflict over materials in their collections, federal policies that govern some other aspects of information access and library services improved in 2023.

Decision makers at every level of government expressed support for library services that increase Americans' access to high-speed internet connectivity. With several successful pandemic-era programs approaching sunset in 2024, federal policymakers continued to look to libraries to fill gaps in high-speed internet connectivity nationwide. The Federal Communications Commission (FCC) improved E-rate rules and processes, making more Tribal libraries eligible for deep discounts on broadband infrastructure afforded by the program. At the 2023 American Library Association (ALA) Annual Conference, [FCC Chairwoman Jessica Rosenworcel unveiled the Learn Without Limits initiative](#), a proposal that would allow libraries and schools to use E-rate funds to purchase Wi-Fi hotspots and services for patrons and students to use off-premises. The proposal would create a sustainable funding solution that builds on a decade of library hotspot and device lending expertise. FCC proceedings continuing into 2024 seem promising.

Elected leaders in Congress recognized libraries' role in providing opportunities for people to build skills and find employment, especially for those in underserved communities. [The Prison Libraries Act](#), introduced by Reps. Emanuel Cleaver (D-MO-05), Sheila Jackson Lee (D-TX-18), and Shontel Brown (D-OH-11), would establish a grant program within the Department of Justice to provide funds for prisons to update materials, hire qualified librarians, and support digital literacy and career readiness training. The bipartisan [Adult Education Workforce Opportunity and Reskilling for Knowledge and Success Act](#), introduced by Sen. Jack Reed (D-RI) and Sen. Todd Young (R-IN), would leverage the reach, expertise, and resources of public libraries to empower job seekers to access employment services and training. The House companion bill was introduced by Reps. Lucy McBath (D-GA-07), Kathy Manning (D-NC-06), and Frank Mrvan (D-IN-01). Among other provisions, the bill would update the 2014 Workforce Innovation and Opportunity Act to make public libraries eligible one-stop sites for workforce development and provide



support for college and career navigators at public libraries. In another piece of legislation, three members of Congress with backgrounds in social work proposed to strengthen public libraries as community hubs through a paid social worker internship program. The [More Social Workers in Libraries Act](#) would develop a program to provide competitive grants to institutions of higher education that would be used to fund an internship for social work university students and employ a qualified social worker in a public library to oversee social work student interns.

For school libraries, the most significant legislation in 2023 was the [Right to Read Act](#), reintroduced by Sen. Jack Reed (D-RI) in the Senate and Rep. Raúl Grijalva (D-AZ-03) in the House of Representatives. The bill would ensure every student has access to an effective school library staffed by a certified school librarian and provide a much-needed infusion of funding for school libraries. The bill also would constitute a major step forward in the fight against censorship by extending liability protections to librarians and educators facing threats when providing access to certain controversial reading materials.

While many in Congress and the Administration recognize that supporting school libraries supports education, it was

The Right to Read Act . . . would ensure every student has access to an effective school library staffed by a certified school librarian and provide a much-needed infusion of funding for school libraries.

school libraries that bore the brunt of attacks from Capitol Hill on the right to read. The Parents Bill of Rights (H.R. 5), reintroduced and passed in the House on a party line vote in March 2023, would have required school libraries that receive federal funding to provide a list of available materials to parents upon request and develop a new system to allow parents to challenge materials. The bill was not introduced in the Senate.

In response to the escalating challenges to books in school libraries and classrooms, the White House announced in June 2023 that the Department of Education would appoint a new coordinator to address the growing threat that book bans pose for the civil rights of students, among other steps to protect the rights of LGBTQIA+ Americans. Weeks later, Matt Nosanchuk began his tenure as a deputy assistant secretary in the Office for Civil Rights by leading a training session, in partnership with ALA, for librarians on how to handle book challenges.

Following on the Biden Administration's appointment of a book ban czar and the introduction of the Right to Read Act in Congress, school librarians are receiving renewed attention and support in Washington. Another bill, the Fight Book Bans Act, led by Rep. Maxwell Frost (D-FL-10), Rep. Federica Wilson (D-FL-24) and Rep. Jamie Raskin (D-MD-08), would take a different tack toward supporting libraries: providing grants to school districts to cover expenses incurred by fighting off book bans.

To date, none of the library-supportive legislation introduced in 2023 has received a vote in the current session of Congress. Neither have any of the 12 Fiscal Year (FY) 2024 federal appropriations bills, including the one containing funding for the Institute of Museum and Library Services (IMLS). At an impasse on spending and many other issues, Congress passed numerous temporary measures maintaining FY 2023 funding levels. IMLS and other library-eligible

programs are likely to face cuts when those measures expire (March 2024, as of this writing), thanks to an agreement between White House and congressional leaders on an austere two-year budget calling for small decreases in domestic spending. The silver lining is that the compromise will avoid steep cuts urged by some House conservatives. ALA continues to advocate for robust funding for the IMLS Library Services and Technology Act and for the Education Department's Innovative Approaches to Literacy program.

To protect federal funding for libraries in all contexts, advocates must continue to spotlight the value of libraries throughout a dysfunctional federal appropriations process. Advocating for systemic improvements is also necessary. For example, the [Advancing Research in Education Act](#) would reauthorize and improve the Education Department's statistical and research activities to ensure more accurate federal statistics to bolster school and academic library services. The bill would also improve data collection from Historically Black Colleges and Universities and other minority-serving institutions. These measures may seem like policy minutiae, but every bill that improves data about and increases awareness of library programs and services can impact future funding decisions. Moving forward, especially in an increasingly rancorous political environment, library advocates must engage to protect the federal funding we already have to serve our communities. ●

Shawnda Hines is deputy director of communications at ALA's Public Policy and Advocacy Office.

The White House announced in June 2023 that the Department of Education would appoint a new coordinator to address the growing threat that book bans pose for the civil rights of students, among other steps to protect the rights of LGBTQIA+ Americans.

Obama Extends Support to American Librarians

by PHIL MOREHART

Barack Obama professed his love for libraries—and his opposition to book bans—in a major way in 2023.

The former President of the United States [penned an open letter](#) July 17 extending his and former First Lady Michelle Obama's support to America's librarians in an era of rising book challenges and growing personal attacks against those who resist them.

"Today, some of the books that shaped my life—and the lives of so many others—are being challenged by people who disagree with certain ideas or perspectives," he wrote. "It's no coincidence that these 'banned books' are often written by or feature people of color, indigenous people, and members of the LGBTQ+ community—though there have also been unfortunate instances in which books by conservative authors or books containing 'triggering' words or scenes have been targets for removal. Either way, the impulse seems to be to silence, rather than engage, rebut, learn from or seek to understand views that don't fit our own.

"I believe such an approach is profoundly misguided, and contrary to what has made this country great. As I've said before, not only is it important for young people from all walks of life to see themselves represented in the pages of books, but it's also important for all of us to engage with different ideas and points of view."

Obama stressed that no one understands that better than libraries.

"In a very real sense, you're on the front lines—fighting every day to make the widest possible range of viewpoints, opinions, and ideas available to everyone," he wrote. "Your dedication and professional expertise allow us to freely read and

consider information and ideas, and decide for ourselves which ones we agree with.

"Whether you just started working at a school or public library, or you've been there your entire career, Michelle and

I want to thank you for your unwavering commitment to the freedom to read," he continued. "All of us owe you a debt of gratitude for making sure readers across the country have access to a wide range of books, and all the ideas they contain."

Days later, Obama made waves on social media with guest appearances in TikTok videos for public libraries across the United States.

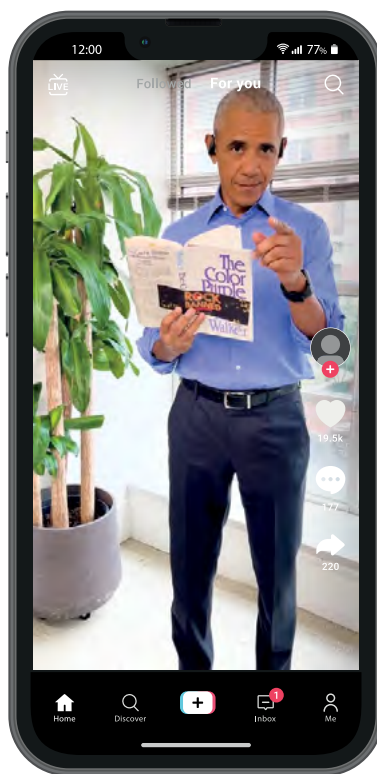
In a video for Kankakee (Ill.) Public Library (KPL), the former president appears along with KPL librarians as they highlight books that have faced calls for censorship on the shelves of schools and libraries.

For Harris County (Texas) Public Library (HCPL), [Obama joined HCPL promoter Curbside Larry](#) to promote the library's Library for All Initiative, which strives to make reading more accessible to all Houstonians, including those who need special accommodations or who speak a language other than English.

For Woodland (Calif.) Public Library's TikTok, Obama appears with library staffers—and the library's cat, Henrietta—as they tout the myriad things available to guests at the library.

And in a video for Prince George's County Memorial Library System in Maryland, Obama rocks out to Elton John's "I'm Still Standing," while reading "The Color Purple" and proclaiming that the library, "Rocks banned books. Do you?"

Thanks for your support of libraries and the freedom to read, President Obama. ●



Barack Obama's guest appearance on Prince George's County Memorial Library System's TikTok account.

PHOTO: PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY SYSTEM, VIA TIKTOK.

About This Report

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About ALA

The 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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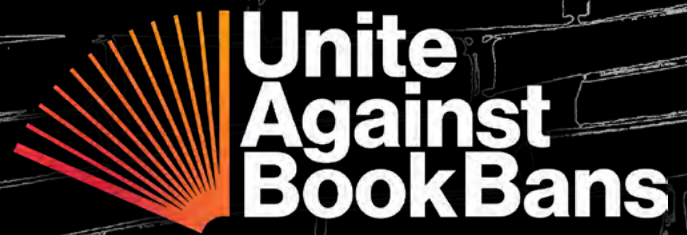
How to Cite This Report

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A Report from the American Library Association. 2024.





BOOK RÉSUMÉS



A Free Resource to Fight Censorship in Your Community.

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BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

Baldwin Public Library Trust Meeting

Delos Board Room

Monday, April 15, 2024

Immediately following regular Board meeting

Agenda

Call to order and establishment of a quorum

I. 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 will not debate items not on the agenda. The maximum time for individual speakers should not exceed three minutes.

II. 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 18, 2024 minutes | p. 109 |
| B. Acceptance of the March 2024 receipts of \$6,724.87 | p. 116 |
| C. Approval of the March 2024 disbursements of \$25,287.31 | p. 117 |

III. New and Miscellaneous Business

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 20, 2024.

Motion: To adjourn the April 15, 2024 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,
TRUST MEETING
March 18, 2024**

1. Call to Order

The meeting was called to order by President Karen Rock at 8:26 p.m.

Library Board present: Frank Pisano, Karen Rock, Danielle Rumple, Jennifer Wheeler, and Student Representative Kate Walter.

Absent and excused: Wendy Friedman, Melissa Mark.

Library Staff present: Rebekah Craft, Director, Jaclyn Miller, Associate Director, and Robert Stratton, Office Administrator.

Friends of the Library Liaison present: None.

Contract community representatives present: None.

Members of the public present: None..

1. General Public Comment Period: None.

2. Consent Agenda

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

A. Approval of the February 26, 2024 minutes

B. Acceptance of the February 26, 2024 receipts of \$1,123.57

C. Approval of the February 2024 disbursements of \$16,382.56

1st Pisano

2nd Rumple

A roll call vote was taken.

Yeas: Pisano, Rock, Rumple, Wheeler.

Nays: None.

Absent and excused: Friedman, Mark.

The motion was approved unanimously.

3. New and Miscellaneous Business:

Transfer of money from Endowment Funds for current expenditure

Pisano and Rumple supported the recommendation given by Jim Cummins & Connor Brannagan from Raymond James during the previous meeting of the Finance Committee.

Motion to sell of all shares of the Virtus Ceredex Mid Cap fund, valued at approximately \$82,247, and use the profits to purchase T Rowe Price All-Cap Opportunity Fund.

1st Rumple

2nd Rock

A roll call vote was taken.

Yeas: Pisano, Rock, Rumple, Wheeler.

Nays: None.
Absent and excused: Friedman, Mark.
The motion was approved unanimously.

4. Adjournment:

Motion: To adjourn the meeting.

1st Rumble

2nd Wheeler

A voice vote was taken.

Yeas: Pisano, Rock, Rumble, Wheeler.

Nays: None.

Absent and excused: Friedman, Mark.

The motion was approved unanimously. The meeting was adjourned at 8:30 p.m. The next Trust Meeting will be held on Monday, April 15, 2024, following the regular meeting in the Delos Board Room.

Melissa Mark, Secretary

Date

Baldwin Public Library Trust: March 2024

March receipts totaled \$6,724.87. March disbursements totaled \$25,287.31.

The current value of the Trust is \$2,334,629.07, divided up in the following way:

	June 2023 - EOY	March 2024
Total endowment investments*	\$ 1,062,322.97	\$ 1,201,119.64
Endowment funds distributed for use	\$ 202,855.49	\$ 173,633.88
Total endowment funds	\$ 1,265,178.46	\$ 1,374,753.52
General spendable funds	\$ 382,420.94	\$ 499,708.28
Van Dragt fund	\$ 63,450.66	\$ 24,020.75
Building fund	\$ 334,358.33	\$ 377,103.33
Restricted funds**	\$ 49,360.61	\$ 34,319.65
Naming rights for Rotary Tribute Room	\$ 9,337.89	\$ 9,337.89
Naming rights for Burnett Reference Desk	\$ 9,385.65	\$ 9,385.65
Naming rights for Thal Reference Desk	\$ 6,000.00	\$ 6,000.00
Total non-endowment funds	\$ 854,314.08	\$ 959,875.55
Total endowment funds	\$ 1,265,178.46	\$ 1,374,753.52
Total non-endowment funds	\$ 854,314.08	\$ 959,875.55
Total of all Trust funds	\$ 2,119,492.54	\$ 2,334,629.07

* The principal of the endowment funds is \$878,197.04

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

As of March 31, the amount of money in the Trust that is undesignated stands at \$939,470.13

Baldwin Public Library Trust
Endowment Funds Portfolio Performance Benchmarks
As of February 29, 2024

<u>Index</u>	<u>2024: YTD</u>	<u>2023: Entire Year</u>
S&P 500-Equity Benchmark	6.84%	24.23%
U.S. Aggregate-Bond Benchmark	0.47%	5.53%
Blended Return of Both Benchmarks* (S&P 500: 75% and U.S. Aggregate: 25%)	5.25%	19.57%
Baldwin Endowment Funds' Portfolio	2.93%	9.80%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-2.32%	-9.76%

*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 Huntington 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 February 29, 2024, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,177,614.21
Raymond James Building Mutual Funds Account	\$716,797.71
Huntington Bank Checking Account	\$3,723.70
Huntington Bank Money Market Account	<u>\$397,198.02</u>
Total	\$ 2,295,333.64

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

Investment and Cash Report									
	Prior Month Balance 02/29/24	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 03/31/24
Huntington Bank Checking:									
Endowment Money	\$0.00	\$0.00	\$0.00	\$3,519.22	\$29,374.68	\$3,519.22			\$0.00
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$17,322.82	\$39,429.91	\$17,322.82			\$0.00
Restricted Funds	\$3,723.70	\$0.16	\$1.41	\$3,346.83	\$37,022.37	\$3,346.83			\$3,723.86
Restricted Funds - Covid and MAF Idea Lab	\$0.00	\$0.00	\$0.00			\$0.00			\$0.00
Subtotal - Restricted Funds	\$3,723.70								\$3,723.86
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$1,088.44	\$7,316.83	\$1,088.44			\$0.00
TOTAL	\$3,723.70	\$0.16	\$1.41	\$25,277.31	\$113,143.79	\$25,277.31	\$0.00		\$3,723.86
Huntington Bank Money Market:									
Endowment Budgeted Funds	\$178,633.99	\$25.00	\$153.07	\$0.00		\$0.00	(\$3,519.22)		\$175,139.77
Endowment Investment Funds	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00
Building Fund	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00
Van Dragt Fund	\$41,343.57	\$0.00	\$0.00	\$0.00		\$0.00	(\$17,322.82)		\$24,020.75
Restricted Funds	\$42,795.87	\$100.00	\$21,980.00	\$0.00		\$0.00	(\$3,346.83)		\$39,549.04
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$516.43
Restricted Fund - Idea Lab MAF	(\$84.03)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		(\$84.03)
General Spendable Funds	\$133,992.19	\$6,599.71	\$83,625.45	\$10.00	\$90.00	\$0.00	(\$1,088.44)		\$139,493.46
TOTAL	\$397,198.02	\$6,724.71	\$105,758.52	\$10.00	\$90.00	\$0.00	(\$25,277.31)		\$378,635.42
Raymond James & Associates:									
Endowment Fund Investments	\$1,161,766.18	\$0.00	\$0.00			\$0.00	\$0.00	\$36,791.05	\$1,198,557.23
Endowment Cash	\$15,848.03	\$0.00	\$900.00			\$0.00	\$0.00	\$546.38	\$16,394.41
Sub-total Endowment Funds	\$1,177,614.21	\$0.00	\$900.00			\$0.00	\$0.00	\$37,337.43	\$1,214,951.64
General Spendable Funds Cash	\$1,380.09	\$0.00	\$0.00			\$0.00	\$0.00	\$0.29	\$1,380.38
General Spendable Mutual Funds	\$348,781.46	\$0.00	\$0.00			\$0.00	\$0.00	\$10,054.87	\$358,836.33
General Spendable Building Mutual Funds	\$366,636.17	\$0.00	\$0.00			\$0.00	\$0.00	\$10,465.28	\$377,101.45
Sub-total General Spendable Funds	\$716,797.71	\$0.00	\$0.00			\$0.00	\$0.00	\$20,520.44	\$737,318.15
TOTAL	\$1,894,411.92	\$0.00	\$900.00			\$0.00	\$0.00	\$57,857.87	\$1,952,269.79
Total All Funds	\$2,295,333.64	\$6,724.87	\$106,659.93	\$25,287.31	\$113,233.79	\$25,277.31	(\$25,277.31)	\$57,857.87	\$2,334,629.07

[illegible]

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
MARCH 31, 2024**

		Prior Month Balance 02/29/24	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 03/31/24
Gift & Tribute Funds	Purpose									
General Spendable Funds		\$484,151.99	\$6,599.71	\$83,625.45	\$1,098.44	\$6,308.39			\$10,055.02	\$499,708.28
Restricted Funds:										
Building Fund		\$366,637.91	\$0.00	\$0.00	\$0.00	\$0.00			\$10,465.42	\$377,103.33
Van Dragt Fund		\$41,343.57	\$0.00	\$0.00	\$17,322.82	\$22,107.09				\$24,020.75
Memorials/Tributes		\$9,531.12	\$100.16	\$351.41	\$62.62	\$101.10				\$9,568.66
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Restricted Fund - Idea Lab MAF		(\$84.03)	\$0.00	\$0.00	\$0.00	\$2,084.03				(\$84.03)
Friends										
	Adult Services Programs	\$10,879.16	\$0.00	\$7,750.00	\$641.65	\$8,507.50				\$10,237.51
	Young Adult Programs	\$2,879.57	\$0.00	\$4,300.00	\$933.48	\$4,589.46				\$1,946.09
	Youth Services Programs	\$3,993.81	\$0.00	\$1,980.00	\$881.74	\$4,211.30				\$3,112.07
	Idea Lab Program Supplies	\$2,396.54	\$0.00	\$3,000.00	\$827.34	\$7,352.94				\$1,569.20
	Outreach & Equipment	\$7,453.72	\$0.00	\$4,600.00	\$0.00	\$6,829.21				\$7,453.72
	Sub-total Restricted	\$445,547.80	\$100.16	\$21,981.41	\$20,669.65	\$55,782.63	\$0.00	\$0.00	\$10,465.42	\$435,443.73
Rotary Room Fund										
	Naming Rights-Principal	\$7,832.00	\$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	\$1,505.89
Ileane Thal Reference Desk										
		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$6,000.00
Miranda Burnett Reference Desk										
		\$9,385.65	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$9,385.65
Total Gift and Tribute Funds		\$954,423.33	\$6,699.87	\$105,606.86	\$21,768.09	\$62,091.02	\$0.00	\$0.00	\$20,520.44	\$959,875.55
Endowment Funds										
Endowment Budgeted Funds										
	General Funds	\$65,009.25	\$0.00	\$128.07	\$2,350.73	\$12,024.15				\$62,658.52
	Adult Large Print	\$371.75	\$0.00	\$0.00	\$0.00	\$2,320.41				\$371.75
	Adult Services Department	\$28,789.07	\$0.00	\$0.00	\$0.00	\$2,390.07				\$28,789.07
	Adult Audio Visual	\$71.49	\$0.00	\$0.00	\$0.00	\$634.02				\$71.49
	Adult Reference	\$31,427.21	\$0.00	\$0.00	\$0.00	\$2,475.20				\$31,427.21
	Adult Programs	\$21,475.50	\$0.00	\$0.00	\$0.00	\$0.00				\$21,475.50
	Architecture	\$3,801.47	\$0.00	\$0.00	\$0.00	\$0.00				\$3,801.47
	Youth Services Department	\$5,151.54	\$0.00	\$0.00	\$10.53	\$4,093.33				\$5,141.01
	Youth Programs (Nix)	\$933.85	\$0.00	\$0.00	\$271.25	\$0.00				\$662.60
	Professional Development	\$15,989.85	\$0.00	\$0.00	\$20.00	\$1,435.12				\$15,969.85
	Staff Appreciation	\$2,206.95	\$25.00	\$25.00	\$93.68	\$483.16				\$2,138.27
	Koschik Building Fund	\$1,900.17	\$0.00	\$0.00	\$773.03	\$0.00				\$1,127.14
	Sub-total	\$177,128.10	\$25.00	\$153.07	\$3,519.22	\$25,855.46	\$0.00	\$0.00	\$0.00	\$173,633.88
Total Endowment Investments		\$1,163,782.21	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,337.43	\$1,201,119.64
Total Endowment Funds		\$1,340,910.31	\$25.00	\$1,053.07	\$3,519.22	\$25,855.46	\$0.00	\$0.00	\$37,337.43	\$1,374,753.52
Total All Trust Funds		\$2,295,333.64	\$6,724.87	\$106,659.93	\$25,287.31	\$87,946.48	\$0.00	\$0.00	\$57,857.87	\$2,334,629.07

TRUST RECEIPTS
March-24

Trust Money Mkt General Funds:

Kimberly Uhuru	\$	97.52	
Paul Wang in Honor of Frank Pisano	\$	979.61	
Joseph Calcaterra in Appreciation of the Idea Lab	\$	28.91	
Timothy French for a terrace tree	\$	325.88	
Anonymous	\$	4,000.00	
Money Market Interest Income	\$	1,167.79	\$ 6,599.71

Friends of BPL:

- Adult Programs			
- Teen Programs			
- Youth Programs			
- Idea Lab Program Supplies			
- Outreach and Equipment			
		\$	-

Memorial/Book Fund:

Shelly Mallon in Memory of Jane Reddig	\$	100.00	
Checking Account Interest	\$	0.16	\$ 100.16

Trust Money Mkt Endowment Fund:

Susan Johnston to Paul Francis Fund for Staff Appreciation	\$	25.00	\$ 25.00
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Total Receipts at Huntington Bank

\$ 6,724.87	\$ 6,724.87
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Raymond James

\$0.00

Total Trust Receipts (Before Bank Fees)

<u>\$6,724.87</u>	<u>\$6,724.87</u>
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Monthly Banking Fee on Money Market Account

<u>\$ (10.00)</u>	<u>\$ (10.00)</u>
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Total Trust Receipts (Net)

<u><u>\$6,714.87</u></u>	<u><u>\$6,714.87</u></u>
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03/28/2024 02:05 PM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 03/01/2024 - 03/29/2024

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
03/18/2024	LIBRY	6088	MISC	TUCCI, LLC	4,091.00
03/29/2024	LIBRY	6089	009688	ARTPACK SERVICES, INC	4,069.84
03/29/2024	LIBRY	6090	000843	BAKER & TAYLOR BOOKS	21.54
03/29/2024	LIBRY	6091	004867	BALDWIN PUBLIC LIBRARY TRUST	54.62
03/29/2024	LIBRY	6092	005005	BOOK BEAT	343.00
03/29/2024	LIBRY	6093	MISC	CHUBB	981.00
03/29/2024	LIBRY	6094	009315	FIRST NATIONAL BANK OF OMAHA	13,574.66
03/29/2024	LIBRY	6095	009315	VOID	0.00 V
03/29/2024	LIBRY	6096	009315	VOID	0.00 V
03/29/2024	LIBRY	6097	004604	GORDON FOOD	399.87
03/29/2024	LIBRY	6098	009030	SYNTHA GREEN	226.06
03/29/2024	LIBRY	6099	001090	INGRAM LIBRARY SERVICES	435.86
03/29/2024	LIBRY	6100	MISC	MACFARLAND PAINTING	773.03
03/29/2024	LIBRY	6101	009478	ODP BUSINESS SOLUTIONS, LLC	245.53
03/29/2024	LIBRY	6102	MISC	PHOENIX NASH	61.30

LIBRY TOTALS:

Total of 15 Checks:	25,277.31
Less 2 Void Checks:	0.00
Total of 13 Disbursements:	25,277.31

Idea Lab User Agreement

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

PURPOSE

The Idea Lab furthers the Baldwin Public Library's (BPL's) mission to help patrons learn, connect, and discover by:

- Facilitating patron exploration through hands-on experience with new technologies.
- Encouraging patrons to utilize and grow their creative, mechanical, and artistic skills as they create things of their own.
- Encouraging collaboration and the sharing of skills and knowledge among patrons.

ELIGIBILITY FOR USE OF THE IDEA LAB

The Idea Lab is best suited for users ages 14 and up. An adult, 18 years or older, must supervise users under age 14 at all times. Users 14-17 must have a parent or legal guardian review and sign this Idea Lab User Agreement on their behalf.

Prior to using the Idea Lab, users must review and complete this Idea Lab User Agreement Form and sign a Waiver of Liability and Hold Harmless Agreement.

Users must participate in a mandatory certification session in order to use some of the equipment (e.g. laser cutter, embroidery machine, die cutter) on their own. To schedule a certification session, contact the Idea Lab staff at idealab@baldwinlib.org.

RULES OF USE

- Use of the Idea Lab is subject to the rules in this User Agreement, the BPL [Code of Conduct](#), the [Electronic Device, Network, and Internet Use Policy](#), as well as any other applicable BPL policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of Idea Lab use privileges.
- Users should use the Idea Lab in a courteous, reasonable, and responsible manner. When using the equipment, use should be limited to one project if others are waiting. Users of BPL's Idea Lab agree to respect any and all applicable copyright laws and licensing agreements. Furthermore, users agree not to use the Idea Lab in violation of any local, state, or federal ordinances, regulations, or laws.
- Users may not use equipment for projects that are inappropriate in a public setting or that create a disturbance. BPL reserves the right to halt, delete, or disallow the creation of items that violate BPL policy, including ~~objects that: the creation of weapons and illegal items~~
 - Are prohibited by local, state, or federal law
 - Look like, function as, or appear to function as weapons, knives, or parts thereof
 - Are unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others
 - Depict and/or resemble genitalia or that may be construed as obscene or otherwise inappropriate for the library environment, that lack obvious literary, or artistic value
 - Contain depictions of obvious and known hate symbols, previously determined to be hate speech
- The Idea Lab staff reserves the right to reschedule, postpone, or interrupt large jobs or multiple requests to accommodate other requests and projects.

- Users will follow all applicable intellectual property laws, including copyright laws and are responsible for obtaining their own protections for any intellectual property developed in the Idea Lab.
- Materials deposited for Media Format Conversion may be damaged during the conversion process and the Idea Lab cannot be held responsible for this damage. Users of Media Format Conversion services should be aware that the physical condition of any personal media materials relinquished to the Idea Lab for digitization is not guaranteed. Materials deposited for Media Format Conversion are converted in a public area and may be seen or heard by library staff and visitors. **Media that contains pornography or depictions of sex acts will not be converted.**
- Some of the equipment located in the Idea Lab may contain aspects, parts, or components that can cause injury to the user if all rules, policies, procedures, and restrictions are not followed. It is important to maintain a safe atmosphere at all times and required protective equipment is available for use. Users agree to release and hold BPL harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the Idea Lab, including the equipment, tools, and materials therein.
- The user agrees that BPL is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment. The user agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, they will immediately discontinue use of the tool and notify Idea Lab staff.
- BPL staff will assist patrons using the Idea Lab to the extent that time, other duties, and patron demands will allow. One-on-one appointments can be made with Idea Lab staff to allow dedicated assistance at a time mutually convenient for the instructor and student.
- No food or drinks are permitted in the Idea Lab.
- A limited amount of 3D filament is offered per household per month at no charge.

IDEA LAB MATERIALS AND TOOLS

Users are required to supply their own materials for use in their personal projects. This includes materials for use on the Laser Engraver, Die Cutter, 3D printers, etc. Small quantities of sample materials may be available for testing and layout, but this is not guaranteed. Only approved and compatible materials may be used with Idea Lab equipment. A list of compatible materials is available upon request. Use of incompatible materials is forbidden. Idea Lab Staff reserves the right to halt or disallow any project using incompatible or forbidden materials. Users agree to accept financial responsibility for any misuse or damage to Idea Lab computers and equipment. The Idea Lab is not responsible for damage caused to user-supplied materials.

CHECKING IN, RESERVATIONS, AND SESSION LENGTH

Users are required to check-in with Idea Lab staff prior to using the Idea Lab. An Idea Lab staff member must always be present during use.

Reservations for Idea Lab equipment are not required but are highly encouraged. Reservations can be made by contacting the Idea Lab at idealab@baldwinlib.org or 248-554-4659. BPL reserves the right to make advanced reservations for special purposes and events. BPL does not guarantee the availability of any equipment in the Idea Lab.

Use of Idea Lab equipment is limited to two hours per piece of equipment per week. Users may request additional time by speaking with an Idea Lab staff member. BPL reserves the right to extend or reduce session length at its sole discretion.

Idea Lab User Agreement adopted by the BPL Board March 21, 2022. Revised February 16, 2023, February 26, 2024, April 9, 2024.

Name: _____	
Address: _____	
Phone: _____	Date: ____/____/____
Emergency Contact – Name:_____ Phone:_____	

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

FOR ALL BALDWIN PUBLIC LIBRARY IDEA LAB ACTIVITIES

I, _____ (name), have read the Idea Lab User Agreement, and agree to follow all rules, policies, procedures, and restrictions relating to use of the Idea Lab. I understand that these rules, policies, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures, and restrictions.

By signing this agreement and/or utilizing the Idea Lab, I shall waive, release, defend, pay on behalf of, indemnify, and hold harmless the Baldwin Public Library (BPL) and the City of Birmingham, its elected officials, employees, volunteers and others working on behalf of the Library and the City of Birmingham, from any and all liability, and against any and all claims, demands, lawsuits, loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from BPL and the City of Birmingham, its elected officials, employees, volunteers, and others working on behalf of the Library and the City of Birmingham, which arise out of or are in any way connected or associated with the use of the Baldwin Public Library Idea Lab.

I also understand and agree that I am financially responsible for any and all damage done to Idea Lab equipment resulting in my misuse or failure to follow all rules, policies, procedures, and restrictions. I understand that I am responsible for and agree to pay the repair and replacement costs of the equipment resulting from such actions. Failure to abide by all applicable policies and procedures will result in suspension or loss of Idea Lab use privileges.

I agree to pay all material fees involved in use of the Idea Lab.

Date: _____

Printed Name

Signature

Parent/Guardian Information (Idea Lab users ages 14 to 17)

Parent/Guardian Full Name: _____

Parent/Guardian Phone: _____

Parent/Guardian Signature: _____ Date: ____/____/____