

# Proposed Budgets Fiscal Years 2023-24, 2024-25 & 2025-26

## **Library Board**

Jennifer Wheeler, President

Karen Rock, Vice President

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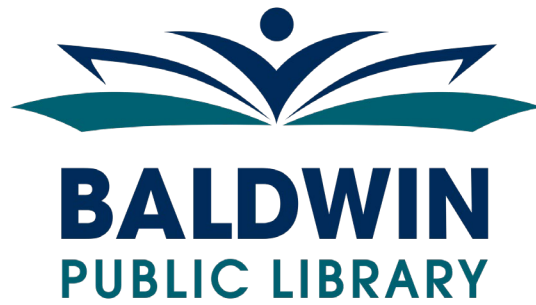
Melissa Mark

Frank Pisano

James W. Suhay

## **Library Director**

Rebekah Craft



## Budget Narrative for FY 2023-24

### INTRODUCTION

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The Baldwin Public Library is **financially stable** and provides **exemplary services, programs, and collections** to the citizens of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills.

As part of its **long-range plan for building improvements**, the Library renovated its Adult Services area in FY 2016-17 and expanded and renovated the Youth Room in FY2019-20. The Front Entrance and Circulation expansion and renovation is planned this summer in FY2023-24. This final phase is currently estimated to cost \$3.526 million in 2023 dollars.

**To cover its operating expenses, the Library is proposing the continued collection of its current 1.1 mills**, which will allow the Library to run a balanced operating budget for the next three years.

On top of that, in order to fund the expansion and renovation of the Front Entrance and Circulation Area, the Library is proposing the collection of an additional 0.2143 mills in FY 2023-24 and 0.2079 mills in FY 2024-25. Therefore, the Library's total proposed total millage request is 1.3143 mills for FY 2023-24 and 1.3079 mills for FY 2024-25. Note that the additional millage will need to extend one year beyond to FY 2025-26 in order to provide full financing for Phase 3. These additional millages are the maximum under the approved Headlee millage.

**The Library's total proposed total millage request is 1.3143 mills for FY 2023-24, 1.3079 mills for FY 2024-25, and 1.3015 mills for FY 2025-26.**

### MILLAGE RATE

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In 1998 the voters of Birmingham reinstated a millage rate of 1.75 mills for the Baldwin Library. In the past 25 years, the Headlee cap has reduced Baldwin's maximum millage rate to 1.3143 mills in FY 2023-24.

Below is a chart showing the **Library's estimated maximum millage rate** for the next three years:

FY 2019-20	1.3714 mills	ACTUAL
FY 2020-21	1.3554 mills	ACTUAL
FY 2021-22	1.3380 mills	ACTUAL
FY 2022-23	1.2142 mills	ACTUAL
FY 2023-24	1.3143 mills	ESTIMATED
FY 2024-25	1.3079 mills	ESTIMATED
FY 2025-26	1.3015 mills	ESTIMATED
FY 2026-27	1.1 mills	Return to operating expenses only

**Since FY 2012-13 the Library has confined its operational expenses to the revenue raised by a millage rate of 1.1 mills.**

The Library requested an additional 0.2380 mills in FY 2021-22 and 0.2142 mills in FY2022-23 to prefund the Phase 3 building project. For FY 2023-24, the Library will request an additional 0.2143 support the project as construction begins. Following completion of the project, the Library will also be requesting 0.2079 mills in FY 2024-25 and 0.2015 mills in FY 2025-26 to fully fund the project.

## **FUND BALANCE**

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The Library wishes to maintain an adequate fund balance in order to cover its \$125,000 insurance deductible, allow for a major equipment expenditure in case of an emergency, and permit the Library to weather a financial emergency, such as would occur if one of the Library's contract communities gave notice to withdraw from its agreement with Baldwin.

On September 21, 2015, the Library Board approved the following Fund Balance Policy:

*To ensure the prudent financial management of the Baldwin Public Library ("Library"), the Library Board of Directors shall maintain an unassigned fund balance of not less than 25% of annual expenditures and of not more than 35% of annual expenditures, except where it is building its fund balance in support of specific non-recurring projects, which will be assigned as such. These percentages are based on the Library's previous fiscal year-end financial statement.*

By the end of FY 2022-23, with the revenue from the first two years of the Library's additional millage for the Phase 3 renovation included, the Fund Balance is expected to be \$2,332,497, which would be 52% of annual operating expenditures. In the next three fiscal years, with additional millage collected for the Phase 3 renovation, the Fund Balance is expected to change in the following manner:

<b>FY 2023-24</b>	\$ 128,628
<b>FY 2024-25</b>	\$1,139,188
<b>FY 2025-26</b>	\$2,224,905

During Phase 3 renovations in FY 2023-24, the Fund Balance will fall to a deficit and the Library will need to transfer \$260,000 from the Library's Trust funds marked for building expenses in order to meet the minimum fund balance threshold.

## **GRANTS AND OTHER FUNDRAISING**

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In FY 2022-23, the Library received grants for professional development and technology improvements. Staff members Stephanie Klimmek, Rosemary Isbell, Kristen Tait, and Syntha Green each received a \$1,600 grant from the State of Michigan to attend national library conferences. The Library also received a \$10,000 grant from the Birmingham Area Cable Board to pay for upgrades to the projector and technology in the Jeanne Lloyd Room.

## **BALDWIN PUBLIC LIBRARY TRUST**

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The Baldwin Public Library Trust is a **501(c)(3) organization** that provides support for the Library.

- Gifts and tribute funds under \$10,000 donated to the Library are added to the Trust. They are then spent as requested or in general support of the Library's mission and goals.
- Donations made by the Friends of the Library to the Library are divided into separate line items that relate to approved spending areas: Youth, Teen, Adult, and Outreach & Equipment. Expenditures and balances are reported to the Friends on a monthly basis.
- A named Endowment fund may be established for large gifts that are intended for the continuing support of the Library. These funds are established in perpetuity with the annual income used in accordance with the fund restrictions. A minimum of \$10,000 is needed to establish an Endowment fund. Baldwin currently has 27 such Endowment funds.

**In FY 2021-22, which ended in June 2022, the Trust received \$79,629 in revenue, and spent \$200,512.** Of those donations, \$48,956 came from the Friends of the Baldwin Public and \$30,673 came from general donations to the Trust.

**As of February 28, 2023, the total value of the Trust stood at \$2,065,500.** Much of that money consists of endowment investments and various kinds of restricted funds. **A total of \$364,105 is available as unrestricted general funds. In addition, \$322,151 has been earmarked for building renovations.**

Gift donations and Friends money are spent as they are received. **Earnings from the Endowment**, on the other hand, are withdrawn only once a year in accordance with the Library's Trust Investment Policy. The policy states that the Trustees of the Baldwin Public Library Trust may approve the transfer of up to 5% of the Endowment's market value, as it stands at the end of April each year, so long as such a transfer does not reduce the endowment below its principal amount plus 5%. The formula uses a trailing five-year weighted average. **In May 2022, the Trustees approved the transfer of**

**\$61,124.82 for expenditures** according to the various guidelines defined when the individual Endowment funds had been established. Given the current rate of return in the stock market, we expect to be able to transfer money out of the Endowment this year.

The Directors of the Baldwin Public Library also serve as Trustees of the Baldwin Public Library Trust. *Trust donations and expenditures are not included in the Library's regular budget*, but all donations and expenditures are approved by the Trustees at the Trust's monthly meetings, and detailed information about the activities of the Trust can be found at the Library Board's page on Baldwin's website at [www.baldwinlib.org/staff-board](http://www.baldwinlib.org/staff-board).

## **CONTRACTS WITH NEIGHBORING COMMUNITIES**

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The Library has provided library services to the Villages of Beverly Hills and Bingham Farms through contractual arrangements since the 1960s. The contract with Beverly Hills was approved by voters in the November 3, 2020 election and the contract extends through 2030.

Since November 2011, Baldwin has also served the City of Bloomfield Hills through a contract, which was renewed in 2020 and extends through November 14, 2026.

**Baldwin's three contract communities will provide \$1,028,141 in revenue in FY 2023-24. That is 22% of Baldwin total operating budget and equivalent to approximately 0.32 mills in Birmingham property tax revenue.**

## **ASSUMPTIONS AND REQUESTS FOR THE FY 2023-24 BUDGET**

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The **revenue** side of the proposed fiscal year 2023-24 budget includes the following assumptions and requests:

- **For operating expenses, the Library is requesting that the millage rate remain at 1.1 mills.** This will bring in more money than during the current fiscal year because of increased property values.
- **State aid and Oakland County penal fines** will remain roughly the same.
- The Library's **contractual agreements with Beverly Hills, Bingham Farms, and Bloomfield Hills** will bring in 3% more revenue next year than this year, according to the stipulations of the individual contracts.
- **Patron use revenue** has increased, mostly due to popular room rentals.
- **Investment revenue**, which is the earnings on the Library's fund balance, will be lower this year as the fund balance is depleted to pay for the Phase 3 project.
- Whenever applicable, the Library has used information from the City of Birmingham and from our contract communities to generate these revenue numbers.

The **expense** side of the proposed fiscal year 2023-24 budget includes the following requests and assumptions:

- **Personnel expenses include up to a 4% salary increase for all library staff.** Personnel expenses account for 65.5% of the operating expenses budget, which is within the range considered acceptable by public library best practices. The Library will increase the Page pay rate from \$10.68 to \$12.00 per hour in anticipation of changes to Michigan's minimum wage increase. The Library will also provide sick time to all part-time staff working 25-28 hours per week per Michigan's Paid Medical Leave Act.
- **The Library will remain open 67 hours per week, 347 days a year.**
- The Library will continue to provide a wide variety of materials, programs and services to the residents of our service area. **The collections budget for FY 2023-24 will account for 15% of the operating expenses budget,** which conforms to public library best practices. The Library will continue to devote more of its materials budget to online services (e-books, e-audiobooks, streaming music, streaming video, databases, online learning programs, etc.), the area where the Library is experiencing the strongest increase in circulation.
- Baldwin will add a **Library of Things** collection for users to borrow. The contents of this collection has not been finalized, but it will include items such as blood pressure monitors, radon detectors, lawn games, a microscope, small hand tools, a metal detector, etc.
- **The Library will continue to offer a mix of virtual and in person programming.**
- The budget includes money for **keeping computer equipment and technology up to date,** including upgrading the security camera system with a new server, software, and additional strategically placed cameras.
- The **Idea Lab** remains popular with patrons and an extra \$5,000 has been included in the budget to support more equipment and supply purchases. A higher grade embroidery machine will be purchased next year.
- Additional money has been added to the Training budget for **staff continuing education and out-of-state conference attendance.**
- A significant portion of the budget is set aside for **capital outlays related to Phase 3,** including \$3,277,000 for construction costs, \$50,000 for sorter reconfiguration and moving, and \$20,000 for architectural services.
- Whenever applicable, the Library used City of Birmingham information and tools to generate its expense numbers.

## **CITY GOALS**

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As a department of the City of Birmingham, we have been asked to tailor our strategic goals to fit the City's new strategic plan. Here are the projects and improvements we plan to make to the Library in FY 2023-24 to help support and improve City services.

## **Goal: Engaged and Connected Community**

- Objective: Create a welcoming, safe, and accessible building that meets the needs of our staff and users (*Baldwin Public Library – Strategic Goal #2*)
  - Baldwin will install a temporary ramp during Phase 3 construction project so that all users can safely access the library
  - Baldwin will install a street level entrance with indoor ramp and elevator during Phase 3 renovation and expansion
  - During the Phase 3 renovation, Baldwin will add additional lighting to the library's front entrance so that it is more safely lit during early morning and evening hours
- Objective: Provide and promote equitable and inclusive resources and opportunities for all populations (*Baldwin Public Library – Strategic Goal #3*)
  - Baldwin staff will work with diversity, equity, and inclusion consultants to identify areas for improvement and staff will attend training sessions on working with people of all ages, abilities, and backgrounds
  - Baldwin will update its existing website to be fully accessible to all users
  - Improve and expand home delivery options for patrons
- Objective: Develop and strengthen BPL connections within the community (*Baldwin Public Library – Strategic Goal #4*)
  - Baldwin staff will continue to attend community events to promote library programs and services
  - Baldwin will work with community groups and local organizations to cross-promote programs and services

## **Goal: Environmental Sustainability**

- Objective: Maintain and upgrade infrastructure to prepare for future climate conditions (*Baldwin Public Library – Strategic Goal #2*)
  - A new underground water detention system will be installed on the southeast corner of the library during Phase 3 renovation and expansion
  - Three new Hornbeam trees and a variety of native perennials will be planted in new garden beds on southeast corner of the library during Phase 3 renovation and expansion
  - Native pollinator plants will be planted in Children's garden on north side of the building

## **Goal: Efficient and Effective Services**

- Objective: Train, empower, and equip members of the organization to best support users and each other (*Baldwin Public Library – Strategic Goal #5*)
  - Baldwin will develop a Library of Things to provide non-traditional items for checkout

- Baldwin will provide funding to for 8 staff members to attend the Public Library Association annual conference in March 2024 in Columbus, Ohio.
- Baldwin will improve its employee onboarding program to familiarize new staff members with the organization
- Baldwin will host a staff development day in September 2023
- Baldwin will update its security cameras with a new operating system and more strategically posted cameras

## **SUMMARY**

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### **The Library appreciates the strong support it receives from Birmingham and its contract communities.**

The 1.1 mills it collects for operating expenses—along with its other revenue sources, such as income from its three contract communities—is currently adequate to fund the Library’s services, programs, and collections.

With the success of the Adult Services and Youth Services projects, the Library is on track to begin construction on the final phase of its long-range building plan in FY2023-24. The Library wishes to continue funding Phase 3 with an additional millage of 0.2143 mills in FY 2023-24.

### **The City is scheduled to review the Library’s millage request at its budget hearing on May 6, 2023.**



**Baldwin Public Library: Budget Summary**  
**FY 2021-22 through FY 2025-26**  
**Budget Hearing: March 20, 2023**

<b>FY 2021-22 Actual</b>	<b>FY 2022-23 Budget</b>	<b>FY 2022-23 Changes to Budget</b>	<b>FY 2022-23 Projected Year-End Revenue</b>	<b>FY 2023-24 Proposed Budget</b>	<b>FY 2024-25 Proposed Budget</b>	<b>FY 2025-26 Proposed Budget</b>
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**REVENUE**

Birmingham Tax Revenue (1.1 mills)	\$3,088,997	\$3,196,977	\$0	\$3,196,977	\$3,498,976	\$3,707,603	\$3,868,907
Birmingham Tax Revenue (0.2380 mill in FY21-22; 0.2142 mill in FY22-23; 0.2143 mill in FY23-24; 0.2079 in FY24-25; 0.2015 in FY25-26)	\$589,100	\$672,833	\$0	\$672,833	\$681,664	\$700,737	\$708,713
Provision for Tax Loss	-\$7,004	-\$15,000	\$0	-\$15,000	-\$15,000	-\$15,000	-\$15,000
County/State Revenue	\$101,368	\$106,000	\$0	\$106,000	\$107,000	\$107,000	\$107,000
Local Grants	\$3,200	\$0	\$16,407	\$16,407	\$0	\$0	\$0
Bev Hills, Bing Farms & Blm Hills Contracts	\$965,579	\$992,393	\$0	\$992,393	\$1,028,141	\$1,058,430	\$1,089,606
Patron use revenue	\$32,254	\$27,000	\$2,100	\$29,100	\$25,650	\$30,950	\$30,950
Investment income	-\$80,958	\$30,000	\$0	\$30,000	\$5,000	\$12,000	\$15,000
<b>Total Revenue</b>	<b>\$4,692,535</b>	<b>\$5,010,203</b>	<b>\$18,507</b>	<b>\$5,028,710</b>	<b>\$5,331,431</b>	<b>\$5,601,720</b>	<b>\$5,805,176</b>

**EXPENSES**

Personnel	\$2,618,978	\$2,846,220	\$0	\$2,846,220	\$2,962,180	\$3,044,630	\$3,136,170
Supplies	\$115,615	\$143,000	\$0	\$143,000	\$151,150	\$156,380	\$161,720
Contracted Services	\$346,608	\$499,586	\$51,464	\$551,050	\$303,450	\$285,670	\$287,690
Technology & Maintenance	\$107,681	\$139,000	\$0	\$139,000	\$161,500	\$144,500	\$145,020
Utilities	\$95,207	\$106,000	\$6,000	\$112,000	\$117,600	\$123,480	\$129,650
Fees & Dues; Communication; Other Charges	\$70,571	\$81,480	-\$3,250	\$78,230	\$93,170	\$85,750	\$88,460
Capital Outlays (Bldg/Furn/Equip)	\$651,479	\$67,300	\$7,500	\$74,800	\$3,346,000	\$75,000	\$75,000
Collections	\$624,121	\$649,750	\$0	\$649,750	\$660,250	\$675,750	\$695,750
<b>Total Expenses</b>	<b>\$4,630,261</b>	<b>\$4,532,336</b>	<b>\$61,714</b>	<b>\$4,594,050</b>	<b>\$7,795,300</b>	<b>\$4,591,160</b>	<b>\$4,719,460</b>

**GENERAL FUND**

Total Revenue	\$4,692,535	\$5,010,203	\$18,507	\$5,028,710	\$5,331,431	\$5,601,720	\$5,805,176
Total Expenses	\$4,630,261	\$4,532,336	\$61,714	\$4,594,050	\$7,795,300	\$4,591,160	\$4,719,460
Variance Between Revenue and Expenses	\$62,274	\$477,867	-\$43,207	\$434,660	-\$2,463,869	\$1,010,560	\$1,085,717
Transfer from Baldwin Public Library Trust	\$0	\$0		\$0	\$260,000	\$0	\$0

**NET CHANGE IN FUND BALANCE**

Beginning Fund Balance	\$1,219,311	\$1,897,837		\$1,897,837	\$2,332,497	\$128,628	\$1,139,188
End Fund Balance	\$1,897,837	\$2,375,704		\$2,332,497	\$128,628	\$1,139,188	\$2,224,905

**Baldwin Public Library: Revenue Budget**  
**FY 2021-22 through FY 2025-26**  
**Budget Hearing: March 20, 2023**

		<b>FY 2021-22 Actual</b>	<b>FY 2022-23 Budget</b>	<b>FY 2022-23 Changes to Budget</b>	<b>FY 2022-23 Projected Year-End Revenue</b>	<b>FY 2023-24 Proposed Budget</b>	<b>FY 2024-25 Proposed Budget</b>	<b>FY 2025-26 Proposed Budget</b>
402.0001	Birmingham Tax Revenue (1.1 mills)	\$3,088,997	\$ 3,196,977		\$3,196,977	\$3,498,976	\$3,707,603	\$3,868,907
402.0001	Birmingham Tax Revenue (0.2380 mill in FY21-22; 0.2142 mill in FY22-23; 0.2143 mill in FY23-24; 0.2079 in FY24-25; 0.2015 in FY25-26)	\$589,100	\$ 672,833		\$672,833	\$681,664	\$700,737	\$708,713
402.004	Provision for Tax Loss	-\$7,004	-\$15,000		-\$15,000	-\$15,000	-\$15,000	-\$15,000
	<b>Total B'ham Tax Rev.</b>	<b>\$3,671,093</b>	<b>\$3,854,810</b>	<b>\$0</b>	<b>\$3,854,810</b>	<b>\$4,165,640</b>	<b>\$4,393,340</b>	<b>\$4,562,620</b>
564.0000	State Grant	\$37,329	\$29,000		\$29,000	\$35,000	\$35,000	\$35,000
569.0000	Local Community Stabilization Authority	\$7,286	\$7,000		\$7,000	\$7,000	\$7,000	\$7,000
581.0001	Penal Fines - County	\$56,754	\$70,000		\$70,000	\$65,000	\$65,000	\$65,000
	<b>Total County/State Rev.</b>	<b>\$101,368</b>	<b>\$106,000</b>	<b>\$0</b>	<b>\$106,000</b>	<b>\$107,000</b>	<b>\$107,000</b>	<b>\$107,000</b>
599.0000	<b>Local Grants</b>	<b>\$3,200</b>	<b>\$0</b>	<b>\$16,407</b>	<b>\$16,407</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
585.0001	Beverly Hills Contract	\$522,954	\$543,940		\$543,940	\$561,059	\$577,336	\$594,079
585.0002	Bingham Farms Contract	\$121,663	\$125,313		\$125,313	\$129,072	\$132,944	\$136,932
585.0003	Bloomfield Hills Contract	\$320,962	\$323,140		\$323,140	\$338,010	\$348,150	\$358,595
	<b>Total Contract Revenue</b>	<b>\$965,579</b>	<b>\$992,393</b>	<b>\$0</b>	<b>\$992,393</b>	<b>\$1,028,141</b>	<b>\$1,058,430</b>	<b>\$1,089,606</b>
648.0001	Sale of Items	\$1,260	\$1,000		\$1,000	\$1,000	\$1,000	\$1,000
648.0002	Vending machine fees	\$0	\$200		\$200	\$200	\$500	\$500
653.0006	Fines	\$5,196	\$6,000		\$6,000	\$5,000	\$5,000	\$5,000
653.0007	Room Rentals	\$20,515	\$16,000		\$16,000	\$15,000	\$20,000	\$20,000
653.0009	Proctor fees	\$80	\$200		\$200	\$100	\$100	\$100
653.0010	Program fees	\$219	\$100		\$100	\$100	\$100	\$100
653.0011	Copy machine fees	\$1,282	\$800	\$375	\$1,175	\$1,200	\$1,200	\$1,200
653.0012	Computer printer fees	\$3,640	\$2,600	\$1,755	\$4,355	\$3,000	\$3,000	\$3,000
653.0013	Fax fees	\$62	\$100	-\$30	\$70	\$50	\$50	\$50
	<b>Total Patron Use Rev.</b>	<b>\$32,254</b>	<b>\$27,000</b>	<b>\$2,100</b>	<b>\$29,100</b>	<b>\$25,650</b>	<b>\$30,950</b>	<b>\$30,950</b>
664.0000	<b>Investment income</b>	<b>-\$80,958</b>	<b>\$30,000</b>		<b>\$30,000</b>	<b>\$5,000</b>	<b>\$12,000</b>	<b>\$15,000</b>
	<b>Total revenue</b>	<b>\$ 4,692,535</b>	<b>\$ 5,010,203</b>	<b>\$18,507</b>	<b>\$ 5,028,710</b>	<b>\$ 5,331,431</b>	<b>\$ 5,601,720</b>	<b>\$ 5,805,176</b>

**Baldwin Public Library: Expense Budget**  
**FY 2021-22 through FY 2025-26**  
**Budget Hearing: March 20, 2023**

		FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Changes to Budget	FY 2022-23 Projected Year-End Revenue	FY 2023-24 Proposed Budget	FY 2024-25 Proposed Budget	FY 2025-26 Proposed Budget
<b>PERSONNEL</b>								
702.0001	Salaries & Wages	\$1,874,208	\$2,082,660	\$0	\$2,082,660	\$2,224,150	\$2,290,870	\$2,359,600
702.0002	Overtime Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
706.0001	F.I.C.A.	\$140,081	\$159,320	\$0	\$159,320	\$170,150	\$175,250	\$180,510
706.0002	Hospitalization	\$279,705	\$285,130	\$0	\$285,130	\$241,260	\$253,320	\$265,990
706.0003	Life Insurance	\$6,897	\$8,000	\$0	\$8,000	\$8,000	\$7,660	\$7,660
706.0004	Retirement Health Care	\$48,636	\$55,310	\$0	\$55,310	\$38,090	\$36,920	\$37,160
706.0005	Dental/Optical Insurance	\$14,715	\$18,090	\$0	\$18,090	\$19,090	\$18,040	\$19,400
706.0006	Long/Short Term Disability	\$10,304	\$11,850	\$0	\$11,850	\$12,510	\$12,390	\$12,760
706.0007	Worker's Compensation	\$6,834	\$7,850	\$0	\$7,850	\$8,350	\$8,480	\$8,730
706.0010	Retirement Employer Contrb.	\$128,014	\$102,600	\$0	\$102,600	\$108,380	\$109,650	\$109,160
706.0011	HRA Benefit	\$1,500	\$1,500	\$0	\$1,500	\$1,000	\$1,000	\$1,000
706.0012	Retirement-Def. Contr. Emplr.	\$82,034	\$89,210	\$0	\$89,210	\$105,200	\$105,050	\$108,200
706.0013	Ret Hlth Svgs Contr Emplr.	\$26,052	\$24,700	\$0	\$24,700	\$26,000	\$26,000	\$26,000
	<b>Subtotal</b>	<b>\$2,618,978</b>	<b>\$2,846,220</b>	<b>\$0</b>	<b>\$2,846,220</b>	<b>\$2,962,180</b>	<b>\$3,044,630</b>	<b>\$3,136,170</b>

**SUPPLIES**

727.0000	Postage	\$10,284	\$16,500	\$0	\$16,500	\$16,500	\$16,500	\$16,500
729.0000	Operating Supplies	\$23,588	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$25,000
742.0000	Computer Software	\$9,542	\$33,000	\$0	\$33,000	\$34,650	\$36,380	\$38,200
746.0000	Maintenance Supplies	\$4,901	\$8,500	\$0	\$8,500	\$10,000	\$10,500	\$11,020
748.0000	Technical Services Supplies	\$29,847	\$15,000	\$0	\$15,000	\$15,000	\$15,000	\$15,000
753.0000	Idea Lab Supplies	\$22,944	\$30,000	\$0	\$30,000	\$35,000	\$38,000	\$41,000
799.0000	Equipment Under \$5,000	\$14,510	\$15,000	\$0	\$15,000	\$15,000	\$15,000	\$15,000
	<b>Subtotal</b>	<b>\$115,615</b>	<b>\$143,000</b>	<b>\$0</b>	<b>\$143,000</b>	<b>\$151,150</b>	<b>\$156,380</b>	<b>\$161,720</b>

**CONTRACTED SERVICES**

801.0200	Legal	\$5,090	\$10,000	\$0	\$10,000	\$10,500	\$11,020	\$11,580
802.0100	Audit	\$11,501	\$3,910	\$0	\$3,910	\$3,990	\$4,070	\$4,150
805.0100	Landscape Services	\$2,215	\$2,500	\$0	\$2,500	\$3,500	\$4,000	\$4,500
901.0600	Architectural Services	\$86,580	\$192,536	\$51,464	\$244,000	\$20,000	\$0	\$0
811.0000	Other Contracted Services	\$76,078	\$98,500	\$0	\$98,500	\$70,000	\$70,000	\$70,000
813.0000	Administrative Services	\$104,890	\$104,890	\$0	\$104,890	\$104,890	\$104,890	\$104,890
901.0200	Marketing & Design Services	\$14,806	\$17,250	\$0	\$17,250	\$17,250	\$17,500	\$17,500
816.0100	Janitorial Contract	\$45,448	\$70,000	\$0	\$70,000	\$73,320	\$74,190	\$75,070
	<b>Subtotal</b>	<b>\$346,608</b>	<b>\$499,586</b>	<b>\$51,464</b>	<b>\$551,050</b>	<b>\$303,450</b>	<b>\$285,670</b>	<b>\$287,690</b>

**Baldwin Public Library: Expense Budget****FY 2021-22 through FY 2025-26****Budget Hearing: March 20, 2023**

		FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Changes to Budget	FY 2022-23 Projected Year-End Revenue	FY 2023-24 Proposed Budget	FY 2024-25 Proposed Budget	FY 2025-26 Proposed Budget
<b>TECHNOLOGY &amp; MAINTENANCE</b>								
830.0200	ILS Services	\$56,542	\$59,000	\$0	\$59,000	\$59,000	\$59,000	\$59,000
830.0300	Cataloging & ILL Services	\$8,447	\$15,000	\$0	\$15,000	\$15,000	\$15,000	\$15,000
851.0000	Telephone	\$4,985	\$7,000	\$0	\$7,000	\$10,000	\$10,500	\$11,020
933.0200	Equipment Maintenance	\$37,706	\$58,000	\$0	\$58,000	\$77,500	\$60,000	\$60,000
	<b>Subtotal</b>	<b>\$107,681</b>	<b>\$139,000</b>	<b>\$0</b>	<b>\$139,000</b>	<b>\$161,500</b>	<b>\$144,500</b>	<b>\$145,020</b>

**UTILITIES**

920.0000	Electricity	\$75,178	\$80,000	\$0	\$80,000	\$84,000	\$88,200	\$92,610
921.0000	Gas	\$12,696	\$14,000	\$6,000	\$20,000	\$21,000	\$22,050	\$23,150
922.0000	Water & Sewage	\$7,333	\$12,000	\$0	\$12,000	\$12,600	\$13,230	\$13,890
	<b>Subtotal</b>	<b>\$95,207</b>	<b>\$106,000</b>	<b>\$6,000</b>	<b>\$112,000</b>	<b>\$117,600</b>	<b>\$123,480</b>	<b>\$129,650</b>

**FEES & DUES; COMMUNICATION; OTHER CHARGES**

861.0000	Transportation	\$1,252	\$2,500	\$0	\$2,500	\$2,500	\$2,500	\$2,500
901.0000	Printing	\$6,015	\$11,000	\$0	\$11,000	\$11,000	\$11,000	\$11,000
907.0000	Programs	\$217	\$1,000	-\$750	\$250	\$250	\$250	\$250
955.0100	Training	\$11,910	\$15,000	\$0	\$15,000	\$25,000	\$15,000	\$15,000
955.0300	Memberships & Dues	\$9,078	\$8,100	\$0	\$8,100	\$8,500	\$8,930	\$9,380
956.0200	Parking	\$35,776	\$35,000	\$0	\$35,000	\$36,750	\$38,590	\$40,520
957.0400	MML Insurance	\$5,600	\$5,880	\$0	\$5,880	\$6,170	\$6,480	\$6,810
957.0600	Unemployment Insurance	-\$6	\$1,000	-\$1,000	\$0	\$1,000	\$1,000	\$1,000
962.0000	Miscellaneous	\$728	\$2,000	-\$1,500	\$500	\$2,000	\$2,000	\$2,000
	<b>Subtotal</b>	<b>\$70,571</b>	<b>\$81,480</b>	<b>-\$3,250</b>	<b>\$78,230</b>	<b>\$93,170</b>	<b>\$85,750</b>	<b>\$88,460</b>

**CAPITAL OUTLAYS**

971.0100	Equipment	\$72,104	\$62,300	\$0	\$62,300	\$64,000	\$65,000	\$65,000
972.0000	Furniture	\$2,315	\$2,500	\$0	\$2,500	\$5,000	\$5,000	\$5,000
977.0000	Building Improvements	\$577,060	\$2,500	\$7,500	\$10,000	\$3,277,000	\$5,000	\$5,000
	<b>Subtotal</b>	<b>\$651,479</b>	<b>\$67,300</b>	<b>\$7,500</b>	<b>\$74,800</b>	<b>\$3,346,000</b>	<b>\$75,000</b>	<b>\$75,000</b>

**COLLECTIONS**

987.0500	Books: Adult	\$131,363	\$130,000	\$0	\$130,000	\$120,000	\$120,000	\$120,000
987.0700	Books: Youth	\$78,617	\$80,000	\$0	\$80,000	\$80,000	\$80,000	\$80,000
987.0900	Subscriptions: Adult	\$23,539	\$24,000	\$0	\$24,000	\$24,000	\$24,000	\$24,000
987.1000	Subscriptions: Youth	\$1,729	\$1,750	\$0	\$1,750	\$1,750	\$1,750	\$1,750
987.1100	Audiovisual: Adult	\$53,873	\$60,000	\$0	\$60,000	\$60,000	\$55,000	\$50,000
987.1200	Audiovisual: Youth	\$31,684	\$24,000	\$0	\$24,000	\$24,500	\$25,000	\$25,000
987.1800	Online Services	\$303,316	\$330,000	\$0	\$330,000	\$350,000	\$370,000	\$395,000
	<b>Subtotal</b>	<b>\$624,121</b>	<b>\$649,750</b>	<b>\$0</b>	<b>\$649,750</b>	<b>\$660,250</b>	<b>\$675,750</b>	<b>\$695,750</b>

<b>Total expenses</b>	<b>\$4,630,261</b>	<b>\$4,532,336</b>	<b>\$61,714</b>	<b>\$4,594,050</b>	<b>\$7,795,300</b>	<b>\$4,591,160</b>	<b>\$4,719,460</b>
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## Budget Hearing

Monday, March 20, 2023

### MISSION:

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

# Budgetary Goals

Baldwin serves the residents of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills.

Offer  
high-quality  
**materials,  
programs &  
services**

Provide  
inclusive  
and  
equitable  
**customer  
service**

Hire, train,  
and retain  
**high-quality  
personnel**

Keep  
**technology**  
current &  
effective

Improve  
aesthetics &  
**functionality  
of building**

## Last year's usage

**171,016 ↑**

Annual Visitors

**24,505 ↑**

Program Attendance

**660 ↑**

Volunteer Hours

**34,229 ↑**

Database Sessions

**142,513 ↑**

eMaterials Circulation

**564,794 ↑**

Total Circulation

**26,199**

Cardholders

**147,009**

Items in Circulation

**\$48,956**

Friends Contributions

# Baldwin Public Library Trust



Total Value  
\$2,065,500

Building  
Funds  
\$322,151

General  
Spendable  
Funds  
\$364,105

27 Named  
Endowments  
\$1,241,333

## Additional Contributions Last Fiscal Year

Baldwin supplements its  
general operating expenses  
with these generous  
donations

**\$61,124**

Distribution from Endowment Funds

**\$30,673**

Donations to the Trust

**\$48,956**

Friends of the Baldwin Public Library



# FY 2023-2024 Financials

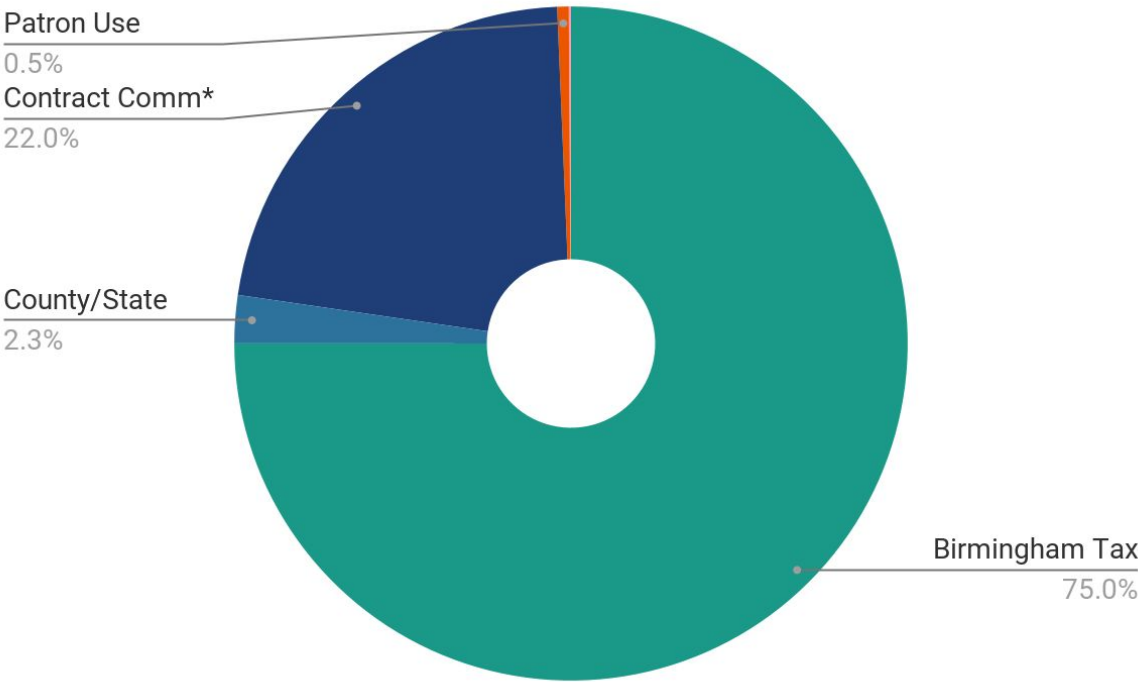
## REVENUE

Birmingham Tax Revenue	\$3,498,976
Phase 3 Revenue	\$681,664
Provision for Tax Loss	-\$15,000
County/State Revenue	\$107,000
Local Grants	\$0
Contract Communities	\$1,028,141
Patron Use	\$25,650
Investment Income	\$5,000
<b>TOTAL</b>	<b>\$5,331,431</b>

## EXPENSES

Personnel	\$2,962,180
Supplies	\$151,150
Contracted Services	\$303,450
Technology & Maintenance	\$161,500
Utilities	\$117,600
Other Charges	\$93,170
Capital Outlays	\$3,346,000
Collections	\$660,250
<b>TOTAL</b>	<b>\$7,795,300</b>

## Operating Revenue



\*Beverly Hills, Bingham Farms, City of Bloomfield Hills



# Revenue Summary

Maintain **1.1 mills** for **operating expenses**

**0.2143 mills** for **Phase 3 Project**

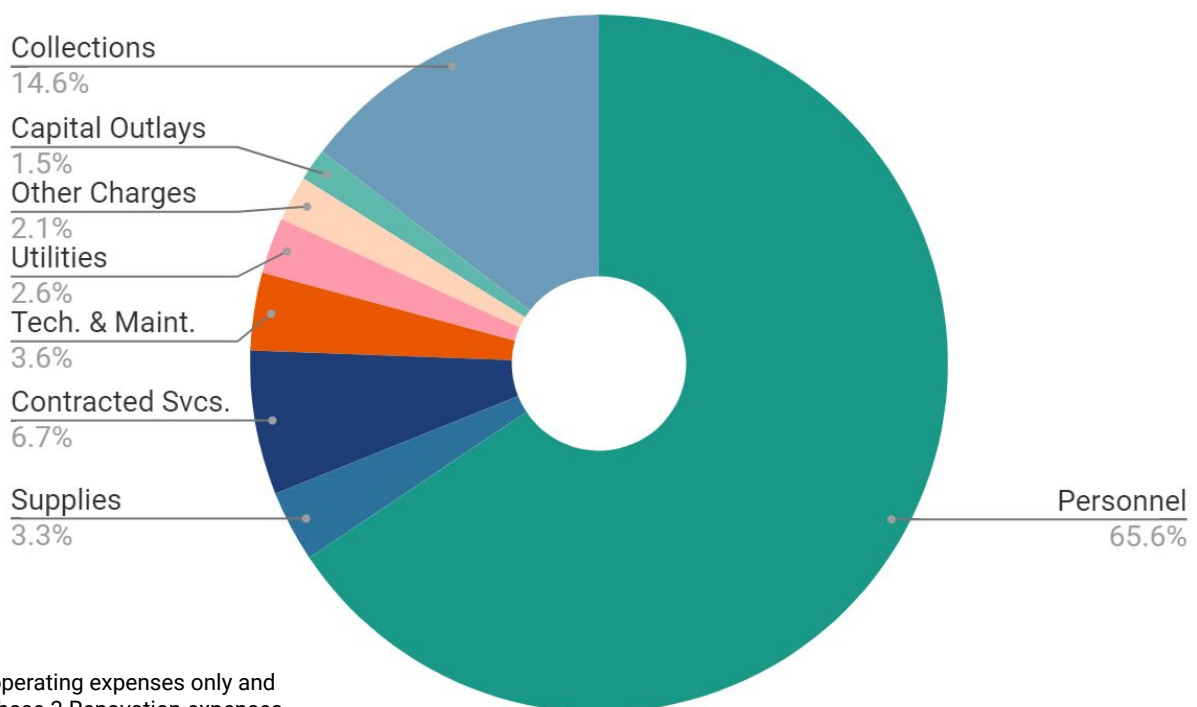
**22%** of revenue provided by

**contract communities**

**Penal fines & state aid** will increase

**Investment income lower** due to fund balance depletion for **Phase 3 Project**

## Operating Expenses



## Personnel Expenditures

**\$2,962,180**

**22 Full-Time** employees

**42.7** Full-Time Equivalent Staff

Proposed **wage increase up to 4%**

**65.6%** of operating expenses

**Page increase** from \$10.68 to \$12.00/hr

**Sick time** for staff working 25-28 hrs/wk

## Expense Summary

- **18%** Increase in **Janitorial Supplies**
- **11%** Increase in **Utilities**
- **\$5,000** more for **Idea Lab**
- **\$10,000** more for Staff **continuing education**
- **\$25,000** for upgraded **security cameras**
- **15%** of budget for **collections** + adding Library of Things

# Capital Outlays for Phase 3 Project

**\$3,277,000**

Construction Costs

**\$50,000**

Sorter reconfiguration

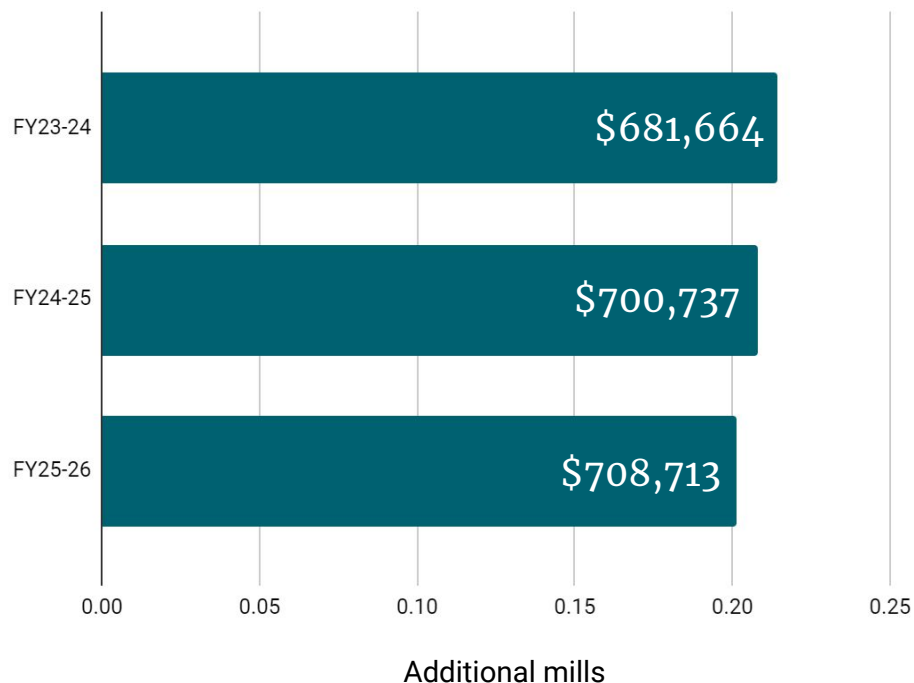
**\$20,000**

Architectural Services

## Additional Millage for Phase 3

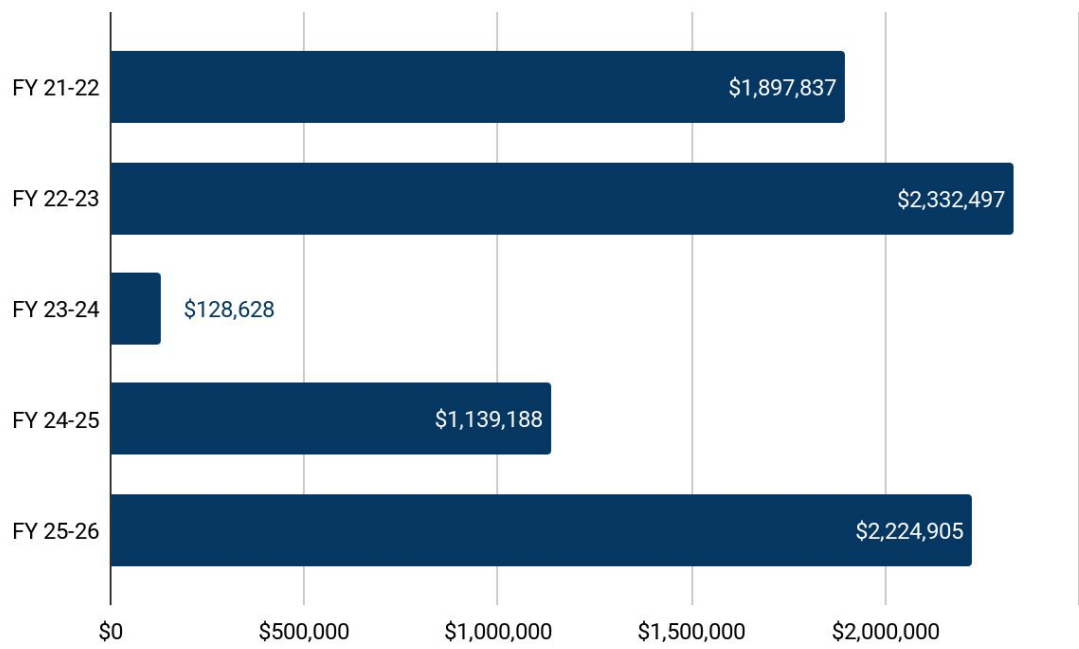
Each year, Baldwin uses any extra mills beyond its 1.1 mills operating rate for building improvements

As taxable value and income increases, the millage rate decreases



# Fund Balance

Unassigned fund balance should not be less than 25% or more than 35% of annual expenditures



The fund balance at the end of FY 2023-24 and FY2024-25 will be lower than the prescribed minimum because the Library will be paying for the Phase 3 renovations.

## Next Steps

- Receipt of **Phase 3 Construction Quotes**: March 28, 2023
- City **Budget Hearing**: April 29, 2023
- Vote to take **disbursement from Trust**: May 15, 2023

**BUDGET RESOLUTION  
OF  
THE BOARD OF DIRECTORS  
OF THE BALDWIN PUBLIC LIBRARY  
ADOPTED THIS 20<sup>th</sup> DAY OF MARCH, 2023**

WHEREAS, The Baldwin Public Library Board of Directors has been presented with the proposed budget for the Library for the 2023-2024 fiscal year; and

WHEREAS, a public hearing on the proposed budget was held on March 20, 2023, in accordance with the provisions of Act 43 of 1963 (the Budget Hearings of Local Governments Act); and

WHEREAS, notice of that public hearing was duly published in the *Oakland Press* newspaper on March 12, 2023; and

WHEREAS, a copy of the proposed budget was made available for public inspection at the Library on and after March 17, 2023; and

WHEREAS, the Board of Directors has considered the proposed budget, and has heard and considered the public input on the proposed budget; and

WHEREAS, the Board of Directors has determined that the proposed budget accurately represents the amount of money necessary for the support and maintenance of the Library for the ensuing year.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors of the Baldwin Public Library hereby approves and adopts the budget, as proposed and amended, and attached hereto, and hereby declares the total amount of the budget as reported, to be necessary for the support and maintenance of the Library for fiscal year 2023-2024.
2. The Board of Directors authorizes and directs its President to report the estimate to the City Commission for the City of Birmingham, for assessment and collection as provided by law.

AYES: 6 (MARK, PISANO, ROCK, RUMPLE, SUHAY, WHEELER)

NAYS: 0

ABSENT: 0

**RESOLUTION DECLARED ADOPTED THIS 20<sup>th</sup> DAY OF MARCH, 2023.**



Danielle Rumble, Secretary, Board of Directors, Baldwin Public Library