

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

MARCH 18, 2024

Karen Rock
PRESIDENT

Danielle Ruple
VICE PRESIDENT

Melissa Mark
SECRETARY

Wendy Friedman

Frank Pisano

Jennifer Wheeler

Rebekah Craft
LIBRARY
DIRECTOR



LEARN.CONNECT.DISCOVER.

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

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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.
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Cell: (734) 693-3861
e-mail: danielle.rumple@gmail.com

Term expires 2025

Finance Committee

Mark, Melissa
SECRETARY

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

Term expires 2025

Building Committee,
Outreach Committee

Friedman, Wendy

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Birmingham, MI 48009
Cell: (516) 316-9199
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Term expires 2027

Outreach Committee

Pisano, Frank

612 Davis Ave.
Birmingham, MI 48009
Home: (248) 646-0463
Cell: (248) 835-6058
e-mail: frank.pisano@baldwinlib.org

Term expires 2025

Finance Committee,
Building Committee

Wheeler, Jennifer

1665 Holland St.
Birmingham, MI 48009
Cell: (248) 808-4495
e-mail: jennybwheeler@gmail.com

Term expires 2027

Personnel Committee,
Policy Committee

Walter, Kate
STUDENT REPRESENTATIVE

e-mail: katewalter350@gmail.com

Term expires February 2025



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AGENDA

Baldwin Public Library Board Meeting

Monday, March 18, 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 January 17, 2024 Board Meeting Minutes p. 7
- B. Approval of February 2024 vendor payments in the amount of \$317,008.41, including payments in excess of \$75,000. p. 11
- C. Approval of total expenses in the amount of \$556,730.19 p. 15

III. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Danielle Rumble) p. 29
- D. Upcoming events of interest (Jaclyn Miller) p. 92

IV. Board Committee Reports	
A. Finance – Danielle Rumble	p. 14
B. Policy – Jennifer Wheeler	p. 17
Suggested Board action: To make a motion to adopt proposed changes to the Library Code of Conduct as found on pages 18-20 of the March 2024 Board packet.	
V. Library Report – Rebekah Craft and Jaclyn Miller	p. 21
VI. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 32
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. 35
VIII. New & Miscellaneous Business	p. 63
A. Public budget hearing for fiscal years 2024-25, 2025-26 & 2026-27.	
Suggested Board action: Motion to approve the FY 2024-25 budget as stated in the budget resolution on page 90.	
IX. Unfinished Business	
X. Items removed from the Consent Agenda	
XI. Information Only	p. 91
A. Upcoming events of interest	p. 92
B. <i>Oakland Press</i> advertisement “Notice of Public Hearing 2024-2025 Budget Hearing”	p. 94
C. <i>Downtown Publications</i> article “Baldwin book sale this Saturday, February 24”	p. 95
D. <i>Birmingham-Bloomfield Eagle</i> article “New book sale series begins in Birmingham”	p. 96
E. <i>Downtown Publications</i> article “Baldwin Library's Idea Lab going on a road trip”	p. 97
F. <i>Birmingham-Bloomfield Eagle</i> article “Students get excited about reading during Battle of the Books”	p. 98

G. *Birmingham-Bloomfield Eagle* article "Birmingham seeks input on a historic reservation master plan"

p. 100

XII. Adjournment

The next regular meeting of the Library Board will take place on Monday, April 15, 2024 at 7:30 p.m.

Motion: *To adjourn the March 18, 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 sesión pública deben ponerse en contacto con la oficina del escribano de la biblioteca en el número (248) 647-1700 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
February 26, 2024**

Call to Order and Roll Call:

The meeting was called to order by Vice President Danielle Rumble at 7:30 p.m.

Library Board present: Wendy Friedman, Frank Pisano, Melissa Mark, Danielle Rumble, Jennifer Wheeler, and Student Representative Kate Walter.

Absent and excused: Karen Rock.

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

Friends of the Library liaison present: Ryndee Carney.

Contract community representatives present: None.

Members of the public present: 8 (5 via Zoom; 3 in person).

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

Mark 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 January 17, 2024 Board Meeting Minutes

B. Approval of January 18, 2024 Special Board Meeting Minutes

C. January 2024 vendor payments in the amount of \$400,071.06, including payments in excess of \$75,000.

D. Approval of total expenses in the amount of \$637,443.76

1st Pisano

2nd Mark

A roll call vote was taken.

Yeas: Friedman, Mark, Pisano, Rumble, Wheeler.

Nays: None.

Absent and excused: Rock.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

President's report: None.

Board comments: Pisano thanked Craft for inviting trustees to weekly Wednesday OAC meetings.

Introduction of 2024-2025 Student Representative Kate Walter: Kate Walter is a junior at Cranbrook Kingswood School who will volunteer as Library Board Student Representative through January 2025. The Library means a lot to her and she is excited to give back to it.

Staff Anniversaries: Pisano recognized the following staff anniversaries: Sofia Dabrowski (2 years of service), Carlton Elam (4 years), Theresa Hart (28 years), Suzanne Hathon (1 year), Dennis Kabel (11 years), Syntha Green (8 years), and Angela Shinozaki (8 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 122-123 of the February Board packet.

Snow Crash Nebula Installation: An art project by Michael Andrews was installed along the youth room ceiling perimeter, with support from David Bloom and Laura Whitesides Host. Craft presented a drone video of the completed project. More information is found on page 51 of the February Board packet.

4. Board Committee Reports

Finance Committee:

Pisano reported that the Finance Committee met on February 12. Present were Pisano, Rumble, Craft, and Miller. Full minutes from this meeting are on page 16 of the February Board packet. The next meeting of the Finance Committee will take place on Monday, March 11, 2024 at 4:00 p.m. in the Delos Board Room. Jim Cummins of Raymond James will be present to report on the performance of the Library's Trust funds.

Building Committee:

Mark reported that the Building Committee met on January 29 and February 19. Full minutes from these meetings are on pages 19-22 of the February Board packet. The next meeting of the Building Committee will take place on Monday, March 25, 2024 at 1:30 p.m. in the Delos Board Room.

Outreach Committee:

Friedman reported that the Outreach Committee met on February 8. Present were Friedman, Mark, Craft, and Miller. Full minutes from this meeting are on page 23 of the February Board packet. The next meeting of the Outreach Committee will take place on Tuesday, April 9, 2024 at 1:00 p.m. in the Jeanne Lloyd 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 24 of the February Board packet. Several policies were reviewed and edited by staff and the Policy Committee with suggested changes. Wheeler reviewed these with the Board and recommended approving these updates.

Motion to adopt proposed changes to the Gift and Donation Policy, Code of Conduct, Privacy Policy, Hours of Service Policy, Library Displays Policy, Public Comment Policy, Social Media Policy, Idea Lab User Agreement, Volunteer Policy, and Purchasing Guidelines, as found on pages 26 to 44 of the February 2024 Board packet.

1st Wheeler

2nd Mark

A voice vote was taken.

Yeas: Friedman, Mark, Pisano, Rumble, Wheeler.

Nays: None.

Absent and excused: Rock.

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. Craft reported on recent programs, Baldwin's newfound place on the Michigan seed library map, and provided an IDEA Taskforce update. Miller reported on outreach, marketing, staff appreciation, and community engagement efforts. In staffing news, Wren Drisko has been promoted to Library Assistant I. Two substitute librarians and a Library Assistant I are in the process of being hired. Library Page applications are currently being accepted.

Full details of the complete report are on pages 45-57 of the February Board packet.

6. Liaisons

Friends: Ryndee Carney reported on the success of the first "4th Saturday Sale" which earned over \$1000 in four hours. The Friends have been recently successful in attracting and training new volunteers.

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. The Nanawall door system, which arrived with a reversed track, has been approved to be installed after confirmation the warranty would not be voided when installing it in a reversed condition. Floors were polished last week, and a clear coat will be applied this week. Craft hopes for an April 12 opening. The new information desk will open at the same time as the new front entrance.

8. New & Miscellaneous Business:

Friedman proposed discussing the creation of a Development Committee during the March Board meeting. This type of subcommittee would focus on fundraising outreach to attract monetary donations in support of the Library.

Motion to add to our agenda in March a discussion [about creating] a Development Committee.

1st Friedman

2nd Mark

A voice vote was taken.

Yeas: Friedman, Mark, Pisano, Rumple, Wheeler.

Nays: None.

Absent and excused: Rock.

The motion was approved unanimously.

9. Unfinished Business:

Anti-Collision Window Protection Measures for Bird Safety:

Craft reviewed the memorandum on page 108-112 of the February Board packet. Craft researched and communicated with four recommended vendors who manufacture and install three different types of anti-collision products. Ultimately, Craft recommends the Board approve a limited application of Feather Friendly vinyl markers on a single windowpane for a yearlong trial prior to committing at scale.

Motion to apply the Feather Friendly bird-window collision markers to one window pane on the side of the Youth Room for a test period of one year.

Public Comment: Referred back to a holiday card with pictures of the Belle Isle Nature Center which utilizes anti-collision film. 1 billion birds are estimated to die from window collisions each year.

Board Comment: Pisano thinks there are more positives than negatives, including learning opportunities for youth, though it is expensive.

1st Mark
2nd Friedman

A voice vote was taken.

Yeas: Friedman, Mark, Pisano, Rumples, Wheeler.

Nays: None.

Absent and excused: Rock.

The motion was approved unanimously.

Wendy Popko Art Update:

Craft shared paint swatches and a draft of Popko's working design. Craft mentioned Popko had proposed creating coloring sheets and accessories (scarves) which will match the finished painting.

10. Items Removed from Consent Agenda: None.
11. Information Only: See pages 122-217 of the February Board packet.
12. Adjournment:

Motion to adjourn the meeting.

1st Mark
2nd Wheeler

A voice vote was taken.

Yeas: Friedman, Mark, Pisano, Rumples, Wheeler.

Nays: None.

Absent and excused: Rock.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:00 p.m. The next regular meeting is scheduled for Monday, March 18, 2024, at 7:30 p.m. in the Delos Board Room.

Melissa Mark, Secretary

Date

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

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Check Number	Vendor #	Vendor	Amount
	007745	ALL COVERED	120.00
	009126	AMAZON CAPITAL SERVICES INC	139.98
	000843	BAKER & TAYLOR BOOKS	13.78
	009213	BAYSCAN TECHNOLOGIES	385.32
	000575	DEMCO, INC	216.56
	001090	INGRAM LIBRARY SERVICES	10,851.36
	008827	KANOPY, INC	381.65
	003527	LOWER HURON SUPPLY CO INC	614.59
	007927	MICHELLE HOLLO	621.25
	006349	MIDWEST COLLABORATIVE	75.00
	002013	MIDWEST TAPE	9,636.48
	006785	OVERDRIVE, INC.	12,665.53
	009612	PLAYAWAY PRODUCTS LLC	149.98
	000158	VERIZON WIRELESS	103.26
10051	000517	BEIER HOWLETT P.C.	181.50
10136	008336	NBS COMMERCIAL INTERIORS	792.00
10144	005861	UNIQUE MGMT SERVICE, INC	113.30
10171	008336	NBS COMMERCIAL INTERIORS	737.10
10187	000605	CINTAS CORPORATION	253.28
10208	002013	MIDWEST TAPE	806.85
296469	009202	AQUARIUM DESIGN INC	240.00
296519	009351	MERRITT CIESLAK DESIGN PLC	2,000.00
296526	000668	NATIONAL TIME & SIGNAL CORP	886.20
296556	006638	ACTION MAT & TOWEL RENTAL, INC	40.00
296589	004493	ELITE IMAGING SYSTEMS, INC	819.64
296597	000249	GA BUSINESS PURCHASER LLC	284.64
296612	004904	KONICA MINOLTA BUSINESS SOLUTIONS	2,047.70
296661	009026	WELLS FARGO VENDOR FIN SERV	768.47
296667	009463	ZOOBEAN	1,547.15
296675	003904	CAPITAL ONE BANK	10,366.54
296678	008486	CONNECTEDSIGN, LLC	598.00
296683	000575	DEMCO, INC	329.57
296688	000179	DTE ENERGY	8,041.38
296695	006666	GRID 4 COMMUNICATIONS INC.	228.82
296702	001090	INGRAM LIBRARY SERVICES	823.18
296704	MISC	JOSHUA HOOVER	7.79
296710	000797	THE LIBRARY NETWORK	843.39
296723	009698	PCI INDUSTRIES, INC	236,965.92
296725	007823	PITNEY BOWES GLOBAL FINANCIAL	479.25
296726	009612	PLAYAWAY PRODUCTS LLC	358.44
296728	008783	PRESIDIO NETWORKED SOLUTIONS GROUP	5,750.78
296758	006759	AT&T	167.41
296770	005717	BSB COMMUNICATIONS, INC.	612.50
296774	000902	CENGAGE LEARNING INC	79.96
296778	MISC	COLUMBIA UNIVERSITY	100.00
296781	000627	CONSUMERS ENERGY	1,617.00
296805	008164	GARY EISELE	73.03
296808	000585	FARMINGTON COMM. LIBRARY	450.37

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

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Check Number	Vendor #	Vendor	Amount
296818	007211	HOME DEPOT CREDIT SERVICES	8.66
296830	000797	THE LIBRARY NETWORK	559.30
296835	009085	MGSE SECURITY LLC	850.00
296842	009478	ODP BUSINESS SOLUTIONS, LLC	174.55
296867	008314	WOODLANDS LIBRARY COOPERATIVE	30.00
		Total:	317,008.41

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

Policy Committee

March 2024 Finance Update

The Baldwin Public Library Board's Finance Committee met on Monday, March 11 at 4:00pm in the Delos Board Room. Present were Frank Pisano, Danielle Rumble, Rebekah Craft, Jaclyn Miller, and Jim Cummins & Connor Brannagan from Raymond James.

- There was no public comment.
- Trust Financials update from Jim Cummins, Raymond James:
 - Cummins introduced his new partner, Connor Brannagan
 - Cummins and Brannagan reviewed the year end endowment fund, which was up 12.93% in 2023.
 - Cummins noted that the Trust funds have a relatively conservative allocation and believes that being prudent is still the right course of action.
 - Cummins recommended increasing the allocation of tech sector funds from 16.5% to about 19%.
 - Cummins expects the total return over the next year to be very good
 - Cummins recommends selling Virtus Ceredex Md Cp Val Eq I as it is underperforming and purchasing T Rowe Price All-Cap Oppty. This will increase our percentage of tech sector funds, with little risk consequence.
 - Because the goal of the general fund investment will change after a withdrawal of approximately \$400,000 for Phase 3 expenditures in June, Cummins will wait to make recommendations until July, at which point they will return with a new portfolio for review.
- Craft presented the FY23-24 Budget report after 8 months and is tracking well. Large payments were made to PCI Dailey for the Phase 3 project.
- Craft reviewed the construction budget, which is tracking well. We expect to come in under budget on contingencies, allowances, and FFE.
- Miller reviewed the February 2024 Friends of BPL Expenditures.
- Craft gave an update on the FY 2024-25 budget in advance of the March 18 budget hearing.
- Pisano will be attending the next Retirement Committee meeting March 27.
- The next meeting of the Finance Committee will be held on Monday, April 8 at 4:00 p.m.

FINANCIAL REPORT: February 2024

This report references the Revenue and Expense Report 2023-24, found on the following page. At 66.67% of the way through fiscal year 2023-2024, the Library has spent 68.9% of its budget and received 89.1% of its revenue. By this point of the year, the Library was budgeted to have spent 66.67% of its budget and to have received 66.7% of its revenue.

Two pay periods were recorded in the month.

Vendor payments in excess of \$75,000:

PCI Industries, Inc. (Phase 3)	\$	236,965.92
Total vendor payments in excess of \$75,000	\$	236,965.92
Balance of vendor payments less than \$75,000	\$	80,042.49
Total vendor payments	\$	317,008.41

City of Birmingham allocations:

Payroll Period Ending 02/03/24	\$	120,395.78
Payroll Period Ending 02/17/24	\$	99,174.79
Employee Health Care Payroll Deduction 02/17/24	\$	(1,071.98)
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	2,838.58
Retirement Cost (acct 711.0010)	\$	9,032.00
Total Payroll	\$	230,369.17

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	\$	239,975.84

Reconciling adjustments:

Refunds (Fines, Bags, Room Rentals, etc)	\$	(379.79)
Credit Card Fees	\$	125.73
Audit Fee		
City of Birmingham Parking		
Total Recon Adjustments	\$	(254.06)

Total expenses for the month	\$	556,730.19
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2023-24
February 2024

	Approved 2023-2024 Budget	Current Month February 2024	Current Month February 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	8th Month of the year 66.67%
REVENUES										
TAXES	\$4,180,640	\$348,387	\$0	(\$348,387)	\$2,787,093	\$4,174,572	\$1,387,479	99.9%	\$3,869,880	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$10,000)	(\$1,294)	\$8,706	8.6%	(\$2,086)	13.9%
COUNTY AND STATE REVENUE	\$107,000	\$8,917	\$0	(\$8,917)	\$71,333	\$8,558	(\$62,775)	8.0%	\$7,052	6.7%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$16,407	0.0%
COMMUNITY CONTRACTS	\$1,028,140	\$85,678	\$264,563	\$178,884	\$685,427	\$705,439	\$20,012	68.6%	\$498,709	50.3%
PATRON USE REVENUE	\$25,650	\$2,138	\$2,868	\$730	\$17,100	\$25,737	\$8,637	100.3%	\$22,281	82.5%
INVESTMENT INCOME	\$5,000	\$417	\$0	(\$417)	\$3,333	\$67,573	\$64,240	1351.5%	\$46,218	154.1%
OTHER REVENUE	\$260,000	\$21,667	\$14	(\$21,653)	\$173,333	\$166	(\$173,168)	0.1%	\$0	0.0%
TOTAL REVENUE	\$5,591,430	\$465,953	\$267,444	(\$198,508)	\$3,727,620	\$4,980,751.36	\$1,253,131	89.08%	\$4,458,461.43	89.0%
EXPENSES										
PERSONNEL SERVICES	\$2,962,180	\$246,848	\$230,369	(\$16,479)	\$1,974,787	\$1,841,159	(\$133,628)	62.2%	\$1,687,490	59.3%
SUPPLIES	\$151,150	\$12,596	\$10,213	(\$2,383)	\$100,767	\$91,227	(\$9,540)	60.4%	\$76,843	53.7%
CONTRACTED SERVICES	\$303,450	\$25,288	\$35,743	\$456	\$202,300	\$209,228.87	\$6,929	69.0%	\$386,067	77.3%
TECHNOLOGY & MAINTENANCE	\$161,500	\$13,458	\$1,860	(\$11,598)	\$107,667	\$112,415	\$4,749	69.6%	\$88,421	63.6%
UTILITIES	\$117,600	\$9,800	\$9,658	(\$142)	\$78,400	\$76,012	(\$2,388)	64.6%	\$71,389	68.0%
OTHER CHARGES	\$93,180	\$7,765	\$3,647	(\$4,118)	\$62,120	\$63,823	\$1,703	68.5%	\$48,844	59.9%
BUILDING IMPROVEMENTS & FURNISHING	\$3,346,000	\$278,833	\$236,966	(\$41,867)	\$2,230,667	\$2,493,883	\$263,216	74.5%	\$37,745	56.1%
COLLECTIONS	\$660,250	\$55,021	\$38,273	(\$16,748)	\$440,167	\$485,046	\$44,879	73.5%	\$451,035	69.4%
TOTAL EXPENSES	\$7,795,310	\$649,609	\$556,730	(\$92,879)	\$5,196,873	\$5,372,793.90	\$175,921	68.9%	\$2,847,834.43	62.8%
VARIANCE	(\$2,203,880)	(\$183,657)	(\$289,286)	(\$105,629)	(\$1,469,253)	(\$392,043)	\$1,077,211	66.7%		
FUND BALANCE-BEGINNING OF YEAR									\$2,498,443.24	
FUND BALANCE-CURRENT									\$2,106,400.70	

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.

Policy Committee Report

The Baldwin Public Library Board's Policy Committee met on Tuesday, January 30, 2024 at 1:00 p.m. in the Delos Board Room. Present were Jennifer Wheeler, Karen Rock, Rebekah Craft, and Jaclyn Miller.

The Committee reviewed the Code of Conduct and suggested these changes:

Revamp the Food and Beverage policy in light of the addition of a new café and collaboration space:

Food and beverage use

- Covered beverages are acceptable everywhere, except at public computers.
- Single-serving snacks are acceptable everywhere, except at public computers, in study rooms, and in the Idea Lab.
- Uncovered beverages and larger snacks and meals need to be consumed in the BPL cafe.
- To minimize damage, staining, and pests, please report all spills to BPL staff immediately.

Update the Solicitation guidelines with the elimination of the awning over the front entrance:

Soliciting for funds and/or support for political, charitable, or other causes must occur outside of BPL and may only take place on adjoining public sidewalks. Solicitors must not impede entry to BPL. ~~Solicitations (support for political, charitable, or other causes not involving the solicitation of funds) outside of BPL spaces may only take place on the front sidewalk, outside the awning.~~ Solicitations inside the building are not permitted.

City Attorney Mary Kucharek reviewed and approved the above wording change for solicitation on Library property.

The next meeting of the Policy Committee will take place in May 2024. The Committee will review the following policies at that time: Library Card Policy, Fines and Fees Policy, Electronic Device, Network, and Internet Use Policy, Collection Development and Maintenance Policy, Fund Balance Policy, Credit Card Policy, Finance Policy, Trust Investment Policy, and Staff Development Policy.

Introduction

The Baldwin Public Library (BPL) is committed to serving everyone, including those in the community who most need access to services and resources and for whom barriers may sometimes hinder full and equitable access. That includes those who are experiencing homelessness, those with health challenges, those with income challenges, and other vulnerable or marginalized members of the community.

The BPL Board of Directors has established the following guidelines to ensure:

- Everyone may access BPL's information, services, and opportunities
- BPL patrons experience safe library spaces
- BPL resources are protected from theft and damage
- BPL staff members have a safe workplace

BPL does not tolerate illegal behavior which is never permitted in physical and virtual library spaces.

Visitor conduct must never endanger the health, safety, or well-being of other BPL users or employees or cause or threaten to cause damage to BPL property.

Expectations

- A. Disruptive or unsafe behavior is prohibited, including, but not limited to:
 - Profanity
 - Running, climbing furniture, throwing, hitting, pushing, or shoving
 - Following, threatening, bullying, or harassing other people
 - Inflicting physical, sexual, or verbal abuse
- B. Children under the age of 10 must be supervised at all times in accordance with the library's [Unattended Children Policy](#).
- C. Sounds must not be louder in volume than the general noise level of the area.
- D. Visitors must not interfere with the use of the library by other patrons or with employees' performance of duties ~~by or~~ monopolizing the attention of staff.
- E. Visitors must have permission from a library staff member to enter a designated staff area.
- F. Visitors must not record or photograph another person in the library without their permission. In the case of minors, permission must come from the parent or legal guardian.
- G. Personal items must be kept with you at all times. BPL is a public space; staff are not responsible for loss or damage of unattended items.
- H. Visitors must not misuse or loiter inside restrooms.
- I. **Food and beverage use**

- Covered beverages are acceptable everywhere, except at public computers.
- Single-serving snacks are acceptable everywhere, except at public computers, in study rooms, and in the Idea Lab.
- Uncovered beverages and larger snacks and meals need to be consumed in the BPL cafe.
- To minimize damage, staining, and pests, please report all spills to BPL staff immediately.

~~Light snacks and covered drinks are acceptable everywhere except at public computers.~~

- J. Visitors must not view materials which are inappropriate for the surroundings.
- K. Visitors must not use computers or mobile devices to create, send, or receive obscene, illegal, or sexual explicit matter in accordance with BPL's [Electronic Device, Network, and Internet Use Policy](#) and Michigan Compiled Law 397.606.
- L. ~~Soliciting for funds and/or support for political, charitable, or other causes must occur outside of BPL and may only take place on adjoining public sidewalks. Solicitors must not impede entry to BPL. Solicitations (support for political, charitable, or other causes not involving the solicitation of funds) outside of BPL spaces may only take place on the front sidewalk, outside the awning.~~ Solicitations inside the building are not permitted.
- M. Visitors must not use controlled substances on library property.
- N. Service animals, as defined by the Americans with Disabilities Act, are permitted in BPL. Animals must not be left unattended on library property.
- O. Visitors must not use skateboards, bicycles, or other wheeled forms of recreation equipment anywhere other than on sidewalks.
- P. Visitors must wear proper attire in the library at all times.

Accountability

These guidelines apply to visitors of all ages. Parents, guardians, and caregivers are responsible for the behavior and safety of minors or adults who require care. Any conduct that violates these guidelines may result in cost recovery charges, exclusion from BPL spaces and from the use of BPL services, and prosecution.

All BPL staff are authorized to ask visitors whose choices violate the BPL's guidelines to leave the building for the remainder of the day. All staff are authorized to call 911 and required to document the incident.

The Birmingham Police Department will be notified if unsupervised children and other patrons who require care are unable or unwilling to tell staff their full name, the name of a parent, guardian, or caregiver, and the phone number of a parent guardian, or caregiver.

BPL may bring criminal charges against any persons suspected of criminal acts toward BPL staff or patrons, including theft or vandalism of BPL property or materials or of any violations on BPL property of federal, state, or local laws and ordinances.

Right of Appeal

Any BPL user who has had their privileges suspended may appeal to the Library Board by submitting a written request to BPL staff. BPL staff shall then schedule a hearing before the Library Board and shall notify the patron requesting the hearing in writing at least seven (7) days before the hearing.

If you see anyone violating these rules or feel that others are acting inappropriately, please inform a BPL staff member immediately.

LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

Statistical Dashboard

February 2024

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 23-24 Q2 Target
Financials					
Revenues	\$ 267,444	\$ 84,504	\$ 4,980,751	\$ 4,447,967	
Expenses	\$ 556,730	\$ 335,544	\$ 5,372,794	\$ 2,846,146	
Circulation					
Circ (Charges & Renewals)	49,315	45,953	401,792	263,484	352,500
Self-Check Usage	20.9%	48.7%	20.2%	48.9%	
% of Circ by Residents*	90.9%	91.4%	91.1%	91.9%	92.0%
% of Circ by Non-Residents	9.1%	8.6%	8.9%	8.0%	8.0%
Interlibrary Loans					
Items borrowed	811	704	5,741	5,853	
Items loaned	755	792	6,138	6,463	
Technology Usage					
Database Sessions	5,393	4,527	50,898	36,119	26,250
Downloadable Content	15,141	12,415	116,704	99,715	112,500
Public Computer Usage	506	534	4,431	3,785	
Wireless Sessions	2,003	5,218	35,256	37,288	40,500
Program Attendance					
Program Attendance for Adults	204	364	1,488	1,635	
# of Programs for Adults	14	19	97	108	
Program Attendance for Teens	44	74	644	579	
# of Programs for Teens	5	6	42	41	
Program Attendance for Youth	1,356	1,342	13,058	11,152	
# of Programs for Youth	57	56	366	319	
Computer Classes	59	32	299	236	
# of Computer Programs	5	7	42	42	
Online Video Views	193	111	716	519	
Idea Lab Visits	213	142	1,476	1,460	
Total Program Attendance	2,069	2,065	17,681	15,581	19,500
Total # of Programs	81	88	547	510	350
Outreach Attendance	442	173	4,771	3,401	
# of Outreach Programs	8	8	35	87	
Visitors	17,933	15,953	140,834	125,654	120,000
Volunteer Hours	88	119	786	887	900
Social Media					
Website Hits/Pageviews	24,936	25,974	172,815	188,495	65,000
e-Newsletter Subscribers**	-31	-29	10,879	11111	11000
Facebook Page Followers	23	0	3,433	3266	2800
TikTok Followers^	29	134	1,002	377	
Instagram Followers	28	26	2,317	2142	2000

*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

**Newsletter provider changed in Nov 2021; duplicate email addresses were eliminated

^As of December 2022

Visitors incl. Terrace Door as of 4/2023

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.

Programs & Services

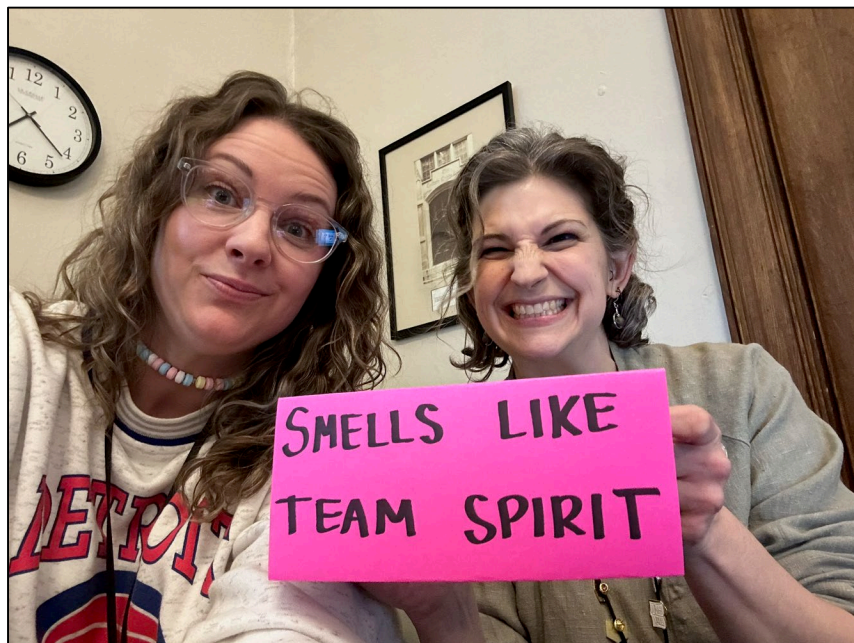
Strategic goal: Adapt programs and services to meet the needs of the changing population

After Hours Study Time

On Saturday, March 2 Elisabeth Phou, Phoenix Nash, and Sinjin Green kept the library open for extra study hours leading up to Finals Week at BPS. Therapy dogs were on hand to help relieve stress and pizza was available to keep everyone fortified. Finals week saw a large increase in student visitors, resulting in our opening extra rooms for overflow study space on two days.

I love the 90s Trivia

Elisabeth Phou and Jen Hassell presented a trivia night for teens and adults to celebrate Leap Day, February 29, 2024. They had 21 contestants, and our congratulations go to Smells Like Team Spirit on their win!



Polaris Upgrade

On March 12, Head of Access Services Kristen Tait worked with Polaris to upgrade our Integrated Library System (ILS) to the newest version. The upgrade went smoothly, occurring before regular operating hours, with minimal downtime.

Facility

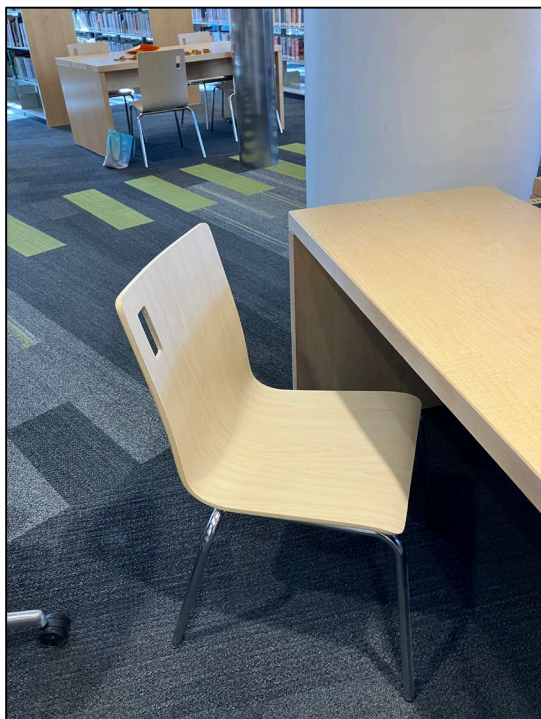
Strategic goal: Create a welcoming, safe, and accessible building that meets the needs of our staff and users.

Replacement Bench Cushions

The fabric cushions for the Nelson Benches on the main level were showing much wear from use, and so were replaced with vinyl covered cushions, which will be much easier to clean.

Replacement Study Chairs

Due to frequent breakage of the chairs used at study tables, they were replaced with the same chair that will be used in the Phase 3 addition. The study chairs were made available on March 13.



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 14: (In)equity in the Public School System. Next month, the group will be discussing (In)equity in Libraries.

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.

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.

Birmingham Schools

Battle of the Books

In partnership with BPS, the Youth Services department held their annual Battle of the Books program on Saturday, March 9. With assistance from several school librarians, we welcomed 57 teams, comprised of 300 students and 78 coaches, to Groves High School for the event. Congratulations to the Do-Readers, Team Caution, and The Starbooks on being our top three teams this year. Students on these teams came from Pembroke, Pierce, and BCS. Special thanks to Stephanie Klimmek for all her behind the scenes work to make this program run, to all the YS librarians who had a hand in preparation, and to Rosemary, Alyssa, Josh, Sue, Jen H., and Morgan for onsite help! Additional thanks to the Friends and to Book Beat for their sponsorship of the event.





STEAM Night

Idea Lab Supervisor Jeff Jimison took some Lab equipment on the road to the Greenfield Elementary STEAM Night on March 5. About 250 people stopped by their table to check out the 3D pens and printer that was available to try out. This outreach equipment was funded in part by a grant from the Michigan Architectural Foundation.

Friends of the Baldwin Public Library

The Friends of the BPL Board met on March 12 for their regular meeting. Their February lobby sales were \$634, plus they generated about \$1100 in sales at their first 4th Saturday sale on February 24. During their meeting, they discussed the refresh of the sorting room, membership number, planned their annual meeting agenda, and discussed National Library Week.

From March 25 through April 2, the lower level Friends sorting room will be emptied, painted, and carpeted to refresh the space. Library staff will be temporarily relocating items to the Donor Room, Library Design Associates will be disassembling and moving shelving, and PCI Dailey will be painting and carpeting the space. We will be reusing wall mounted library shelving from the former Teen Scene and Holds area to give the Friends more space to store books along the walls. Jaclyn and Rebekah moved 12 existing shelving units to new dollies for more versatile shelving inside the room.



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

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.

Press Release

The March Budget Hearing notice was posted in the Sunday, March 10, 2024 issue of The Oakland Press.

Personnel and Organization

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

Staff Communications

An All Staff meeting was held February 27. We continue to meet monthly, after the Library Board meeting, to share updates with all attendees. Recordings of each meeting are sent to all staff.

Staff Anniversaries

Julie Beckwell, Circulation Supervisor, reached 5 years of service on March 3.

Lisa Christie, Library Assistant III, reached 18 years of service on March 6.

Sue Kalisky, Substitute Youth Librarian, reached 8 years of service on March 6.

Elisabeth Phou, Teen Services Librarian, will reach 19 years of service on March 28.

Stuart Sturton, Adult Services Librarian, reached 1 year of service on March 12.

Maggie Weddell, Substitute Librarian, will reach 4 years of service on March 31.

Staffing Changes

We're welcoming several new staff this month!

In Circulation, **Joel Felsenfeld**, former dentist and professor of the dental arts, is already bringing a similar attention to detail and enthusiasm to our Circ desk. If you too are a European history enthusiast, be sure to pick his brain! And **Julia Wehr** is sure to bring a real

midwest flare to our department, as a recent transplant from Cedar Falls, Iowa. With several years of library experience already under her belt, don't be too surprised when you see her running laps around our own Polaris navigations!

Julia Eisenstein is a new YS and AS Substitute Librarian, coming from University of Detroit Mercy where she achieved the rank of Library Professor and used print and online resources to provide reference service in multiple formats to U of D Mercy's diverse student body. She also has public library experience working at Roseville and Rochester Hills Public Libraries. In her free time she likes to read, play piano, do needlework, and volunteer at her church.

New YS Substitute Librarian **Sam Ingerson** loves music, reading too many books in too little time, and traveling. Sam works part time at Troy where she is a Digital Services Librarian and Sterling Heights where she is Teen Librarian.

Substitutes **Becky Nelson** and **Melissa Behrens**, who have been working in the Youth Department, have completed training to also sub in the Adult Department.

Volunteer Hours

88 volunteer hours were utilized in the month of February.

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.

Staff receive Stipend to attend National Library Conferences

Nine staff members applied for and received \$1,600 stipends from the Library of Michigan to attend national conferences. These stipends, totaling \$14,400, will cover all conference fees, transportation, hotels, and meals for the attendees.

Jamie Richards, Head of IT and Bart Gioia, Technology Trainer, attended the Computers in Libraries Conference in Arlington, Virginia from March 11 through March 14. The focus of the conference was on emerging and leading-edge technology that allows IT professionals to engage with and bring strategic value to users.

Jaclyn Miller, Associate Director; Josh Campeau, Youth Librarian; Cameron Crawford, Page Supervisor; Haylie May, Adult Services Intern; Suzanne Hathon, Adult Librarian; Stuart Sturton,

Adult Librarian; Jen Hassell, Adult Librarian; Vicki Sower, Adult Librarian; and Ethan Cronkite, Adult Librarian II will be attending the Public Library Association Conference in Columbus, OH from April 2 through April 5. The PLA Conference is an unparalleled opportunity for library workers to come together to share new ideas, discuss key public library issues, and hear from innovative speakers who are shaping the future of public libraries. The conference offers more than 100 practical and relevant education programs that are tailored for public library workers.

Baldwin Public Library: Friends Funds	
February 2024 Expenditures	
Adult Services	
Program Fee - Negro Motorist Green Book	\$ 275.00
Paint Pouring program supplies	\$ 239.33
Program supplies - 90s trivia	\$ 102.14
Program Fee - Mongers teaches us chocolate	\$ 600.00
Book Club supplies	\$ 9.99
Winter Reading Prizes	\$ 50.00
Books Unshelved supplies	\$ 51.54
Books on Foot prizes - amazon gift cards	\$ 150.00
Seed Library	\$ 178.25
Total	\$ 1,656.25
Teen Services	
Snow globe supplies	\$ 42.48
Pizza for TAB and Pizza & Pages	\$ 103.94
Book Club books	\$ 69.50
Winter Reading Prizes	\$ 50.00
Book Nook files	\$ 31.00
Tiny Art Show supplies	\$ 30.78
Summer Reading Escape Room deposit	\$ 200.00
Total	\$ 527.70
Youth Services	
Love is in the air program	\$ 81.74
Bluey Bash supplies	\$ 72.69
Books Unboxed	\$ 147.38
Ruff Readers supplies	\$ 73.48
Play and Learn supplies	\$ 9.99
Various program supplies	\$ 75.12
Winter Reading Prizes	\$ 50.00
Total	\$ 510.40
Idea Lab	
Filament	\$ 640.95
Vinyl	\$ 25.90
Pencils	\$ 34.43
Dance Pad program supplies	\$ 37.89
Total	\$ 739.17
Outreach & Equipment	
LCD newsletter - Spring 2024	\$ 3,274.16
Total	\$ 3,274.16
Total Expenditures	\$ 6,707.68
February 2024 Balances	
Adult Services	\$ 10,879.16
Teen Services	\$ 2,879.57
Youth Services	\$ 3,993.81
Idea Lab	\$ 3,135.71
Outreach & Equipment	\$ 7,453.72

Total Balance	\$ 28,341.97
February In-Library Book & Button Sale Cash Donations	
Submitted by Jaclyn Miller for March 11, 2024	\$ 634.71

PHASE 3 RENOVATION
UPDATE:
March 2024

Phase 3 Updates: March 2024

The addition is progressing at a rapid pace and we hope to reopen by April 12. The ramp walls have been finished, the NanaWall and curtain wall windows were installed, the Marshall Fredericks Siberian Ram was reinstalled in the new planter, and the elevator is nearing completion. We are preparing to have the millwork and vestibule doors installed the week of March 18 and the sorter installed on April 8 and 9.

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

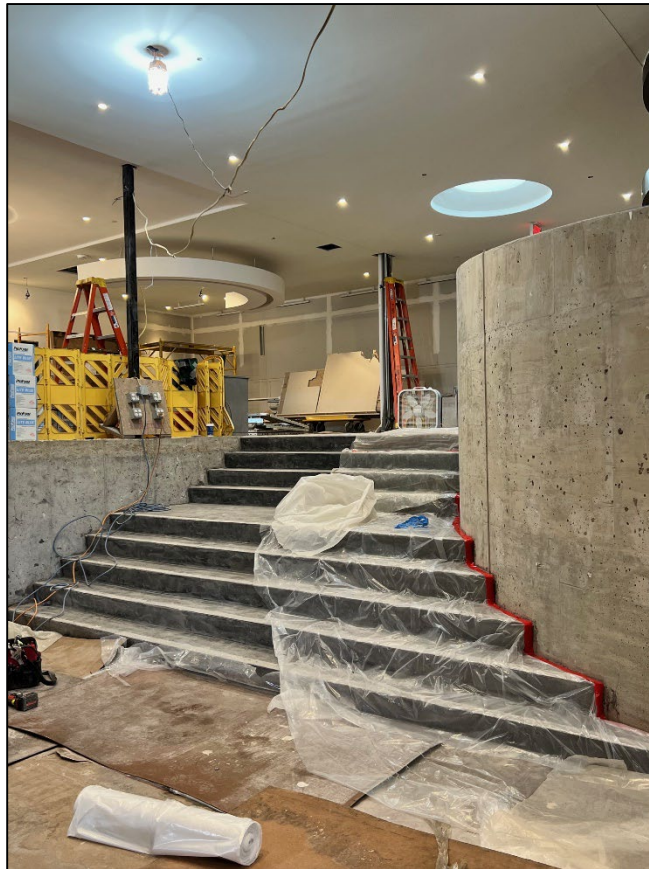
The amount remaining in the contingency is \$41,130.



February 28, 2024: NanaWall installation in progress



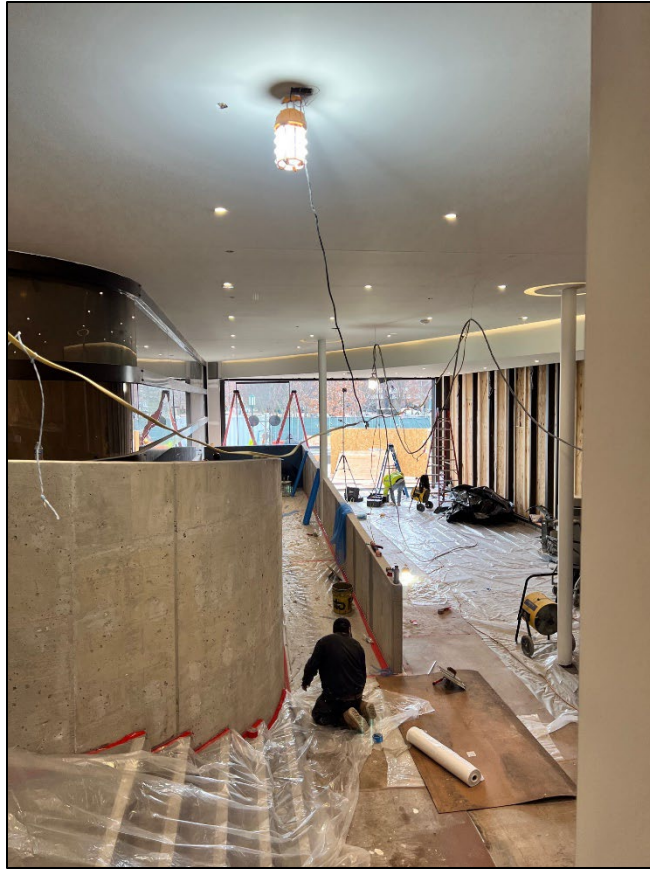
Frank Pisano stands with NanaWall



View of entry stairs and future information desk



Ramp wall plaster in progress



View of ramp and NanaWall



March 5: Siberian Ram sculpture placed in new garden bed



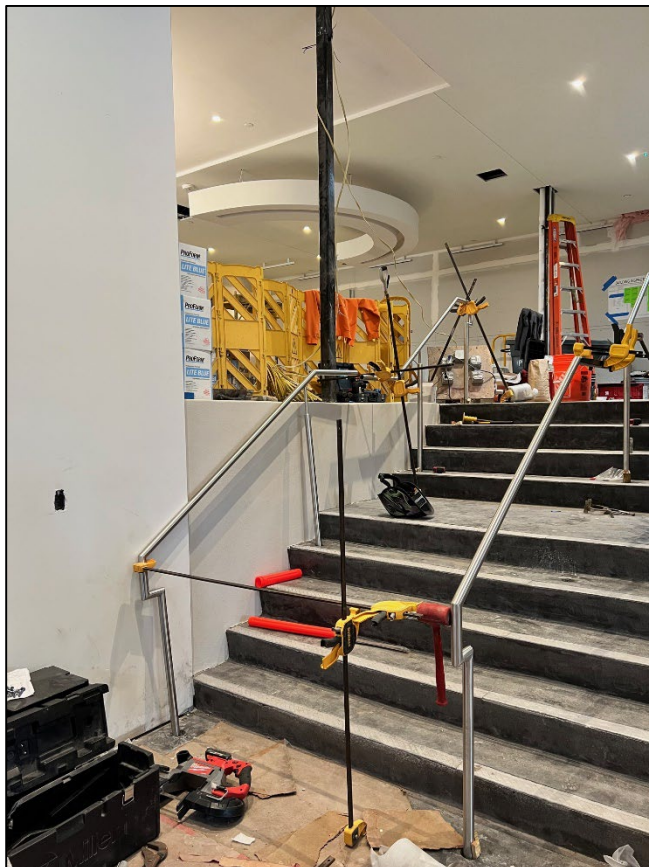
March 6: View of ramp and NanaWall from vestibule entry



View of plaster on ramp



Elevator installation in progress



Handrail installation in progress



Chair and table selected for Bookend Café



March 7: Window installation in progress



March 8: View of curtain wall window installation in progress



View of new collaboration space and café from vestibule



March 13: View of café space from terrace



Window caulking in progress



View from ramp of new vestibule and elevator



New limestone band added outside entry



View of new limestone band from Merrill Street



View of new vestibule



View of café, ramp, and entry stairs from new information desk

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	\$ 262,000	\$ 264,000	
Fees paid through March 2024		\$	262,000		
Engineering Fees	\$	19,210	\$	-	19,210
FFE & AV/Low Voltage Wiring	\$	115,000	\$	77,042	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			
Artwork 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	\$	3,342,932	\$	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)

BPL Phase 3 OAC Meeting Agenda: Meeting #39

Meeting Date	Feb 28, 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
Mary Cay Lancaster	MCD Architects	Bruce Johnson Jeff Zielke Kristen Tait Jaclyn Miller Rebekah Craft Frank Pisano	mc@mcdarchitects.com
Paul Danko	PCI Industries, Inc.		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
2.2	1	Curtain Wall System				Open
		Description Glass is scheduled to be installed Tuesday 3/5.	Glass will arrive on site on Monday and installation will start Tuesday.			
		Previous Meeting Minutes Feb 21, 2024 Glass is scheduled to be installed Tuesday 3/5.				

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 Feb 21, 2024 (None)				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	27	Pricing for Undercabinet Lighting				Open
Description MCD provided sketch from electrical contractor is 2x2 flat panel LEDs are to be installed. Pricing has been obtained for the sketch provided by MCD. The cost of this change is \$2,715.00. 2x2 flat panels were approved. Lead times put these fixtures out until May due to very high lumen output. Working on alternatives.						
Previous Meeting Minutes Feb 21, 2024 2x2 flat panels were approved. Lead times put these fixtures out until May due to very high lumen output. Working on alternatives.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	28	Southwest Facade				Open
Description - To complete the limestone option it would be around \$22,500.00. Limestone has arrived. Installation will begin right after the elevator infill is complete. The cost will come in under the \$22,500 price. Limestone option has been selected as a maximum budget value. PCI Dailey will take steps necessary to reduce the cost impact of this change. Work to commence in approximately 3 weeks, after panels have been received.						
Previous Meeting Minutes Feb 21, 2024 (None)						

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. Will be completed in the next 1.5 weeks. Final drywall areas continuing to be completed periodically. Elevator company beginning work today. Installation will take 1-1.5 weeks, then it will be infilled, then then the inspection will occur Concrete polishing complete. Shark grip has been installed on ramp to help with slipping. Ramp and main floor are complete. Stairs will be done closer to the opening date. Nanawall is currently being installed. Installation will be completed today. The controller company is coming to install the electric opener in 2 weeks. PCID will devise a temporary lock until the locking mechanism ships from NanaWall. Plaster work and trim is underway. First coat on ramp is in progress						
Previous Meeting Minutes Feb 21, 2024 (None) Electricians are working on odds and ends.						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Billing				Open
Description Pay application to be sent next week for review.						
Previous Meeting Minutes Feb 21, 2024 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.2	9	Contingency / Allowance Review				Open
Description Contingency CCO #1 to be signed. Items still in pricing phase or being released this week are as follows: <ul style="list-style-type: none"> • Additional rework for MEP trades and architectural trades for Structural Steel conflicts. • Additional HVAC, Sprinkler, Plumbing, & Electrical rework required for new work. • Added Undercabinet Lighting - See above • Added Limestone Work - See above 						
Previous Meeting Minutes Feb 21, 2024 <i>(None)</i>						

Sorter room glass will be installed around March 18.
 Sculpture installation scheduled for March 5.
 Tyler will prepare a minor schedule update, but it looks like we are tracking for reopening in early April.

Robert will coordinate vending machine installation for first week of April.
 Kristen has scheduled sorter installation for April 3-5.
 Jamie is working on installation of door counter, security cameras, and a new wireless access point.
 The FOL sale room will be painted and recarpeted March 27-29.

BPL Phase 3 OAC Meeting Agenda: Meeting #40

Meeting Date	Mar 6, 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
Mary Cay Lancaster	MCD Architects	Jaclyn Miller Rebekah Craft Danielle Rumble Bruce Johnson Jeff Zielke	mc@mcdarchitects.com
Paul Danko	PCI Industries, Inc.		pdanko@pcidailey.com
Adam Mabry	PCI Industries, Inc.		amabry@pcidailey.com

RFIs

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	Curtain Wall System				Open
		Description Glass is scheduled to be installed beginning Thursday 3/7.	Road closure will begin at 7am.			
		Previous Meeting Minutes Feb 28, 2024 Customs delay. Glass to arrive on Thursday 3/7.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	40	Nanawall				Open
		Description Locking bar ETA still being acquired. Controls scheduled for installation 3/14. Work will be completed by Summit Controls.				
		Can the Library be available for 3pm (tentatively) on this day for owner's training?	Jaclyn, Kristen, Rebekah, and John Galik (City Maintenance) will attend this training.			

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 Feb 28, 2024 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	27	Pricing for Undercabinet Lighting				Open
Description MCD provided sketch from electrical contractor is 2x2 flat panel LEDs are to be installed. Pricing has been obtained for the sketch provided by MCD. The cost of this change is \$2,715.00. 9 lights will be swapped out. MCD will confirm whether or not it's okay to go with 4000 lumens. 2x2 flat panels were approved. Lead times put these fixtures out until May due to very high lumen output. Alternative has been submitted to change the lumen output to 4000 lumens in lieu of the 6000 requested. Please advise. These fixtures are 2 weeks from order.						
Previous Meeting Minutes Feb 28, 2024 Alternative was submitted for team review.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	28	Southwest Facade				Open
Description - To complete the limestone option it would be around \$22,500.00. Limestone option has been selected as a maximum budget value. PCI Dailey will take steps necessary to reduce the cost impact of this change. Work beginning this week, hand in hand with elevator infills.						
Previous Meeting Minutes Feb 28, 2024 (None)						

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 beginning. Hand rail installation began today. Sprinkler covers being installed. Final drywall areas continuing to be completed periodically. Elevator company completing phase 1 today. Will return in approximately 1 week to complete final phase and inspections.						

Elevator infills and surrounding work (electrical, framing, drywall) underway.	John Galik will go through training on new snow melt system and air handler next week.
Glazing to be installed beginning Thursday.	Nanawall trim will be installed next week.
Exterior limestone work beginning this week.	Carpenter touchups will begin tomorrow.
Previous Meeting Minutes Feb 28, 2024 (None)	Adam, Rebekah, and Jaclyn will begin to clean out Rotary Room on March 15.
	Adam will check with Division6 millwork contractor on storage location of Hot Picks shelving.

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Billing				Open
		Description Pay application was sent this week for approval.				
		Previous Meeting Minutes Feb 28, 2024 Pay application sent earlier this week for approval.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.2	9	Contingency / Allowance Review				Open
		Description Contingency CCO #1 to be signed. Items still in pricing phase or being released this week are as follows: <ul style="list-style-type: none"> • Additional rework for MEP trades and architectural trades for Structural Steel conflicts. • Additional HVAC, Sprinkler, Plumbing, & Electrical rework required for new work. • Added Undercabinet Lighting - See above • Added Limestone Work - See above 				
		Previous Meeting Minutes Feb 28, 2024 (None)				

BPL Phase 3 OAC Meeting Agenda: Meeting #41

Meeting Date	Mar 13, 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
		Rebekah Craft Jaclyn Miller Kristen Tait Frank Pisano Bruce Johnson Jeff Zielke	
Paul Danko	PCI Industries, Inc.		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 ETA is 4/16. Working to better this timeline. Controls scheduled for installation 3/14 along with owner training.				
		Previous Meeting Minutes Mar 6, 2024 Owner's training can be held this day. John Galik, Rebekah, Jaclyn, and Kristen will participate in this training Locking trim set to arrive on 4/16. We are working to better this date.				

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 6, 2024**

(None)

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	28	Southwest Facade				Open
Description - To complete the limestone option it would be around \$22,500.00. Limestone option has been selected as a maximum budget value. PCI Dailey will take steps necessary to reduce the cost impact of this change. Limestone cost has been lowered to \$14,975.00. Will MCD bill additional fees? Current allocation of budget is \$2,500.00 Steve will determine the final fee and bill library separately						
Previous Meeting Minutes Mar 6, 2024 Limestone costs have been finalized and will provide ~\$5000 in savings for construction costs.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	41	Millwork Cubbies at Reception Desk				Open
Description Millwork has been fabricated to approved shop drawings. The bottom row of cubbies was requested to be 2x wider or 2x taller than other rows. Investigation with millworker has concluded that 2x width would be most cost effective option at \$5,700.00 cost and 2-2.5 weeks delay. Should we proceed with this option?						

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. Boiler startup happened last week Final drywall areas continuing to be completed periodically. Elevator inspection currently being scheduled for month end. Elevator contractor will return approximately 1 week prior to complete work and run tests. Enclosing elevator today. Inspection on 3/27/24 Painting and handrail work scheduled for next week. Glazing work is ongoing. Caulking this week Exterior limestone work underway. Will be finished by Friday Roofing/siding work is ongoing. Final detail work starting tomorrow Exterior concrete repair scheduled for next week. Broken city sidewalk squares will be replaced next week						

Previous Meeting Minutes**Mar 6, 2024**

(None)

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Billing				Open
Previous Meeting Minutes Mar 6, 2024 Pay application was approved and submitted to BPL for processing.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.2	9	Contingency / Allowance Review				Open
Description Contingency CCO #1 to be signed. Items still in pricing phase or being released this week are as follows: <ul style="list-style-type: none">Added Limestone Work - See above <p>The pre-punch list walk through will take place on March 27 Target end date is April 5</p>						
Previous Meeting Minutes Mar 6, 2024 (None)						

Baldwin Public Library
Expansion Sign
1-31-24

- 3/8" frosted acrylic with satin sides.
- 3/4" dia. stand-offs.
- UV pattern print on the back with UV printed lettering on the front.
- Lettering:
- Title: 72 point Questa
- Headers: 54 pint Avenir Next Medium
- Names: 43 point Avenir Next Book



NEW BUSINESS

Proposed Budgets Fiscal Years 2024-25, 2025-26 & 2026-27

Library Board

Karen Rock, President

Danielle Rumble, Vice President

Melissa Mark, Secretary

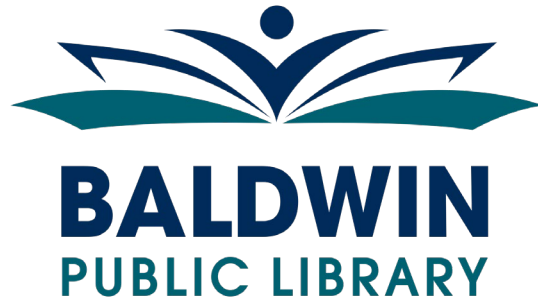
Wendy Friedman

Frank Pisano

Jennifer Wheeler

Library Director

Rebekah Craft



Budget Narrative for FY 2024-25

INTRODUCTION

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 **three-phase 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, which will be completed in April 2024, is expected to come in under the total budget of \$4,152,992.

To cover its operating expenses, the Library is proposing the continued collection of 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 replenish the fund balance after paying for the expansion and renovation of the Front Entrance and Circulation Area, the Library is proposing the collection of an additional 0.1993 mills in FY 2024-25 and 0.1829 mills in FY 2025-26. Therefore, the Library's total proposed total millage request is 1.2993 mills for FY 2024-25 and 1.2829 mills for FY 2025-26. These additional millages are the maximum amount that can be collected up to the approved Headlee maximum. In FY 2026-27, the Library will request an additional \$300,000 or 0.0786 mills to fund building improvements, including lower level carpeting, restroom updates, furniture, solar panels, and bird friendly glass.

The Library's total proposed total millage request is 1.2993 mills for FY 2024-25, 1.2829 mills for FY 2025-26, and 1.1786 mills for FY 2026-27.

MILLAGE RATE

In 1998 the voters of Birmingham reinstated a millage rate of 1.75 mills for the Baldwin Library. In the past 26 years, the Headlee cap has reduced Baldwin's maximum millage rate to 1.2993 mills in FY 2024-25.

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

FY 2021-22	1.3380 mills	ACTUAL
FY 2022-23	1.2142 mills	ACTUAL
FY 2023-24	1.3143 mills	ACTUAL
FY 2024-25	1.2993 mills	ESTIMATED
FY 2025-26	1.2829 mills	ESTIMATED
FY 2026-27	1.1786 mills	ESTIMATED

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. In FY 2023-24, the Library requested an additional 0.2142 support the construction of Phase 3. For the next two years, the Library will also be requesting 0.1993 mills in FY 2024-25 and 0.1829 mills in FY 2025-26 to fully fund the project. In FY 2026-27, the Library will request an additional 0.0786 mills to pay for building improvements.

FUND BALANCE

The Library is required 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 2023-24, with the revenue from the first three years of the Library's additional millage for the Phase 3 renovation included and the project completed, the Fund Balance is expected to be \$125,000, which is the minimum coverage amount for its insurance deductible. In the next three fiscal years, the Fund Balance will be replenished with the additional millage collected for Phase 3. The Fund Balance at the end of each year is expected to hold the following amounts:

FY 2024-25	\$ 802,864
FY 2025-26	\$1,740,236
FY 2026-27	\$2,225,820

During Phase 3 renovations in FY 2023-24, the Fund Balance will fall to a deficit and the Library will need to transfer approximately \$425,000 from the Library's Trust funds marked for building expenses in order to meet the minimum fund balance threshold.

GRANTS AND OTHER FUNDRAISING

In FY 2023-24, the Library received grants for professional development and technology improvements in the amount of \$14,400. Staff members Ethan Cronkite, Jen Hassell, Stuart Sturton, Josh Campeau, Haylie May, Cameron Crawford, Bart Gioia, Suzanne Hathon, and Jamie Richards each received a \$1,600 grant from the State of Michigan to attend national library conferences.

The Library also received grant donations to its Trust in the amount of \$2,000 from the Michigan Architectural Foundation to pay for 3D pens, a 3D scanner, and a portable 3D printer for the Idea Lab outreach initiatives and \$1,000 from the Woman's National Farm and Garden Association - Bloomfield Hills Chapter to purchase pollinator plants for the Library's gardens.

BALDWIN PUBLIC LIBRARY TRUST

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 28 such Endowment funds.

In FY 2022-23, which ended in June 2023, the Trust received \$84,773.48 in revenue, and spent \$127,559.86. Of those donations, \$48,110 came from the Friends of the Baldwin Public and \$36,663.48 came from general donations to the Trust.

As of February 29, 2024, the total value of the Trust stood at \$2,295,334. Much of that money consists of endowment investments and various kinds of restricted funds. **A total of \$484,151.99 is available as unrestricted general funds. In addition, \$366,637.91 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 2023, the Trustees approved the transfer of \$59,703.96 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.

CONTRACTS WITH NEIGHBORING COMMUNITIES

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. After November 14, 2026, the contract "will be automatically renewed for successive two year periods unless terminated by either Baldwin or Bloomfield Hills providing six months advance written notice."

Baldwin's three contract communities will provide \$1,084,850 in revenue in FY 2024-25. That is 22% of Baldwin's total operating budget and equivalent to approximately 0.30 mills in Birmingham property tax revenue.

ASSUMPTIONS AND REQUESTS FOR THE FY 2024-25 BUDGET

The **revenue** side of the proposed fiscal year 2024-25 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 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 2024-25 budget includes the following requests and assumptions:

- **Personnel expenses include a 3% salary increase for all library staff.** Personnel expenses account for 63.5% of the operating expenses budget, which is within the range considered acceptable by public library best practices.
- The Library will **eliminate the monthly 20% health insurance deduction** that full-time employees opting into the City's health insurance plan pay. The elimination of this monthly deduction, originally passed along to staff in 2010, will make Library and City health insurance benefits identical.
- The Library will pay full-time employees opting out of the City's health insurance plan an **annual stipend for not using City health insurance.** This stipend amount ranges from around \$3,800 for a single employee who opts out of the City's plan to \$10,200 for a family that opts out of the City's plan.
- **The Library will remain open 67 hours per week. The Library will be open 348 days per year and closed to the public 17 days during the year. Eligible staff will receive 11 pro-rated paid holidays.**
- 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 2024-25 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.
- **The Library will continue to offer a mix of hybrid and in person programming.**
- The budget includes money for **keeping computer equipment and technology up to date,** including upgrading the security camera system, upgrading all Idea Lab computers, upgrading the Firewall, and adding two additional self-check machines.
- The Training budget provides funds for **staff continuing education and out-of-state conference attendance.**
- Whenever applicable, the Library used City of Birmingham information and tools to generate its expense numbers.

CITY GOALS

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 2024-25 to help support and improve City services.

Goal: Engaged and Connected Community

- Objective: Provide and promote equitable and inclusive resources and opportunities for all populations (*Baldwin Strategic Goal #3: Diversity & Equity*)
 - Baldwin will update its existing website to be fully accessible to all users
 - Baldwin will improve and expand home delivery options for patrons
- Objective: Develop and strengthen BPL connections within the community (*Baldwin Strategic Goal #4: Community Outreach & Partnerships*)
 - 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 (*Baldwin Strategic Goal #2: Facility*)
 - Native pollinator plants will be planted in Children's garden on north side of the building and in the gardens on the southwest side of the building
 - Baldwin will update its security cameras with a new operating system and more strategically located cameras
 - Baldwin will add one additional self-check machine in the Youth Room for patrons to use
 - Baldwin will create a new Teen Scene adjacent to the Study Rooms in the Adult Services wing of the Library
 - In the Idea Lab, Baldwin will update computers and add a mini-split system for better temperature control
 - Baldwin will repair shelving in the Grand Hall that is beginning to bow due to weight and update picture book shelving in the Youth Room to safely hold larger books

Goal: Efficient and Effective Services

- Objective: Train, empower, and equip members of the organization to best support users and each other (*Baldwin Strategic Goal #5: Personnel & Organization*)

- Baldwin will create a new strategic plan to direct the library's services and programs for the years 2025-2028
- Baldwin will expand its Library of Things to provide non-traditional items for checkout
- Baldwin will provide funding for staff members to attend the Computers in Libraries, the Michigan Library Association Annual Conference, the American Library Association Annual Conference, and the Association for Library Service to Children conferences
- Baldwin will improve its employee onboarding program to familiarize new staff members with the organization
- Baldwin will host a staff development day in September 2024

SUMMARY

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 its three-phase building improvement plan, the Library is now able to meet the needs of all community members and is poised to devote more time to strengthen and improve services to its patrons. The Library wishes to replenish its fund balance after completion of the Phase 3 project with an additional millage of 0.1993 mills in FY 2024-25.

The City is scheduled to review the Library's millage request at its budget hearing on April 27, 2024.

Baldwin Public Library: Budget Summary
FY 2022-23 through FY 2026-27
Budget Hearing: March 18, 2024

FY 2022-23 Actual	FY 2023-24 Budget	FY 2023-24 Changes to Budget	FY 2023-24 Projected Year-End Revenue	FY 2024-25 Proposed Budget	FY 2025-26 Proposed Budget	FY 2026-27 Proposed Budget
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REVENUE

Birmingham Tax Revenue (1.1 mills)	\$3,088,997	\$3,507,807	\$13,646	\$3,494,161	\$3,775,964	\$3,936,523	\$4,199,320
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)	\$783,165	\$672,833	-\$7,576	\$680,409	\$684,136	\$700,737	\$300,060
Provision for Tax Loss	-\$12,326	-\$15,000	\$0	-\$15,000	-\$15,000	-\$15,000	-\$15,000
Federal Grants	\$16,407	\$0	\$14,400	\$14,400	\$0	\$0	\$0
State Grants	\$46,015	\$42,000	\$4,558	\$46,558	\$45,000	\$45,000	\$45,000
Local Contributions	\$1,050,790	\$1,093,140	\$10,113	\$1,088,383	\$1,134,850	\$1,167,396	\$1,200,918
Charges for Services	\$33,384	\$20,650	\$8,400	\$29,050	\$27,500	\$32,500	\$32,500
Fines	\$4,862	\$5,000	\$1,000	\$6,000	\$5,000	\$5,000	\$5,000
Investment income	\$53,243	\$5,000	\$0	\$5,000	\$5,000	\$12,000	\$15,000
Total Revenue	\$5,064,537	\$5,331,430	\$4,558	\$5,348,961	\$5,662,450	\$5,884,156	\$5,782,798

EXPENSES

Personnel	\$2,696,713	\$2,962,180	\$0	\$2,962,180	\$3,164,748	\$3,180,156	\$3,196,246
Supplies	\$114,612	\$151,150	\$0	\$151,150	\$164,000	\$167,000	\$170,000
Contracted Services	\$498,428	\$303,450	-\$6,080	\$297,370	\$346,760	\$312,990	\$314,640
Technology & Maintenance	\$61,265	\$161,500	\$2,000	\$163,500	\$158,000	\$159,000	\$159,000
Utilities	\$102,073	\$117,600	\$0	\$117,600	\$134,978	\$139,027	\$143,198
Fees & Dues; Communication; Other Charges	\$71,012	\$93,180	\$15,330	\$108,510	\$110,100	\$111,610	\$113,130
Capital Outlays (Bldg/Furn/Equip)	\$207,311	\$3,346,000	\$338,732	\$3,684,732	\$179,000	\$110,000	\$390,000
Collections	\$646,386	\$660,250	\$0	\$660,250	\$727,000	\$767,000	\$811,000
Total Expenses	\$4,397,802	\$7,795,310	\$349,982	\$8,145,292	\$4,984,586	\$4,946,783	\$5,297,214

GENERAL FUND

Total Revenue	\$5,064,537	\$5,331,430	\$4,558	\$5,348,961	\$5,662,450	\$5,884,156	\$5,782,798
Total Expenses	\$4,397,802	\$7,795,310	\$349,982	\$8,145,292	\$4,984,586	\$4,946,783	\$5,297,214
Variance Between Revenue and Expenses	\$666,734	-\$2,463,880	-\$345,424	-\$2,796,331	\$677,864	\$937,372	\$485,584
Transfer from Baldwin Public Library Trust	\$0	\$260,000		\$422,887	\$0	\$0	\$0

NET CHANGE IN FUND BALANCE

Beginning Fund Balance	\$1,219,311	\$2,375,704		\$2,498,443	\$125,000	\$802,864	\$1,740,236
End Fund Balance	\$2,498,443	\$171,824		\$125,000	\$802,864	\$1,740,236	\$2,225,820

Baldwin Public Library: Revenues
FY 2022-23 through FY 2026-27
Budget Hearing: March 18, 2024

		FY 2022-23 Actual	FY 2023-24 Budget	FY 2023- 24 Changes to Budget	FY 2023-24 Projected Year-End Revenue	FY 2024-25 Proposed Revenue	FY 2025-26 Proposed Revenue	FY 2026-27 Proposed Revenue
402.0001	Birmingham Tax Revenue (1.1 mills)	\$3,088,997	\$ 3,507,807		\$3,494,161	\$3,775,964	\$3,936,523	\$4,199,320
402.0001	Birmingham Tax Revenue (0.2142 mill in FY22-23; 0.2142 mill in FY23-24; 0.1993 in FY24-25; 0.1829 in FY25-26; 0.0786 in FY26-27)	\$783,165	\$ 672,833		\$680,409	\$684,136	\$700,737	\$300,060
402.004	Provision for Tax Loss	-\$12,326	-\$15,000		-\$15,000	-\$15,000	-\$15,000	-\$15,000
	Total B'ham Tax Rev.	\$3,859,836	\$4,165,640	\$0	\$4,159,570	\$4,445,100	\$4,622,260	\$4,484,380

599.0000	Federal Grants	\$16,407	\$0	\$14,400	\$14,400	\$0	\$0	\$0
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564.0000	State Grant	\$38,515	\$35,000	\$3,000	\$38,000	\$38,000	\$38,000	\$38,000
569.0000	Local Community Stabilization Authority	\$7,500	\$7,000	\$1,558	\$8,558	\$7,000	\$7,000	\$7,000
	Total State Grants	\$46,015	\$42,000	\$4,558	\$46,558	\$45,000	\$45,000	\$45,000

581.0001	Penal Fines - County	\$50,946	\$65,000	-\$15,000	\$50,000	\$50,000	\$50,000	\$50,000
585.0001	Beverly Hills Contract	\$543,940	\$561,060	\$25,113	\$586,173	\$603,758	\$621,871	\$640,527
585.0002	Bingham Farms Contract	\$125,313	\$129,070		\$129,070	\$132,942	\$136,930	\$141,038
585.0003	Bloomfield Hills Contract	\$330,590	\$338,010		\$323,140	\$348,150	\$358,595	\$369,352
	Total Local Contributions	\$1,050,790	\$1,093,140	\$10,113	\$1,088,383	\$1,134,850	\$1,167,396	\$1,200,918

648.0001	Sale of Items	\$805	\$1,000	-\$700	\$300	\$1,000	\$1,000	\$1,000
648.0002	Vending machine fees	\$1,319	\$200	\$600	\$800	\$1,000	\$1,000	\$1,000
653.0007	Room Rentals	\$25,181	\$15,000	\$7,000	\$22,000	\$20,000	\$25,000	\$25,000
653.0009	Proctor fees	\$200	\$100	\$100	\$200	\$100	\$100	\$100
653.0010	Program fees	\$0	\$100	-\$100	\$0	\$0	\$0	\$0
653.0011	Copy machine fees	\$1,441	\$1,200	\$200	\$1,400	\$1,200	\$1,200	\$1,200
653.0012	Computer printer fees	\$4,214	\$3,000	\$1,000	\$4,000	\$4,000	\$4,000	\$4,000
653.0013	Fax fees	\$224	\$50	\$300	\$350	\$200	\$200	\$200
	Total Charges for Services	\$33,384	\$20,650	\$8,400	\$29,050	\$27,500	\$32,500	\$32,500

653.0006	Fines	\$4,862	\$5,000	\$1,000	\$6,000	\$5,000	\$5,000	\$5,000
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664.0000	Investment income	\$53,243	\$5,000		\$5,000	\$5,000	\$12,000	\$15,000
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Total revenue	\$ 5,064,538	\$ 5,331,430	\$ 38,471	\$ 5,348,961	\$ 5,662,450	\$ 5,884,156	\$ 5,782,798
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Baldwin Public Library: Expenses
FY 2022-23 through FY 2026-27
Budget Hearing: March 18, 2024

		FY 2022-23 Actual Expenses	FY 2023-24 Budgeted Expenses	FY 2023-24 Changes to Expenses	FY 2023-24 Projected Year-End Expenses	FY 2024-25 Proposed Expenses	FY 2025-26 Proposed Expenses	FY 2026-27 Proposed Expenses
PERSONNEL								
702.0001	Salaries & Wages	\$2,054,629	\$2,224,150	\$0	\$2,224,150	\$2,378,874	\$2,378,874	\$2,378,874
702.0002	Overtime Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
706.0001	F.I.C.A.	\$153,216	\$170,150	\$0	\$170,150	\$181,984	\$181,984	\$181,984
706.0002	Hospitalization	\$184,176	\$241,260	\$0	\$241,260	\$291,120	\$305,772	\$321,106
706.0003	Life Insurance	\$6,837	\$8,000	\$0	\$8,000	\$6,327	\$6,327	\$6,327
706.0004	Retirement Health Care	\$45,912	\$38,090	\$0	\$38,090	\$28,323	\$28,323	\$28,323
706.0005	Dental/Optical Insurance	\$16,615	\$19,090	\$0	\$19,090	\$16,236	\$16,992	\$17,748
706.0006	Long/Short Term Disability	\$11,034	\$12,510	\$0	\$12,510	\$13,872	\$13,872	\$13,872
706.0007	Worker's Compensation	\$7,400	\$8,350	\$0	\$8,350	\$6,423	\$6,423	\$6,423
706.0010	Retirement Employer Contrb.	\$92,935	\$108,380	\$0	\$108,380	\$96,482	\$96,482	\$96,482
706.0011	HRA Benefit	\$1,000	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
706.0012	Retirement-Def. Contr. Emplr.	\$96,320	\$105,200	\$0	\$105,200	\$116,287	\$116,287	\$116,287
706.0013	Ret Hlth Svgs Contr Emplr.	\$26,638	\$26,000	\$0	\$26,000	\$27,820	\$27,820	\$27,820
	Subtotal	\$2,696,713	\$2,962,180	\$0	\$2,962,180	\$3,164,748	\$3,180,156	\$3,196,246

SUPPLIES								
727.0000	Postage	\$10,324	\$16,500	\$0	\$16,500	\$17,000	\$17,000	\$17,000
729.0000	Operating Supplies	\$19,078	\$25,000	\$0	\$25,000	\$30,000	\$32,000	\$34,000
742.0000	Computer Software	\$29,369	\$34,650	\$0	\$34,650	\$38,000	\$38,000	\$38,000
746.0000	Maintenance Supplies	\$8,760	\$10,000	\$0	\$10,000	\$12,000	\$12,000	\$12,000
748.0000	Technical Services Supplies	\$7,544	\$15,000	\$0	\$15,000	\$16,000	\$16,000	\$16,000
753.0000	Idea Lab Supplies	\$31,523	\$35,000	\$0	\$35,000	\$36,000	\$37,000	\$38,000
799.0000	Equipment Under \$5,000	\$8,015	\$15,000	\$0	\$15,000	\$15,000	\$15,000	\$15,000
	Subtotal	\$114,612	\$151,150	\$0	\$151,150	\$164,000	\$167,000	\$170,000

CONTRACTED SERVICES								
801.0200	Legal	\$5,735	\$10,500	-\$6,500	\$4,000	\$4,120	\$11,250	\$11,500
802.0100	Audit	\$3,910	\$3,990	\$420	\$4,410	\$5,000	\$5,500	\$6,000
805.0100	Landscape Services	\$700	\$3,500	\$0	\$3,500	\$3,500	\$3,500	\$3,500
901.0600	Architectural Services	\$207,365	\$20,000	\$0	\$20,000	\$0	\$0	\$0
811.0000	Other Contracted Services	\$92,997	\$70,000	\$0	\$70,000	\$137,000	\$95,000	\$95,000
813.0000	Administrative Services	\$104,890	\$104,890	\$0	\$104,890	\$104,890	\$104,890	\$104,890
901.0200	Marketing & Design Services	\$14,201	\$17,250	\$0	\$17,250	\$17,250	\$17,250	\$17,250
816.0100	Janitorial Contract	\$68,630	\$73,320	\$0	\$73,320	\$75,000	\$75,600	\$76,500
	Subtotal	\$498,428	\$303,450	-\$6,080	\$297,370	\$346,760	\$312,990	\$314,640

Baldwin Public Library: Expenses
FY 2022-23 through FY 2026-27
Budget Hearing: March 18, 2024

		FY 2022-23 Actual Expenses	FY 2023-24 Budgeted Expenses	FY 2023-24 Changes to Expenses	FY 2023-24 Projected Year-End Expenses	FY 2024-25 Proposed Expenses	FY 2025-26 Proposed Expenses	FY 2026-27 Proposed Expenses
TECHNOLOGY & MAINTENANCE								
830.0200	ILS Services	\$21,431	\$59,000	\$2,000	\$61,000	\$61,000	\$62,000	\$62,000
830.0300	Cataloging & ILL Services	\$8,197	\$15,000	\$0	\$15,000	\$17,000	\$17,000	\$17,000
851.0000	Telephone	\$5,665	\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000
933.0200	Equipment Maintenance	\$25,972	\$77,500	\$0	\$77,500	\$70,000	\$70,000	\$70,000
	Subtotal	\$61,265	\$161,500	\$2,000	\$163,500	\$158,000	\$159,000	\$159,000

UTILITIES

920.0000	Electricity	\$77,821	\$84,000	\$0	\$84,000	\$97,000	\$99,910	\$102,907
921.0000	Gas	\$18,048	\$21,000	\$0	\$21,000	\$25,000	\$25,750	\$26,523
922.0000	Water & Sewage	\$6,204	\$12,600	\$0	\$12,600	\$12,978	\$13,367	\$13,768
	Subtotal	\$102,073	\$117,600	\$0	\$117,600	\$134,978	\$139,027	\$143,198

FEES & DUES; COMMUNICATION; OTHER CHARGES

861.0000	Transportation	\$1,720	\$2,500	\$0	\$2,500	\$2,500	\$2,750	\$3,000
901.0000	Printing	\$11,780	\$11,000	\$0	\$11,000	\$12,000	\$13,000	\$14,000
907.0000	Programs	\$85	\$250	\$0	\$250	\$100	\$100	\$100
955.0100	Training	\$3,485	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$25,000
955.0300	Memberships & Dues	\$8,886	\$8,510	\$0	\$8,510	\$9,000	\$9,000	\$9,000
956.0200	Parking	\$38,899	\$36,750	\$15,330	\$52,080	\$52,080	\$52,080	\$52,080
957.0400	MML Insurance	\$5,880	\$6,170	\$0	\$6,170	\$6,420	\$6,680	\$6,950
957.0600	Unemployment Insurance	\$0	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
962.0000	Miscellaneous	\$277	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000
	Subtotal	\$71,012	\$93,180	\$15,330	\$108,510	\$110,100	\$111,610	\$113,130

CAPITAL OUTLAYS

971.0100	Machinery & Equipment	\$29,962	\$64,000	\$0	\$64,000	\$90,000	\$80,000	\$80,000
972.0000	Furniture	\$1,100	\$5,000	\$0	\$5,000	\$12,000	\$10,000	\$10,000
977.0000	Building Improvements	\$176,249	\$3,277,000	\$338,732	\$3,615,732	\$77,000	\$20,000	\$300,000
	Subtotal	\$207,311	\$3,346,000	\$338,732	\$3,684,732	\$179,000	\$110,000	\$390,000

COLLECTIONS

987.0500	Books: Adult	\$111,561	\$120,000	\$0	\$120,000	\$120,000	\$125,000	\$125,000
987.0700	Books: Youth	\$68,788	\$80,000	\$0	\$80,000	\$85,000	\$85,000	\$85,000
987.0900	Subscriptions: Adult	\$30,834	\$24,000	\$0	\$24,000	\$30,000	\$30,000	\$30,000
987.1000	Subscriptions: Youth	\$1,733	\$1,750	\$0	\$1,750	\$2,000	\$2,000	\$2,000
987.1100	Audiovisual: Adult	\$58,299	\$60,000	\$0	\$60,000	\$50,000	\$50,000	\$50,000
987.1200	Audiovisual: Youth	\$22,088	\$24,500	\$0	\$24,500	\$25,000	\$25,000	\$25,000
987.1800	Online Services	\$353,082	\$350,000	\$0	\$350,000	\$415,000	\$450,000	\$494,000
	Subtotal	\$646,386	\$660,250	\$0	\$660,250	\$727,000	\$767,000	\$811,000

Total expenses	\$4,397,802	\$7,795,310	\$349,982	\$8,145,292	\$4,984,586	\$4,946,783	\$5,297,214
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learn.connect.discover
BALDWIN PUBLIC LIBRARY



Budget Hearing

Monday, March 18, 2024

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

207,335 ^{21%} ↑

Annual Visitors

29,783 ^{22%} ↑

Program Attendance

1,397 ^{111%} ↑

Volunteer Hours

56,521 ^{65%} ↑

Database Sessions

150,273 ^{5%} ↑

eMaterials Circulation

561,855 ^{0.5%} ↓

Total Circulation

34,109

Cardholders

103,655

Items in Circulation

\$48,110

Friends Contributions

Baldwin Public Library Trust

Total Value
\$2,295,334

Building
Funds
\$366,638

General
Spendable
Funds
\$484,152

28 Named
Endowments
\$1,340,910

Additional Contributions Last Fiscal Year

Baldwin supplements its
general operating expenses
with these generous
donations

\$59,704

Distribution from Endowment Funds

\$36,663

Donations to the Trust

\$48,110

Friends of the Baldwin Public Library

FY 2024-2025 Financials

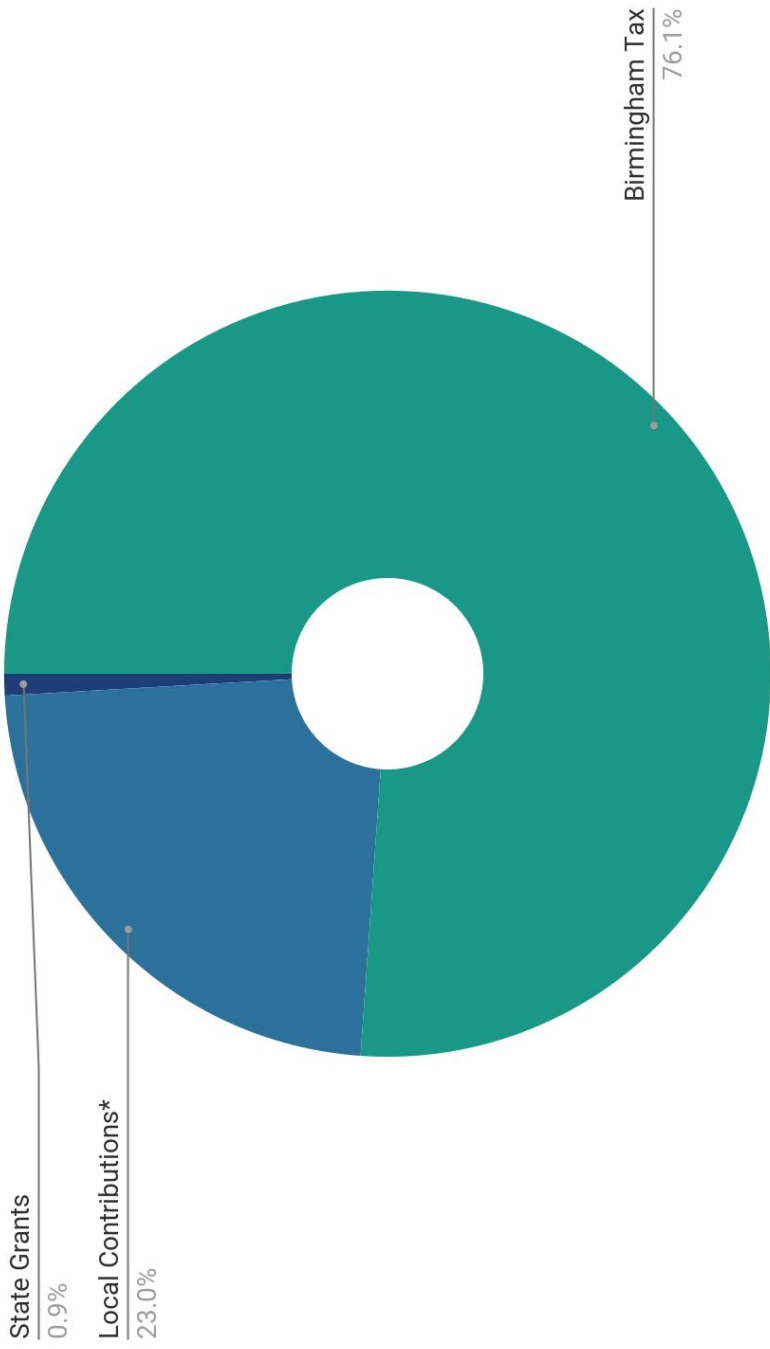
REVENUE

Birmingham Tax Revenue	\$3,775,964
Phase 3 Revenue	\$684,136
Provision for Tax Loss	-\$15,000
Federal Grants	\$0
Local Grants	\$45,000
Contract Communities	\$1,134,850
Charges for Services	\$27,500
Fines	\$5,000
Investment Income	\$12,000
TOTAL	\$5,662,450

EXPENSES

Personnel	\$3,164,748
Supplies	\$164,000
Contracted Services	\$346,760
Technology & Maintenance	\$158,000
Utilities	\$134,978
Other Charges	\$110,100
Capital Outlays	\$179,000
Collections	\$727,000
TOTAL	\$4,984,586

Operating Revenue



Revenue Summary

Maintain **1.1 mills** for **operating expenses**
0.1993 mills for **Phase 3 Project**

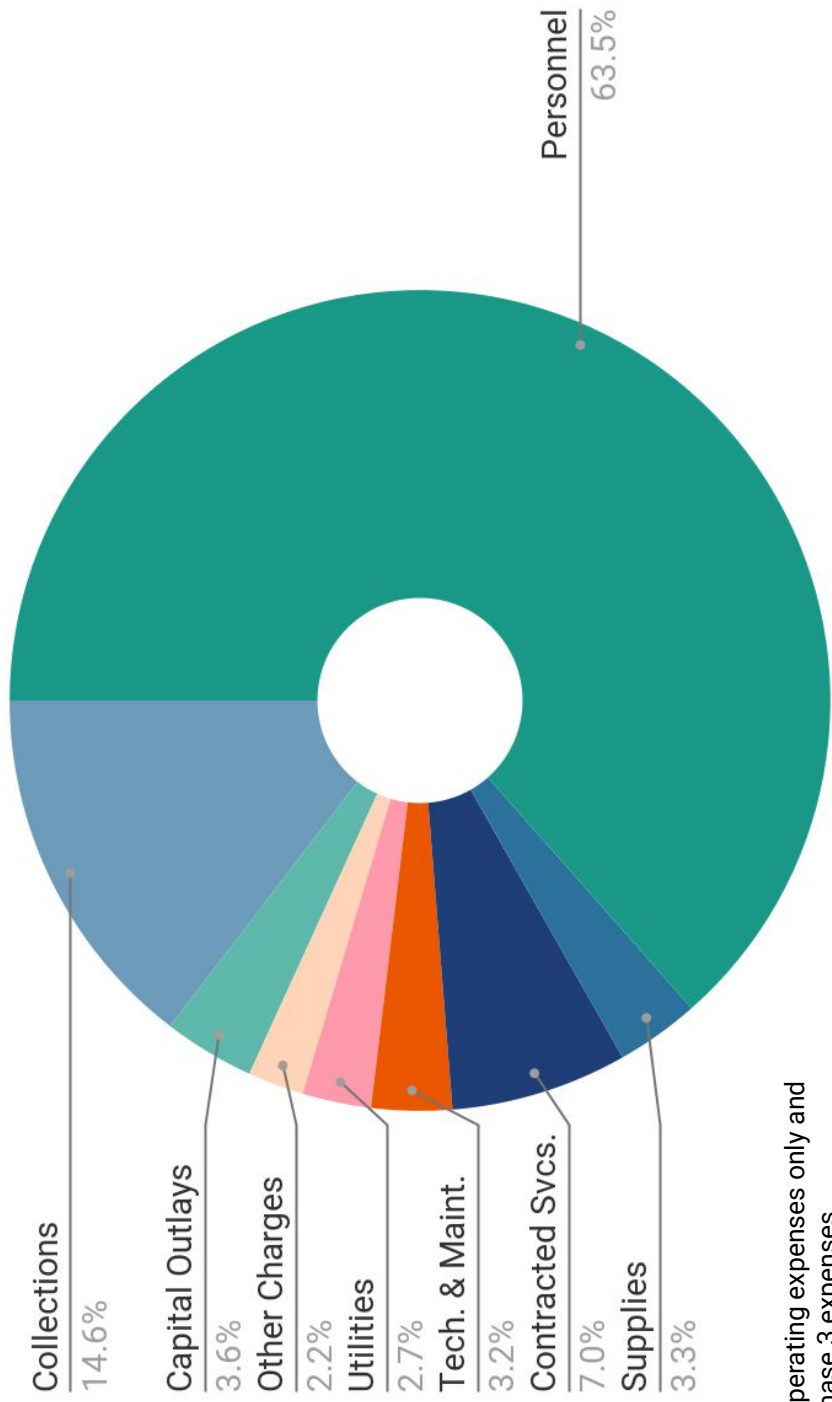
22% of revenue provided by

contract communities

Penal fines & state aid will stay level

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

Operating Expenses



This chart shows operating expenses only and does not include Phase 3 expenses

Personnel Expenditures

\$3,164,748

22 Full-Time employees

45.3 Full-Time Equivalent Staff

Proposed **wage increase of 3%**

63.5% of operating expenses

Eliminate 20% **monthly health insurance**

deduction that full-time employees pay

Offer **annual stipend** for employees not

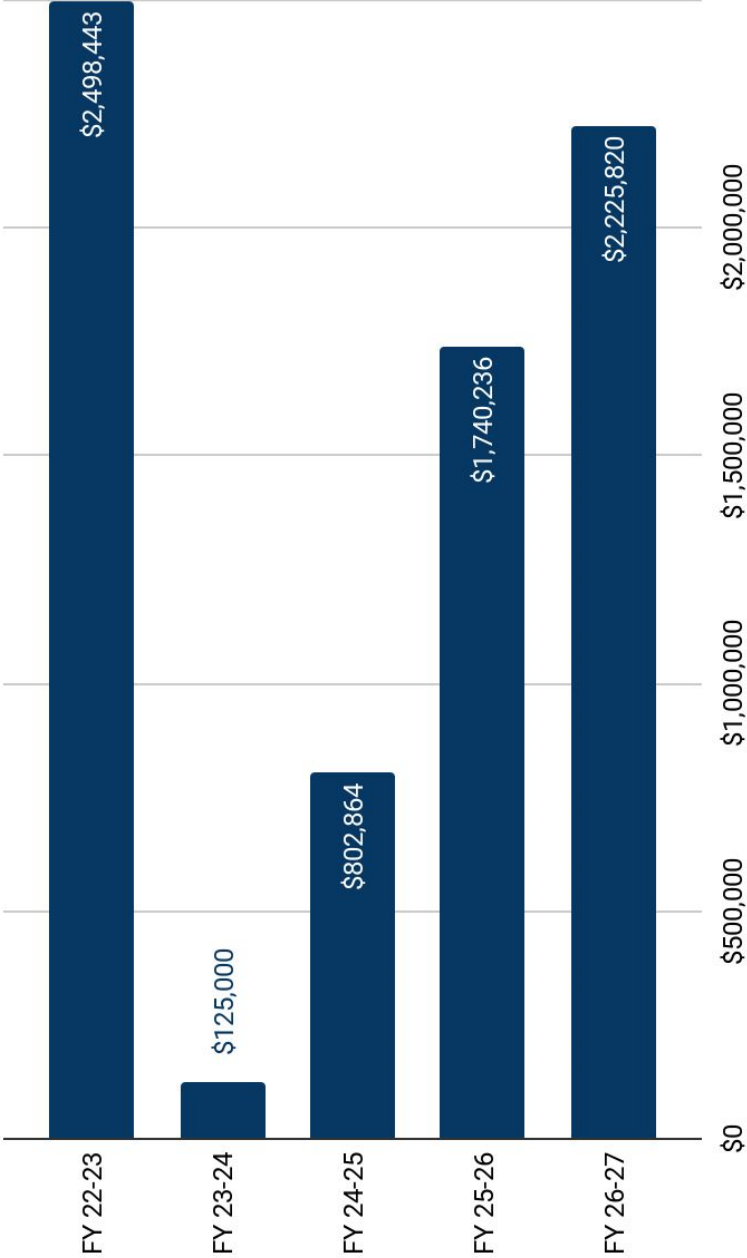
using City health insurance

Expense Summary

- \$89,000 for **Teen Scene update, Grand Hall shelving, Picture Book shelving, soundproofing, Idea Lab HVAC**
- \$25,000 for upgraded **security cameras**
- \$26,000 for new **firewall and Idea Lab computers**
- \$35,000 for **new website**
- \$10,000 for two new **self-check machines**

Fund Balance at End of FY

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

City **Budget Hearing:**

April 27, 2024

Vote to take **disbursement from Trust:**

May 20, 2024



**BUDGET RESOLUTION
OF
THE BOARD OF DIRECTORS
OF THE BALDWIN PUBLIC LIBRARY
ADOPTED THIS 18th DAY OF MARCH, 2024**

WHEREAS, The Baldwin Public Library Board of Directors has been presented with the proposed budget for the Library for the 2024-2025 fiscal year; and

WHEREAS, a public hearing on the proposed budget was held on March 18, 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 10, 2024; and

WHEREAS, a copy of the proposed budget was made available for public inspection at the Library on and after March 15, 2024; 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 2024-2025.
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: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED THIS 18th DAY OF MARCH, 2024.

Danielle Rumple, Vice President, Board of Directors, Baldwin Public Library

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.



Baldwin Public Library
300 W. Merrill Street
Birmingham, MI 48009
248-647-1700

NOTICE OF PUBLIC HEARING

Monday, March 18, 2024 at 7:30 p.m.
2024-2025 Budget Hearing

The Baldwin Public Library Board of Directors will hold a public hearing on Monday, March 18, 2024, at 7:30 p.m., in the Delos Board Room of the Baldwin Public Library, 300 W. Merrill, Birmingham, MI. Members of the public may attend in person or via Zoom.

This public hearing is being held to consider the 2024-2025 budget for the Baldwin Public Library.

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

Topic: Baldwin Public Library 2024-2025 Budget Hearing

Time: March 18, 2024 07:30 PM Eastern Time

The public may participate via Zoom:

Join Zoom Meeting: <https://us02web.zoom.us/j/88033156263>

Meeting ID: 880 3315 6263

One tap mobile: +13017158592,,88033156263# US (Washington DC)
+13126266799,,88033156263# US (Chicago)

Public comments may be presented either in person or in writing.

By 5:00 p.m. on Friday, March 15, 2024 you may obtain a copy of the proposed budget by going to the Library's website (www.baldwinlib.org), asking at the Library's Adult Services Reference Desk (248-554-4650), or contacting Robert Stratton (248-554-4684).

Approved minutes of this hearing may be reviewed on the Library's website or at its Business Office.

THIS NOTICE IS GIVEN in accordance with Act 261, 1968 Public Act 267.
DATE POSTED: March 4, 2024

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 **94** 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 book sale this Saturday, February 24

Published February 23, 2024

<https://www.downtownpublications.com/single-post/baldwin-book-sale-this-saturday-february-24>

Break up the dreary dregs of winter with opportunity to choose a wonderful new book. To help you choose, The Friends of the Baldwin Public Library will sponsor a series of one-day book sales on the fourth Saturday of selected months in 2024.

Its first Fourth Saturday Sale will take place on Saturday, February 24 from 10 a.m. to 2 p.m. on the lower level of the Baldwin Public Library, 300 West Merrill, Birmingham. Lightly used adult and children's hardcover and paperback books, DVDs and CDs will be available. Additional Fourth Saturday Sales will be held on Saturday, March 23; Saturday, June 22; Saturday, July 27; and Saturday, August 24.

Proceeds from the sales will supplement the Friends of the Baldwin Public Library's bi-annual spring and fall sales events.

The Friends Spring Sale is scheduled for Friday, May 3, through Sunday, May 5, on the lower level of the Baldwin Public Library. Hours are 6-8 p.m. on Friday, May 3 (Friends Members only); 10 a.m. to 4 p.m. on Saturday, May 4; and 12:30 to 4:30 p.m. on May 5 (\$5 Bag Day). The Fall Sale dates are October 25, 26, 27.

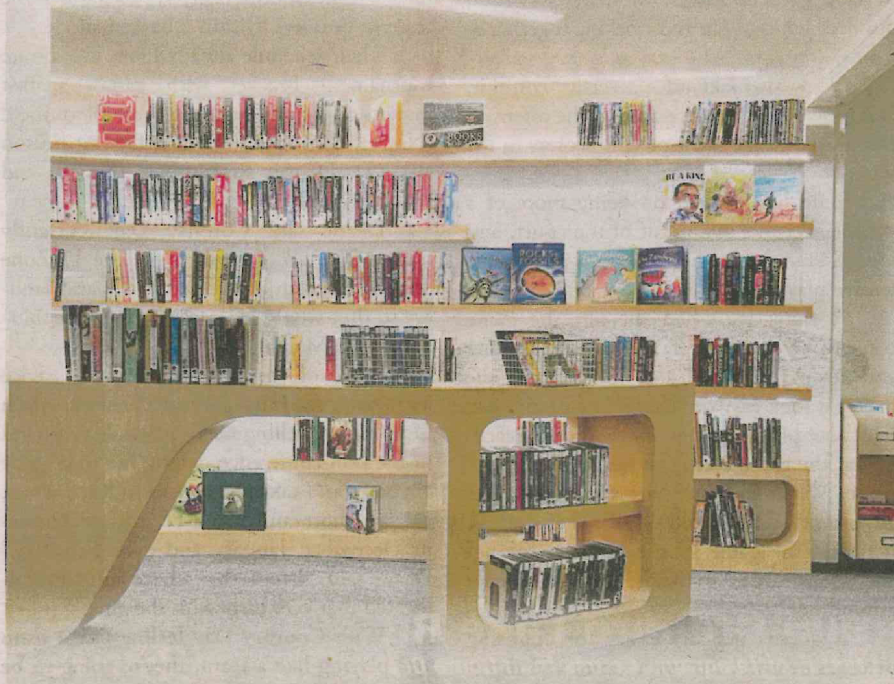
All proceeds benefit the Baldwin Public Library. The Friends of the BPL donated approximately \$50,000 to the library in the 2022-23 fiscal year to support programming, services and equipment.

Birmingham-Bloomfield EAGLE

Also Serving Beverly Hills, Bingham Farms and Franklin

February 21, 2024 | Vol. 22, No. 4

THE FRIENDS' BOOKSHOP



New book sale series begins in Birmingham

BIRMINGHAM — The Friends of the Baldwin Public Library are sponsoring a new series of one-day book sales this year. These sales take place on select dates and will supplement their bi-annual spring and fall sales. The Fourth Saturday Sale will be held 10 a.m.-2 p.m. Feb. 24 in the lower level of the Baldwin Public Library, 300 W. Merrill St. Guests can browse lightly used adult and children's books, DVDs and CDs. Other dates this year include March 23, June 22, July 27 and Aug. 24. All proceeds go towards the Baldwin Public Library.

Baldwin Library's Idea Lab going on a road trip

Published March 1, 2024

<https://www.downtownpublications.com/single-post/baldwin-library-s-idea-lab-going-on-a-road-trip>

Baldwin Public Library's popular makerspace, the Idea Lab, is going on the road this spring to share 3D printing and scanning options, beginning by showing local school students new tools at STEAM nights.

Jeff Jimison, Idea Lab supervisor, will present new tools at STEAM nights as part of the Baldwin Public Library's outreach initiatives. At each STEAM night, teachers and local organizations display and exhibit fun, maker-themed projects to introduce students to science and technology in a variety of ways. Jimison will begin the Idea Lab's road show with elementary school students at Greenfield and Harlan Elementary Schools.

Baldwin Library said that this year, with support from a Michigan Architectural Foundation grant, the Idea Lab purchased six 3D Doodler Create pens, a 3D scanner, and a portable 3D printer. 3D Pens are a great way to introduce children to the concept of three-dimensional thinking, expanding the simple act of drawing with pen and paper into a unique, multidimensional spatial exercise. Jimison will share a small snippet of what users can create with tools in the Idea Lab to encourage more people to visit in person.

The Idea Lab runs during regular library hours and is open to use by anyone. In addition to their value as a method for demonstrating the power of computer-based modeling, 3D scanners can be valuable tools in the field of architecture, allowing for architectural elements, furniture, rooms, even entire buildings to be scanned and visualized on a computer screen. Taking that a step further, those scanned models can be rapidly printed on a 3D printer, enabling a sort of tactile and visual "preview" of the originals.

Students get excited about reading during Battle of the Books

Published March 5, 2024 by Mary Genson

<https://www.candgnews.com/news/students-get-excited-about-reading-during-battle-of-the-books-4941>

BIRMINGHAM — On March 9, Birmingham Public School fourth and fifth graders will compete in the Baldwin Public Library's Battle of the Books at 10 a.m. at Groves High School.

The Battle of the Books has taken place for several years and averages at about 375 students each year.

Participating students form teams and read from a selected list of five books. On competition day, teams compete by answering trivia questions about the books they read.



The Dragon Readers win first place in Battle of the Books. *Photo provided by Joyce Oh.*

Each year, the battle encourages reading habits for both students who love books as well as students who are not typically big readers. The competition is beneficial to their reading skills and puts the students in a team scenario where they get to socialize and work together towards a common goal, the district said.

"It's just so much fun to see the creativity, and the kids get so excited about reading, answering questions, spending time with friends and just learning more about books, with a friendly competition, of course," said Rebekah Craft, the director of the Baldwin Public Library.

Craft said the students usually come up with creative team names and dress up in costumes based on the characters in the books.

"The biggest thing is that they just get super excited about the book and about reading, which is the whole point of it," said Stephanie Klimmek, the head of youth services at the Baldwin Public Library. "That's really, really what we want. They are reading things that they might not normally have read or picked up on their own if it was just left up to them."

Joyce Oh is a parent who will be coaching a team for Battle of the Books for the third year. Two years ago, her oldest son was in fourth grade and gathered a group of friends to build a

team for the competition. He went on to compete the next year as a fifth grader. His team, called the “Dragon Readers” actually came in first place both of the years they participated.

“I love the whole battle, because it gets kids to read books they don’t normally read,” Oh said.

Oh said they spend months preparing for the competition through weekly Zoom meetings, mock battles and other fun ways to study for the big day. She said she has seen this process benefit the students by building a sense of teamwork, hard work and accountability.

Oh added that the students treat the team like a democracy and vote on every decision, including the team name. The team landed on the name “Book Beasts” this year. The Book Beasts consists of six students.

For more information on this year’s competition, visit, baldwinlib.org/battle-of-the-books.

Students get excited about reading during Battle of the Books

BY MARY GENSON
mgenson@candnews.com

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See **BOOKS** on page 18A

18A

BIRMINGHAM-BLOOMFIELD EAGLE • MARCH 6, 2024

Books

from page 1A

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For more information on this year's competition, visit, baldwinlib.org/battle-of-the-books.



LEFT: The Dragon Readers win first place in Battle of the Books.

Photo provided by Joyce Oh



BELOW: Students participate in the 2023 Battle of the Books, hosted by the Baldwin Public Library.

Photo provided by the Baldwin Public Library

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, March 18, 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 February 26, 2024 minutes | p. 104 |
| B. Acceptance of the February 2024 receipts of \$1,123.57 | p. 111 |
| C. Approval of the February 2024 disbursements of \$16,382.56 | p. 112 |

III. New and Miscellaneous Business

- A. Transfer of money from Endowment funds for current expenditure

Suggested motion: To sell off 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.

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, April 15, 2024.

Motion: To adjourn the March 18, 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 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 LIBRARY BOARD MINUTES,
TRUST MEETING
February 26, 2024**

1. Call to Order

The meeting was called to order by Vice President Danielle Rumble at 9:02 p.m.

Library Board present: Wendy Friedman, Melissa Mark, Frank Pisano, Danielle Rumble, Jennifer Wheeler, and Student Representative Kate Walter.

Absent and excused: Karen Rock.

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: 3 via Zoom.

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 January 17, 2024 minutes

B. Acceptance of the January 2024 receipts of \$35,108.21

C. Approval of the January 2024 disbursements of \$13,465.04

1st Pisano

2nd Wheeler

A roll call vote was taken.

Yeas: Friedman, Mark, Pisano, Rumble, Wheeler.

Nays: None.

Absent and excused: Rock.

The motion was approved unanimously.

3. New and Miscellaneous Business: None.

4. Adjournment:

Motion: To adjourn the meeting.

1st Friedman

2nd Pisano

A voice vote was taken.

Yeas: Friedman, Mark, Pisano, Rumble, Wheeler.

Nays: None.

Absent and excused: Rock.

The motion was approved unanimously. The meeting was adjourned at 9:04 p.m. The next Trust Meeting will be held on Monday, March 18, 2024, following the regular meeting in the Delos Board Room.

Melissa Mark, Secretary

Date

DRAFT

Baldwin Public Library Trust: February 2024

February receipts totaled \$1,123.57. February disbursements totaled \$16,382.56.

The current value of the Trust is \$2,295,333.64, divided up in the following way:

	June 2023 - EOY	February 2024
Total endowment investments*	\$ 1,062,322.97	\$ 1,163,782.21
Endowment funds distributed for use	\$ 202,855.49	\$ 177,128.10
Total endowment funds	\$ 1,265,178.46	\$ 1,340,910.31
General spendable funds	\$ 382,420.94	\$ 484,151.99
Van Dragt fund	\$ 63,450.66	\$ 41,343.57
Building fund	\$ 334,358.33	\$ 366,637.91
Restricted funds**	\$ 49,360.61	\$ 37,566.32
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	\$ 954,423.33
Total endowment funds	\$ 1,265,178.46	\$ 1,340,910.31
Total non-endowment funds	\$ 854,314.08	\$ 954,423.33
Total of all Trust funds	\$ 2,119,492.54	\$ 2,295,333.64

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

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

As of February 29, 2024, the amount of money in the Trust that is undesignated stands at \$915,799.15.

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 01/31/24	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 02/29/24
Huntington Bank Checking:									
Endowment Money	\$0.00	\$0.00	\$0.00	\$8,204.25	\$25,855.46	\$8,204.25			\$0.00
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$1,359.53	\$22,107.09	\$1,359.53			\$0.00
Restricted Funds	\$3,723.56	\$0.14	\$1.25	\$6,808.78	\$33,675.54	\$6,808.78			\$3,723.70
Restricted Funds - Covid and MAF Idea Lab	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00			\$0.00
Subtotal - Restricted Funds	\$3,723.56								\$3,723.70
General Spendable Funds	\$0.00	\$0.00	\$0.00						\$0.00
TOTAL	\$3,723.56	\$0.14	\$1.25	\$16,372.56	\$87,866.48	\$16,372.56	\$0.00		\$3,723.70
Huntington Bank Money Market:									
Endowment Budgeted Funds	\$186,838.24	\$0.00	\$128.07	\$0.00		\$0.00	(\$8,204.25)		\$178,633.99
Endowment Investment Funds	\$0.00	\$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		\$0.00
Van Dragt Fund	\$42,703.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,359.53)		\$41,343.57
Restricted Funds	\$49,604.65	\$0.00	\$21,880.00	\$0.00	\$0.00	\$0.00	(\$6,808.78)		\$42,795.87
Restricted Fund - Covid	\$516.43	\$0.00	\$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	\$0.00		(\$84.03)
General Spendable Funds	\$132,878.76	\$1,123.43	\$77,025.74	\$10.00	\$80.00	\$0.00	\$0.00		\$133,992.19
TOTAL	\$412,457.15	\$1,123.43	\$99,033.81	\$10.00	\$80.00	\$0.00	(\$16,372.56)		\$397,198.02
Raymond James & Associates:									
Endowment Fund Investments	\$1,123,908.18	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$37,858.00	\$1,161,766.18
Endowment Cash	\$15,844.89	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.14	\$15,848.03
Sub-total Endowment Funds	\$1,139,753.07	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,861.14	\$1,177,614.21
General Spendable Funds Cash	\$1,379.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.27	\$1,380.09
General Spendable Mutual Funds	\$340,673.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,108.42	\$348,781.46
General Spendable Building Mutual Funds	\$358,196.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,439.37	\$366,636.17
Sub-total General Spendable Funds	\$700,249.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,548.06	\$716,797.71
TOTAL	\$1,840,002.72	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54,409.20	\$1,894,411.92
Total All Funds	\$2,256,183.43	\$1,123.57	\$99,935.06	\$16,382.56	\$87,946.48	\$16,372.56	(\$16,372.56)	\$54,409.20	\$2,295,333.64

[illegible]

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
FEBRUARY 29, 2024**

		Prior Month Balance 01/31/24	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 02/29/24
Gift & Tribute Funds	Purpose									
General Spendable Funds		\$474,930.01	\$1,123.43	\$77,025.74	\$10.00	\$6,308.39			\$8,108.55	\$484,151.99
Restricted Funds:										
Building Fund		\$358,198.40	\$0.00	\$0.00	\$0.00	\$0.00			\$8,439.51	\$366,637.91
Van Dragt Fund		\$42,703.10	\$0.00	\$0.00	\$1,359.53	\$22,107.09				\$41,343.57
Memorials/Tributes		\$9,632.08	\$0.14	\$251.25	\$101.10	\$101.10				\$9,531.12
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	\$12,535.41	\$0.00	\$7,750.00	\$1,656.25	\$8,507.50				\$10,879.16
	Young Adult Programs	\$3,407.27	\$0.00	\$4,300.00	\$527.70	\$4,589.46				\$2,879.57
	Youth Services Programs	\$4,504.21	\$0.00	\$1,980.00	\$510.40	\$4,211.30				\$3,993.81
	Idea Lab Program Supplies	\$3,135.71	\$0.00	\$3,000.00	\$739.17	\$7,352.94				\$2,396.54
	Outreach & Equipment	\$10,727.88	\$0.00	\$4,600.00	\$3,274.16	\$6,829.21				\$7,453.72
	Sub-total Restricted	\$445,276.46	\$0.14	\$21,881.25	\$8,168.31	\$55,782.63	\$0.00	\$0.00	\$8,439.51	\$445,547.80
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		\$944,930.01	\$1,123.57	\$98,906.99	\$8,178.31	\$62,091.02	\$0.00	\$0.00	\$16,548.06	\$954,423.33
Endowment Funds										
Endowment Budgeted Funds										
	General Funds	\$70,306.35	\$0.00	\$128.07	\$5,297.10	\$12,024.15				\$65,009.25
	Adult Large Print	\$390.96	\$0.00	\$0.00	\$19.21	\$2,320.41				\$371.75
	Adult Services Department	\$29,006.72	\$0.00	\$0.00	\$217.65	\$2,390.07				\$28,789.07
	Adult Audio Visual	\$71.49	\$0.00	\$0.00	\$0.00	\$634.02				\$71.49
	Adult Reference	\$33,902.41	\$0.00	\$0.00	\$2,475.20	\$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	\$0.00	\$4,093.33				\$5,151.54
	Youth Programs (Nix)	\$933.85	\$0.00	\$0.00	\$0.00	\$0.00				\$933.85
	Professional Development	\$16,009.85	\$0.00	\$0.00	\$20.00	\$1,435.12				\$15,989.85
	Staff Appreciation	\$2,382.04	\$0.00	\$0.00	\$175.09	\$483.16				\$2,206.95
	Koschik Building Fund	\$1,900.17	\$0.00	\$0.00	\$0.00	\$0.00				\$1,900.17
	Sub-total	\$185,332.35	\$0.00	\$128.07	\$8,204.25	\$25,855.46	\$0.00	\$0.00	\$0.00	\$177,128.10
Total Endowment Investments		\$1,125,921.07	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,861.14	\$1,163,782.21
Total Endowment Funds		\$1,311,253.42	\$0.00	\$1,028.07	\$8,204.25	\$25,855.46	\$0.00	\$0.00	\$37,861.14	\$1,340,910.31
Total All Trust Funds		\$2,256,183.43	\$1,123.57	\$99,935.06	\$16,382.56	\$87,946.48	\$0.00	\$0.00	\$54,409.20	\$2,295,333.64

TRUST RECEIPTS
February-24

Trust Money Mkt General Funds:

Money Market Interest Income	\$ 1,123.43	\$ 1,123.43
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Friends of BPL:

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

	\$	-
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Memorial/Book Fund:

Checking Account Interest	\$ 0.14	\$ 0.14
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Trust Money Mkt Endowment Fund:

	\$	-
--	----	---

Total Receipts at Huntington Bank

	\$ 1,123.57	\$ 1,123.57
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Raymond James

	\$0.00	
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Total Trust Receipts (Before Bank Fees)

	<u>\$1,123.57</u>	<u>\$1,123.57</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>\$1,113.57</u>	<u>\$1,113.57</u>
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03/04/2024 11:42 AM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 02/01/2024 - 02/29/2024

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
02/09/2024	LIBRY	6073	004867	BALDWIN PUBLIC LIBRARY TRUST	48.34
02/09/2024	LIBRY	6074	009319	COMPTON PRESS INDUSTRIES LLC	3,274.16
02/09/2024	LIBRY	6075	MISC	DETROIT HISTORICAL SOCIETY	275.00
02/09/2024	LIBRY	6076	004604	GORDON FOOD	5.67
02/09/2024	LIBRY	6077	001090	INGRAM LIBRARY SERVICES	190.90
02/09/2024	LIBRY	6078	000673	NEW YORK TIMES, THE	2,475.20
02/09/2024	LIBRY	6079	009261	NICOLSON ASSOCIATES INC	235.00
02/09/2024	LIBRY	6080	009698	PCI INDUSTRIES, INC	5,037.05
02/09/2024	LIBRY	6081	006432	ELISABETH PHOU	36.81
02/27/2024	LIBRY	6082	004867	BALDWIN PUBLIC LIBRARY TRUST	45.75
02/27/2024	LIBRY	6083	009315	FIRST NATIONAL BANK OF OMAHA	4,522.13
02/27/2024	LIBRY	6084	009315	VOID	0.00 V
02/27/2024	LIBRY	6085	009315	VOID	0.00 V
02/27/2024	LIBRY	6086	004604	GORDON FOOD	9.99
02/27/2024	LIBRY	6087	001090	INGRAM LIBRARY SERVICES	216.56

LIBRY TOTALS:

Total of 15 Checks:	16,372.56
Less 2 Void Checks:	0.00
Total of 13 Disbursements:	16,372.56