

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

Library Board

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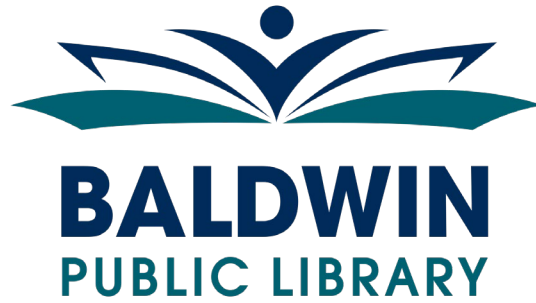
Wendy Friedman

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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	\$3,196,248
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	\$5,297,216

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	\$5,297,216
Variance Between Revenue and Expenses	\$666,734	-\$2,463,880	-\$345,424	-\$2,796,331	\$677,864	\$937,372	\$485,582
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	\$2,225,818

**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**

PERSONNEL		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
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	\$321,108
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	\$3,196,248

SUPPLIES		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
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		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
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	\$5,297,216
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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
Spensible
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

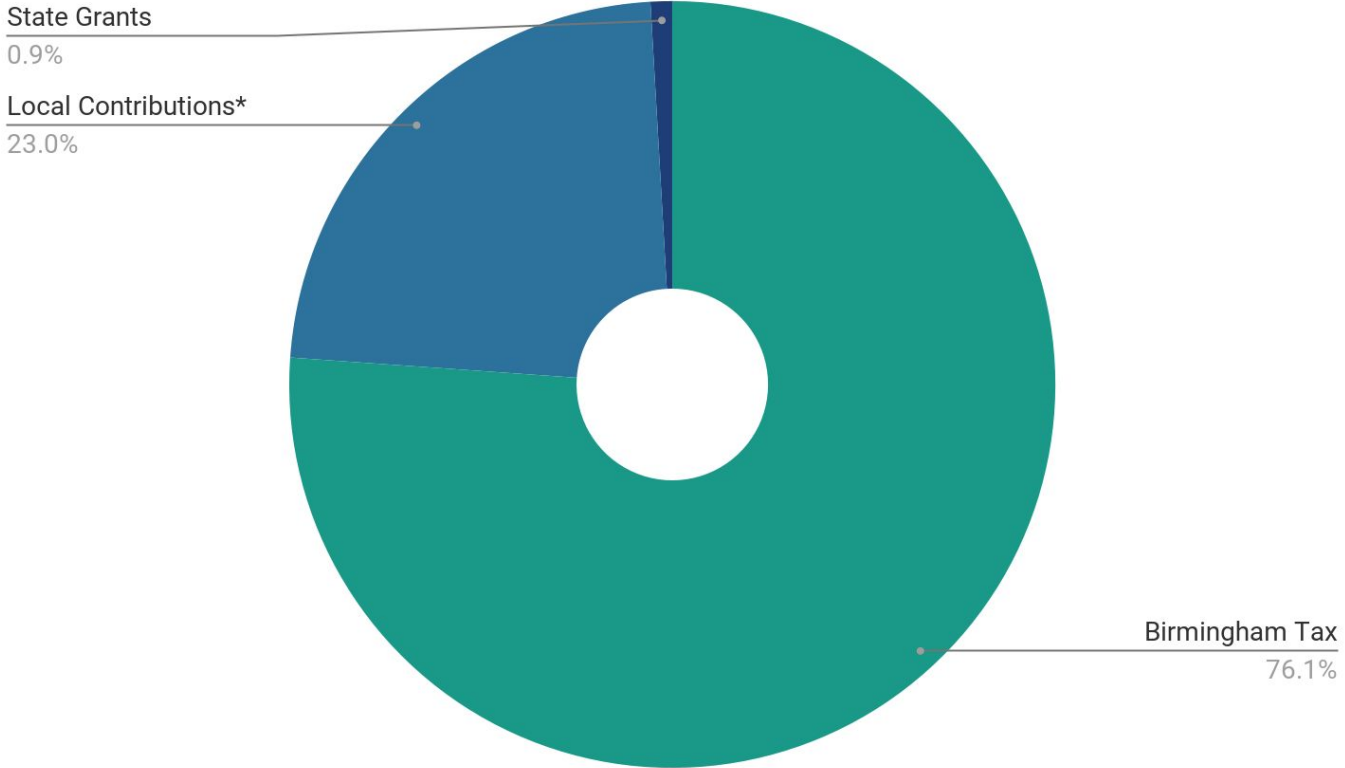
REVENUE

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



*Beverly Hills, Bingham Farms, City of Bloomfield Hills, Penal Fines

Revenue Summary

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

0.1993 mills for **Phase 3 Project**

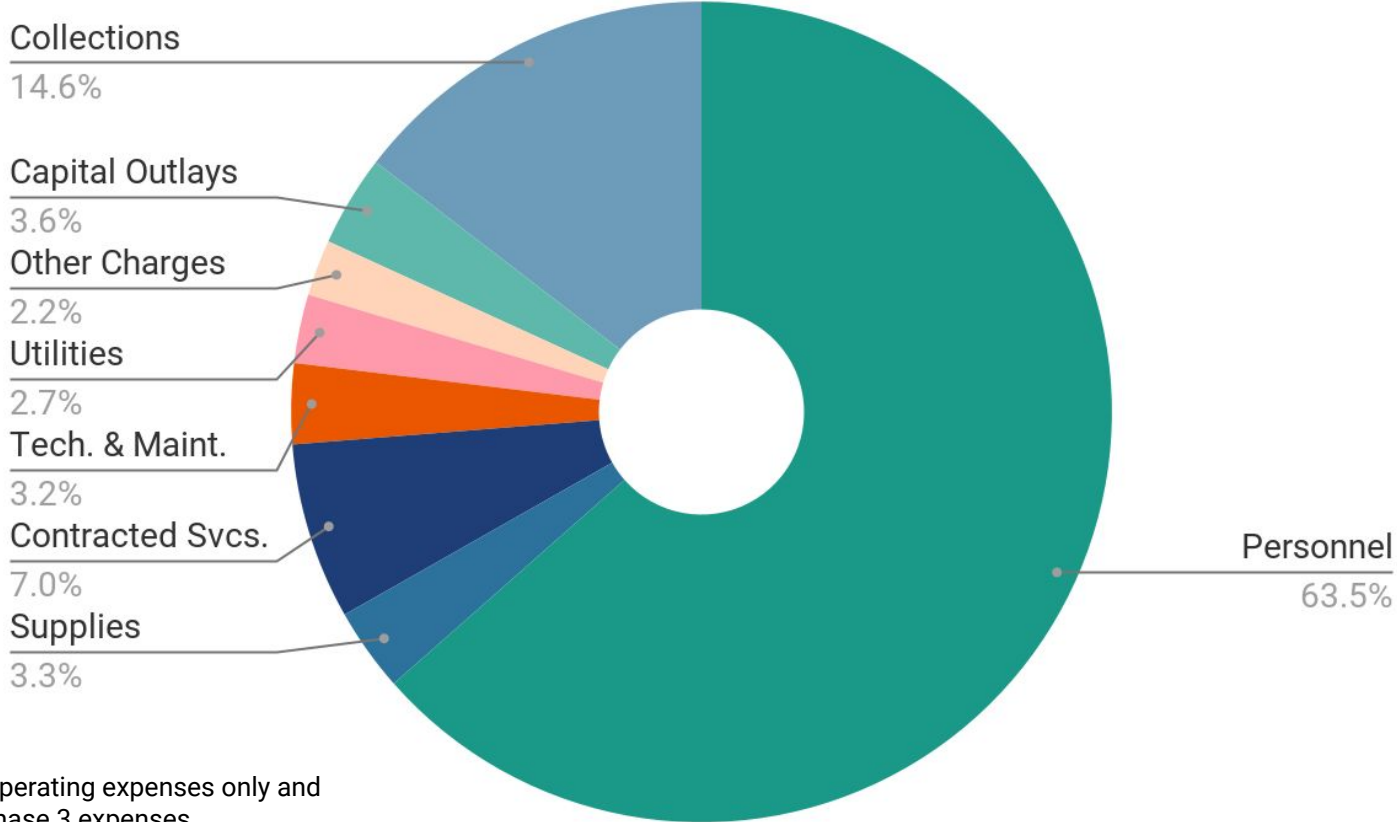
22% of revenue provided by

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

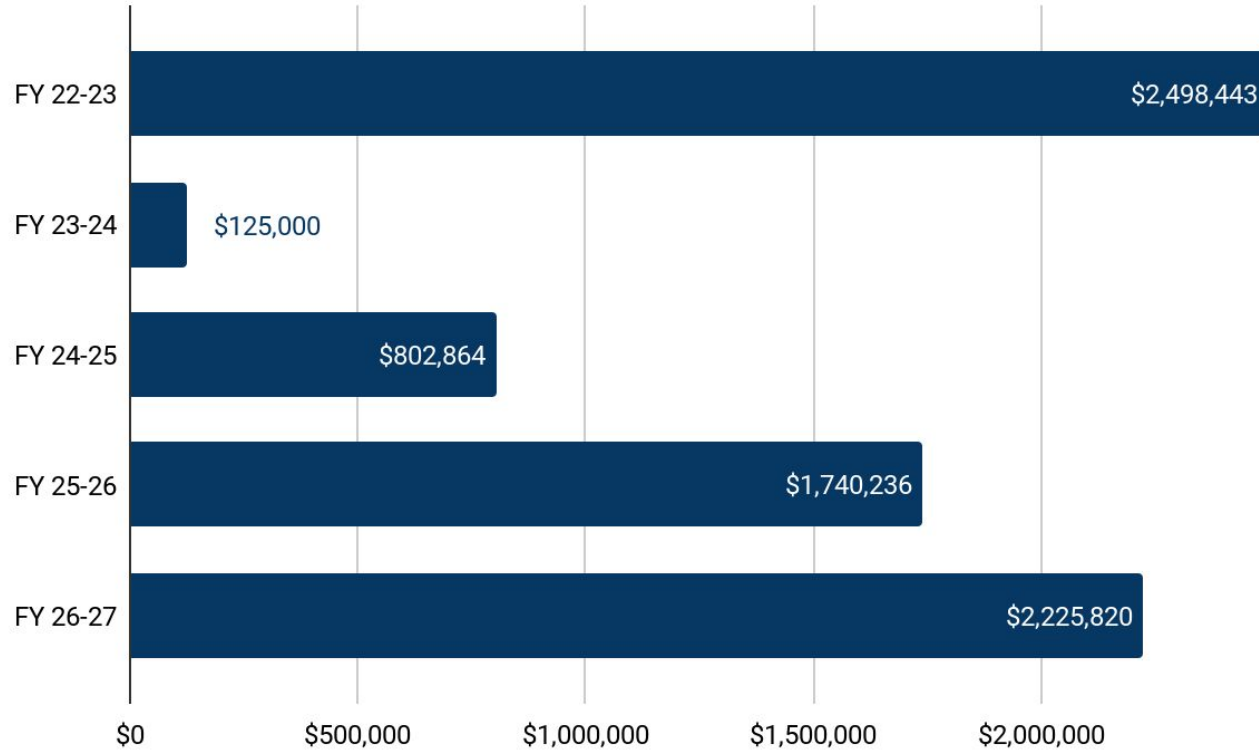
using City health insurance

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.

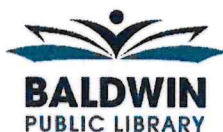
Next Steps

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, 2024, 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: PISANO, ROCK, RUMPLE, WHEELER

NAYS: —

ABSENT: FRIEDMAN, MARK

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


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