

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



# LIBRARY BOARD MEETING

FEBRUARY 23, 2026

Danielle Rumple  
PRESIDENT

Karen Rock  
VICE PRESIDENT

Wendy Friedman  
SECRETARY

Pam Graham

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:

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

ADOPTED SEPTEMBER 2025

# BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

**Rumple, Danielle**  
**PRESIDENT**

843 Tottenham Rd.  
Birmingham, MI 48009  
Cell: (734) 693-3861  
e-mail: danielle.rumple@gmail.com

Term expires 2029

Finance Committee  
Building Committee,  
Personnel Committee

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**Rock, Karen**  
**VICE PRESIDENT**

465 Pilgrim Ave.  
Birmingham, MI 48009  
Cell: (248) 219-2096  
e-mail: kgrock13@gmail.com

Term expires 2027

Personnel Committee,  
Building Committee,  
Outreach Committee

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**Friedman, Wendy**  
**SECRETARY**

1369 Stanley Blvd.  
Birmingham, MI 48009  
Cell: (516) 316-9199  
e-mail: wendyfriedman16@gmail.com

Term expires 2027

Outreach Committee  
Finance Committee,  
Policy Committee

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**Graham, Pam**

884 Knox St.  
Birmingham, MI 48009  
Cell: (248) 408-6277  
e-mail: pam.graham@baldwinlib.org

Term expires 2029

Building Committee,  
Outreach Committee

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**Pisano, Frank**

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

Term expires 2029

Finance Committee,  
Policy Committee

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**Wheeler, Jennifer**

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

Term expires 2027

Personnel Committee,  
Policy Committee

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LEARN. CONNECT. DISCOVER.

# AGENDA

# Baldwin Public Library Board Meeting

Monday, February 23, 2026 at 7:30 p.m.

Rotary/Donor Rooms

## *Agenda*

The full Board packet is available online at [www.baldwinlib.org](http://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 21, 2026 Board Meeting Minutes p. 7
- B. Approval of February 2, 2026 Special Board Meeting Minutes p. 10
- C. Approval of January 2026 vendor payments in the amount of \$135,477.24, including payments in excess of \$75,000. p. 12
- D. Approval of total expenses in the amount of \$419,357.35 p. 17

### IV. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Wendy Friedman) p. 41
- D. Upcoming events of interest (Jaclyn Miller) p. 74

### V. Board Committee Reports

- A. Finance – Wendy Friedman p. 16

The next Finance Committee meeting will be held on Monday, March 9, 2026 at 4:00 p.m.

*Suggested motion:* Motion to have Director Craft include all items listed in her February 20, 2026 Budget Discussion memo in the FY2026-27 Budget, with the exception of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

B. Building – Pam Graham p. 30  
The next Building Committee meeting will be held on Monday, March 9, 2026 at 4:30 p.m.

C. Outreach – Karen Rock p. 32  
The next Outreach Committee meeting will be held on Tuesday, February 24 at 1:00 p.m.

VI. Library Report – Rebekah Craft & Jaclyn Miller p. 33

VII. Liaisons

- A. Report from Friends of the Baldwin Public Library (Ryndee Carney) p. 42
- 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)

VIII. New & Miscellaneous Business

- A. Freedom of Information Act Policy p. 44  
**Suggested Board action:** Motion to approve the proposed Freedom of Information Act Policy as stated in the Resolution to Approve FOIA Procedures and Guidelines on pages 70 to 71.

IX. Unfinished Business

X. Items removed from the Consent Agenda

XI. Information Only

- A. Upcoming events of interest p. 74
- B. Baldwin Public Library Learn.Connect.Discover Spring 2026 issue p. 75
- C. Chamber of Commerce Thrive Publication Baldwin Public Library and Bloomfield Township Public Library feature p. 83

- D. Birmingham-Bloomfield Eagle article, "Library of Michigan announces the 2026 Michigan Notable Books list" p. 84
- E. American Libraries article, "Federal Funding for Libraries Prevails" p. 85

XII. Adjournment

The next regular meeting of the Library Board will take place on Monday, March 16, 2026 at 7:30 p.m.

***Motion:*** *To adjourn the February 23, 2026 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) 644-3405 (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) 644-3405 (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  
January 21, 2026**

Call to Order and Roll Call:

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

Library Board present: Wendy Friedman, Pam Graham, Karen Rock, Danielle Rumble, Jennifer Wheeler, and Student Representative Marina Awad (via Zoom).

Absent and excused: Frank Pisano.

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: 4 in person.

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

Rock read aloud the Library's Mission Statement.

1. General Public Comment Period: Carlton Jones, a newly elected member of the Pontiac Public Library Board, expressed thanks to Wendy Friedman, Rebekah Craft, and H Jennings for meeting with him so that he could learn more about Baldwin and how the library board operates.

2. Consent Agenda:

**Motion to approve the consent agenda.**

**A. Approval of December 15, 2025 Board Meeting Minutes**

**B. Approval of December 2025 vendor payments in the amount of \$160,009.75, including payments in excess of \$75,000.**

**C. Approval of total expenses in the amount of \$482,442.61**

**1st** Wheeler

**2nd** Friedman

A roll call vote was taken.

Yeas: Friedman, Graham, Rock, Rumble, Wheeler.

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

**President's report:** Rumble reported how pleased she is with the BPL app.

**Board comments:** Friedman and Graham echoed Rumble's comments on the app.

**Staff Anniversaries:** Friedman recognized the following staff anniversaries: Jaclyn Miller (5 years of service) and Caroline Salucci (21 years).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which are on pages 35-36 of the January Board packet.

4. Board Committee Reports

**Finance Committee:**

Friedman reported that the Finance Committee met on January 12. Present were Friedman, Rumble, Craft, and Miller. Full minutes from this meeting are on page 14 of the January Board packet. The next meeting of the Finance Committee will take place on Monday, February 9, 2026 at 4:00 p.m. in the Director's Alcove.

**Building Committee:**

Graham reported that the Building Committee met on January 12. Present were Graham, Rock, Rumble, Craft, and Miller. Full minutes from this meeting are on page 17 of the January Board packet. The next meeting of the Building Committee will take place on Monday, February 9, 2026 at 4:30 p.m. in the Director's Alcove.

5. Library Report:

Craft and Miller presented highlights from the Library Report. Full details of the complete report are on pages 19-32 of the January Board packet.

Craft presented a new Statistical Dashboard layout with additional statistics and there was some discussion on changes requested. Craft reported the Friends approved around \$27,000 of Library wish list items during their last Board meeting.

Craft noted that Robert Stratton submitted the 2025 State Aid Report and that it was included on pages 42-75 of the January Board packet.

6. Liaisons

Friends: There was no report.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

7. New & Miscellaneous Business: None.

8. Unfinished Business: None.

9. Items Removed from Consent Agenda: None.

10. Information Only: See pages 34-75 of the December Board packet.

11. Adjournment:

**Motion to adjourn the meeting.**

**1st** Rock

**2nd** Friedman

A voice vote was taken.  
Yeas: Friedman, Graham, Rock, Rumble, Wheeler.  
Nays: None.  
Absent and excused: Pisano.  
The motion was approved unanimously.

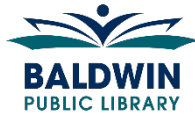
The meeting was adjourned at 8:17 p.m. A special board meeting to conduct the director's annual review is scheduled for Monday, February 2 at 4:00 p.m. in the Delos Board room. The next regular meeting is scheduled for Monday, February 23, 2026 at 7:30 p.m. in the Rotary & Donor Room.

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Wendy Friedman, Secretary

Date

DRAFT



**BALDWIN PUBLIC LIBRARY MINUTES,  
SPECIAL MEETING  
February 2, 2026**

Call to Order and Roll Call:

The meeting was called to order by President Danielle Rumble at 4:02 p.m.

Library Board present: Wendy Friedman, Pam Graham, Frank Pisano, Karen Rock, Danielle Rumble, and Jennifer Wheeler.

Absent and excused: None.

Library Staff present: Rebekah Craft, Director

Members of the public present: None.

1. General Public Comment Period: There was no public comment
2. New and Miscellaneous Business:

**Motion: Closed Session request to consider a personnel evaluation as requested by the Library Director pursuant to Section 8(a) of the Open Meetings Act (Act 267 of 1976).**

**1st** Wheeler

**2nd** Friedman

A roll call vote was taken.

Yeas: Friedman, Graham, Pisano, Rock, Rumble, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The Library Board went into closed session at 4:04 p.m. The Library Board reconvened in open session at 4:54 p.m.

**Motion: To end the closed session and reconvene the open meeting.**

**1st** Rock

**2nd** Friedman

Yeas: Friedman, Graham, Pisano, Rock, Rumble, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

**Motion: To grant Director Rebekah Craft a 3% salary increase, effective January 21, 2026, to a new annual salary of \$116,672 and to give a one-time recognition of \$1,000 for being rewarded Michigan Library Association Public Librarian of the Year as a bonus to be paid out of the general fund.**

**1st** Wheeler

**2nd** Rock

Yeas: Friedman, Graham, Pisano, Rock, Rumble, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. Adjournment:

**Motion to adjourn the meeting.**

**1st Rock**

**2nd Pisano**

Yeas: Friedman, Graham, Pisano, Rock, Rumble, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 4:55 p.m. The next regular meeting is scheduled for Monday, February 23, 2023 at 7:30 p.m. in the Rotary Donor Room.

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Wendy Friedman, Secretary

Date

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

Check Number	Vendor #	Vendor	Amount
	006638	ACTION MAT & TOWEL RENTAL, INC	70.72
	003904	CAPITAL ONE BANK	10,634.83
	000902	CENGAGE LEARNING INC	211.93
	004269	CENTER POINT LARGE PRINT	60.14
	000605	CINTAS CORPORATION	292.92
	000627	CONSUMERS ENERGY	1,604.00
	004604	GORDON FOOD	127.95
	001090	INGRAM LIBRARY SERVICES	19,759.75
	MISC	JOSH KING	51.47
	008827	KANOPY, INC	640.05
	004904	KONICA MINOLTA BUSINESS SOLUTIONS	241.25
	003527	LOWER HURON SUPPLY CO INC	1,737.97
	007927	MICHELLE HOLLO	700.00
	002013	MIDWEST TAPE	9,692.23
	009478	ODP BUSINESS SOLUTIONS, LLC	47.56
	006785	OVERDRIVE, INC.	22,819.41
	009612	PLAYAWAY PRODUCTS LLC	554.16
	006347	SOUTHERN COMPUTER WAREHOUSE	2,296.48
	000797	THE LIBRARY NETWORK	2,498.11
	009840	THOMAS S. KLISE COMPANY, INC	201.11
	007408	T-MOBILE	813.52
	009971	WT COX INFORMATION SERVICES	22,329.75
15015	001194	NELSON BROTHERS SEWER	155.00
15061	008336	NBS COMMERCIAL INTERIORS	852.00
15085	009024	D.M. BURR GROUP	4,964.66
15088	007927	MICHELLE HOLLO	595.00
15101	005861	UNIQUE MGMT SERVICE, INC	72.10
307326	009202	AQUARIUM DESIGN INC	245.00
307371	MISC	JACLYN MILLER	19.14
307419	007098	SHAW SYSTEMS & INTEGRATION	51.00
307427	007408	T-MOBILE	813.39
307463	MISC	CLINTON-MACOMB PUBLIC LIBRARY	19.95
307477	008164	GARY EISELE	29.00
307478	004493	ELITE IMAGING SYSTEMS, INC	1,644.80
307488	000249	GA BUSINESS PURCHASER LLC	356.62
307498	001090	INGRAM LIBRARY SERVICES	741.67
307510	004904	KONICA MINOLTA BUSINESS SOLUTIONS	3,964.38
307528	008470	MONROE COUNTY LIBRARY SYSTEM	85.98
307535	009698	PCI INDUSTRIES, INC	11,721.30
307537	006432	ELISABETH PHOU	29.00
307562	MISC	TROY PUBLIC LIBRARY	9.34
307571	009026	WELLS FARGO VENDOR FIN SERV	840.49
307575	007708	YPSILANTI DISTRICT LIBRARY	39.94
307587	006759	AT&T	683.03
307628	000179	DTE ENERGY	6,059.54
307632	010086	FOSTER, SWIFT, COLLINS & SMITH PC	51.00
307637	006666	GRID 4 COMMUNICATIONS INC.	254.50
307658	004904	KONICA MINOLTA BUSINESS SOLUTIONS	2,346.45

**Register of Claims**

Baldwin Public Library

300 W. Merrill Street  
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
307659	004904	KONICA MINOLTA BUSINESS SOLUTIONS	148.75
307663	000797	THE LIBRARY NETWORK	1,007.23
307668	MISC	MORGAN BAYOUR	11.24
307676	009478	ODP BUSINESS SOLUTIONS, LLC	266.83
307686	MISC	SARA PATRICIA HUSTON	13.60
Total:			135,477.24

**I hereby certify that each of the above invoices are true and correct.**

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

Executive Library Director

**Allowance of Vouchers**

**The Library Board of Directors of the Baldwin Public Library has examined the claims listed on the foregoing Register of claims and except for claims not allowed as shown on the Register such claims are hereby approved and dated in accordance with MCL 397.210a and the Birmingham City Charter.**

\_\_\_\_\_  
**Secretary of the Baldwin Public Library Board**



## **BOARD COMMITTEE REPORTS**

Finance Committee

Building Committee

Outreach Committee

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## February 2026 Finance Committee Report

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The Baldwin Public Library Board's Finance Committee met on Monday, February 9, 2026, at 4:00 p.m. in the Director's Alcove. Present were Danielle Rumble, Wendy Friedman, Frank Pisano, Rebekah Craft, and Jaclyn Miller.

- There was no public comment.
- Craft shared an update on the FY 2025-26 budget. After seven months it is tracking as expected.
  - The annual rate increase for the City of Bloomfield Hills will drop to 2.7%. Their contract states that the library will charge 3% or the inflation rate, whichever is lower.
- Craft shared an update on the FY2026-27 budget. The final budget will be presented to the Library Board at their March 15, 2026 Budget Hearing.
  - Budget considerations for FY2026-27 are based on Library Board approval to secure the maximum millage rate of 1.2665.
  - Craft will discuss budget expenditures with the full Board at the February Board meeting.
- Miller reviewed the Friends of the Baldwin Public Library expenditures, and noted that the balances reflect the addition of the \$27,900 donation from the Friends in January 2026.
- Pisano did not attend any meetings.

The next meeting of the Finance Committee will be held on Monday, March 9, 2026 at 4:00 p.m. in the Director's Alcove.

## FINANCIAL REPORT: January 2026

This report references the Revenue and Expense Report 2025-26, found on the following page. At 58.3% of the way through fiscal year 2025-2026, the Library has spent 56.5% of its budget and received 88.7% of its revenue. By this point of the year, the Library was budgeted to have spent 58.3% of its budget and to have received 58.3% of its revenue.

Two pay periods were recorded in the month.

**Vendor payments in excess of \$75,000:**

	\$ -
<b>Total vendor payments in excess of \$75,000</b>	<u>\$ -</u>
Balance of vendor payments less than \$75,000	\$ 135,477.24
<b>Total vendor payments</b>	<u><b>\$ 135,477.24</b></u>

**City of Birmingham allocations:**

Payroll Period Ending 01/03/26	\$ 137,677.38
Payroll Period Ending 01/17/26	\$ 114,952.56
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$ 389.67
Retirement Cost (acct 711.0010)	<u>\$ 8,757.00</u>
<b>Total Payroll</b>	<b>\$ 261,776.61</b>

BS&A Software Charge (acct 811.0000)	\$ 445.00
Administrative Services (acct. 813.0000)	\$ 16,666.67
MML Insurance Premium (acct. 960.0400)	<u>\$ 556.67</u>
<b>Total City of Birmingham allocations</b>	<b>\$ 279,444.95</b>

**Reconciling adjustments:**

Refunds, Voids (Fines, Bags, Room Rentals, Magazines etc.)	\$ (24.80)
Audit Fees	
Credit Card Fees	
City of Birmingham Parking	\$ 4,460.00
Water Bill	
<b>Total Recon Adjustments</b>	<u>\$ 4,435.20</u>

**\$ 419,357.39**

BALDWIN PUBLIC LIBRARY  
REVENUE AND EXPENSE REPORT 2025-26  
January 2026

58.33%  
7th Month  
of the year

	2025-2026 Budget	Current		Variance For Month	Y-T-D Budget 2025-2026	Y-T-D Actual 2025-2026	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2024-2025	% Received/ Spent Prior Y-T-D
		Month January 2026	Month Actual January 2026							
<b>REVENUES</b>										
TAXES	\$4,669,595	\$389,133	\$2,084	(\$387,049)	\$2,723,930	\$4,682,554	\$1,958,624	100.3%	\$4,492,575	107.6%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	(\$2,084)	(\$834)	(\$8,750)	(\$2,084)	\$6,666	13.9%	(\$1,127)	56.3%
COUNTY AND STATE REVENUE	\$95,000	\$7,917	\$0	(\$7,917)	\$55,417	\$7,132	(\$48,285)	7.5%	\$7,011	7.0%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$1,800	\$1,800	0.0%	\$1,050	6.6%
COMMUNITY CONTRACTS	\$1,117,400	\$93,117	\$0	(\$93,117)	\$651,817	\$479,338	(\$172,479)	42.9%	\$461,352	43.8%
PATRON USE REVENUE	\$35,950	\$2,996	\$4,667	\$1,671	\$20,971	\$23,462	\$2,491	65.3%	\$23,803	66.7%
INVESTMENT INCOME	\$15,000	\$1,250	\$15,956	\$14,706	\$8,750	\$56,037	\$47,287	373.6%	\$57,565	72.0%
OTHER REVENUE	\$500	\$42	\$0	(\$42)	\$292	\$49	(\$242)	0.0%	\$66	0.0%
<b>TOTAL REVENUE</b>	<b>\$5,918,445</b>	<b>\$493,204</b>	<b>\$20,623.04</b>	<b>(\$472,581)</b>	<b>\$3,452,426</b>	<b>\$ 5,248,288.61</b>	<b>\$1,795,862</b>	<b>88.7%</b>	<b>\$5,042,295.97</b>	<b>88.2%</b>
<b>EXPENSES</b>										
PERSONNEL SERVICES	\$3,360,152	\$280,013	\$261,777	(\$18,236)	\$1,960,089	\$1,865,997	(\$94,092)	55.5%	\$1,734,355	58.5%
SUPPLIES	\$163,000	\$13,583	\$11,308	(\$2,275)	\$95,083	\$99,376	\$4,293	61.0%	\$75,479	50.3%
CONTRACTED SERVICES	\$486,157	\$40,513	\$34,600	(\$5,913)	\$283,592	\$279,318	(\$4,274)	57.5%	\$194,512	62.0%
TECHNOLOGY & MAINTENANCE	\$121,000	\$10,083	\$2,582	(\$7,501)	\$70,583	\$95,817	\$25,234	79.2%	\$112,311	64.4%
UTILITIES	\$136,000	\$11,333	\$7,664	(\$3,670)	\$79,333	\$78,432	(\$901)	57.7%	\$79,676	67.8%
OTHER CHARGES	\$108,370	\$9,031	\$10,313	\$1,282	\$63,216	\$57,735	(\$5,481)	53.3%	\$46,493	40.2%
BUILDING IMPROVEMENTS & FURNISHING	\$170,000	\$14,167	\$11,721	(\$2,445)	\$99,167	\$78,270	(\$20,896)	46.0%	\$93,024	2.6%
COLLECTIONS	\$767,000	\$63,917	\$79,392	\$15,476	\$447,417	\$446,946	(\$470)	58.3%	\$414,732	62.8%
<b>TOTAL EXPENSES</b>	<b>\$5,311,679</b>	<b>\$442,640</b>	<b>\$419,357.39</b>	<b>(\$23,283)</b>	<b>\$3,098,479</b>	<b>\$3,001,892.49</b>	<b>(\$96,587)</b>	<b>56.5%</b>	<b>\$ 2,750,582.63</b>	<b>34.1%</b>
<b>VARIANCE</b>	<b>\$606,766</b>	<b>\$50,564</b>	<b>(\$398,734)</b>	<b>(\$449,298)</b>	<b>\$353,947</b>	<b>\$2,246,396.12</b>	<b>\$1,892,449</b>			
<b>FUND BALANCE-BEGINNING OF YEAR</b>						<b>\$1,483,003.40</b>				
<b>FUND BALANCE-CURRENT</b>						<b>\$3,729,399.52</b>				

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.

# MEMORANDUM

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DATE: February 20, 2026  
TO: Baldwin Public Library Board of Directors  
FROM: Rebekah Craft, Library Director  
SUBJECT: FY2026-27 Budget Discussion

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## **INTRODUCTION:**

Annually, the Library Board approves the proposed budget for the upcoming fiscal year at its March Budget Hearing. In advance of that meeting, I am supplying a list of suggestions for the FY2026-27 budget. During this meeting, I would like you to discuss my proposed expenditures to guide me in finalizing the budget that I will present at the March Budget Hearing.

## **BACKGROUND:**

Birmingham voters approved a millage rate of 1.75 mills for library services in 1998 for the support, maintenance and operation of the Baldwin Public Library by a vote of 73% (6,210 to 2,308). Each year that rate has been reduced due to the Headlee Amendment rollbacks. In May 2025, after 16 years of control of the Library's millage rate by the City of Birmingham, the City finally agreed that the Library Board has the full autonomy to set the library's millage rate each year, under Michigan's PA 164 law, section 10a.

If the Library Board chooses to levy the full available millage rate of 1.2665 for FY2026-27, the library will collect approximately \$4,912,810 in property taxes from City of Birmingham residents. With federal and state grants, local contributions from our three contract communities, charges for services, and investment income, it's estimated that Baldwin will receive \$6,200,206 in revenue for FY2026-27.

## **EXPENDITURES TO CONSIDER:**

- Personnel
  - The total personnel expenditure percentage should be 65% of overall revenue, per library benchmarks. The budget draft presented on the following pages utilizes 59% of the revenue for personnel expenditures.
  - On January 1, 2027, minimum wage will increase from \$13.73 to \$15.00. With this significant increase in minimum wage, we will need to adjust our salary ranges accordingly. The budget draft proposes an updated pay schedule that

generally increases salaries across the board by \$1.50. The pay schedule follows this memo.

- The budget draft adds one part-time (20-24 hours per week) Library Assistant II in Access Services to account for processing materials purchased with the increased materials budget.
- Tuition reimbursement – Introduce and implement a tuition reimbursement program for staff members who wish to obtain a professional degree.  
Estimated cost: \$15,000
- *Not included in budget spreadsheet that follows, but would be helpful for staffing:*
  - Add a full-time outreach and marketing librarian at an estimated cost of \$88,000. This would bring our current number of full-time staff to 24 and would increase our staffing percentage to 61% of our total operating revenues, which is still lower than the library benchmark of 65%. We are one of the only libraries in our similar budget/size/service range that does not have a dedicated marketing and PR person.
  - Add Full-Time Maintenance Coordinator (salary/benefits total: \$74,000) to manage building operations. Currently this role is supervised by the Associate Director and four part-time employees.
- Supplies
  - Postage – Add \$2,000 to postage line item to account for postage rate increases.
  - Operating Supplies – Add \$3,000 to line item to account for inflation.
  - Computer Software – We anticipate a slight reduction in costs due to purchasing MS Office licenses in FY2025-26, bringing this line item down to \$40,000.
  - Maintenance Supplies – Add \$1,000 to line item to account for inflation.
  - Idea Lab Supplies – Maintain the existing budget of \$36,000 to pay for supplies, maintenance of equipment, and program materials. The existing Lab is at capacity so we are not in the position to add new machinery.
- Contracted Services
  - Administrative Services – A place holder amount of \$200,000 has been added to the budget as we are still in negotiations about this fee with the City of Birmingham.
- Technology & Maintenance
  - ILS Services – This line item has increased from \$67,000 to \$81,000 due to new cost for a 5-year contract that includes a mobile app, SMS messaging, and updated catalog interfaced per our 2025 RFP.
- Utilities

- Electricity, Gas, and Water & Sewage – Utilized a standard 3% increase for these utilities.
- Trash & Recycling -- We are taking over paying for this service that the City has handled in the past. (Cost TBD)
- Fees & Dues; Communication; Other Charges
  - Transportation – This line item has increased by \$250 due to a higher mileage reimbursement rate.
  - Programs – This item has changed from \$100 to \$25,000 to provide money from general budget to support programming, including allocating \$5,000 for 100<sup>th</sup> anniversary incentives.
  - Parking – This line item includes an \$8,000 increase to pay for anticipated parking rate increase to be implemented in July 2026.
- Capital Outlays
  - Machinery & Equipment – This line item includes \$25,000 to upgrade remaining network switches.
  - Furniture
    - Purchase 8 new TMC stools for play area tables at a cost of \$2,000.
    - Reconfigure staff offices in Adult Services and Access Services/IT at a cost of \$50,000.
  - Building Improvements
    - Paint Book drop - \$5,000
    - Add two new study rooms in the pass-through between the public computers and the Grand Hall at a cost of \$30,000.
    - Add sound dampening measures in the Discover Room, Youth Staff Office, and Jeanne Lloyd Room at a cost of \$15,000.
    - Update lighting around building at a cost of \$50,000.
    - Add bird strike deterrent glass to the south and east side windows of the 2020 and 2024 additions at a cost of \$45,000.
    - Expand and reconfigure Idea Lab at a cost of \$50,000.
    - Refresh the lower level to include the following items at a cost of \$180,000:
      - Replace bathroom partitions and bathroom mirrors in lower level restrooms
      - Add new carpet in lower level
      - Repair walls and paint lower level hall, meeting rooms, restrooms, offices
      - Add storage closet for chairs in Rotary Room
- Collections

- Per library benchmarking, a library's total collections expenditure should be 15% of the library's overall revenue. The collections budget as presented is 14.9%.
- Baldwin's collections budget is also supplemented by Trust funds

**SUMMARY:**

The FY2026-27 budget proposal was created in part to fulfill all aspects of the library's strategic plan, as enumerated below.

- Goal 1: Improve collections and services to satisfy community needs and expectations.
  - Increase collections budget to \$927,000 to be 15% of the library's annual revenues, which is in line with library benchmarks.
  - Supplement programming budget provided by the Friends of the Baldwin Public Library with \$25,000 from the general fund.
- Goal 2: Maintain and improve the building's functionality and cleanliness.
  - Expand and reconfigure the Idea Lab.
  - Refresh the lower level.
  - Improve lighting around the building.
  - Add soundproofing measures to meeting rooms.
  - Add two additional study rooms
- Goal 3: Improve marketing and visibility of the library.
  - Hire a full-time marketing and outreach professional.
- Goal 4: Educate, train, and empower staff with tools to serve the public.
  - Continue to offer professional development opportunities to staff by keeping the training budget at \$25,000 for the year.
  - Provide tuition reimbursement for eligible staff.

**ATTACHMENTS:**

- Draft FY2026-27 Budget
- Proposed FY2026-27 Pay Schedule
- Comparison chart of similar libraries

**SUGGESTED BOARD ACTION:**

Discuss budget proposals and determine which items you would like included and removed from the final FY2026-27 budget.

*Suggested motion:* Motion to have Director Craft include all items listed in her February 20, 2026 Budget Discussion memo in the FY2026-27 Budget, with the exception of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

**Baldwin Public Library: Revenues**  
**FY 2024-25 through FY 2028-29**  
**DRAFT**

		<b>FY 2024-25 Actual</b>	<b>FY 2025-26 Revenue</b>	<b>FY 2025-26 Changes to Revenue</b>	<b>FY 2025-26 Projected Year-End Revenue</b>	<b>FY 2026-27 Proposed Revenue</b>	<b>FY 2027-28 Proposed Revenue</b>	<b>FY 2028-29 Proposed Revenue</b>
402.0000	Birmingham Tax Rev. (1.3142 mill in FY24-25; 1.2993 in FY25-26; 1.2665 in FY26-27; 1.2541 in FY27-28; 1.2419 in FY28-29)	\$4,492,269	\$ 4,669,595	\$0	\$4,669,595	\$4,912,810	\$5,113,150	\$5,323,920
414.0000	Provision for Tax Loss	-\$14,917	-\$15,000	\$0	-\$15,000	-\$15,000	-\$15,000	-\$15,000
	<b>Total B'ham Tax Rev.</b>	<b>\$4,477,351</b>	<b>\$4,654,595</b>	<b>\$0</b>	<b>\$4,654,595</b>	<b>\$4,897,810</b>	<b>\$5,098,150</b>	<b>\$5,308,920</b>

<b>528.0000</b>	<b>Federal Grants</b>	<b>\$25,885</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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567.0000	State Grant	\$41,264	\$38,000		\$40,000	\$40,000	\$40,000	\$40,000
573.0002	Local Community Stabilization Authority	\$7,630	\$7,000	\$0	\$7,000	\$7,000	\$7,000	\$7,000
	<b>Total State Grants</b>	<b>\$48,893</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$47,000</b>	<b>\$47,000</b>	<b>\$47,000</b>	<b>\$47,000</b>

581.0001	Penal Fines - County	\$56,607	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000
591.0001	Beverly Hills Contract	\$618,260	\$621,870	\$0	\$621,870	\$640,526	\$659,742	\$679,534
591.0002	Bingham Farms Contract	\$132,942	\$136,930	\$0	\$136,930	\$141,038	\$145,269	\$149,627
591.0003	Bloomfield Hills Contract	\$350,723	\$358,600	\$4,235	\$362,835	\$372,632	\$382,693	\$393,025
	<b>Total Local Contributions</b>	<b>\$1,158,533</b>	<b>\$1,167,400</b>	<b>\$4,235</b>	<b>\$1,171,635</b>	<b>\$1,204,196</b>	<b>\$1,237,704</b>	<b>\$1,272,187</b>

619.0009	Proctor fees	\$525	\$350	\$0	\$350	\$350	\$350	\$350
619.0010	Program fees	\$402	\$0	\$0	\$0	\$0	\$0	\$0
646.0005	Copy machine fees	\$1,903	\$1,600	\$0	\$1,600	\$1,600	\$1,600	\$1,600
646.0008	Computer printer fees	\$5,410	\$4,500	\$0	\$4,500	\$4,500	\$4,500	\$4,500
646.0008	Fax fees	\$556	\$500	-\$250	\$250	\$250	\$250	\$250
647.0005	Sale of Items	\$1,128	\$1,000	-\$400	\$600	\$600	\$600	\$600
647.0006	Vending machine fees	\$1,690	\$1,000	\$400	\$1,400	\$1,400	\$1,400	\$1,400
651.0003	Room Rentals	\$22,094	\$20,000	\$0	\$20,000	\$20,000	\$20,000	\$20,000
	<b>Total Charges for Svcs</b>	<b>\$33,708</b>	<b>\$28,950</b>	<b>-\$250</b>	<b>\$28,700</b>	<b>\$28,700</b>	<b>\$28,700</b>	<b>\$28,700</b>

<b>660.0000</b>	<b>Fines</b>	<b>\$7,705</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$7,000</b>
<b>665.0001</b>	<b>Investment Income</b>	<b>\$133,465</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>
<b>677.0001</b>	<b>Sundry &amp; Misc</b>	<b>\$143</b>	<b>\$500</b>	<b>\$0</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>

<b>Total revenue</b>	<b>\$ 5,885,685</b>	<b>\$ 5,918,445</b>	<b>\$ 3,985</b>	<b>\$5,924,430</b>	<b>\$6,200,206</b>	<b>\$6,434,054</b>	<b>\$6,679,307</b>
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**Baldwin Public Library: Expenses**  
**FY 2024-25 through FY 2028-29**  
**DRAFT**

		FY 2024-25	FY 2025-26	FY 2025-26	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
		Actual	Expenses	Changes to	Projected	Proposed	Proposed	Proposed
<b>PERSONNEL</b>				Expenses	Year-End	Expenses	Expenses	Expenses
702.0001	Salaries & Wages	\$2,379,915	\$2,539,549	\$0	\$2,539,549	\$2,840,530	\$2,924,531	\$3,011,549
711.0001	F.I.C.A.	\$178,201	\$194,276	\$0	\$194,276	\$217,301	\$223,727	\$230,383
711.0002	Hospitalization	\$281,405	\$297,532	\$0	\$297,532	\$291,726	\$323,992	\$340,000
711.0003	Life Insurance	\$7,651	\$8,464	\$0	\$8,464	\$7,176	\$7,383	\$7,596
711.0004	Retirement Health Care	\$27,820	\$4,817	\$0	\$4,817	\$5,860	\$5,860	\$5,860
711.0005	Dental/Optical Insurance	\$14,796	\$20,556	\$0	\$20,556	\$21,996	\$21,996	\$21,996
711.0006	Long/Short Term Disability	\$13,426	\$15,615	\$0	\$15,615	\$15,729	\$16,200	\$16,687
711.0007	Worker's Compensation	\$8,162	\$8,350	\$0	\$8,350	\$7,641	\$7,867	\$8,101
711.0010	Retirement Employer Contrb.	\$96,482	\$116,761	\$0	\$116,761	\$118,780	\$118,780	\$118,780
711.0011	HRA Benefit	\$1,000	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
711.0012	Retirement-Def. Contr. Emplr.	\$100,733	\$124,633	\$0	\$124,633	\$147,333	\$151,347	\$155,512
711.0013	Ret Hlth Svgs Contr Emplr.	\$28,279	\$28,600	\$0	\$28,600	\$29,120	\$29,120	\$29,120
<b>Subtotal</b>		<b>\$3,137,870</b>	<b>\$3,360,153</b>	<b>\$0</b>	<b>\$3,360,153</b>	<b>\$3,704,192</b>	<b>\$3,831,803</b>	<b>\$3,946,584</b>

<b>SUPPLIES</b>								
727.0000	Postage	\$15,381	\$16,000	\$2,000	\$18,000	\$18,000	\$18,000	\$18,000
729.0000	Operating Supplies	\$28,708	\$32,000	\$0	\$32,000	\$35,000	\$38,000	\$40,000
742.0000	Computer Software	\$25,011	\$46,000	\$0	\$46,000	\$40,000	\$40,000	\$40,000
746.0000	Maintenance Supplies	\$13,199	\$13,000	\$0	\$13,000	\$14,000	\$15,000	\$16,000
748.0000	Technical Services Supplies	\$6,009	\$5,000	\$0	\$5,000	\$5,000	\$5,000	\$5,000
753.0000	Idea Lab Supplies	\$37,287	\$36,000	\$0	\$36,000	\$36,000	\$36,000	\$36,000
799.0000	Equipment Under \$5,000	\$9,591	\$15,000	\$0	\$15,000	\$15,000	\$15,000	\$15,000
<b>Subtotal</b>		<b>\$135,186</b>	<b>\$163,000</b>	<b>\$2,000</b>	<b>\$165,000</b>	<b>\$163,000</b>	<b>\$167,000</b>	<b>\$170,000</b>

<b>CONTRACTED SERVICES</b>								
801.0200	Legal	\$9,126	\$11,250	\$13,750	\$25,000	\$12,000	\$12,000	\$12,000
802.0100	Audit	\$3,710	\$5,000	\$0	\$5,000	\$5,200	\$5,500	\$5,800
805.0100	Landscape Services	\$0	\$3,500	\$0	\$3,500	\$3,500	\$3,500	\$3,500
811.0000	Other Contracted Services	\$146,784	\$135,340	\$0	\$135,340	\$140,000	\$140,000	\$140,000
813.0000	Administrative Services	\$104,890	\$219,067	\$0	\$219,067	\$200,000	\$125,000	\$125,000
814.0200	Marketing & Design Services	\$11,615	\$12,000	\$0	\$12,000	\$12,000	\$12,000	\$12,000
816.0100	Janitorial Contract	\$73,977	\$100,000	\$0	\$100,000	\$100,000	\$100,000	\$100,000
<b>Subtotal</b>		<b>\$350,102</b>	<b>\$486,157</b>	<b>\$13,750</b>	<b>\$499,907</b>	<b>\$472,700</b>	<b>\$398,000</b>	<b>\$398,300</b>

<b>TECHNOLOGY &amp; MAINTENANCE</b>								
830.0200	ILS Services	\$0	\$67,000	\$0	\$67,000	\$81,000	\$83,000	\$85,000
830.0300	Cataloging & ILL Services	\$11,367	\$13,000	\$0	\$13,000	\$13,000	\$13,000	\$13,000
851.0000	Telephone	\$7,535	\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000
933.0200	Equipment Maintenance	\$41,559	\$31,000	\$0	\$31,000	\$31,000	\$31,000	\$31,000
<b>Subtotal</b>		<b>\$60,460</b>	<b>\$121,000</b>	<b>\$0</b>	<b>\$121,000</b>	<b>\$135,000</b>	<b>\$137,000</b>	<b>\$139,000</b>

**Baldwin Public Library: Expenses**  
**FY 2024-25 through FY 2028-29**  
**DRAFT**

		FY 2024-25 Actual	FY 2025-26 Expenses	FY 2025-26 Changes to Expenses	FY 2025-26 Projected Year-End Expenses	FY 2026-27 Proposed Expenses	FY 2027-28 Proposed Expenses	FY 2028-29 Proposed Expenses
<b>UTILITIES</b>								
920.0000	Electricity	\$93,190	\$105,000	\$0	\$105,000	\$108,150	\$111,400	\$116,970
226.0000	Rubbish	\$0	\$0	\$0	\$0	\$3,270	\$3,368	\$3,469
921.0000	Gas	\$9,211	\$16,000	\$0	\$16,000	\$16,480	\$16,974	\$17,823
922.0000	Water & Sewage	\$22,181	\$15,000	\$0	\$15,000	\$15,450	\$15,914	\$16,709
	<b>Subtotal</b>	<b>\$124,582</b>	<b>\$136,000</b>	<b>\$0</b>	<b>\$136,000</b>	<b>\$143,350</b>	<b>\$147,656</b>	<b>\$154,971</b>

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

861.0000	Transportation	\$1,899	\$2,750	\$0	\$2,750	\$3,000	\$3,250	\$3,500
901.0000	Printing	\$8,006	\$8,200	\$0	\$8,200	\$8,500	\$8,500	\$8,500
955.0100	Programs	\$0	\$100	\$0	\$100	\$25,000	\$50,000	\$50,000
957.0100	Training	\$6,499	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$25,000
957.0300	Memberships & Dues	\$3,714	\$9,000	\$0	\$9,000	\$9,500	\$9,500	\$9,500
958.0200	Parking	\$54,980	\$53,640	\$0	\$53,640	\$62,000	\$65,100	\$67,053
960.0400	MML Insurance	\$6,420	\$6,680	\$0	\$6,680	\$6,880	\$7,087	\$7,299
960.0600	Unemployment Claims	-\$724	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
962.0000	Miscellaneous	\$467	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000
992.0000	Principal Payments - Lease	\$15,356	\$0	\$0	\$0			
992.0100	Principal Payments - SBITA	\$62,825	\$0	\$0	\$0			
993.1000	Lease Interest Expense	\$1,707	\$0	\$0	\$0			
993.2000	Interest Expense - IT Subscriptions	\$185	\$0	\$0	\$0			
	<b>Subtotal</b>	<b>\$161,335</b>	<b>\$108,370</b>	<b>\$0</b>	<b>\$108,370</b>	<b>\$142,880</b>	<b>\$171,437</b>	<b>\$173,852</b>

**CAPITAL OUTLAYS**

971.0100	Machinery & Equipment	\$13,012	\$90,000	\$0	\$90,000	\$60,000	\$90,000	\$90,000
972.0000	Furniture	\$39,961	\$50,000	-\$20,000	\$30,000	\$60,000	\$20,000	\$10,000
977.0000	Building Improvements	\$79,805	\$30,000	\$110,000	\$140,000	\$375,000	\$400,000	\$300,000
	<b>Subtotal</b>	<b>\$132,778</b>	<b>\$170,000</b>	<b>\$90,000</b>	<b>\$260,000</b>	<b>\$495,000</b>	<b>\$510,000</b>	<b>\$400,000</b>

**COLLECTIONS**

987.0500	Books: Adult	\$109,812	\$125,000	\$60,000	\$185,000	\$175,000	\$175,000	\$175,000
987.0700	Books: Youth	\$79,995	\$85,000	\$60,000	\$145,000	\$145,000	\$145,000	\$145,000
987.0900	Subscriptions: Adult	\$22,323	\$30,000	\$0	\$30,000	\$30,000	\$30,000	\$30,000
987.1000	Subscriptions: Youth	\$1,805	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000
987.1100	Audiovisual: Adult	\$33,795	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000
987.1200	Audiovisual: Youth	\$23,902	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$25,000
987.1800	Online Services	\$428,012	\$450,000	\$0	\$450,000	\$500,000	\$530,000	\$575,000
	<b>Subtotal</b>	<b>\$699,644</b>	<b>\$767,000</b>	<b>\$120,000</b>	<b>\$887,000</b>	<b>\$927,000</b>	<b>\$957,000</b>	<b>\$1,002,000</b>

<b>Total expenses</b>	<b>\$4,801,957</b>	<b>\$5,311,680</b>	<b>\$225,750</b>	<b>\$5,537,430</b>	<b>\$6,183,122</b>	<b>\$6,319,896</b>	<b>\$6,384,708</b>
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**Baldwin Public Library: Budget Summary**  
**FY 2024-25 through FY 2028-29**  
**DRAFT**

<b>FY 2024-25 Actual</b>	<b>FY 2025-26 Budget</b>	<b>FY 2025-26 Changes to Budget</b>	<b>FY 2025-26 Projected Year-End Budget</b>	<b>FY 2026-27 Proposed Budget</b>	<b>FY 2027-28 Proposed Budget</b>	<b>FY 2028-29 Proposed Budget</b>	

**REVENUE**

Birmingham Tax Rev. (1.3142 mill in FY24-25; 1.2993 in FY25-26; 1.2665 in FY26-27; 1.2541 in FY27-28; 1.2419 in FY28-29)	\$4,492,269	\$4,669,595	\$0	\$4,669,595	\$4,912,810	\$5,113,150	\$5,323,920
Provison for Tax Loss	-\$14,917	-\$15,000	\$0	-\$15,000	-\$15,000	-\$15,000	-\$15,000
Federal Grants	\$25,885	\$0	\$0	\$0	\$0	\$0	\$0
State Grants	\$48,893	\$45,000	\$0	\$47,000	\$47,000	\$47,000	\$47,000
Local Contributions	\$1,158,533	\$1,167,400	\$4,235	\$1,171,635	\$1,204,196	\$1,237,704	\$1,272,187
Charges for Services	\$33,708	\$28,950	-\$250	\$28,700	\$28,700	\$28,700	\$28,700
Fines	\$7,705	\$7,000	\$0	\$7,000	\$7,000	\$7,000	\$7,000
Investment income	\$133,465	\$15,000	\$0	\$15,000	\$15,000	\$15,000	\$15,000
Sundry & Misc	\$143	\$500	\$0	\$500	\$500	\$500	\$500
<b>Total Revenue</b>	<b>\$5,885,685</b>	<b>\$5,918,445</b>	<b>\$3,985</b>	<b>\$5,924,430</b>	<b>\$6,200,206</b>	<b>\$6,434,054</b>	<b>\$6,679,307</b>

**EXPENSES**

Personnel	\$3,137,870	\$3,360,153	\$0	\$3,360,153	\$3,704,192	\$3,831,803	\$3,946,584
Supplies	\$135,186	\$163,000	\$2,000	\$165,000	\$163,000	\$167,000	\$170,000
Contracted Services	\$350,102	\$486,157	\$13,750	\$499,907	\$472,700	\$398,000	\$398,300
Technology & Maintenance	\$60,460	\$121,000	\$0	\$121,000	\$135,000	\$137,000	\$139,000
Utilities	\$124,582	\$136,000	\$0	\$136,000	\$143,350	\$147,656	\$154,971
Fees & Dues; Communication; Other Charges	\$161,335	\$108,370	\$0	\$108,370	\$142,880	\$171,437	\$173,852
Capital Outlays (Bldg/Furn/Equip)	\$132,778	\$170,000	\$90,000	\$260,000	\$495,000	\$510,000	\$400,000
Collections	\$699,644	\$767,000	\$120,000	\$887,000	\$927,000	\$957,000	\$1,002,000
<b>Total Expenses</b>	<b>\$4,801,956</b>	<b>\$5,311,680</b>	<b>\$225,750</b>	<b>\$5,537,430</b>	<b>\$6,183,122</b>	<b>\$6,319,896</b>	<b>\$6,384,708</b>

**GENERAL FUND**

Total Revenue	\$5,885,685	\$5,918,445	\$3,985	\$5,924,430	\$6,200,206	\$6,434,054	\$6,679,307
Total Expenses	\$4,801,956	\$5,311,680	\$225,750	\$5,537,430	\$6,183,122	\$6,319,896	\$6,384,708
Variance Between Revenue and Expenses	\$1,083,728	\$606,765	-\$221,765	\$387,000	\$17,083	\$114,158	\$294,599

**NET CHANGE IN FUND BALANCE**

Beginning Fund Balance	\$399,275	\$1,483,003		\$2,089,768	\$1,702,768	\$1,719,852	\$1,834,009
End Fund Balance	\$1,483,003	\$2,089,768		\$1,702,768	\$1,719,852	\$1,834,009	\$2,128,608
<i>Fund Balance 25% minimum</i>	<i>\$1,200,489</i>	<i>\$1,327,920</i>		<i>\$1,384,358</i>	<i>\$1,545,781</i>	<i>\$1,579,974</i>	<i>\$1,596,177</i>
<i>Fund Balance 35% maximum</i>	<i>\$1,680,685</i>	<i>\$1,859,088</i>		<i>\$1,938,101</i>	<i>\$2,164,093</i>	<i>\$2,211,964</i>	<i>\$2,234,648</i>

## Baldwin Public Library Pay Scale: FY2026-2027

	<i>Pay Scale</i>				
	<b>Full- Time</b>	<b>Min Hourly Rate</b>	<b>Minimum Salary</b>	<b>Max Hourly Rate</b>	<b>Maximum Salary</b>
Director	Y	\$ 50.00	\$ 104,000	\$ 56.00	\$ 116,480
Associate Director	Y	\$ 42.00	\$ 87,360	\$ 47.00	\$ 97,760
Bookkeeper	Y	\$ 26.00	\$ 54,080	\$ 33.00	\$ 68,640
Office Administrator	Y	\$ 24.00	\$ 49,920	\$ 31.00	\$ 64,480
Department Head	Y	\$ 35.00	\$ 72,800	\$ 41.50	\$ 86,320
Asst. Department Head	Y	\$ 31.00	\$ 64,480	\$ 35.00	\$ 72,800
Librarian II (FT)	Y	\$ 31.00	\$ 64,480	\$ 35.00	\$ 72,800
Librarian (FT)	Y	\$ 27.00	\$ 56,160	\$ 32.00	\$ 66,560
Librarian (PT)	N	\$ 27.00		\$ 32.00	
Substitute Librarian	N	\$ 25.50		\$ 25.50	
Librarian Intern	N	\$ 23.00		\$ 23.00	
Reference Assistant	N	\$ 22.00		\$ 22.00	
Library Assistant III (FT)	Y	\$ 24.00	\$ 49,920	\$ 29.50	\$ 61,360
Library Assistant III (PT)	N	\$ 24.00		\$ 29.50	
Library Assistant II (FT)	Y	\$ 22.00	\$ 45,760	\$ 26.50	\$ 55,120
Library Assistant II (PT)	N	\$ 22.00		\$ 26.50	
Library Assistant I	N	\$ 17.00		\$ 22.00	
Operations Assistant	N	\$ 17.00		\$ 22.00	
Library Page	N	\$ 15.00		\$ 15.00	

Family and Medical Leave Act (FMLA) is available to any employee who has been employed at least 12 months and has worked at least 1,250 hours in the past 12 months.

\*Librarians (except for Substitute Librarians) and Information Desk staff receive time and a half pay on Sundays. This does not apply to any other staff members.

ESTA - Part-time staff eligible for one hour of sick time for every 30 hours worked per MI Earned Sick Time Act

**DSLRT Library Comparison of Similar Libraries by budget, size, circulation, or staffing**

Library Name	Annual Revenue	Building Size	Active Cardholders	Service Population	Program Attendance	Gate Count	Circulation	Circ per capita	Marketing or pr person?
Baldwin Public Library	\$5,918,445	44,174	30,457	37,981	44,508	245,659	604,718	16	No
Bloomfield Twp Pub Library	\$10,929,971	102,505	21,399	44,253	25,795	249,657	646,221	15	Yes
Canton Public Library	\$8,757,397	53,000	47,605	98,659	24,008	374,110	946,391	10	Yes
Howell Carnegie District	\$4,733,957	30,100	25,807	58,718	22,055	150,635	549,869	9	Yes
Northville District Library	\$4,128,897	28,000	17,234	37,877	13,970	153,343	422,939	11	Yes
Novi Public Library	\$4,025,544	59,314	25,939	57,780	40,477	374,825	844,079	15	Yes
Orion Twp Public Library	\$3,589,000	30,842	20,951	38,206	26,234	123,533	439,457	12	Yes
Plymouth District Library	\$4,820,000	52,000	43,784	36,656	17,889	171,776	716,120	20	Yes
Portage District Library	\$6,985,038	62,500	33,306	56,304	46,006	233,864	924,784	16	Yes
Rochester Hills Public Library	\$8,825,000	76,600	64,474	109,402	27,225	448,667	1,637,500	15	Yes
Royal Oak Public Library	\$4,339,420	42,000	25,032	58,211	13,566	192,211	599,152	10	No
Saline District Library	\$3,107,000	33,000	12,562	28,291	22,587	158,183	382,787	14	No
Troy Public Library	\$7,415,969	50,000	63,474	89,209	32,388	352,891	1,049,177	12	Yes

	Admin. FTEs	Adult Services FTEs	Youth Services FTEs	Circulation FTEs	Technical Services FTEs	IT FTEs	Total professional s MLS	Total FTE support staff nonMLS	Total Full-time salaried staff
Baldwin Public Library	4	10.6	9.5	10.18	3.64	3.44	19.87	24.16	44.03
Bloomfield Twp Pub Library	7	10.5	11	12.5	6	7	18	39	57
Canton Public Library	6	8.63	10.01	14.06	5.67	2.92	23.64	35.17	58.81
Howell Carnegie District	3.91	4.06	3.33	5.57	1.75	1	4.75	17.88	22.63
Northville District Library	4	3.5	5	2	2	2	14.5	5	19.5
Novi Public Library	6.2	7.1	6.28	8.2	3.75	3.2	13.15	27.91	41.06
Orion Twp Public Library	4	4.32	4.66	6.23	1	3	15	14.63	29.63
Plymouth District Library	6	11	7	7	3	4	17	27	44
Portage District Library	2	9.12	8.75	10.12	1.62	1.62	13.62	25.12	38.74
Rochester Hills Public Library	6.28	12.58	10.45	10.82	4.01	2	23.16	33.33	56.49
Royal Oak Public Library	6	5	5	8.3	1.4	1	14.25	0	14.25
Saline District Library	2	4.2	4.6	7.6	1.2	1	7.8	15.8	23.6
Troy Public Library	4	11.38	9.63	9	5	4.5	21	27.5	48.5

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## February 2026 Building Committee Report

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The Baldwin Public Library Board's Building Committee will meet on Monday, February 9, 2026 at 4:30 p.m. in the Director's Alcove.

- Public comment
- Old Business
  - Youth Terrace paving options
    - Complete aggregate paving of Terrace and steps to sidewalk in May 2026 - \$12,000
    - Add an ADA ramp on the north side of the building, pave existing terrace, and make the entrance fully accessible. Include landscaping, handrails, sprinkler relocation/repair, lighting, the estimated cost is \$300,000-\$350,000 per PCI Dailey
  - Steve of MCD Architects is working with the Stanley door rep to see what went wrong to cause our doors to need to have rollers replaced so soon.
  - Atrium window status. The City has received three bids for the window replacement and will place the order soon. Lead time is about 14 weeks. We hope a new window will be installed by June 2026.
  - Donation of Marshall Fredericks Otter Sculpture – awaiting quotes from three art relocation companies (first quote came in at \$4,000)
  - Soundproofing atrium ceiling –in the process of acquiring two additional quotes
  - Loading Dock replacement – City has received plan for replacement and will be issuing an RFP to contractors in the spring. Replacement will take approximately 4 weeks. City covering replacement cost. RFP will have an add alternate for a canopy over the staircase at additional expense to the Library for the new feature
- New business
  - Relocation of Idea Lab to Jeanne Lloyd Room?
    - Expand Idea Lab footprint
    - Take Jeanne Lloyd Room out of commission for library programs and rentals
    - Convert existing Lab into two rooms – 1 rentable conference room for 10 people and 1 study room for 6 people
    - Review room usage
- Projects for the FY26-27 wish list
  - Lower Level refresh - \$200,000

- Install new bathroom partitions and bathroom mirrors in restrooms, install new carpet in lower level hallway, meeting rooms, and staff offices, reconfigure desks in Adult Services and IT offices, repair walls and paint lower level hallway, meeting rooms, restrooms, and offices, and add a storage closet in Rotary Room for unused tables and chairs.
- Add lighting in darker spots around the building to improve illumination
- Add two quiet study rooms for one person in the hallway between the Adult computers and Grand Hall
- Repair and repaint the outdoor dropbox
- Feather Friendly window coating on Youth and Phase 3 windows
  - Issue a second survey and email link directly to our email list?
  - Conferred with Nick Dupuis, Planning Director, about which boards need to approve this project. He believes only the Library Board needs to review and approve of the application.
- Other items not on the agenda?
- The next Building Committee meeting will be held on Monday, March 9 at 4:30 p.m. in the Director's Alcove.

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## January 2026 Outreach Committee Meeting Report

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The Outreach Committee met on Friday, January 23 at 10:30 a.m. in the Delos Board Room at the Baldwin Public Library. Present were Wendy Friedman (on Zoom), Pam Graham, Karen Rock, Rebekah Craft, and Jaclyn Miller.

- Public comment - none
- Old Business
  - CaRE Fair
    - we have 10 respondents at this time
    - reminder emails going out next week - MILLER
  - Attendance at Library 101 sessions
    - Minimal, but will revisit in the Summer
- New business
  - All Seasons deliveries of book club items
    - Committee members will assist with dropping off book club items
  - Student Representative application
    - Discussion was held, and the full board will need to determine how to best engage with the student. Is the priority guiding one student through a year's worth of meetings or shall we consider ways to engage with kids and teens as a group, but regularly?
    - Miller will converse with staff contacts for Kids Library Society and Teen Advisory Board to determine the feasibility of board meeting attendance.
  - Fundraiser gala
    - Discussion was held on a timeline; want to consider a large fundraiser in 2027 but begin planning now/soon and consider smaller opportunities in 2026.
  - Friedman is taking the lead on the application for the [ALA Libraries Transform Communities Engagement Grant](#)
- Other items not on the agenda
  - Hosting the BBCC meeting in the Atrium on Wednesday, January 28 at 8am
  - Volunteer Appreciation Brunch is on April 17
  - Graham put forth the suggestion that we record videos on how to use library resources; this is a strategic plan action item.
- The Outreach Committee will meet on Tuesday, February 24 at 1pm in the Delos Board Room.

# LIBRARY REPORT

2025-2028 Strategic Plan Update #1

Statistical Dashboard

Collections & Services

Facility

Marketing & Communications

Personnel & Organization

Financial

Expenditures from FOBPL Donations

# Statistical Dashboard

January 2026

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 25-26 Q3 Target
<b>Financials</b>					
Revenues	\$ 20,623	\$ 23,538	\$ 5,248,289	\$ 5,042,399	
Expenses	\$ 419,357	\$ 336,547	\$ 3,001,892	\$ 2,750,421	
<b>Circulation</b>					
Print Checkouts & Renewals*	27,426	30,121	201,030	205,807	
A/V Checkouts & Renewals	5,010	5,426	37,112	36,290	
e-Materials Checkouts	17,160	17,786	114,397	109,492	<b>142,500</b>
<b>Total Circulation</b>	<b>50,339</b>	<b>53,333</b>	<b>353,282</b>	<b>351,589</b>	<b>461,250</b>
% of Circ by Residents**	89.3%	90.9%	90.0%	91.0%	<b>92.0%</b>
% of Circ by Non-Residents	10.7%	9.1%	10.0%	9.0%	<b>8.0%</b>
<b>Cardholders</b>					
New Cardholders	279	***includes ~7500 patrons w/expiration date pushed from 3/16/20 to 3/16/23 and who have not renewed cards; 3/26 stats will have significant drop			
Active Cardholders (1 year)	10,572				
Cardholders (3 years)***	29,839				
<b>Other Statistics</b>					
In Person Visits	18,282	17,630	143,534	124,829	<b>168,750</b>
Study Room Use	474	593	3,043	3,384	
Rental Room Bookings	30	48	258	285	
Internal Room Bookings	63	62	426	391	
Idea Lab Visits	1,200	1,614	10,144	3,358	
MeL & ILL Items borrowed	741	622	4,930	4,507	
MeL & ILL Items loaned	648	697	4,650	4,279	
Self-Check Usage	59.3%	56.5%	59.8%	57.1%	
Wireless Sessions	2,884	2,454	19,882	14,886	<b>22,500</b>
Public Computer Usage	600	446	4,426	3,424	
Database Sessions	11,809	5,291	69,771	33,166	<b>54,000</b>
Library Volunteer Hours	9	13	27	92	<b>75</b>
Friends Volunteer Hours	66	56	460	565	<b>450</b>
Website Hits/Pageviews	36,353	26,676	212,194	175,473	<b>60,000</b>
<b>Program Attendance</b>					
Program Attendance for Adults	456	85	2,220	1,662	
# of Programs for Adults	24	7	140	86	
Program Attendance for Teens	246	108	1,139	678	
# of Programs for Teens	14	9	75	40	
Program Attendance for Youth	1,531	1,169	10,559	10,012	
# of Programs for Youth	67	52	429	337	
Computer Classes Attendance	58	0	210	300	
# of Computer Programs	7	0	36	34	
Online Video Views	157	164	469	372	
<b>Total Program Attendance</b>	<b>2,448</b>	<b>3,130</b>	<b>14,597</b>	<b>16,382</b>	<b>23,250</b>
<b>Total # of Programs</b>	<b>112</b>	<b>68</b>	<b>680</b>	<b>497</b>	<b>750</b>
<b>Outreach Attendance</b>	309	311	<b>1,822</b>	2,201	
<b># of Outreach Programs</b>	13	13	<b>82</b>	57	

\*Books, Magazines & Pamphlets, Inter-library loans, Miscellaneous

\*\*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

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## Key Metrics Report

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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.

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### Collections & Services

*Strategic goal: Improve collections and services to satisfy community needs and expectations*

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#### *Blind Date with a Book*

On February 1, the Adult Services department kicked off their annual “Blind Date with a Book” reading event. Patrons can check out a mystery book – wrapped with a short summary to keep it a surprise – and then return the “Rate Your Date” review card for a chance to win a drawing. The display of “date books” can be found near the Adult Services Reference Desk in the Birkerts area.



#### *MeLCat: a Year in Review*

More than 1 million items were requested by patrons throughout the state of Michigan. January 2025 was the busiest month, with patrons placing an impressive 103,089 MeLCat requests!

The top 5 most requested titles via MeLCat were:

- *The Frozen River* by Ariel Lawhon

- *James* by Percival Everett
- *The Women* by Kristin Hannah
- *Remarkably Bright Creatures* by Shelby Van Pelt
- *West with Giraffes* by Lynda Rutledge

In the Library of Michigan fiscal year (October 2024 – September 2025), the top five lenders were:

- Capital Area District Libraries
- Monroe County Library System
- Genesee District Library
- Kent District Library
- Jackson District Library

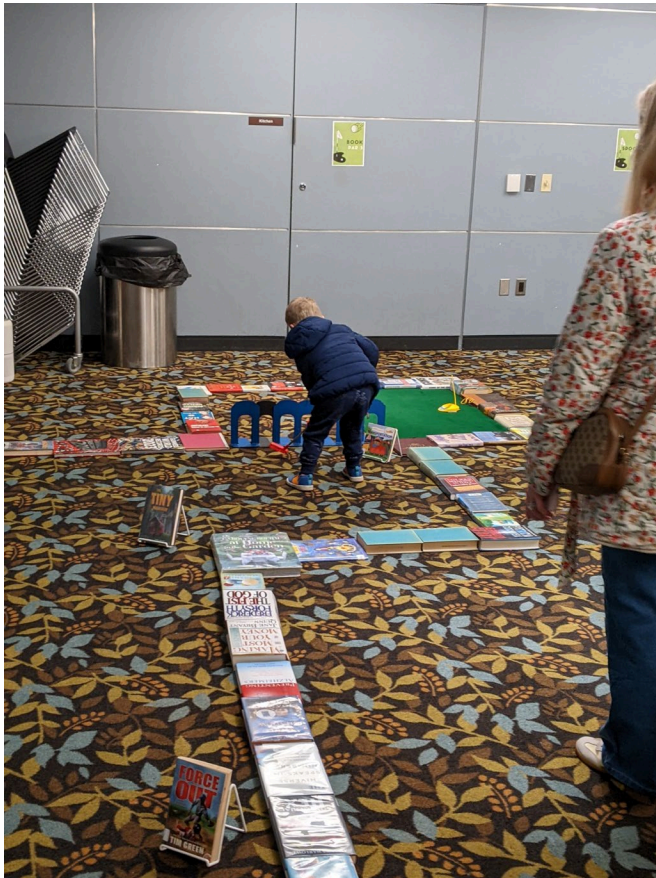
While the top five borrowers were:

- Kent District Library
- Capital Area District Libraries
- Ann Arbor District Library
- Monroe County Library System
- Traverse Area District Library

In 2025 – their 20<sup>th</sup> anniversary year - MCLS MeLCat staff assisted libraries with various MeLCat questions and issues, responding to more than 4,200 tickets opened by library staff. MCLS MeLCat staff also reached 490 library staff through over 55 MeLCat-related trainings. The MeLCat DCB servers were modernized throughout the Spring 2025, transitioning library staff to an easier to navigate, browser-based client, and updating the MeLCat software. The servers were upgraded again late in 2025.

#### *Mini Golf – Midwinter Break Activity*

On Wednesday evening, February 18, enthusiasts of all ages were invited to make their way around the library, playing nine holes of library-staff-created mini-golf. During the 3 hour event, 77 people played a round, putting around obstacles and through challenging lines. Thanks to Josh Campeau and Haylie May for coordinating this effort.



### *Tax Forms*

Both Federal and State forms for 2025 are now available for pickup in the Birkerts area until May. If we do not have the printed copy, patrons can request that individual forms are printed at the reference desk.

### *Winter Reading Challenge results*

Three Grand Prize Winners for the public Winter Reading Challenge were selected and notified. Congratulations to Stephanie N., Ruby R. and Jose S.!

For 2025-26 there were:

- 180 Registrants; compared with 115 last year
- 105 Challenge Completions; compared with 62 last year
- 2,033 Activities completed; compared with 591 last year

We tracked days of reading this year instead of minutes so those cannot be compared. But, 33 people read on all 60 days of the challenge, and 70 people read on 30 days of the challenge. In total, people recording reading 3,585 days! The most popular activity badges were "Read Twice in One Day" and "Read a Book By An Author You've Never Read Before." 14 people completed the entire Bingo sheet!

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**Facility**

*Strategic goal: Maintain and improve the building's functionality and cleanliness*

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*Picture Book Shelving Replacements & Storage Clearing*

Despite our best efforts at steadily replacing the shelving in Youth Services, it was challenging to find times during the day when it was safe to dismantle existing shelves and move new pieces into the Youth Room. So, on Friday, February 13, a crew of 8 people from LDA made quick work of the second half of this project, installing the remaining replacements between 6:00 and 9:00 a.m., before the Library opened.

They also repaired a desk, reset a broken lamp on a study table in the Grand Hall, and removed 12 carts worth of spare shelving leftover from old units no longer in service in the Library.

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**Marketing and Communications**

*Strategic goal: Improve marketing and visibility of the Library*

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*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.
- Three groups from the Birmingham Fire Department visited the library for their annual refresher tour. This served as a general reminder of all the locations in the building where people and equipment might be located should they be responding to an emergency.

*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 Bloomfield Chamber New Member Morning Coffee Group*

BPL had the pleasure of welcoming about 70 members of the BB Chamber on Wednesday, January 28 at 8:00 a.m. Attendees enjoyed coffee and breakfast treats in the Atrium while meeting and mingling with each other, then Rebekah gave them a quick update on new resources, and how to get a Library card.



### *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. Mick Howey 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](mailto:Rebekah.craft@baldwinlib.org) to request the book and join the next discussion.

### *Birmingham Public Schools*

- Jeff Jimison represented the Idea Lab at the Greenfield STEAM Night on February 10.
- Birbery (Birmingham Newbery) is underway! On April 17, middle school students who have earned the chance to participate will attend a special meeting to choose the winner of the award. The nominees are:
  - *Old School* by Gordon Korman
  - *The Extraordinary Orbit of Alex Ramirez* by Jasminne Paulino
  - *The Right Call* by Tommy Greenwald
  - *It's Watching* by Lindsay Currie
  - *Blood in the Water* by Tiffany Jackson
  - *The Beat I Drum* by Dusti Bowling
  - *The Library of Unruly Treasures* by Jeanne Birdsall
  - *The Experiment* by Rebecca Stead
  - *Away* by Megan Freeman
  - *The Isle of Ever* by Jen Calonita

### *Friends of the Baldwin Public Library*

The Friends Board met on February 10 for their regular meeting. Some of their discussion surrounded the creation of small work groups to focus their efforts on volunteer scheduling, social media and membership. Additionally, they successfully moved their BookShop electronic payments to Zeffy, and so now plan to change their membership link from PayPay ASAP. They are also very happy with the success of their wrapped surprise book sales from the BookShop.

### *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
- Promotional fliers for Teen programs
- PIN Requirement fliers
- Outreach brochure updates (new board member information)

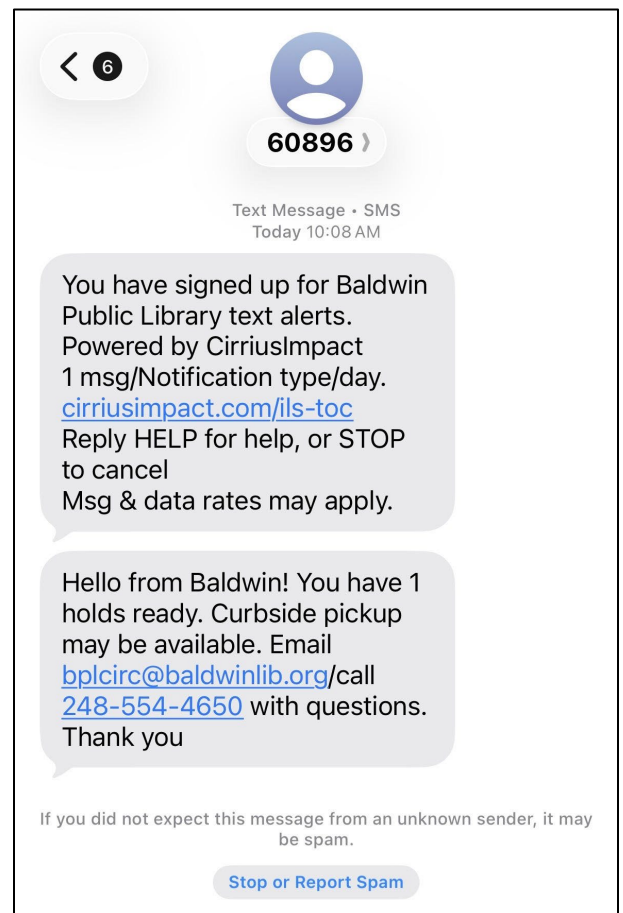
### *eNewsletters*

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.

Rebekah continues to send a monthly "Welcome to Baldwin" email to all new cardholders with follow-up information about the library and its services.

### *Polaris Text Notices*

A new vendor is sending our text messages now which will be sent from a new number/ID, instead of the Circulation email address. The first one sent will have a welcome message.



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## **Personnel and Organization**

*Strategic goal: Educate, train, and empower staff with tools to serve the public*

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### *Staff Appreciation Lunch*

Staff enjoyed lunch together on February 16 courtesy of the Paul R. Francis Endowment Fund for Staff Appreciation. Each year on or around the anniversary of the birthday of Paul Francis, staff celebrate with pizza. The fund was established in 1997 in memory of Paul, a former BPL staff member. Messages of thanks were shared to Paul's mother for her support of staff over the years through the establishment of an endowment to fund staff appreciation events.

### *Staff Communications*

An All Staff meeting was held on January 27. The next All Staff meeting will be held on February 24. Recordings of each meeting are sent to all staff.

### *Staff Anniversaries*

**Julia Eisenstein**, Substitute Librarian, will reach 2 years of service on February 28.

**Carlton Elam**, Library Assistant II, reached 6 years of services on February 3.

**Joel Felsenfeld**, Library Assistant I, will reach 2 years of service on February 28.

**Theresa Hart**, Library Assistant I, reached 30 years of service on February 12.

**Syntha Green**, Youth Librarian II, will reach 10 years of service on February 28.

**Angela Shinozaki**, Substitute Youth Librarian, reached 9 years of service on February 8.

**Sofia (Dabrowski) Silvis**, Substitute Adult Librarian, reached 4 years of service on February 6.

### *Staffing Update*

Kait Aiken was selected from the pool of 27 applicants to fill the Idea Lab Assistant vacancy. Kait has been working as a part time Idea Lab assistant since June 2025, and is looking forward to her expanded role. Additionally, Jen Adams – currently of the IT department – will now be taking on some Idea Lab responsibilities.

### *Volunteer Hours*

9 Library volunteer hours and 66 Friends volunteer hours were utilized in the month of January.

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## **Financial**

*Strategic goal: Develop a plan for current and future financial needs*

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Craft continues to monitor both the Library's budget and the performance of its Trust funds in order to ensure fiscal responsibility.

<b>Baldwin Public Library: Friends Funds</b>	
<b>January 2026 Expenditures</b>	
<b>Adult Services</b>	
Cozy Writing Club Supplies	\$ 14.79
Freedom Confirmed Speaker Fee	\$ 275.00
<i>Total</i>	\$ 289.79
<b>Teen Services</b>	
Book Club Books	\$ 612.10
Dungeons and Dragons Presenter Fee	\$ 100.00
Program refreshments	\$ 12.99
<i>Total</i>	\$ 725.09
<b>Youth Services</b>	
Book Club supplies	\$ 43.06
Book Club books	\$ 27.95
American Girl Club supplies	\$ 22.26
Kids Library Society supplies	\$ 22.57
<i>Total</i>	\$ 115.84
<b>Idea Lab</b>	
<i>Total</i>	\$ -
<b>Outreach &amp; Equipment</b>	
<i>Total</i>	\$ -
<b>Total Expenditures</b>	<b>\$ 1,130.72</b>
<b>January 2026 Balances</b>	
Adult Services	\$ 11,840.14
Teen Services	\$ 10,160.73
Youth Services	\$ 9,464.58
Idea Lab	\$ 2,440.63
Outreach & Equipment	\$ 4,614.26
<b>Total Balance</b>	<b>\$ 38,520.34</b>
<b>January In-Library Book &amp; Button Sale Cash Donations</b>	
	\$894.52
Submitted by Jaclyn Miller for February 9, 2026	

## NEW BUSINESS

# MEMORANDUM

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DATE: February 20, 2026  
TO: Baldwin Public Library Board of Directors  
FROM: Rebekah Craft, Library Director  
SUBJECT: Approval of new Freedom of Information Act (FOIA) Policy

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## INTRODUCTION

Baldwin Public Library does not have an adopted FOIA Policy. The Library has been relying on the City of Birmingham's [FOIA Procedures and Guidelines](#) and all FOIA requests for the library are routed through the City Clerk's office. In the past 10 years, Baldwin has received fewer than five FOIA requests.

Library Attorney Anne Seurnyck advises that the library adopt its own policy, independent of the City of Birmingham, so that all responses are completed by the Library Director and, if appealed, are handled by the Library Board and not the City Commission.

Foster Swift offers model policies for libraries. The total cost of this FOIA policy, as written by Library Attorney Anne Seurnyck, is a one-time flat fee of \$267.

The policy, which follows this memorandum, includes:

- Procedures and Guidelines (16 pages)
- Written Summary of FOIA Procedures and Guidelines (6 pages)
- Detailed Itemization Worksheet (3 pages)
- Resolution to approve the Procedures and Guidelines

Our standard route for introducing new policies is to have the board's Policy Committee review and suggest changes before presenting the policy to the full library board for review. However, because this policy outlines how to correctly follow federal law and has no room for board interpretation and has been provided by the library's attorney, I am presenting it to the full library board for review and approval.

## SUGGESTED BOARD ACTION

Motion to approve the Freedom of Information Act policy as stated in the "Resolution to Approve FOIA Procedures and Guidelines" following this memorandum.

## **BALDWIN PUBLIC LIBRARY**

### **FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES**

#### **I. PURPOSE.**

The Baldwin Public Library ("Library") adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442 ("FOIA"), that all persons, except those persons incarcerated in state, county, or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. Access to information is important so that people may fully participate in the democratic process. These Procedures and Guidelines are enacted in compliance with the requirements set forth in Section 4(4) of the FOIA.

#### **II. FOIA COORDINATOR.**

The Library Director shall be the FOIA Coordinator. The FOIA Coordinator will respond to requests in accordance with the FOIA. An employee of the Library who receives a request for a public record must promptly forward that request to the FOIA Coordinator. The FOIA Coordinator is responsible for accepting, processing and approving a denial of a request and signing the written notice of denial. The FOIA Coordinator may designate another individual to act on his or her behalf in accepting and processing requests for the Library's public records, and in approving a denial.

#### **III. REQUEST REQUIRED.**

A. *Requestor, Public Record.* An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity, except those persons incarcerated in state, county or federal correctional facilities, may request public records from the Library. "Public Record" has the meaning as defined in Section 2(e) of the FOIA.

B. *Verbal Requests.* The Library may, but is not required to, provide public records in response to a verbal request, unless such verbal request is for information that the Library believes is available on its website. In such case, an employee, where practicable and to the best of his or her knowledge, shall inform the requestor about the pertinent website where the information is available.

C. *Written Requests.* Except as provided in Section III.B above, a person desiring to inspect, copy or receive a copy of a public record shall make a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission.

1. Where to Send the Request. Whenever possible, requests for public records should be directed to the following recipients so that the information can reach the FOIA Coordinator:

a. By mail or in person:

Baldwin Public Library  
Attn: FOIA Coordinator  
Address: 300 W. Merrill St.  
Birmingham, Michigan 48009

b. By e-mail: [webmaster@baldwinlib.org](mailto:webmaster@baldwinlib.org)

2. Sufficient Description. Requests in writing must identify the public record sufficiently to allow the Library to find the requested record. If not, the request may be denied on that basis.

3. Requestor Contact Information Required. A request from a person must include the following (unless the request is from an individual who qualifies as indigent under Section 4(2)(a) of the FOIA):

a. the requesting person's complete name, address, and contact information, and

b. if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual.

An address must be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mail address.

4. Electronic Transmissions. For requests sent by electronic transmission, the following shall apply:

a. Electronic Transmissions. A written request made by facsimile, electronic mail, or other electronic transmission is not received by the Library's FOIA coordinator until 1 business day after the electronic transmission is made.

b. Spam or Junk Mail Folder. If a written request is sent by electronic mail and delivered to the Library's spam or junk mail folder, the request is not received until 1 day after the Library first becomes aware of the written request. The Library shall note in its records both

the time a written request is delivered to its spam or junk mail folder and the time the Library first becomes aware of that request. The FOIA Coordinator shall be responsible for routinely monitoring the spam and junk mail folders in order to determine whether they contain any FOIA requests.

5. Specify Format. The requestor may specify whether he or she would like to inspect, receive paper copies, or receive the public records on nonpaper physical media. The Library is only required to comply with the request for specified nonpaper physical media if it has the technological capability necessary to provide the public records on the requested nonpaper physical media in the particular instance.

6. Subscription. A person has a right to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to 6 months, at the request of the subscriber, and shall be renewable.

#### **IV. PROCEDURES FOR RESPONDING TO WRITTEN FOIA REQUESTS.**

A. *Response.* Unless otherwise agreed to in writing by the person making the request, the Library shall respond to a request within 5 business days after it receives the request by:

1. Granting the request (which would include notifying the requestor that all or a portion of the public records requested are available on the website, if applicable);
2. Issuing a written notice to the requesting person denying the request;
3. Granting the request in part and issuing a written notice to the requesting person denying the request in part (which would include notifying the requestor that all or a portion of the public records requested are available on the website if applicable); or
4. Issuing a notice extending for not more than 10 business days the period during which the Library shall respond to the request.

The Library's written response shall be considered the final determination regarding the FOIA request.

B. *Understanding the Library's Response.* The Library has an obligation to respond as required under the FOIA. If the Library grants a written request in full, the

requestor will receive a notice indicating that it has been granted. However, if the request is denied or denied in part, the Library shall provide the following information:

1 Pursuant to Section 13 of the FOIA, the Library may exempt certain documents from disclosure. The FOIA Coordinator will review the request to determine if any exemptions apply. The FOIA Coordinator may request assistance from the Library's Attorney regarding the application of exemptions. If exempt, the Library shall provide an explanation of the basis under this act or other statute for the determination that the public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request.

2. A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library, if that is the reason for denying the request or a portion of the request. The denial letter may indicate that the letter serves as the certificate as required by the FOIA.

3. A description of a public record or information on a public record that is separated or deleted pursuant to Section 14 of the FOIA, if a separation or deletion is made.

4. A full explanation of the requesting person's right to do either of the following:

a. Submit to the Library Board a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial; or

b. Seek judicial review of the denial under Section 10 of the FOIA.

5. Notice of the right to receive attorneys' fees and damages as provided in Section 10 of the FOIA, MCL 15.240, if, after judicial review, the court determines that the Library has not complied and orders disclosure of all or a portion of a public record.

C. *No Obligation to Create Records.* The FOIA does not require the Library to make a compilation, summary, or report of information. Further, the Library is not required to create a new public record in order to respond to a request.

D. *Documents Available on Website.* If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Library shall notify the requestor in its written response. The written response, to the degree practicable in the specific instance, shall include a specific webpage address where the requested information is available.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format. On the detailed itemization, the Library shall separate the requested public records that are available on its website from those that are not available on the website and shall inform the requestor of the additional charge to receive copies of the public records that are available on its website.

## **V. FEES.**

The Library may charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record because it has established, made publicly available, and follows these Procedures and Guidelines and the FOIA. The fee shall be limited to actual mailing costs and to the actual incremental cost of duplication or publication including labor; the cost of search, examination and review; and the deletion and separation of exempt information from non-exempt information as set forth more fully in these Procedures and Guidelines. The FOIA Coordinator shall provide a detailed itemization of costs on a standard form, as required under Section 4(4) of the FOIA ("Detailed Itemization"). The total fee shall not exceed the sum of the following components:

### *A. Labor Costs:*

#### 1. Searching for, Locating and Examining.

a. The Library may charge for searching for, locating and examining public records in conjunction with receiving and fulfilling a granted written request.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance regardless of whether that person is available or who actually performs the labor.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

#### 2. Separating and Deleting Exempt from Non-Exempt:

a. For services performed by an employee of the Library, the Library shall not charge more than the hourly wage of its lowest-paid

employee capable of separating and deleting exempt information from non-exempt information in the particular instance, regardless of whether that person is available or who actually performs the labor. All references in these Procedures and Guidelines to separating and deleting exempt information from non-exempt information shall refer to the separation and deletion requirements set forth in Section 14 of the FOIA, MCL 15.244.

b. If the Library does not employ a person capable of separating and deleting exempt information from non-exempt information in the particular instance, it may treat necessary contracted labor costs used for the separating and deleting of exempt information from non-exempt information in the same manner as employee labor costs when calculating charges under this subdivision if all of the following occur:

1) The Library's FOIA Coordinator determines on a case-by-case basis that the Library does not employ a person capable of separating and deleting exempt information from non-exempt information.

2) The Library clearly notes the name of the contracted person or firm on the Detailed Itemization.

3) Total labor costs calculated for contracted labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

d. The Library shall not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the Library's possession.

e. If the Library directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from this labor charge.

### 3. Duplication or Publication Labor Charges.

a. The Library may charge labor costs for duplication and publication, including making paper copies, making digital copies, or

transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or who actually performs the labor.

c. Labor costs shall be estimated and charged in increments of one (1) minute, with all partial time increments rounded down.

4. Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits in the Detailed Itemization. Subject to the 50% limitation, the Library shall not charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format but may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

5. Overtime Wages. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the Detailed Itemization.

6. Itemization. All labor fee components shall be itemized using both the hourly wage and the number of hours charged on the Detailed Itemization.

7. Unreasonably High Costs. The labor fee shall not be charged for (1) searching for, locating and examining of public records, or (2) the cost of the deletion and separation of exempt information from non-exempt information, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs. The FOIA Coordinator has authority to determine when the costs are unreasonably high in a particular instance, including, but not limited to, instances when the costs would be excessive and beyond the normal or usual amounts for responding to a request. In doing so, the FOIA Coordinator may take into

account considerations such as the volume and complexity of the FOIA request as well as the Library's particular fiscal condition at the time of the request or any other conditions authorized by law.

B. *Other Costs.*

1. Nonpaper Physical Media. Costs for providing records on nonpaper physical media.

a. The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. The Library is not required to provide the documents on nonpaper physical media if it lacks the technological capability necessary to provide records on the requested particular nonpaper physical media.

b. For public records provided to the requestor on nonpaper physical media, the Library may charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media. The Library may use (but is not required to) a computer disc, thumb drive or other nonphysical media provided by the requestor but only if it is provided in its original packaging. Because the safety and security of the Library's computers and network is of important public interest, the Library may take that security interest into account when determining the means of providing the documents on nonpaper physical media.

2. Costs for Providing Paper Copies.

a. For paper copies of public records provided to the requestor, the Library may charge the actual total incremental cost of necessary duplication or publication, not including labor.

b. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that expresses both the cost per sheet and the number of sheets provided.

c. The fee shall not exceed 10 cents per sheet of paper for copies of public records made on 8½ by 11 inch paper or 8½ by 14 inch paper. For all other paper sizes, the Library may charge the actual total incremental cost of duplication or publication, not including labor.

d. The Library shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

3. Mailing Costs.

a. The Library shall charge the actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.

b. The Library shall not charge more for expedited shipping or insurance unless specifically stipulated by the requestor, but may otherwise charge for the least expensive form of postal delivery confirmation when mailing public records.

C. *Statutory Fees.* The fees set forth in this Section V do not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.

D. *Fees Paid Before Providing Documents.* The Library shall require that all fees be paid in full before providing records in response to granted or granted in part written requests.

**VI. DEPOSIT.**

A. *Deposit.* In either the Library's initial response or subsequent response as described under Section 5(2)(d), the Library may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized the FOIA exceeds \$50.00, based on a good-faith calculation of the total. The deposit shall not exceed ½ of the total estimated fee, and the Library's request for a deposit shall be included in the Detailed Itemization. The response shall also contain a best efforts estimate by the Library regarding the time frame it will take the Library to comply with the law in providing the public records to the requestor. The time frame estimate is nonbinding upon the Library, but the Library shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this state's public policy under Section 1 and the nature of the request in the particular instance. If the Library does not respond in a timely manner as required by the FOIA, it is not relieved from its requirements to provide proper fee calculations and time frame estimates in any tardy responses. Providing an estimated time frame does not relieve the Library from any of the other requirements of this act.

B. *Increased Deposit for Prior Unpaid Requests.* After the Library has granted and fulfilled a written request from an individual under this act, if the Library has not been paid in full the total amount for the copies of public records that the Library made available to the individual as a result of that written request, the Library may require a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if all of the following apply:

1. The final fee for the prior written request was not more than 105% of the estimated fee.
2. The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
3. The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
4. Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
5. The individual is unable to show proof of prior payment to the Library.
6. The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit from an individual described above if any of the following apply:

1. The individual is able to show proof of prior payment in full to the Library;
2. The Library is subsequently paid in full for the applicable prior written request; or
3. Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.

C. *Payment of Deposit; Abandonment of Request.* If a deposit that is required under Subsection 4(8) or 4(11) of the FOIA (as described in Subsections VI.A and B above) is not received by the Library within 45 days from receipt by the requesting person of the notice that a deposit is required, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the public body is no longer required to fulfill the request. This notice of a deposit requirement is considered received 3 days after it is sent, regardless of the means of transmission. Notice of a deposit requirement will include

notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

## **VII. WAIVER OR REDUCTION OF FEES.**

A. *Waiver of Fees of First \$20.00.* A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following:

1. Indigency. An individual who is entitled to information under this act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

a. If the requestor is eligible for a requested discount, the Library shall fully note the discount on the Detailed Itemization.

b. If a requestor is ineligible for the discount, the Library shall inform the requestor specifically of the reason for ineligibility in the Library's written response. An individual is ineligible for this fee reduction if any of the following apply:

1) The individual has previously received discounted copies of public records from the Library twice during that calendar year.

2) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request, as verified by an affidavit executed by the requestor.

2. Certain Non-Profit Organizations. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

a. Is made directly on behalf of the organization or its clients.

b. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.

c. Is accompanied by documentation of its designation by the state, if requested by the Library.

B. *Public Interest Reduction or Waiver.* The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

C. *Reduction for Late Responses.* If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall do the following:

1. Reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if either of the following applies:

a. The late response was willful and intentional.

b. The written request:

(i) included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or

(ii) specifically included the words, characters, or abbreviations for "freedom of information", "information", "FOIA", "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

2. If a charge reduction is required, the Library shall fully note the charge reduction on the Detailed Itemization.

## **VIII. INSPECTION.**

Upon request, the Library must furnish a requesting person a reasonable opportunity for inspection and examination of its public records, and must furnish reasonable facilities for making memoranda or abstracts from its public records during the usual business hours. Pursuant to Section 4(1) of the FOIA, the Library may charge a fee for the public record search, for the necessary copying of a public record for inspection or for providing a copy of the public record after inspection.

The FOIA permits the Library to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions. The Library must protect public records from loss, unauthorized

alteration, mutilation, or destruction. As such, the Library authorizes the FOIA Coordinator to determine whether in a particular circumstance an employee or agent of the Library must be present at any inspection of documents to protect the public records, and in such cases may assess charges as appropriate under law.

**IX. CERTIFIED COPIES.**

The Library must, upon written request, furnish a requesting person a certified copy of the public record disclosed in whole or in part by the Library.

**X. APPEALS.**

*A. Appeal of a Final Determination to Deny All or a Portion of the Request.*

1. Submit an Appeal. If a requestor desires to appeal all or part of a final determination to deny a request, the requestor must submit to the Baldwin Public Library Board ("Library Board") a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

3. Response to Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

- a. Reverse the disclosure denial.
- b. Issue a written notice to the requesting person upholding the disclosure denial.
- c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
- d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Library Board shall respond to the written appeal. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

*B. Appeals of Fees (Including Deposits).*

1. Submit an Appeal. If the Library requires a fee that exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA, the

requesting person may submit to the Library Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA.

2. Receipt of Appeal. The Library Board is not considered to have received a written appeal under until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

3. Response of Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

a. Waive the fee.

b. Reduce the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 of the FOIA that supports the remaining fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available Procedures and Guidelines and Section 4 of the FOIA.

c. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA.

d. Issue a notice extending for not more than 10 business days the period during which the Library Board must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

## **XI. CIVIL ACTION.**

### *A. Civil Action for Non-Disclosure or Denial of Public Records.*

1. Civil Action After Appeal: If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library’s final determination to deny a request.

2. Civil Action Directly After Denial. A requestor may also commence a civil action in the circuit court to compel the Library's disclosure of the public records within 180 days after the Library's final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.

3. Remedies; Fines. If the court determines a public record is not exempt from disclosure, it shall order the Library to cease withholding or to produce all or a portion of a public record wrongfully withheld. If the person prevails, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Library prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines that the Library has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Library to pay a civil fine of \$1,000.00 and shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00.

B. *Civil Action Regarding Fees.*

1. Civil Action After Appeal. A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) made a determination on a written appeal. A requestor must submit an appeal to the Library Board for a fee reduction before commencing a civil action. If a civil action is commenced against the Library, the Library is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board.

2. Remedies; Fines. If the requesting person prevails by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines the Library has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the Library to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction.

**XII. FOIA RECORD RETENTION.**

The FOIA Coordinator must keep a copy of all written requests and documents sent in response to the request for public records on file for no less than 1 year, unless a longer retention time has been specified in a record retention policy applicable to the Library.

**XIII. PUBLICATION AND NOTIFICATION OF PROCEDURE AND GUIDELINES.**

Because the Library maintains a website, these Procedures and Guidelines and the summary shall be posted and maintained on the website. The Library shall make these Procedures and Guidelines and summary publicly available by providing free copies both in the response to a written request and upon request by visitors at the Library. However, the Library may include the website link instead of providing paper copies in its response to a written request.

**XIV. SEVERABILITY; ENFORCEABILITY.**

If any clause, provision or section of these Procedures and Guidelines shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections. If any of the Procedures and Guidelines is determined by the FOIA Coordinator to be in conflict with the FOIA or other law after adoption, the FOIA Coordinator has the authority to process FOIA requests in conformance with the FOIA and shall seek to amend these Procedures and Guidelines as soon as possible.

**XV. EFFECTIVE DATE.**

These Procedures and Guidelines shall become effective upon approval.

## **BALDWIN PUBLIC LIBRARY**

### **WRITTEN PUBLIC SUMMARY OF THE FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES**

The Baldwin Public Library ("Library") adopts this written public summary pursuant to the requirements of Section 4(4) of the Michigan Freedom of Information Act, 1976 PA 442 ("FOIA") so that the public will understand the Library's Procedures and Guidelines for processing FOIA requests. This is a summary of the Procedures and Guidelines. A complete copy of the Procedures and Guidelines is available at the Library located at 300 W. Merrill St., Birmingham, Michigan 48009, or on the website at [www.baldwinlib.org](http://www.baldwinlib.org).

#### **A. How Can I Request a Public Record?**

- A person (except those persons incarcerated in state, county or federal correctional facilities), may request public records.
- The requestor must send a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission. The requests should be directed to the FOIA Coordinator. The contact information is as follows:

Baldwin Public Library  
Attn: FOIA Coordinator  
300 W. Merrill St.  
Birmingham, Michigan 48009

E-Mail: [webmaster@baldwinlib.org](mailto:webmaster@baldwinlib.org)

- A request from a person must include (unless the request is from an individual who qualifies as indigent) the person's complete name, address (in compliance with United State Postal Service standards), and contact information, and if made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual. Contact information must include a valid telephone number or electronic mail address.
- The requestor will not be required to use a specific form or format, but requests must identify the public record sufficiently to allow the Library to find the requested record.
- The Library may, but is not required to, respond to a verbal request. However, if the Library believes the information is available on its website, the Library will inform the requestor of the website location where practicable and to the best of his or her knowledge.

#### **B. When Can I Expect a Response?**

- Unless otherwise agreed to in writing, the Library will respond or seek a deposit within 5 business days after it receives the request. However, the Library may extend that time period by 10 business days.
- Please keep in mind that a request sent by e-mail or other electronic means is not considered received until 1 business day after it is transmitted. If the request is sent to a spam or junk mail folder, it is not considered received until 1 day after it is discovered.

### **C. How Can I Understand the Response?**

- If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted.
- However, if the request is denied or denied in part, the Library shall provide any or all of the following information, depending upon the reason for the denial:
  - An explanation of the basis that the public record, or portion of that public record, is exempt from disclosure, including a description of the information that is separated or deleted.
  - A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library.
  - A full explanation of the requesting person's right to (1) submit to the Library Board a written appeal; or (2) seek judicial review of the denial under Section 10 of the FOIA. (See below for more details).
  - Notice of the right to receive attorneys' fees and damages if a court determines that the Library has not complied and orders disclosure of all or a portion of a public record.
- If a request is granted in part or granted in full, the Library will require payment before providing documents.

### **D. What if I Request Documents Available on the Website?**

- If documents are available on the website, to the degree practicable, the response will include a specific webpage address where the requested information is available.
- The Library will inform the requestor of the additional charge to receive copies of the public records that are available on its website.

### **E. What Fees Will the Library Charge?**

- The FOIA Coordinator will provide a detailed itemization of costs.
- For labor costs, the fee shall not exceed the sum of the following components:
  - Hourly Wage. The Library will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the

public records; separating and deleting exempt information from non-exempt information; and for duplication and publication regardless of whether that person is available or who actually performs the labor, except if the Library does not employ a person capable of separating and deleting exempt information from non-exempt information, it may treat necessary contracted labor costs for that purpose in the same manner as employee labor costs but may not exceed 6 times the State minimum hourly wage.

- Time Increments: The fee will be charged in fifteen (15) minute increments, with all partial time rounded down, except the labor fee for duplication and publication, which shall be charged in one (1) minute increments.
  - Determination of Unreasonably High Labor Costs. The fee for searching for, locating and examining public records and separating exempt information from non-exempt information (including redacting) will not be charged, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs.
  - Overtime. Overtime wages shall not be included unless agreed to by the requestor.
  - Description of Charge. The detailed itemization will include both the hourly wage and the number of hours charged.
  - Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount (but may not exceed actual costs) to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits, unless a requestor wants records that are available on the website. In which case, the fringe benefit multiplier can be greater than the 50% limitation.
- For public records provided to the requestor on nonpaper physical media (discs, flash drives, e-mails), the Library may charge the actual and most reasonably economical cost of the media.
  - For paper copies, the Library may charge the actual total incremental cost of necessary duplication or publication not to exceed \$.10 per page (single or double sided) for 8½ by 11 inch paper or 8½ by 14 inch paper. The Library will charge the actual cost of copies made on paper of a different size. The Library will use double-sided printing, if cost saving and available.
  - The Library may charge the actual cost of mailing and the least expensive form of postal delivery confirmation.

**F. Will a Deposit be Required? When do I have to Pay the Deposit?**

- The Library may require a good-faith deposit of ½ of the estimated fee if the entire fee estimate or charge authorized under the FOIA exceeds \$50.00, based on a good-faith calculation of the total estimated fee.

- The Library will also provide a best efforts, nonbinding estimate of the time frame it will take the Library to provide the public records to the requestor.
- If the Library has granted a prior request but has not been paid in full, the Library may require a deposit of up to 100% of the estimated fee if all of the following apply:
  - The final fee for the prior written request was not more than 105% of the estimated fee.
  - The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
  - The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
  - Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
  - The individual is unable to show proof of prior payment to the Library.
  - The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit if **any** of the following apply:

- The individual is able to show proof of prior payment in full to the Library;
  - The Library is subsequently paid in full for the applicable prior written request; or
  - Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.
- If a deposit is not received within 45 days from receipt of the deposit notice letter (it is considered received 3 days after it is sent), and no appeal of the deposit amount is filed, the request is abandoned. The notice of a deposit will include the date by which the deposit must be received (48 days after notice is sent).

**G. Am I Entitled to a Wavier or Reduction of Fees?**

- A reduction of the fee by \$20.00 is available to certain individuals who submit an affidavit stating they are indigent and receiving public assistance, or if not receiving public assistance, stating facts showing inability to pay because of indigency. For this reduction to apply, the individual may not have received discounted fees twice during that calendar year and the person may not be requesting on behalf of parties who are paying to make the request.
- A reduction of the fee by \$20.00 is also available to certain non-profit organizations formally carrying out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act, provided that the request is made on behalf of the organization or its clients, is made for a reason consistent with the laws under Section

931 of the mental health code and is accompanied by documentation of its designation by the state.

- The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.
- If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if the late response was willful and intentional or the written request included specific language as set forth more fully in the Procedures and Guidelines.

#### **H. How Can I Appeal a Decision to Deny All or Part of My Request?**

- If a requestor desires to appeal all or part of a decision to deny a request, the requestor must submit to the Baldwin Public Library Board (“Library Board”) a written appeal that specifically states the word “appeal” and identifies the reason or reasons for reversal of the denial.
- The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The Library will respond within 10 business days by reversing the disclosure denial, upholding the denial, revising in part and upholding in part the denial or issuing a 10 business day extension.

#### **I. How Can I Appeal a Determination of the Fee or Deposit Amount?**

- The requestor may submit to the Library Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under the Procedures and Guidelines or Section 4 of the FOIA.
- The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The Library will respond within 10 business days by waiving the fee, reducing the fee and explaining the basis for the remaining fee, upholding the fee or issuing a 10 business day extension.

#### **J. Can I File a Lawsuit Regarding the Denial of a FOIA Request?**

- If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requestor may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library’s final determination to deny a request. A requestor may also commence a civil action in the circuit court to compel the Library’s disclosure of the public records within 180 days after the Library’s final determination to deny a

request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.

- If a person prevails in an action regarding the denial of a request, the court shall award reasonable attorneys fees, costs and disbursements. If the person prevails in part, the court may award all or a portion of the attorneys' fees, costs and disbursements. If the court determines the FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$1,000.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

**K. Can I File a Lawsuit Regarding the Fee Charged For a FOIA Request?**

- A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) issued a determination of a written appeal. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board. The requestor must file an appeal for a fee reduction before commencing a circuit court action.
- If a person prevails in an action by receiving a reduction of 50% or more of the total fee, the court may award all or a portion of the reasonable attorneys' fees. If the court determines FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$500.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

**BALDWIN PUBLIC LIBRARY DETAILED ITEMIZATION**

<b>LABOR CHARGES</b>	
<p><b>A. Cost for Searching for, Locating and Examining of Public Records</b></p> <p>1. <i>Determination of Hourly wage:</i>            \$ _____            \$ _____ (Employee 2 ("E2"), if applicable)            \$ _____ (Employee 3 ("E3"), if applicable)</p> <p><input type="checkbox"/> Hourly wage includes a fringe benefit percentage multiplier of _____%</p> <p>2. <i>Determination of total time using increments of 15 minutes with partial time rounded down:</i> _____ hours; E2 _____; E3 _____.</p> <p>The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance because of the following reasons:            _____            _____</p>	<p>Hourly wage:            \$ _____            \$ _____ (E2)            \$ _____ (E3)</p> <p>Total time:            _____ hours            _____ hours (E2)            _____ hours (E3)</p> <p><b>A. Total Fee (hourly wage x total time):</b>            \$ _____</p>
<p><b>B. Cost for Separating Exempt Information, including Redaction of Documents.</b></p> <p>1. <i>For employees, determination of the Hourly wage:</i>            \$ _____            \$ _____ (Employee 2 ("E2"), if applicable)            \$ _____ (Employee 3 ("E3"), if applicable)</p> <p><input type="checkbox"/> Hourly wage includes a fringe benefit percentage multiplier of _____%</p> <p>2. <i>Determination of total time using increments of 15 minutes with partial time rounded down.</i> _____ hours; E2 _____; E3 _____.</p> <p>The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance because of the following reasons:            _____            _____</p> <p>2. <i>For Contracted Labor Costs:</i>  <input type="checkbox"/> The FOIA Coordinator has determined that the Library does not employ a person capable of deleting exempt information from non-exempt information in the particular instance and the work is being performed by the following person or firm:            _____</p>	<p>Hourly wage:            \$ _____            \$ _____ (E2)            \$ _____ (E3)</p> <p>Total time:            _____ hours            _____ hours (E2)            _____ hours (E3)</p> <p><b>B1. Total Fee (hourly wage x total time):</b>            \$ _____</p>

<p>a. Determination of the Hourly wage:</p> <p>The hourly wage of the contracted labor (not to exceed 6 times the State of Michigan minimum hourly wage): \$_____</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down. _____ hours.</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance because of the following reasons:</p> <p>_____</p> <p>_____</p>	<p>Contracted labor hourly wage: \$_____</p> <p>Contracted labor hours: _____ hours</p> <p><b>B.2 Total Fee for contracted labor (hourly wage x hours):</b> \$_____</p>
<p><b>C. Cost for Duplication and Publication.</b></p> <p>1. Determination of the Hourly wage: \$_____</p> <p><input type="checkbox"/> Hourly wage includes a fringe benefit percentage multiplier of _____%</p> <p>2. Determination of total time using increments of one (1) minute with partial time rounded down. _____ hours.</p>	<p>Hourly wage: \$_____</p> <p>Total time: _____ hours</p> <p><b>C. Total Fee (hourly wage x hours)</b> \$_____</p>
<p><b>Other Actual Costs</b></p>	
<p><b>D. Costs for Paper Copies.</b></p> <p>The actual total incremental cost of necessary duplication and publication using the most economical means available:</p> <p>1. Not to exceed \$.10 per sheet for 8 ½ by 11 or 8 ½ by 14 in paper: \$_____ per sheet x _____ number of sheets = \$_____.</p> <p>2. Other paper sizes: \$_____ per sheet x _____ number of sheets = \$_____.</p>	<p><b>D. Total Fee (add totals for all sizes of paper):</b> \$_____</p>
<p><b>E. Costs for Nonpaper Physical Media.</b></p> <p>The actual and most reasonably economical cost of the computer disc, flash drives, computer tape or other similar media: \$_____ per item x _____ number of items .</p>	<p><b>E. Total Fee:</b> \$_____</p>
<p><b>F. Cost of Mailing:</b></p> <p>1. The actual cost of mailing: \$_____</p> <p>2. Fee for the least expensive postal delivery confirmation: \$_____</p> <p>3. Costs for the envelope or box for mailing \$_____.</p> <p><input type="checkbox"/> The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.</p>	<p><b>F. Total Fee: (add all 3 costs):</b> \$_____</p>
<p><b>Total Fee (If No Deposit)</b> Fee paid on: _____</p>	

Deposit Required		
<input type="checkbox"/> The Library requires a deposit of \$_____ (1/2 of the estimated fee) and this total estimated fee exceeds \$50.00.  <input type="checkbox"/> The Library requires a deposit of \$_____ (100% of the estimated fee) because this request meets the statutory requirements for failing to pay for prior requests under Section 4(11) of the FOIA.  The deposit must be received on or before _____. If the deposit is not received by this date, the request will be considered abandoned.	Deposit Amount:  \$_____  Deposit Paid on _____	
<b>Total Fee</b> \$_____ <b>- Deposit Amount</b> \$_____ <b>= Remaining Fee Due of</b> \$_____	Total Fee Due:  \$_____	
<b>Fee Paid on</b> _____		

Costs for Providing Documents Available on the Website		
The Library has notified the requestor in its written response that all or a portion of the requested information is available on its website. The Library has determined that the detailed itemization of the cost of the information that is available on the website is \$_____.	<b>Total Fee:</b>  _____	

Reductions for Late Response		
<b>Reduction for Late Response:</b> If the Library does not respond to a written request in a timely manner, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction. _____ days x 5% of labor costs = \$_____	Subtract \$_____ of labor charges (up to 50% of labor costs).	

**BALDWIN PUBLIC LIBRARY**

**RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES,  
A WRITTEN PUBLIC SUMMARY AND DETAILED ITEMIZATION**

At a regular meeting of the Library Board of the Baldwin Public Library ("Library"), Oakland County, Michigan, held at the Library on the 23<sup>rd</sup> day of February, 2026 at 7:30 p.m.

PRESENT: \_\_\_\_\_

\_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS, the Library is a public body as defined by the Michigan Freedom of Information Act, 1976 PA 442, as amended ("FOIA");

WHEREAS, in the performance of its function as trustees for the Library, it is necessary and appropriate for the Library Board to establish and adopt policies for the operation of the Library;

WHEREAS, pursuant to Section 4(4) of the FOIA, the Library shall establish procedures and guidelines to implement the FOIA and shall create a written public summary regarding how to submit written requests to the Library and explaining how to understand the Library's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal;

NOW THEREFORE, the Library Board of the Baldwin Public Library, Oakland County, resolves as follows:

1. The Library shall make the Procedures and Guidelines publicly available by providing free copies of the Procedures and Guidelines and its Written Public Summary both in the Library's response to a written request (or may include the website link to the documents in lieu of providing paper copies in its response to a written request) and upon request by visitors at the Library.

2. The Library shall post and maintain the Procedures and Guidelines and Written Public Summary on its website.

3. All resolutions, motions, policies, including any Freedom of Information Act policies, or any parts thereof that are in conflict with this Resolution are hereby repealed to the extent of such conflict.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN            )  
  ) ss.  
COUNTY OF OAKLAND        )

I, the undersigned, the duly qualified and acting Secretary of the Baldwin Public Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on the 23<sup>rd</sup> day of February, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.

\_\_\_\_\_  
Library Board Secretary



**INFORMATION ONLY**

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## Upcoming Events of Interest

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### **Teeny Tiny Art Show**

**Sunday, March 1, 2026, All Day**

Grades 7-12. Starting March 1, pick up a kit with a mini canvas, paints, and paintbrush. Create your masterpiece, then bring it back by April 1 to be displayed in our tiny art show! Public voting will take place to determine the winners. After registering, ask for supplies at the Adult Reference Desk. They will be available March 1 - March 31. Limit one kit per teen. By taking a kit, you agree to enter your artwork in the show. If you wish to keep your artwork after the art show, please pick it up by May 31.

### **Craft To Go: Color Your Spring**

**Sunday, March 1, 2026, All Day**

Paint spring colors to wooden native flowers that were cut out in the Idea Lab. Limit 1- First come first served.

### **Lifelong Learning: Season Topic – America 250**

**Wednesday, March 4, 2026, 10:00am – 11:00am**

Join us for coffee and the pursuit of knowledge! Our Lifelong Learning program is aimed at adults with an interest in learning and meaningful dialogue. Lifelong Learning members research a topic and present their findings in a series of weekly lectures on Wednesday mornings in March. Join us for these edifying presentations as an active member or drop-in as a guest each Wednesday morning. The topic this session is: America 250. Register for this IN PERSON program. Contact Vicki Sower at [lifelonglearning.baldwinlib@gmail.com](mailto:lifelonglearning.baldwinlib@gmail.com) for more information.

### **Box Office Poison: Hollywood's Story in a Century of Flops**

**Monday, March 9, 2026, 7:00pm – 8:00pm**

Join author Tim Robey as he discuss his book "Box Office Poison: Hollywood's Story in a Century of Flops". Registration required.

### **Mario Day: Grades K to 3**

**Tuesday, March 10, 2026, 4:30pm - 5:30pm**

Registration opens one month before the program. Grades K to 3. Caregivers must stay in the building during the program if the participant is ten years old or younger. Drop in for Mario and company themed crafts, activities and video games. Costumes and dress up is encouraged but please leave your Nintendo Switch at home. Registration required.

### **Idea Lab Event: Press To Impress - Sublimation Mug Workshop**

**Thursday, March 12, 2026, 7:00pm – 8:00pm**

Create a durable, full-color mug using sublimation printing! Learn how to prep a design, print and tape your transfer, and use our mug heat press to permanently bond artwork into the coating. Registration required.

# LEARN CONNECT DISCOVER

SPRING 2026 NEWSLETTER

- 2 PROGRAMS FOR CHILDREN
- 4 PROGRAMS FOR TWEENS & TEENS
- 5 COMPUTER CLASSES  
IDEA LAB
- 6 PROGRAMS FOR ADULTS
- 7 DIRECTOR'S UPDATE  
ADULT BOOK CLUBS  
LIBRARY BOARD



**BALDWIN PUBLIC LIBRARY**

PRESENTS THE

COMMUNITY AND RESOURCE ENGAGEMENT

# CARE Fair

 > **SATURDAY, APRIL 11, 2026**

 > 11:00 AM TO 1:00 P.M.

 > BALDWIN PUBLIC LIBRARY ATRIUM

**Drop in** for this open-house style event to speak with representatives from **local organizations** seeking **volunteers**.

Learn more about their missions, activities, and **volunteer opportunities** in the library service area and neighboring communities.



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

# SPRING PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

ALL PROGRAMS SUBJECT TO CHANGE. CHECK THE WEBSITE ([BALDWINLIB.ORG/CALENDAR](http://BALDWINLIB.ORG/CALENDAR)) FOR UP TO DATE INFORMATION AND LOCATIONS BEFORE HEADING TO ANY EVENT.

Program registration opens one month in advance.

## MARCH

### MARIO DAY

GRADES K TO 3

TUESDAY, MARCH 10 AT 4:30 P.M.

Drop in for Mario and company themed crafts, activities and video games. Costumes and dress up is encouraged but please leave your Nintendo Switch at home. **Registration required.**

### NO BAKE KIDS RECIPES

GRADES 3 TO 5

WEDNESDAY, MARCH 25 AT 4:30 P.M.

We're preparing multiple dessert-based mug recipes in this hands-on food program. *Allergens may be present.* **Registration required.**

### CREATURE FEATURE SHOW

ALL AGES WITH GROWN UP(S)

MONDAY, MARCH 30 AT 10:30 A.M.

Join us for a live animal show featuring one of our favorite presenters, Dan the Creature Man! **Registration required.**

### MY FIRST ART STUDIO

AGES 4 TO 7 WITH GROWN UP(S)

TUESDAY, MARCH 31 AT 10:30 A.M.

Choose from a variety of art supplies to craft whatever you want. If you need inspiration, we'll have a few samples you can recreate. **Registration required.**

## APRIL

### LUNCH AT THE LIBRARY

GRADES 3 TO 5

WEDNESDAY, APRIL 1 AT 12:30 P.M.

Grab your friends and head to the Library for pizza. We'll eat lunch, socialize, and answer trivia questions about the Library and your favorite books. **Registration required.**

### PLANT A SEED

GRADES K TO 2

FRIDAY, APRIL 3 AT 11:00 A.M.

Create some plant-themed crafts and plant a seed to bring home with you. **Registration required.**

## SAVE THE DATE

### SUMMER READING KICKOFF

FRIDAY, JUNE 12  
FROM 3:00 TO 5:00 P.M.

2

## APRIL

### UNICORN DAY

BEST FOR GRADES K TO 5

THURSDAY, APRIL 9 FROM 3:00 P.M. ,

WHILE SUPPLIES LAST

Drop in after 3:00 p.m. to help with our collaborative sticker poster and pick up a take home craft. **First come, first served, starting at 3:00 p.m.**

### OREO COOKIE TASTING

GRADES 2 TO 5

THURSDAY, APRIL 30 AT 7:00 P.M.

Try different flavors of Oreos and decide which is your favorite. **Registration required.**

## MAY

### MAY THE 4TH TAKE HOME KIT

MONDAY, MAY 4

ALL AGES

Celebrate Star Wars Day with a take home activity kit! **First come, first served.**

### CLOUD SLIME

GRADES 3 TO 5

WEDNESDAY, MAY 20 AT 6:30 P.M.

Join us as we make our own oozy, squishy, and colorful cloud slime to take home. **Registration required.**

### STORY TIME YOGA

AGES 5 & UNDER WITH GROWN UP(S)

THURSDAY, MAY 21 AT 10:30 A.M.

Join Ashley Goldberg, owner of Born Yoga, for this fun and unique approach to storytime. Stories are brought to life through yoga poses, puppets, and songs. *Please bring a yoga mat or towel.* **Registration required.**

### STORY TIME BATTLE AT BARNUM PARK: ELEPHANTS VS. MICE

ALL AGES WITH GROWN UP(S)

THURSDAY, MAY 28 AT 10:30 A.M.

Two librarians will battle it out through stories, songs, and activities. Who will win? Vote for your favorite at the end of the program. *This program is hosted offsite at Barnum Park.* **No registration required.**

## FREE COMICS!

SATURDAY, MAY 2

Come celebrate Free Comic Book Day and Comics Giveaway Day with us on Saturday, May 2! More details on our website.

## MONTHLY PROGRAMS

### HAPPY FEET PLAYTIME

BIRTH TO 3 YEARS WITH GROWN UP(S)

FRIDAYS FROM 10:30 TO 11:30 A.M.

MARCH 13 • APRIL 10 • MAY 15

Drop in for open-ended, unstructured play with your child and to socialize with other families. **No registration required.**

### FAMILY BOARD GAME DAY

GRADES K TO 6 WITH GROWN UP(S)

SUNDAYS AT 2:30 P.M.

MARCH 15 • APRIL 26

Families are invited to join us as we play a variety of fun, children's board games at the Library. We have games for a wide variety of ages and skills. **No registration required.**

### BOOK EXPLORERS

GRADES K TO 2

THURSDAYS AT 4:30 P.M.

MARCH 19 • APRIL 16

Let your imagination run wild with interactive stories, crafts, snacks, and more!

**Registration required.**

### RUFF READERS

AGES 6 & UP

TUESDAYS AT 6:30 P.M.

MARCH 31 • APRIL 21 • MAY 19

Sign up for a ten minute time slot to read to a registered Alliance of Therapy Dogs dog. **Registration required.**

### BRICK BUILDERS

GRADES 1 TO 3

MONDAYS AT 4:30 P.M.

MARCH 23: BUILD A PLAYGROUND

APRIL 27: LEGO MARBLE RUN

MAY 18: BUILD A DINOSAUR

Junior builders are welcome to join in the fun of building with LEGO bricks. **Registration required.**

### PROJECT KIDSIGHT VISION SCREENING FOR KIDS

SATURDAYS FROM 10 A.M. TO NOON

MARCH 28 • APRIL 18 • MAY 9

This free vision screening for ages 6 months and older is fast, non-invasive, and has an accuracy rating of 98%.

*Sponsored by the Beverly Hills Lions Club.*

# BOOK CLUBS

FOR CHILDREN

VISIT OUR BOOK CLUBS PAGE AT [BALDWINLIB.ORG/BOOK-CLUBS](http://BALDWINLIB.ORG/BOOK-CLUBS) FOR MORE UPCOMING BOOK SELECTIONS.

## Adventures IN BOOKS

GRADES 1 TO 3

WEDNESDAYS AT 4:30 P.M.

MARCH 11: *JASMINE TOGUCHI: MOCHI QUEEN* BY DEBBIE MICHIKO FLORENCE

APRIL 8: *SAVED BY THE SMELL* BY JARRETT LERNER  
Email Syntha at [syntha.green@baldwinlib.org](mailto:syntha.green@baldwinlib.org) to register.

## BEYOND the Book

GRADES 1 TO 3

THURSDAYS AT 7:00 P.M.

MARCH 12: *BEHIND MY DOORS: THE STORY OF THE WORLD'S OLDEST LIBRARY* BY HENA KHAN

APRIL 23: *ANIMAL ARCHITECTS* BY LIBBY ROMERO  
Email Rosemary at [rosemary.isbell@baldwinlib.org](mailto:rosemary.isbell@baldwinlib.org) to register.

## KIDS GRAPHIC NOVEL

### BOOK CLUB

GRADES 3 TO 6

MONDAYS AT 4:30 P.M.

MARCH 16: *LIGHTFALL* BY TIM PROBERT

APRIL 20: *HOW TO TALK TO YOUR SUCCULENT* BY ZOE PERSICO

Email Josh at [josh.campeau@baldwinlib.org](mailto:josh.campeau@baldwinlib.org) to register.

## Kids COOKBOOK club

GRADES 3 TO 6

MONDAY AT 6:30 P.M.

APRIL 13: *KID CHEF EVERY DAY: THE EASY COOKBOOK FOR FOODIE KIDS* BY COLLEEN KENNEDY

Email Syntha at [syntha.green@baldwinlib.org](mailto:syntha.green@baldwinlib.org) to register.

## mother/DAUGHTER

GRADES 4 TO 6 AND MOMS

TUESDAYS AT 7:00 P.M.

MARCH 10: *MAIZY CHEN'S LAST CHANCE* BY LISA YEE

APRIL 14: *SHOW ME A SIGN* BY ANNE CLAIRE LEZOTTE  
Email Susan at [susan.dion@baldwinlib.org](mailto:susan.dion@baldwinlib.org) to register.

## BOOKS AND BAGELS

GRADES 4 TO 6

TUESDAYS AT 7:00 P.M.

MARCH 24: *THE SCHOOL FOR WHATNOTS* BY MARGARET PETERSON HADDIX

APRIL 28: *HIDE AND GEEK* BY T.P. JAGGER  
Email Susan at [susan.dion@baldwinlib.org](mailto:susan.dion@baldwinlib.org) to register.

## moms BOOK CLUB

WEDNESDAYS AT 7:00 P.M.

MARCH 18: *THE VIOLIN CONSPIRACY* BY BRENDAN SLOCUMB

Email Susan at [susan.dion@baldwinlib.org](mailto:susan.dion@baldwinlib.org) to register.

## TOP TEN STRATEGIES FOR PARENTING KIDS WITH ADHD

THURSDAY, APRIL 30 FROM 7:00 TO 8:00 P.M.

ADHD and Executive Function challenges impact learning, motivation, behavior, and the family system. Dana Serling, PA-C., ADHD-CCSP, will share the essential strategies parents must implement to help their children survive and thrive. Registration required.

# STORY TIMES

Story times use a first come, first served ticketing system starting 15 minutes before the story time starts. Visit [baldwinlib.org/storytime](http://baldwinlib.org/storytime) for dates and more information. **No weekly story times March 30 to April 3 or May 18 to June 12.**

## SING & TELL

2.5 YEARS TO 3.5 YEARS WITH GROWN UP(S)  
MONDAYS AT 10:00 A.M. OR 11:15 A.M.

## WIGGLE & RHYME

BIRTH TO 1.5 YEARS WITH GROWN UP(S)  
TUESDAYS AT 10:00 A.M. OR 11:15 A.M.

## TODDLER TALES

1.5 YEARS TO 2.5 YEARS WITH GROWN UP(S)  
WEDNESDAYS AT 10:00 A.M. OR 11:15 A.M.

## BOOKS & BOOGIE

ALL AGES WITH GROWN UP(S)  
THURSDAYS AT 10:00 A.M. OR 11:15 A.M.

## BEDTIME TALES

ALL AGES WITH GROWN UP(S)  
WEDNESDAYS AT 6:15 P.M.

## ADAPTIVE ADVENTURES STORY TIME

ALL AGES WITH GROWN UP(S)  
TUESDAYS AT 6:15 P.M.  
MARCH 17 • APRIL 7 • MAY 5

## MUSIC & MOVEMENT

ALL AGES WITH GROWN UP(S)  
SATURDAYS AT 10:30 A.M. AT THE LIBRARY  
MARCH 21 • APRIL 11 • MAY 30



# 1,000

## BOOKS

### BEFORE

### KINDERGARTEN

## 1000 BOOKS BEFORE KINDERGARTEN

Encourage reading and help prepare your child for kindergarten. Earn prizes for every 250 books you read with your child before they enter Kindergarten! *Sponsored by the Bob and Jean Kelly Endowment.* Go to [baldwinlib.beanstack.org](http://baldwinlib.beanstack.org) to register.

## KIDS LIBRARY SOCIETY



GRADES 3 TO 6

THURSDAYS AT 7:00 P.M.

MARCH 19 • APRIL 16 • MAY 21  
Play games, eat snacks, and make friends at our monthly get-togethers. You won't want to miss KLS!  
Registration required.

## BOOKS UNBOXED GRADES 4 TO 12

Join our three month subscription book service and receive a surprise library book tailored to your preference each month. Visit [www.baldwinlib.org/youth](http://www.baldwinlib.org/youth) to subscribe now.

# SPRING PROGRAMS FOR TWEENS & TEENS

\*PLEASE NOTE THAT PARENTS AND YOUNGER SIBLINGS MAY NOT ATTEND THESE PROGRAMS UNLESS NOTED.  
\*\*CONTACT [TEEN@BALDWINLIB.ORG](mailto:TEEN@BALDWINLIB.ORG) TO SPECIFY ANY FOOD ALLERGIES OR DIETARY RESTRICTIONS

## SPRING PROGRAMS

**TEENY TINY ART SHOW** GRADES 7 TO 12  
Starting March 1, pick up a kit with a mini canvas, paint, and paintbrush. Create your work of art, then bring it back by April 1 to be displayed in our art show! Public voting will take place to determine the winners. **Limit one kit per teen. Registration required.** *If you wish to keep your artwork after the art show, please pick it up by May 31.*

**LEGO SPEED BUILDING CHALLENGE**  
GRADES 6 TO 8  
**WEDNESDAY, MARCH 25 FROM 7:00 TO 8:00 P.M.**  
Do you have Lego building skills? Sign up with a friend, or we will pair you up to see what team can build a lego set the fastest—one person with the directions, and one assembling the pieces. **Registration required.**

**OSCAR TRIVIA** TEENS AND ADULTS  
**THURSDAY, MARCH 26 FROM 7:00 TO 8:00 P.M.**  
And the Oscar goes to...? Test your knowledge of Academy Award winning films throughout history up until today. Sign up as an individual or a group. Snacks will be provided and prizes will be awarded to the winning team. **Registration required.**

**AFTER-HOURS HIDE & SEEK**  
GRADES 7 TO 12  
**FRIDAY, APRIL 10 FROM 7:00 TO 9:00 P.M.**  
Play different versions of hide and seek throughout the library after we close to the public. Pizza will be served. **Registration and permission form required.**

**ADOPT A PLANT** GRADES 6 TO 8  
**WEDNESDAY, APRIL 22 FROM 7:00 TO 8:00 P.M.**  
Calling all plant lovers! Come decorate a pot, learn basic plant care, and leave with a one-of-a-kind plant to brighten up your room. **Registration required.**

**TOP TEN STRATEGIES FOR PARENTING KIDS WITH ADHD**  
**THURSDAY, APRIL 30 FROM 7:00 TO 8:00 P.M.**  
ADHD and Executive Function challenges impact learning, motivation, behavior, and the family system. Dana Serling, PA-C., ADHD-CCSP, will share the essential strategies parents must implement to help their children survive and thrive. **Registration required.**

## SPRING PROGRAMS

**STUDY NIGHT WITH THERAPY DOGS**  
GRADES 9 TO 12  
**SATURDAY, MAY 30 FROM 5:30 TO 8:30 P.M.**  
Reduce your school-related stress by petting dogs and eating pizza during our special after-hours study session just for high school students. **No registration required.**

## REPEATING PROGRAMS

**DUNGEONS AND DRAGONS**  
GRADES 7 TO 12  
**SATURDAYS FROM 1:00 TO 4:00 P.M.**  
**MARCH 14 · APRIL 11 · MAY 9**  
In this classic role-playing game, choose how your character interacts with the story, using dice to decide the outcome. All players are welcome to join, no experience necessary. Snacks and drinks will be provided. **Registration required.**

**TEEN ADVISORY BOARD MEETINGS**  
GRADES 7 TO 12  
**THURSDAYS FROM 7:00 TO 8:00 P.M.**  
**MARCH 12 · APRIL 16 · MAY 21**  
Have some ideas for the Library? Share your opinions on teen programs, books, trends, and more while eating pizza and making friends. *Attendance can be used for volunteer hours (must be 14-17 with a work permit).* **Registration required.**

**TEENS NIGHT OUT** GRADES 6 TO 12  
**WEDNESDAYS FROM 7:00 TO 8:30 P.M.**  
**MARCH 4 · APRIL 8 · MAY 6**  
Enjoy video games, board games, food, and fun with other teens who love the library as much as you do! **Registration required.**

**COZY WRITING CLUB** GRADES 7 TO 12  
**MONDAYS FROM 4:30 TO 5:30 P.M.**  
**MARCH 16 · APRIL 20 · MAY 18**  
Learn the basics of storycrafting, meet other teens who like to write, and hone your skills. Hot tea, hot chocolate, and cookies will be provided. **Registration required.**

## SAVE THE DATE



**SUMMER READING KICKOFF**  
**FRIDAY, JUNE 12**  
**FROM 3:00 TO 5:00 P.M.**

## BOOK CLUBS FOR TEENS & TWEENS

BOOKS PROVIDED BY THE FRIENDS OF THE BALDWIN PUBLIC LIBRARY

**PIZZA AND PAGES**  
GRADES 7 TO 12  
**THURSDAYS FROM 7:00 TO 8:00 P.M.**  
**MARCH 5:** *WE ARE NOT FREE* BY TRACI CHEE  
**APRIL 9:** *ACE OF SPADES* BY FARIDAH ABIKE-IYIMIDE  
**MAY 7:** *THE OTHERWHERE POST* BY EMILY J. TAYLOR  
*The first 10 to register will receive a free book to keep. Pizza and drinks will be provided. Registration required.*

**PAPERBACKS AND SNACKS**  
GRADES 6 TO 8  
**WEDNESDAYS FROM 7:00 TO 8:00 P.M.**  
**MARCH 11:** *THE LAST CUENTISTA* BY DONNA BARBA HIGUERA  
**APRIL 15:** *AMAL UNBOUND* BY AISHA SAEED  
**MAY 13:** *THE FALSE PRINCE* BY JENNIFER A. NIELSEN  
*The first 10 to register will receive a free book to keep. Snacks and drinks will be provided. Registration required.*

**TEEN CULINARY CLUB**  
GRADES 7 TO 12  
**QUARTERLY ON MONDAYS AT 7:00 P.M.**  
**APRIL 27:** *THE COMPLETE COOKBOOK FOR TEEN CHEFS*  
Prepare a recipe from the book *The Complete Cookbook for Teen Chefs* and bring it in to share with fellow food lovers. *Register by April 1 for a chance to win the book. If you have additional questions or need assistance acquiring a copy, please contact [teen@baldwinlib.org](mailto:teen@baldwinlib.org). Registration required.*

## NEW! 100 BOOKS BEFORE GRADUATION

GRADES 6 TO 12  
100 Books Before Graduation is a reading initiative for teens to read 100 books before they graduate from high school. Download the Beanstack app or go to [baldwinlib.beanstack.org](http://baldwinlib.beanstack.org) to enter the challenge. See [baldwinlib.org/teen](http://baldwinlib.org/teen) for more information.

## FREE COMICS!

**SATURDAY, MAY 2**  
Come celebrate Free Comic Book Day and Comics Giveaway Day with us on Saturday, May 2! More details on our website.

# SPRING COMPUTER CLASSES

FOR ADULTS

**HYBRID CLASSES CAN BE ATTENDED IN PERSON OR ONLINE; ONLINE CLASSES ARE OFFERED VIRTUALLY ONLY.  
REGISTRATION IS REQUIRED FOR ALL CLASSES.**

## MARCH

HYBRID - **SELLING ONLINE**  
TUESDAY, MARCH 10 AT 7:00 P.M.

ONLINE - **GOOGLE DOCS**  
WEDNESDAY, MARCH 11 AT 3:00 P.M.

HYBRID - **BUILD A WEBSITE**  
TUESDAYS, MARCH 24 & 31 AT 7:00 P.M.

HYBRID - **VALUE LINE AND THE  
INVESTING CENTER AT BPL**  
SATURDAY, MARCH 28 AT 3:00 P.M.

FOR FULL DETAILS AND TO  
REGISTER FOR THESE CLASSES,  
VISIT [BALDWINLIB.ORG/  
COMPUTER-CLASSES](http://BALDWINLIB.ORG/COMPUTER-CLASSES)

## APRIL

IN PERSON - **ADOBE PHOTOSHOP:  
AN INTRODUCTION**  
TUESDAY, APRIL 7 & 14 AT 7:00 P.M.  
@ THE BALDWIN PUBLIC LIBRARY

HYBRID - **AI TOOLS**  
SATURDAY, APRIL 11 AT 3:00 P.M.

HYBRID - **POWERPOINT: CREATE A  
PRESENTATION**  
THURSDAY, APRIL 16 AT 3:00 P.M.

ONLINE - **NYT & WSJ FROM HOME**  
WEDNESDAY, APRIL 22 AT 3:00 P.M.

HYBRID - **CANVA**  
TUESDAY, APRIL 28 AT 7:00 P.M.

ONLINE - **GOOGLE SLIDES**  
WEDNESDAY, APRIL 29 AT 3:00 P.M.

## MAY

HYBRID - **CREATE A PHOTOBOK**  
TUESDAY, MAY 5 AT 7:00 P.M.

HYBRID - **INSTAGRAM 101:  
CONNECTING AND SHARING  
SAFELY**  
SATURDAY, MAY 9 AT 3:00 P.M.

ONLINE - **BOOK MATCHMAKER: USING  
THE CATALOG & ADVISORY TOOLS**  
WEDNESDAY, MAY 20 AT 3:00 P.M.

HYBRID - **EXCEL: CREATE A BUDGET**  
TUESDAY, MAY 26 AT 7:00 P.M.

ONLINE - **GOOGLE SHEETS**  
WEDNESDAY, MAY 27 AT 3:00 P.M.

## THE IDEA LAB: CLASSES·KITS·LIVE

**IMPORTANT MESSAGE!** TO ENSURE EVERYONE HAS AN EQUAL CHANCE TO PARTICIPATE, WE USE A LOTTERY-BASED SYSTEM. INSTEAD OF FIRST-COME, FIRST-SERVED REGISTRATION, YOU CAN SIGN UP FOR THE CHANCE TO BE RANDOMLY SELECTED TO PARTICIPATE IN OUR PROGRAMS. THIS CHANGE HELPS US MANAGE HIGH DEMAND AND OFFERS EVERYONE A FAIR OPPORTUNITY TO JOIN OUR EVENTS. THANK YOU FOR YOUR UNDERSTANDING, AND WE LOOK FORWARD TO SEEING YOU AT OUR NEXT PROGRAM!

### **EVENT: THE GRAND TOUR**

WEDNESDAYS AT 7:00 P.M.

MARCH 4 • APRIL 1 • MAY 6

Jeff will take you on a tour of the Idea Lab, including a quick demo of our exciting equipment.

### **EVENT: OPEN PRINTMAKING NIGHT**

MONDAY, MARCH 9 AT 7:00 P.M.

MONDAY, APRIL 6 AT 7:00 P.M.

WEDNESDAY, MAY 13 AT 7:00 P.M.

Explore the art of printmaking in a relaxed, open-studio setting! We'll provide a variety of tools, materials, and simple instructions. Move at your own pace and enjoy hands-on artistic fun. **Registration required.**

### **EVENT: PRESS TO IMPRESS: SUBLIMATION MUG PRESS WORKSHOP**

THURSDAY, MARCH 12 AT 7:00 P.M.

TUESDAY, MARCH 17 AT 7:00 P.M.

Create a durable, full-color mug using sublimation printing! Learn how to prep a design, print and tape your transfer, and use our mug heat press to permanently bond artwork into the coating.

**Registration required.**

### **CLASS: FROM SHARPIES TO LASER BEAMS**

WEDNESDAY, MARCH 25 AT 7:00 P.M.

Laser engraving can seem intimidatingly high-tech. But it doesn't have to be! Come and learn how to turn your original artwork into beautiful engravings. **Registration required.**

### **EVENT: MAKE YOUR OWN REFILLABLE TRAVELER'S JOURNALS (AGAIN!)**

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

THURSDAY, APRIL 9 AT 7:00 P.M.

Use Idea Lab tools to create a nifty refillable journal; when it fills up, just replace the pages. **Registration required.**

### **CLASS: CODE A RETRO-STYLE TEXT ADVENTURE GAME!**

WEDNESDAY, APRIL 29 AT 7:00 P.M.

In the style of Zork, or Colossal Cave Adventure! Learn to design and code your own interactive fiction game! You'll map out rooms, puzzles, and storylines, then bring your creation to life by running it on an actual vintage computer!

**Registration required.** 79

### **CLASS: MAPS, PERHAPS**

WEDNESDAY, MAY 20 AT 7:00 P.M.

An introduction to the art of cartography. We'll use a few fistfuls of 20-sided dice to plan out the shape, style and features of an original fictional continent. Exercise your creativity to establish a lore and a backstory for your new world. Then use the laser to permanently emblazon your creation into a form more permanent. **Registration required**

### **CLASS: APPLIQUÉ BASICS ON THE EMBROIDERY MACHINE**

WEDNESDAY, MAY 27 AT 7:00 P.M.

Want to appliqué? OK! In this class you'll learn the fundamentals of appliqué using our embroidery machine. We'll cover materials, placement, trimming and finishing so you can create clean, layered fabric designs. **Registration required.**

# SPRING PROGRAMS FOR ADULTS

## MARCH

### SPRING CRAFT TO GO: COLOR YOUR SPRING

**SUNDAY, MARCH 1 AT 12:00 P.M.**

Paint spring colors on wooden native flowers that were laser cut in the Idea Lab.

**Limit 1 kit per person. First come, first served as long as supplies last.**

### BOX OFFICE POISON: HOLLYWOOD'S STORY IN A CENTURY OF FLOPS

**MONDAY, MARCH 9 AT 7:00 P.M.**

It's award season, but are you curious about the movies that didn't make it to the ceremonies? Come hear about the worst of the worst of the silver screen.

**Registration required. Virtual event only.**

### DETROIT'S DYNAMITE DAMES: THE FAMOUS AND NOT SO FAMOUS WOMEN WHO CHANGED DETROIT

**MONDAY, MARCH 23 AT 7:00 P.M.**

Explore Detroit through the eyes of the women who shaped the city and the nation, from Madame de Cadillac to the Queen of Soul. **Registration required.**

**Attend in person only.**

### OSCAR TRIVIA

**THURSDAY, MARCH 26 AT 7:00 P.M.**

And the Oscar goes to...? Test your knowledge of Academy award winning films throughout history up until today. Sign up as an individual or a group. Snacks will be provided and prizes will be awarded to the winning team. **Registration required.**

**Attend in person only.**

## APRIL

### LET'S GO BIRDING

**MONDAY, APRIL 6 AT 7:00 P.M.**

Let's Go Birding is a followup to Greg Bodker's well received Birdwatching vs Birding program. The program uses different photos, videos, and stories to prepare the audience to go on a birding adventure in the field. **Registration required.**

**Attend in person only.**

## SAVE THE DATE

### SUMMER READING KICKOFF

**FRIDAY, JUNE 12  
FROM 3:00 TO 5:00 P.M.**

## APRIL

### MATRIX PLANTING FOR HOME GARDENERS

**TUESDAY, APRIL 14 AT 7:00 P.M.**

"Matrix Planting", the landscape model where perennials and grasses are used to imitate meadows, has been one of the hottest design trends of late. Join landscape designer and educator, Deborah Chud, as she demystifies this planting concept for home gardeners. **Registration required. Attend virtually only.**

### DE-CLUTTERING/SPRING CLEANING

**THURSDAY, APRIL 30 AT 6:30 P.M.**

Join us for a motivating, big-picture workshop focused on practical strategies for de-cluttering your space. Mindset shifts and achievable next steps will be spotlighted in this 90 minute program. **Registration required. Attend in person only.**

### DECONSTRUCTING DELICIOUSNESS IN DETROIT

**TUESDAY, APRIL 21 AT 7:00 P.M.**

Join us, as we host award winning food critic, Zahir Janmohammed as he tells us about the best places to have a food adventure in metro Detroit. **Registration required. Attend virtually only.**

### THE AMERICAN REVOLUTION AND THE FATE OF THE WORLD

**TUESDAY, APRIL 28 AT 7:00 P.M.**

Professor Richard Bell returns with another sweeping story about the American Revolution. Join him as he presents the real story as a global event full of global actors with consequences that shook the entire world. Learn that the American Revolutionary War didn't just create the United States, it reshaped the world. **Registration required. Attend virtually only.**

### TOP TEN STRATEGIES FOR PARENTING KIDS WITH ADHD

**THURSDAY, APRIL 30 FROM 7:00 TO 8:00 P.M.**

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**Attend in person or virtually.**

## FREE COMICS!

**SATURDAY, MAY 2**

Come celebrate Free Comic Book Day and Comics Giveaway Day with us on Saturday, May 2! More details on our website.

## MAY

### FUNGI OF MICHIGAN

**MONDAY, MAY 11 AT 6:30 P.M.**

Enter the kingdom of fungi with Lorenzo Lo Piccolo! He is passionate about the fungi kingdom and has been foraging and studying it for over 20 years! Lorenzo's curated collection of Michigan fungi accompanies his presentation.

**Registration required. Attend in person only.**

### CASA AMADO FOOD DEMONSTRATION

**TUESDAY, MAY 12 AT 7:00 P.M.**

Check out the flavors from Casa Amado, a local taqueria and Sonoran hot dog joint which just happens to boast a James Beard nominated chef. **Registration required. Attend in person only.**

## REPEATING PROGRAMS

### HISTORICAL LECTURE

**AT 7:00 P.M.**

**MARCH 12 • MAY 14**

We are pleased to host the Birmingham Museum staff for historical lectures. Come learn local history from their knowledgeable staff. **Registration required. Hybrid event. Attend in person or virtually.**

### ENGLISH LANGUAGE LEARNERS TALK TIME

**TUESDAYS AT 10:00 A.M.**

Join us to practice English conversation skills. All levels are welcome. Refreshments will be provided. **Attend in person only.**

### LIFELONG LEARNING

**WEDNESDAYS AT 10:00 A.M. IN MARCH**

Join our community members as they share in-depth research and presentations on a semester-long topic. This season will discuss America 250 and the 250th anniversary of the country's founding. **Attend in person only.** Contact Jim Suhay at [lifelonglearning.baldwinlib@gmail.com](mailto:lifelonglearning.baldwinlib@gmail.com) for more information.

### GREAT BOOKS

**MARCH 4 • APRIL 1 • MAY 6**

This group meets at the library on the 1st Wednesday of each month at 6:45 P.M. to discuss celebrated classics of the Western canon. Contact the group's facilitator, Deborah Savoie ([savoie.law@gmail.com](mailto:savoie.law@gmail.com)) for more information.

### SOCRATES CAFE

**MARCH 15 • APRIL 19 • MAY 17**

This group meets at the library on the 3rd Sunday of each month at 2:00 P.M. for thoughtful conversation on different topics. Contact the group's facilitator, Annis Pratt at [avpratt@aol.com](mailto:avpratt@aol.com) for more information about this event.

# SPRING DIRECTOR'S UPDATE

## LETTER FROM THE DIRECTOR

I surveyed staff this winter to ask what their favorite thing about Baldwin is. A few people mentioned they like how the library is a warm and inviting place for people to gather and our central location in downtown Birmingham. Others included our MeL interlibrary loan service that delivers materials from all over the state within days. A few people talked about the Idea Lab and the format conversion services we offer. Some mentioned our great variety of programs (and snacks provided by the Friends of the Baldwin Public Library!). One person mentioned the uniqueness of our namesake. Rather than being named after Birmingham, we are named after Martha Baldwin whose work and advocacy is a lasting legacy to our community.

Others mentioned our variety of print books, new materials for every age, and our extensive ebook collection. The most common answer was our friendly atmosphere with amazing patrons and staff members. I echo those sentiments wholeheartedly. Without our dedicated staff and loyal patrons, this library would not be the inviting and friendly place it is for everyone who enters our doors. I'm so proud to lead our friendly and responsive team and they impress me every day with their dedication to serving the public and improving our offerings.

After hearing requests from patrons and staff over the last couple years, we are happy to announce our **new mobile app!** Search for "Baldwin Public Library" in the App Store or the Google Play store to download our app and get started. Open the app and login to your Baldwin account with your card number and PIN for easy reference and use at any time. Once logged in, you can search the library's catalog, manage holds, make lists, find direct links to the library's databases, ebook services, and social media accounts. My favorite feature in the app is the ability to scan book ISBNs "in the wild" and automatically search the library's catalog to see if it's available and place a hold. Download the app today and contact our staff with any questions you have using this new service.

We've also been on the lookout for new services to help users learn, connect, and discover. On that front, we have added O'Reilly's technology and business learning library and Peterson's Career and Test Prep, which can be found on our website's "Research & Learn" tab. Log in with your Baldwin card to use O'Reilly's and Peterson's in addition to longstanding favorites like Brainfuse Tutoring, Mango Languages, Consumer Reports, Reference Solutions, CreativeBug, and Legal Forms.



Rebekah Craft, Library Director [rebekah.craft@baldwinlib.org](mailto:rebekah.craft@baldwinlib.org) 248-554-4681

## BOOK CLUBS FOR ADULTS

PLEASE VISIT [BALDWINLIB.ORG/BOOK-CLUBS](http://BALDWINLIB.ORG/BOOK-CLUBS) TO SEE THE FULL LIST OF DAYS AND TITLES, OR EMAIL [ADULT.REFERENCE@BALDWINLIB.ORG](mailto:ADULT.REFERENCE@BALDWINLIB.ORG) FOR DETAILS. DATES AND TITLES CAN ALSO BE FOUND ON THE EVENTS CALENDAR AT [BALDWINLIB.ORG/CALENDAR](http://BALDWINLIB.ORG/CALENDAR).

**COOKBOOK CLUB** Bring a dish from the cookbook "Milk Street Backroads Italy" by Christopher Kimball and share your culinary creation. Registration required. Please select the recipe upon registration. Attend in person only.  
**WEDNESDAY, APRIL 29 AT 7:00 P.M.**

## BALDWIN PUBLIC LIBRARY TRUST DONORS

### MEMORIAL/HONORARIUM DONATIONS

RACKELINE J. HOFF IN MEMORY OF FRAN STERN  
AMY AND FRANK PISANO IN MEMORY OF FRANCES STERN  
FLORA E. DEVAULT IN MEMORY OF MARTIN ROSS  
AMY AND FRANK PISANO IN MEMORY OF LILIA SERRANO MANGULABNAN  
DAVID AND LINDA UNDERDOWN IN MEMORY OF LINNE HAGE UNDERDOWN FORESTER  
JANET FRANCIS IN MEMORY OF PAUL FRANCIS  
CARLA CLEARY IN HONOR OF MISSY MARK  
KAREN STREET IN HONOR OF PAT OLSON'S 90TH BIRTHDAY  
MARIE MATICE IN HONOR OF JOYCE AND BUDD HARDENBROOK  
SHEILA BRICE IN MEMORY OF MARGARET A. RUTHERFORD  
CARTER A. AGREE IN MEMORY OF MARILYN AGREE  
KATHY AND JIM HEBDEN JR. IN MEMORY OF ELEANOR PEKKALA  
THE FRIENDS OF THE LIBRARY

### GENERAL DONATIONS

CAROLE ANN AND JAMES O. ABSHIER  
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DILYS POPPER  
MCKELL WOODLAND  
BARBARA C. VAN DUSEN FAMILY FUND  
BOB AND CHRISTINE ERLANDSON  
CATHERINE E. HELLER  
PIETY HILL CHAPTER 4-044 MI  
AMY M. UNDERDOWN  
SUSAN AND LAIRD JOHNSTON FOUNDATION  
ANONYMOUS  
JACQUELIN RILEY  
MICHIGAN LIBRARY ASSOCIATION

## LIBRARY BOARD

**Board Members:** Frank Pisano, Pam Graham, Wendy Friedman, Jennifer Wheeler, Karen Rock, Danielle Rumble

**THE LIBRARY BOARD WILL MEET AT 7:30 P.M. ON:  
MARCH 16 • APRIL 20 • MAY 18**

## BEHIND THE SCENES LIBRARY TOURS

**WEDNESDAY, MARCH 11 AT 11:00 A.M.  
THURSDAY, APRIL 9 AT 4:00 P.M.  
MONDAY, MAY 18 AT 6:00 P.M.**

Join Director Rebekah Craft for a behind the scenes tour of the library. You'll visit staff areas, learn how items are added to the collection, and hear about new programs and services. The tour will meet in the atrium.  
**Registration required.**

[WWW.BALDWINLIB.ORG](http://WWW.BALDWINLIB.ORG)  
248-647-1700

## LIBRARY HOURS:

### MONDAY TO THURSDAY

9:30 A.M. TO 9:00 P.M.

### FRIDAY & SATURDAY

9:30 A.M. TO 5:30 P.M.

**SUNDAY:** 12:00 TO 5:00 P.M.

## LIBRARY CLOSED:

**MARCH 27:** STAFF DEVELOPMENT DAY

**APRIL 5:** EASTER

**MAY 23-25:** MEMORIAL DAY

## CONTACT US:

**WWW.BALDWINLIB.ORG**

**MAIN PHONE:** 248-647-1700

**ADULT SERVICES:** 248-554-4650

**CIRCULATION/RENEWALS:** 248-554-4630

**YOUTH SERVICES:** 248-554-4670

**IDEA LAB:** 248-554-4659

## PARKING:

2 Hours FREE Parking in the  
Chester Street Deck

**SUNDAYS:** All Parking is Free

\*Please note that all programs and events  
may be transitioned to virtual, at the  
discretion of the Library.



**BALDWIN**  
PUBLIC LIBRARY

300 West Merrill  
Birmingham, MI 48009

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MI 48009

Time-sensitive content enclosed

**THANKS TO THE FOBPL FOR SPONSORING THE SPRING 2026 ISSUE OF THE  
LEARN.CONNECT.DISCOVER NEWSLETTER AND MANY OF OUR PROGRAMS!**

### JOIN THE FRIENDS OF THE BALDWIN PUBLIC LIBRARY



**MEMBERSHIP LEVELS:**  NEW MEMBER  RENEWING MEMBER  
 \$15 INDIVIDUAL  \$25 BUSINESS/ASSOC.  
 \$20 FAMILY  \$50+ SUSTAINING

**PLEASE PRINT**

**FULL NAME:** \_\_\_\_\_

**STREET:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

### IMPORTANT DATES

**ANNUAL MEETING**  
TUESDAY, MAY 12, AT 7:00 P.M.

**SPRING BOOK SALE**  
• SATURDAY, MAY 16  
• SUNDAY, MAY 17

**FALL BOOK SALE**  
• SATURDAY, NOVEMBER 14  
• SUNDAY, NOVEMBER 15

FOR MORE INFORMATION VISIT  
[BALDWINLIB.ORG/BOOK-SALES](http://BALDWINLIB.ORG/BOOK-SALES)

### SHOP

FRESH INVENTORY IN THE  
LOBBY AT THE FRIENDS'  
BOOKSHOP DURING LIBRARY  
BUSINESS HOURS

**PLEASE MAKE CHECKS PAYABLE TO FRIENDS OF THE BALDWIN PUBLIC LIBRARY AND MAIL WITH THIS FORM TO  
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# LIBRARIES

## BALDWIN PUBLIC LIBRARY

The Baldwin Public Library, located in downtown Birmingham, is your place to learn, connect and discover. Baldwin serves as the information hub for our community.

If you're a resident, a property owner, a K-12 student or are employed in Baldwin's service area of Birmingham, Beverly Hills, Bingham Farms or the City of Bloomfield Hills, you're eligible to get a BPL card. Residents of other communities are often eligible to use their card at Baldwin Public Library through reciprocal borrowing. Before your visit, please fill out Baldwin's application, which can be accessed at [baldwinlib.org/get-library-card](http://baldwinlib.org/get-library-card).

Your BPL card gives you access to over 70 databases and newspapers, test preparation materials, BrainFuse live online tutoring, Mango Languages, Morningstar and Value Line. Your card also gives you access to e-books, e-audiobooks, magazines, music and movies from Baldwin's selection of digital services.

The library houses books for all ages, along with toys, video games, DVDs, audiobooks and resources for students, parents and teachers.

Librarians offer an array of story times, programs, take-and-make crafts, computer classes and book clubs. Baldwin strives to offer a diverse slate of programs for patrons of all ages. Find the current schedule listed in the Calendar of Events at [baldwinlib.org/calendar](http://baldwinlib.org/calendar).

Visit Baldwin's expanded Idea Lab and watch the laser cutters or 3D printers in action. Find out more at [baldwinlib.org/idealab](http://baldwinlib.org/idealab).



If your organization needs meeting space, BPL has several rooms available to rent for your next gathering. Rooms can accommodate both small and large groups. Visit [baldwinlib.org/rent-a-room](http://baldwinlib.org/rent-a-room).

### Baldwin Public Library

300 W. Merrill St., Birmingham, MI 48009  
(248) 554-4681 | [www.baldwinlib.org](http://www.baldwinlib.org)

## BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Bloomfield Township Public Library sparks curiosity and imagination by connecting the community to resources, technology and support. With nearly 320,000 items in our collection, visitors will find both the familiar and the unexpected.

Library cardholders enjoy 24/7 access to a wide range of digital content, from books and audiobooks to newspapers, magazines, music, and movies—available through multiple apps. Our online databases provide expert resources for crafts, investing, business, genealogy, historic archives, and even homework help.

We offer themed kits for all ages and abilities, filled with games, toys, adaptive devices, and educational materials designed to enhance learning, quality of life, and independence. Librarians are always available to guide you in finding the perfect resources.

The Library connects the community through a variety of programs, including story times, book clubs, arts and crafts, concerts, and lectures. Check our online calendar or follow us on social media for upcoming events. Meeting rooms are available for organizations, and study rooms are available for individual or small group study.

Residents of Bloomfield Township enjoy full library services, and nonresidents with a valid card from reciprocal libraries in The Library Network can register to enjoy many of our offerings as well.



Visit us seven days a week or connect online at [btpl.org](http://btpl.org), through Facebook, Instagram, and LinkedIn, or via the BTPL Mobile app.

### Bloomfield Township Public Library

1099 Lone Pine Rd., Bloomfield Township, MI 48302  
(248) 642-5800 | <https://btpl.org>



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## Library of Michigan announces the 2026 Michigan Notable Books list

BY MARY BETH ALMOND  
malmond@candignews.com

LANSING — The Library of Michigan announced the 2026 Michigan Notable Books list, honoring “a diverse collection of works that highlight the state’s vibrant literary landscape and the voices shaping its cultural narrative.”

Each year, the Michigan Notable Books list features 20 books published during the previous calendar year that are about the Great Lakes, set in Michigan or the Great Lakes, or written by a Michigan author.

“Our state offers endless opportunities for creative expression,” Mindy Babarskis, reference librarian for the Library of Michigan and coordinator of the Michigan Notable Books program, said in a press release. “Michigan’s beautiful landscape and diverse subject matter provide a rich palette for writers. This year’s Michigan Notable Books selections exhibit the magnetism of Michigan and open doorways to the voices and experiences across generations of people.”

2026 Michigan Notable Books include: “Bear County, Michigan: Stories,” by John Counts; “Between the Devil and the Deep Blue Sea: A Veteran’s Memoir,”

by Khadijah Queen; “The Containment: Detroit, the Supreme Court, and the Battle for Racial Justice in the North,” by Michelle Adams; “Cooler Than Cool: The Life and Work of Elmore Leonard,” by C.M. Kushins; “Dead Moose on Isle Royale: Off Trail with the Citizen Scientists of the Wolf-Moose Project,” by Jeffrey M. Holden; “Devouring Time: Jim Harrison, a Writer’s Life,” by Todd Goddard; “Forever in the Path: The Black Experience at Michigan State University,” by Pero G. Dagbovie; “The Gales of November: The Untold Story of the Edmund Fitzgerald,” by John U. Bacon; “The Hours are Long, But the Pay is Low: A Curious Life in Independent Music,” by Rob Miller; “The House of David: Salvation, Scandal, and Survival in a Modern American Commune,” by Evelyn Sterne; “How to Talk to Your Succulent,” by Zoe Persico; “An Ignorance of Trees: A Memoir in Essays,” by Jim Daniels; “Miss Betti, What is This?: How Detroit’s School Lunch Lady Got Good Food on the Menu,” by Lela Nargi, illustrated by Kristen Uroda; “No Human Involved: The Serial Murder of Black Women and Girls and the Deadly Cost of Police Indifference,” by Cheryl L. Neely; “Roy Reuther and the UAW: Fighting for Workers and Civil Rights,” by Alan Reuther; “Stepping off the Boat: Stories From North

Manitou Island,” by Susan Hollister Wasserman; “Theater Kid: A Broadway Memoir,” by Jeffrey Seller; “This Magnetic North: Candid Conversations on a Changing Northern Michigan,” by Tim Mulherin; “The Vacation: A Teenage Migrant Farmworker’s Experience Picking Cherries in Michigan,” by Robert “Carlos” Fuentes, illustrated by Kristen Wasilj; and “Waterline: A Novel,” by Aram Mirjoian.

The books and authors will be honored at the annual Night for Notables reception on Saturday, April 18, at the Library of Michigan, 702 W. Kalamazoo St. in Lansing, with past two-time Michigan Notable Books honoree Angeline Bouley giving the keynote speech. Participating authors will travel to libraries across the state on the Michigan Notable Books authors tour to share their experiences and engage with local communities.

Michigan Notable Books is sponsored in part by the Library of Michigan Foundation and Michigan Humanities.

For more information or questions, contact the Library of Michigan at (517) 335-1477 or email Michigan-Notable-Books@michigan.gov.

Call Staff Writer Mary Beth Almond at (586) 498-1060.



## Federal Funding for Libraries Prevails

While challenges persist, advocacy has produced results to celebrate

February 6, 2026 | by Lisa Varga



After the threats to federal library funding in the past year, the fiscal year (FY) 2026 appropriations bills signed by President Trump on February 3 included an *increase* in federal funding for libraries.

Less than a year ago, an [executive order](#) threatened to dismantle the Institute of Museum and Library Services (IMLS), the only source of federal funding dedicated to libraries. Then, the White House proposed just enough funding in FY2026 to shut down the agency for good.

Thanks to advocates, IMLS still exists today. Library grants are intact. And, rejecting the administration's call to eliminate IMLS, Congress just passed a \$1.4 million increase for library programs run by IMLS through the Library Services and Technology Act (LSTA), bringing LSTA funding to \$212.5 million for FY2026. Congress also provided level funding of \$30 million for the school library-focused Innovative Approaches to Literacy (IAL) program.

These library wins are not the result of good luck. In the worst climate in recent memory, libraries succeeded because advocates showed up. In response to ALA's calls to action, advocates sent emails, made phone calls, and invited elected officials to visit their libraries. And that advocacy produced results that are more than line items on a spreadsheet: They include young people learning to read, research, and write; job seekers finding work; workers

filing taxes online; veterans accessing benefits; seniors attending telehealth appointments; and communities thriving.

The final FY2026 budget is not perfect for libraries. For the IAL program, day-to-day operations will move from the Department of Education to the Department of Labor, [a development that worries ALA](#) and our partners in education. And while LSTA funding increased, IMLS overall saw a slight decrease, largely reflecting the reduction in staffing at the agency (a smaller IMLS staff will administer the increased grant funding).

Still, Congress has signaled that library funding is a national priority. We need to celebrate this win—and keep that signal strong.

## The next advocacy cycle

The FY2027 federal budget cycle begins when the White House releases a budget proposal sometime after the February 24 State of the Union address. As Congress then begins work on appropriations, ALA will launch the FY2027 Fund Libraries campaign, continuing its tradition of issuing the first and most influential nationwide library advocacy action on the federal budget of the year.

We expect the administration to propose deep cuts to library funding next year. Library supporters must double down on our advocacy at every level of government to maintain—let alone increase—congressional support for library funding. ALA is encouraging advocates to prepare for FY2027 by [sharing appreciation](#) for library funding with their congressmembers in FY2026. We can all express gratitude for federal funding for libraries. Even though it was a tumultuous process, the final outcome was a big, important win for libraries and our communities. We want our gratitude to be fresh when we ask our congressmembers to fund libraries in FY2027.

The fight to protect IMLS is far from finished. ALA's lawsuit against the administration (*ALA v. Sonderling*), [which helped prevent mass layoffs of IMLS staff](#) last May, is pending. A federal court [ruling](#) in a parallel lawsuit brought by 21 states' attorneys general (*Rhode Island v. Trump*) nullified the administration's actions to dismantle IMLS and prohibited the administration from taking such actions in the future. But the administration has [appealed](#) the federal judge's decision in the *Rhode Island* case. ALA will closely monitor that appeal and, if it proceeds, we'll ensure that libraries' perspectives are heard.

In addition, ALA is closely monitoring potential changes to IMLS grant terms. The priorities for IMLS grant programs are established by law, and we expect IMLS to issue funding in compliance with statutory priorities and congressional direction. Nevertheless, potential applicants should closely review the Notices of Funding Opportunity—and other changes in

federal grant law and policy over the past year—with legal counsel before undertaking grant applications.

## Threats to E-Rate

Another critical form of government support for libraries continues to face challenges: the federal E-Rate program, which provides libraries and schools billions of dollars each year for broadband access and connectivity. Last June in *FCC v. Consumers' Research*, the Supreme Court [upheld](#) the Universal Service Fund (USF), the system of telecommunications subsidies administered by the Federal Communications Commission (FCC) that includes E-Rate. Consumers' Research filed [another petition](#) in September alleging that E-Rate and other USF programs are unconstitutional. ALA and our coalition partners are strategizing how to best address this new threat.

It has never been so critical for supporters to show up for our libraries. Thanks to advocates, Congress is funding libraries. It is no exaggeration to say that IMLS would not exist now except for our members and the community that fought to protect the agency on every front. For updates on federal support for libraries and timely opportunities to advocate for them, [sign up](#) to be part of ALA's advocacy network. The only way to preserve support for libraries is together.

*LISA VARGA is associate executive director of ALA's Public Policy and Advocacy Office in Washington, D.C.*



# BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

# Baldwin Public Library Trust Meeting

Rotary Donor Room

Monday, February 23, 2026

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 January 21, 2026 minutes                 | p. 91 |
| B. Acceptance of the January 2026 receipts of \$34,292.84   | p. 98 |
| C. Approval of the January 2026 disbursements of \$2,530.53 | p. 99 |

III. New and Miscellaneous Business

IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, March 16, 2026

**Motion:** To adjourn the February 23, 2026 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) 644-3405 (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) 644-3405 (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  
January 21, 2026**

**1. Call to Order**

The meeting was called to order by President Danielle Rumble at 8:17 p.m.

Library Board present: Wendy Friedman, Pam Graham, Karen Rock, Danielle Rumble, Jennifer Wheeler, and Student Representative Marina Awad (via Zoom)

Absent and excused: Frank Pisano.

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: Two.

**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 December 15, 2025 minutes**

**B. Acceptance of the December 2025 receipts of \$6,988.74**

**C. Approval of the December 2025 disbursements of \$4,612.69**

1st Friedman

2<sup>nd</sup> Rock

A roll call vote was taken.

Yeas: Friedman, Graham, Rock, Rumble, Wheeler.

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

**3. New and Miscellaneous Business: Miller noted this meeting marks the end of Marina Awad's term as Student Representative and thanked her for her time with the Board.**

**4. Adjournment:**

**Motion: To adjourn the meeting.**

1st Rock

2<sup>nd</sup> Graham

A voice vote was taken.

Yeas: Friedman, Graham, Rock, Rumble, Wheeler.

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

The meeting was adjourned at 8:21 p.m. The next Trust Meeting will be held on Monday, February 23, 2026, following the regular meeting in the Rotary Tribute & Donor Room.

---

Wendy Friedman, Secretary

Date

DRAFT

## Baldwin Public Library Trust: January 2026

January receipts totaled \$34,292.84. January disbursements totaled \$2,530.53.

The current value of the Trust is \$2,353,470.64, divided up in the following way:

	<b>June 2025 - EOY</b>	<b>January 2026</b>
Total endowment investments*	\$ 1,175,624.57	\$ 1,283,286.42
Endowment funds distributed for use	\$ 206,593.83	\$ 189,157.14
<hr/> Total endowment funds	<hr/> \$ 1,382,218.40	<hr/> \$ 1,472,443.56
 General spendable funds	 \$ 586,790.38	 \$ 661,921.28
Van Dragt fund	\$ -	\$ -
Building fund	\$ 132,466.59	\$ 146,141.47
Restricted funds**	\$ 40,987.12	\$ 49,746.68
Naming rights for Rotary Tribute Room	\$ 7,832.00	\$ 7,832.00
Naming rights for Burnett Reference Desk	\$ 9,385.65	\$ 9,385.65
Naming rights for Thal Reference Desk	\$ 6,000.00	\$ 6,000.00
<hr/> Total non-endowment funds	<hr/> \$ 783,461.74	<hr/> \$ 881,027.08
 Total endowment funds	 \$ 1,382,218.40	 \$ 1,472,443.56
Total non-endowment funds	\$ 783,461.74	\$ 881,027.08
<hr/> Total of all Trust funds	<hr/> \$ 2,165,680.14	<hr/> \$ 2,353,470.64

\* The principal of the endowment funds is \$888,797.04.

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

As of January 31, the amount of money in the Trust that is undesignated stands at \$861,110.06

**Baldwin Public Library Trust**  
**Endowment Funds Portfolio Performance Benchmarks**  
**As of January 31, 2026**

<u>Index</u>	<u>2026: YTD</u>	<u>2025: Entire Year</u>
S&P 500-Equity Benchmark	1.37%	16.39%
U.S. Aggregate-Bond Benchmark	0.11%	-0.20%
Blended Return of Both Benchmarks* <i>(S&amp;P 500: 75% and U.S. Aggregate: 25%)</i>	1.06%	12.24%
Baldwin Endowment Funds' Portfolio	2.10%	9.73%
<b>Endowment Funds' Performance Compared to Blended Return of Benchmarks</b>	<b>1.05%</b>	<b>-2.51%</b>

\*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 January 31, 2026, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,297,118.41
Raymond James Building Mutual Funds Account	\$606,434.18
Huntington Bank Checking Account	\$4,428.65
Huntington Bank Money Market Account	<u>\$445,489.40</u>
<b>Total</b>	<b>\$ 2,353,470.64</b>

Our Huntington Bank checking account and money market account have no stock or bond investments at all, and are non-volatile.

**BALDWIN PUBLIC LIBRARY TRUST  
BALANCES BY FINANCIAL INSTITUTIONS  
JANUARY 31, 2026**

Investment and Cash Report											
12_c	Prior Month Balance 12/31/25	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 01/31/26		
<b>Huntington Bank Checking:</b>											
Endowment Money	\$0.00	\$0.00	\$0.00	\$1,389.81	\$17,636.69	\$1,389.81			\$0.00		
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00		
Restricted Funds - Memorials and Friends	\$4,428.49	\$0.16	\$1.07	\$1,130.72	\$19,241.50	\$1,130.72			\$4,428.65		
Restricted Funds - Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00		
Restricted Funds - Covid and MAF Idea Lab	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00		
Subtotal - Restricted Funds	\$4,428.49								\$4,428.65		
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00		
<b>TOTAL</b>	\$4,428.49	\$0.16	\$1.07	\$2,520.53	\$36,878.19	\$2,520.53	\$0.00		\$4,428.65		
<b>Huntington Bank Money Market:</b>											
Endowment Budgeted Funds	\$190,546.96	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	(\$1,389.81)		\$189,157.15		
Endowment Investment Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
Building Fund	\$999.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$999.75		
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
Restricted Funds	\$27,417.97	\$27,900.00	\$28,000.00	\$0.00	\$0.00	\$0.00	(\$1,130.72)		\$54,187.25		
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$516.43		
Restricted Fund - Idea Lab MAF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
General Spendable Funds	\$194,246.14	\$6,392.68	\$31,897.13	\$10.00	\$70.00	\$0.00	\$0.00		\$200,628.92		
<b>TOTAL</b>	\$413,727.25	\$34,292.68	\$60,097.13	\$10.00	\$70.00	\$0.00	(\$2,520.53)		\$445,489.40		
<b>Raymond James &amp; Associates:</b>											
Endowment Fund Investments	\$1,259,274.49	\$0.00	\$0.00			\$0.00	\$0.00	\$28,227.66	\$1,287,502.15		
Endowment Cash	\$10,343.77	\$0.00	\$2,600.00			\$0.00	\$0.00	(\$727.51)	\$9,616.26		
Sub-total Endowment Funds	\$1,269,618.26	\$0.00	\$2,600.00			\$0.00	\$0.00	\$27,500.15	\$1,297,118.41		
General Spendable Funds Cash	\$2,767.50	\$0.00	\$0.00			\$0.00	\$0.00	(\$734.26)	\$2,033.24		
General Spendable Mutual Funds	\$450,513.38	\$0.00	\$0.00			\$0.00	\$0.00	\$8,782.64	\$459,296.02		
General Spendable Building Mutual Funds	\$142,331.45	\$0.00	\$0.00			\$0.00	\$0.00	\$2,773.47	\$145,104.92		
Sub-total General Spendable Funds	\$595,612.33	\$0.00	\$0.00			\$0.00	\$0.00	\$10,821.85	\$606,434.18		
<b>TOTAL</b>	\$1,865,230.59	\$0.00	\$2,600.00			\$0.00	\$0.00	\$38,322.00	\$1,903,552.59		
<b>Total All Funds</b>	\$2,283,386.33	\$34,292.68	\$62,698.20	\$2,530.53	\$36,948.19	\$2,520.53	(\$2,520.53)	\$38,322.00	\$2,353,470.64		

**BALDWIN PUBLIC LIBRARY TRUST  
ENDOWMENT BY INDIVIDUAL FUND  
JANUARY 31, 2026**

12d	PRINCIPAL AMOUNT OF FUND	PURPOSE	VALUE AS OF JULY 1, 2025	2025/26 DONATIONS	EARNINGS INCOME OUT	CHANGE IN VALUE		CURRENT VALUE OF ENDOWMENT INVESTMENTS
						JULY 1, 2025 to JUNE 30, 2026	105,061.85	
401	Frances Balfour	Adult Reading	\$13,638.32			\$1,182.07	\$14,820.39	
402	Gladys E. Brooks	Large Print Books/Senior Citizens Programs	\$56,513.57			\$4,898.24	\$61,411.80	
403	Jane Cameron	Baldwin Public Library	\$89,634.36			\$8,129.08	\$97,763.44	
404	Jane Martin Clark	Baldwin Public Library	\$6,819.16			\$591.03	\$7,410.19	
405	Jan Coil	Baldwin Public Library	\$14,197.29			\$1,241.17	\$15,438.46	
406	Aubrey & Grace Flood	Youth Services	\$6,819.16			\$591.03	\$7,410.19	
407	Paul R. Francis	Staff Appreciation	\$12,836.84	\$2,000.00		\$1,182.07	\$16,018.91	
408	Friends of the Library	Library Collections	\$43,642.91			\$3,782.62	\$47,425.53	
409	Priscilla Goodell	Baldwin Public Library	\$155,092.84			\$13,442.24	\$168,535.08	
410	Emmelene Hornac	Youth Services & Adult Reading	\$68,191.66			\$5,910.34	\$74,101.99	
411	H. G. Johnston	Reference Collection	\$8,609.12			\$750.61	\$9,359.73	
412	Bob & Jean Kelly	Youth Services Programs	\$13,728.57			\$1,242.12	\$14,970.69	
413	William Keman, Jr.	Library Collections	\$34,095.85			\$2,955.17	\$37,051.02	
414	Merle L. Rominger	Reference Collection	\$342,091.94			\$29,656.90	\$371,748.84	
415	Rosso Family Foundation	Baldwin Public Library	\$13,638.34			\$1,182.07	\$14,820.41	
416	Marion G. Sweeney	Youth Services	\$14,903.18			\$1,347.56	\$16,250.73	
417	Stephen Vartanian	Audio Visual Material	\$13,638.34			\$1,182.07	\$14,820.41	
419	Clarice G. Taylor	Professional Development	\$83,825.48			\$7,075.00	\$90,900.48	
421	Eric & Julie Gheen	Adult Reading Print Books	\$12,815.26			\$1,182.07	\$13,997.33	
422	Ileane Thal	Baldwin Public Library	\$59,502.34			\$5,910.22	\$65,412.56	
423	Judith Nix	Adult & Youth Programs	\$18,957.67			\$1,797.63	\$20,755.30	
424	MAF-Rae Dumke	Architecture Books	\$12,860.73			\$1,182.07	\$14,042.80	
425	Linne Underdown Hage Forester	Professional Development	\$37,920.30	\$600.00		\$4,079.31	\$42,599.61	
426	Richard & Mary Henne Book Fund	Adult Reading Print Books	\$10,552.64			\$1,182.07	\$11,734.71	
427	Douglas R. Koschik	Building Improvements	\$19,547.49			\$2,193.21	\$21,740.70	
428	Gerald "Jerry" Dreer		\$11,551.20			\$1,193.89	\$12,745.08	
			\$1,175,624.56	\$2,600.00	\$0.00	\$105,061.85	\$1,283,286.41	

**BALDWIN PUBLIC LIBRARY TRUST  
ENDOWMENT FUNDS BY DESIGNATION  
JANUARY 31, 2026**

		Prior Month Balance 12/31/25	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 01/31/26
12e										
<b>Gift &amp; Tribute Funds</b>	<b>Purpose</b>									
<b>General Spendable Funds</b>		\$647,314.00	\$6,392.68	\$31,897.13	\$10.00	\$70.00		\$8,224.61	\$661,921.28	
<b>Restricted Funds:</b>										
Building Fund		\$143,544.22	\$0.00	\$0.00	\$0.00	\$0.00		\$2,597.24	\$146,141.47	
Van Dragt Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
Memorials/Tributes		\$10,709.75	\$0.16	\$101.07	\$0.00	\$56.72			\$10,709.91	
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00			\$516.43	
Restricted Fund - Idea Lab MAF		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
Friends	Adult Services Programs	\$5,129.93	\$7,000.00	\$7,000.00	\$289.79	\$5,147.33			\$11,840.14	
	Young Adult Programs	\$2,185.82	\$8,700.00	\$8,700.00	\$725.09	\$6,073.36			\$10,160.73	
	Youth Services Programs	\$1,880.42	\$7,700.00	\$7,700.00	\$115.84	\$3,533.85			\$9,464.58	
	Idea Lab Program Supplies	\$440.63	\$2,000.00	\$2,000.00	\$0.00	\$1,154.53			\$2,440.63	
	Outreach & Equipment	\$2,114.26	\$2,500.00	\$2,500.00	\$0.00	\$3,275.71			\$4,614.26	
	<b>Sub-total Restricted</b>	\$166,521.46	\$27,900.16	\$28,001.07	\$1,130.72	\$19,241.50	\$0.00	\$2,597.24	\$195,888.15	
<b>Rotary Room Fund</b>	Naming Rights-Principal	\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00	
	Maintenance Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Ileane Thal Reference Desk</b>		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	
<b>Miranda Burnett Reference Desk</b>		\$9,385.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,385.65	
<b>Total Gift and Tribute Funds</b>		\$837,053.11	\$34,292.84	\$59,898.20	\$1,140.72	\$19,311.50	\$0.00	\$10,821.85	\$881,027.08	
<b>Endowment Funds</b>										
<b>Endowment Budgeted Funds</b>	General Funds	\$54,639.04	\$0.00	\$0.00	\$591.98	\$3,066.22			\$54,047.06	
	Adult Large Print	\$2,215.04	\$0.00	\$0.00	\$0.00	\$1,181.20			\$2,215.04	
	Adult Services Department	\$32,166.99	\$0.00	\$0.00	\$531.44	\$1,452.85			\$31,635.55	
	Adult Audio Visual	\$13.73	\$0.00	\$0.00	\$0.00	\$730.12			\$13.73	
	Adult Reference	\$56,646.34	\$0.00	\$0.00	\$0.00	\$0.00			\$56,646.34	
	Adult Programs	\$14,761.21	\$0.00	\$0.00	\$0.00	\$4,300.00			\$14,761.21	
	Architecture	\$604.25	\$0.00	\$0.00	\$92.79	\$742.42			\$511.46	
	Youth Services Department	\$2,440.56	\$0.00	\$0.00	\$55.38	\$5,301.34			\$2,385.18	
	Youth Programs (Nix)	\$618.47	\$0.00	\$0.00	\$0.00	\$73.73			\$618.47	
	Professional Development	\$22,959.17	\$0.00	\$0.00	\$0.00	\$40.00			\$22,959.17	
	Staff Appreciation	\$1,782.33	\$0.00	\$200.00	\$118.22	\$748.81			\$1,664.11	
	Koschik Building Fund	\$1,699.82	\$0.00	\$0.00	\$0.00	\$0.00			\$1,699.82	
	<b>Sub-total</b>	\$190,546.95	\$0.00	\$200.00	\$1,389.81	\$17,636.69	\$0.00	\$0.00	\$189,157.14	
<b>Total Endowment Investments</b>	All Funds	\$1,255,786.27	\$0.00	\$2,600.00	\$0.00	\$0.00	\$0.00	\$27,500.15	\$1,283,286.42	
<b>Total Endowment Funds</b>		\$1,446,333.22	\$0.00	\$2,800.00	\$1,389.81	\$17,636.69	\$0.00	\$27,500.15	\$1,472,443.56	
<b>Total All Trust Funds</b>		\$2,283,386.33	\$34,292.84	\$62,698.20	\$2,530.53	\$36,948.19	\$0.00	\$38,322.00	\$2,353,470.64	

**TRUST RECEIPTS**  
**January-26**

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**Trust Money Mkt General Funds:**

Campbell Family Foundation, Inc. in Honor of Holden Campbell	\$	3,000.00	
Terry Hodges	\$	2,500.00	
David and Jelane N. Caspar in Memory of John W. Neumann	\$	50.00	

Money Market Interest Income	\$	842.68	\$ 6,392.68
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**Friends of BPL:**

- Adult Programs	\$	7,000.00	
- Teen Programs	\$	8,700.00	
- Youth Programs	\$	7,700.00	
- Idea Lab Program Supplies	\$	2,000.00	
- Outreach and Equipment	\$	2,500.00	

**Trust Money Mkt Restricted Funds:**

	\$	-	
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**Memorial Book Fund:**

Checking Account Interest	\$	0.16	\$ 0.16
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**Trust Money Mkt Endowment Fund:**

	\$	-	
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<b>Total Receipts at Huntington Bank</b>	\$	34,292.84	\$ 6,392.84
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**Raymond James**

	\$	0.00	
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<b>Total Trust Receipts (Before Bank Fees)</b>	<u>\$34,292.84</u>	<u>\$34,292.84</u>	
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<b>Monthly Banking Fee on Money Market Account</b>	<u>\$ (10.00)</u>	<u>\$ (10.00)</u>	
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<b>Total Trust Receipts (Net)</b>	<u>\$34,282.84</u>	<u>\$6,382.84</u>	
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Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
01/22/2026	LIBRY	6444	001090	INGRAM LIBRARY SERVICES	679.71
01/30/2026	LIBRY	6445	MISC	ALYSSA MANDELL	22.26
01/30/2026	LIBRY	6446	004867	BALDWIN PUBLIC LIBRARY TRUST	44.79
01/30/2026	LIBRY	6447	MISC	BRIAN CHRISTOPHER KEMP	100.00
01/30/2026	LIBRY	6448	007822	REBEKAH CRAFT	88.22
01/30/2026	LIBRY	6449	MISC	DETROIT HISTORICAL SOCIETY	275.00
01/30/2026	LIBRY	6450	007403	SUSAN DION	43.06
01/30/2026	LIBRY	6451	004604	GORDON FOOD	12.99
01/30/2026	LIBRY	6452	001090	INGRAM LIBRARY SERVICES	881.93
01/30/2026	LIBRY	6453	009060	ROSEMARY ISBELL	22.57
01/30/2026	LIBRY	6454	MISC	SCOTT A. ELLSWORTH	350.00

LIBRY TOTALS:

Total of 11 Checks:	2,520.53
Less 0 Void Checks:	0.00
Total of 11 Disbursements:	<u>2,520.53</u>