

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

JUNE 15, 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

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

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

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

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

Wheeler, Jennifer

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

Term expires 2027

Personnel Committee,
Policy Committee



LEARN. CONNECT. DISCOVER.

AGENDA

Baldwin Public Library Board Meeting

Monday, June 15, 2026 at 7:30 p.m.

Rotary/Donor Rooms

Agenda

The full Board packet is available online at www.baldwinlib.org on the Friday preceding the meeting.

This is an open meeting. All members of the public are invited to attend.

Call to order, pledge of allegiance, reading of the Library's mission statement, and establishment of a quorum.

I. General Public Comment Period

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

II.

Consent Agenda

All items on the consent agenda are considered routine and will be enacted by one motion and approved by a roll call vote. There will be no discussion of these items unless a Board member or a citizen so requests, in which case the item will be removed from the general order of business and considered as the last item under new business.

- A. Approval of May 18, 2026 Board Meeting Minutes p. 8
- B. Approval of May 2026 vendor payments in the amount of \$123,329.82, including payments in excess of \$75,000. p. 11
- C. Approval of total expenses in the amount of \$437,973.71 p. 15

IV. Board Reports and Special Announcements

- A. Vice President's report
- B. Board comments
- C. Staff anniversaries (Wendy Friedman) p. 50
- D. Upcoming events of interest (Jaclyn Miller) p. 62

E. Report from Friends of the Baldwin Public Library (Ryndee Carney) p. 52

V. Board Committee Reports

A. Finance – Frank Pisano p. 14

The next Finance Committee meeting will be held on Monday, July 13, 2026 at 4:00 p.m.

SUGGESTED BOARD ACTION p. 17

To approve the following amendments to the FY 2025-26 Budget

Revenue

| | | |
|------------------------|--------------------------------|------------------|
| 271.0-000.000-402.0000 | Birmingham Tax Revenue | \$12,959 |
| 271.0-000.000-528.0000 | Federal Grants | \$9,600 |
| 271.0-000.000-567.0000 | State Grant | \$2,000 |
| 271.0-000.000-573.0002 | Local Community Stabilization | \$1,200 |
| 271.0-000.000-591.0001 | Beverly Hills Contract | \$23,228 |
| 271.0-000.000-591.0003 | Bloomfield Hills Contract | \$4,235 |
| 271.0-000.000-619.0009 | Proctor Fees | \$150 |
| 271.0-000.000-646.0005 | Copy Machine Fees | \$400 |
| 271.0-000.000-646.0008 | Computer Printer Fees | \$2,500 |
| 271.0-000.000-646.0008 | Fax Fees | -\$150 |
| 271.0-000.000-647.0005 | Sale of Items | -\$750 |
| 271.0-000.000-647.0006 | Vending Machine Fees | \$1,400 |
| 271.0-000.000-660.0000 | Fines | -\$500 |
| 271.0-000.000-665.0001 | Investment Income | \$85,000 |
| 271.0-000.000-677.0001 | Sundry & Misc. | -\$450 |
| | TOTAL CHANGE IN REVENUE | \$140,822 |

Expenses

| | | |
|------------------------|-------------------------------|-----------|
| 271.0-790.000-702.0001 | Salaries & Wages | \$125,000 |
| 271.0-790.000-711.0005 | Dental/Optical Insurance | \$894 |
| 271.0-790.000-711.0012 | Retirement-Def. Contribution | \$3,817 |
| 271.0-000.000-711.0013 | Retiree Health Savings Contr. | \$520 |
| 271.0-000.000-727.0000 | Postage | -\$1,550 |
| 271.0-790.000-742.0000 | Computer Software | \$5,000 |
| 271.0-000.000-746.0000 | Maintenance Supplies | \$1,000 |
| 271.0-000.000-799.0000 | Equipment Under \$5,000 | \$8,000 |
| 271.0-790.000-801.0200 | Legal | \$15,750 |
| 271.0-790.000-802.0100 | Audit | -\$470 |

| | | |
|------------------------|---------------------------------|------------------|
| 271.0-000.000-805.0100 | Landscape Services | -\$3,000 |
| 271.0-000.000-811.0000 | Other Contracted Services | \$52,660 |
| 271.0-790.000-814.0200 | Marketing & Design Services | \$3,000 |
| 271.0-000.000-816.0100 | Janitorial Contract | -\$23,000 |
| 271.0-790.222-830.0200 | ILS Services | \$5,000 |
| 271.0-790.222-851.0000 | Telephone | -\$2,000 |
| 271.0-790.000-933.0200 | Equipment Maintenance | -\$6,000 |
| 271.0-790.000-920.0000 | Electricity | -\$6,000 |
| 271.0-790.000-921.0000 | Gas | \$1,200 |
| 271.0-000.000-922.0000 | Water & Sewage | -\$3,000 |
| 271.0-790.000-901.0000 | Printing | \$2,800 |
| 271.0-000.000-955.0100 | Programs | \$400 |
| 271.0-000.000-957.0100 | Training | -\$10,000 |
| 271.0-790.000-957.0300 | Memberships & Dues | \$1,000 |
| 271.0-790.000-958.0200 | Parking | \$4,360 |
| 271.0-790.000-960.0000 | Unemployment Claims | -\$1,000 |
| 271.0-790.000-962.0000 | Miscellaneous | -\$1,500 |
| 271.0-790.000-971.0100 | Machinery & Equipment | -\$35,000 |
| 271.0-790.000-972.0000 | Furniture | -\$16,000 |
| 271.0-790.000-977.0000 | Building Improvements | \$15,000 |
| 271.0-790.000-987.0500 | Books: Adult | \$60,000 |
| 271.0-790.000-987.0700 | Books: Youth | \$60,000 |
| | TOTAL CHANGE IN EXPENSES | \$256,881 |

- B. Building – Karen Rock p. 25
The Building Committee will meet on Monday, June 15, 2026 at 3:00 p.m.
- C. Outreach –The next Outreach Committee meeting will be held June 29, 2026 at 1:00 p.m.
- D. Policy – Wendy Friedman p. 29
The next Policy Committee meeting will be held in October 2026.
Suggested Board action: To make a motion to adopt proposed changes to the Idea Lab User Agreement and Library Card Policy, as found on pages 30-40 of the June 2026 Board packet.

VI. Library Report – Rebekah Craft & Jaclyn Miller p. 41

VII. Liaisons

- A. Beverly Hills (Andrew Drummond, Beverly Hills Village Council)
- B. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)
- C. Bingham Farms (Kathy Mechigian, Bingham Farms Village Council)

VIII. New & Miscellaneous Business

A. Discussion of proposed Tuition Assistance Program p. 56

IX. Unfinished Business

- A. Student Board Representative Update

X. Items removed from the Consent Agenda

XI. Information Only

- A. Upcoming events of interest p. 62
- B. Birmingham Youth Assistance Thank You Letter p. 65

XII. Adjournment

The next regular meeting of the Library Board will take place on Monday, July 20, 2026 at 7:30 p.m.

Motion: To adjourn the June 15, 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
May 18, 2026**

Call to Order and Roll Call:

The meeting was called to order by Vice President Karen Rock at 8:00 p.m.

Library Board present: Wendy Friedman, Frank Pisano, Karen Rock, Jennifer Wheeler.

Absent and excused: Pam Graham, Danielle Rumble.

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

Friends of the Library liaison present: None.

Contract community representatives present: None.

Members of the public present: None.

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

Wheeler read aloud the Library's Mission Statement.

1. General Public Comment Period: None

2. Consent Agenda:

Motion to approve the consent agenda.

A. Approval of April 20, 2026 Board Meeting Minutes

B. Approval of April 2026 vendor payments in the amount of \$142,401.15, including payments in excess of \$75,000.

C. Approval of total expenses in the amount of \$546,118.98

1st Pisano

2nd Friedman

A roll call vote was taken.

Yeas: Friedman, Pisano, Rock, Wheeler.

Nays: None.

Absent and excused: Graham, Rumble.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

Vice President's report: Rock explained Board President Danielle Rumble was absent as she received the Birmingham Public School Council PTA/PTSA volunteer of the year award, and is also overseeing the PTA Reflections Banquet. Trustee Pam Graham is a new grandmother and is out of state meeting her new grandchild. Rock thanked the Board members and Baldwin staff who marched in the Birmingham parade on Sunday, May 17.

Board comments: None.

Staff Anniversaries: Friedman recognized the following staff anniversaries: Melissa Behrens (7 year of service), Nadia Bertala (9 years), Sam Hollo (3 years), H Jennings (9 years), Jody Jennings (7 years), Josh King (1 year), Emily Malek (5 years), Grace Noble (5 years), and Robbie Terman (8 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on page 36 of the May Board packet.

Report from Friends of the Baldwin Public Library: Miller relayed that the Friends earned \$2965 total from their Spring book sale. 2/3 of orders were processed through the Zeffy payment method.

4. Board Committee Reports

Finance Committee:

Pisano reported that the Finance Committee met on May 8. Present were Pisano, Rumble, Craft, and Miller. Full minutes from this meeting are on page 14 of the May Board packet. The next meeting of the Finance Committee will take place on Monday, June 8, 2026 at 4:00 p.m. in the Director's Alcove.

Building Committee:

Rock reported that the Building Committee met on May 18. Present were Rock, Rumble, Craft, and Miller. Full minutes from this meeting are on page 17 of the May Board packet. The next meeting of the Building Committee will take place on Monday, June 15, 2026 at 3:00 p.m. in the Director's Alcove.

If the City approves the installation of heating mats for the exterior stairs to the lower level, the steps will be resurfaced and heating mats added to each step; two outlets with conduit will be installed to power them. If the City does not approve of the mats, the Library will proceed with an awning option to cover the stairs.

5. Library Report:

Craft and Miller presented highlights as shown in the Library Report. Miller noted that in the Statistical Dashboard, Database Sessions were estimated this month and an accurate count will be included in the June accounting. Full details of the complete report, including programs and services updates, are on pages 19-32 of the May Board packet.

6. Liaisons

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 35-44 of the May Board packet.

11. Adjournment:

Motion to adjourn the meeting.

1st Wheeler

2nd Friedman

A voice vote was taken.

Yeas: Friedman, Pisano, Rock, Wheeler.

Nays: None.

Absent and excused: Graham, Rumpfle.

The motion was approved unanimously.

The meeting was adjourned at 8:30 p.m. The next regular meeting is scheduled for Monday, June 15, 2026 at 7:30 p.m. in the Rotary & Donor Room.

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 | 35.36 |
| | 009440 | ALLIANCE ENTERTAINMENT, LLC | 1,752.96 |
| | 009535 | BIRMINGHAM PAPERS | 624.00 |
| | 008355 | BIRMINGHAM PUBLIC SCHOOLS | 1,409.05 |
| | 003904 | CAPITAL ONE BANK | 16,039.24 |
| | MISC | CHELSEA DISTRICT LIBRARY | 19.99 |
| | 000605 | CINTAS CORPORATION | 292.92 |
| | 000179 | DTE ENERGY | 8,858.40 |
| | 008139 | ENVISIONWARE INC. | 75.00 |
| | 010156 | FOLLETT CONTENT SOLUTIONS LLC | 2,219.40 |
| | 008164 | GARY EISELE | 67.43 |
| | 006666 | GRID 4 COMMUNICATIONS INC. | 251.17 |
| | 001090 | INGRAM LIBRARY SERVICES | 17,914.01 |
| | 008827 | KANOPY, INC | 474.30 |
| | 003527 | LOWER HURON SUPPLY CO INC | 1,513.71 |
| | 007927 | MICHELLE HOLLO | 752.50 |
| | 002013 | MIDWEST TAPE | 11,707.51 |
| | MISC | MORGAN KOSCIUK | 12.69 |
| | 008471 | MULTICULTURAL BOOKS & VIDEOS | 786.00 |
| | 009478 | ODP BUSINESS SOLUTIONS, LLC | 241.27 |
| | 006785 | OVERDRIVE, INC. | 32,495.40 |
| | 007823 | PITNEY BOWES GLOBAL FINANCIAL SERVI | 493.83 |
| | 002518 | PITNEY BOWES INC | 149.00 |
| | 009612 | PLAYAWAY PRODUCTS LLC | 3,039.73 |
| | 007098 | SHAW SYSTEMS & INTEGRATION | 436.00 |
| | 009030 | SYNTHA GREEN | 247.00 |
| | MISC | THE DETROIT JEWISH NEWS | 99.00 |
| 15984 | 008336 | NBS COMMERCIAL INTERIORS | 852.00 |
| 16000 | 009920 | CORPORATE DINING CONCEPTS | 279.00 |
| 16002 | 009024 | D.M. BURR GROUP | 4,964.66 |
| 16041 | 005861 | UNIQUE MGMT SERVICE, INC | 30.90 |
| 309188 | 006638 | ACTION MAT & TOWEL RENTAL, INC | 35.36 |
| 309192 | 009202 | AQUARIUM DESIGN INC | 245.00 |
| 309199 | 005717 | BSB COMMUNICATIONS, INC. | 1,386.90 |
| 309235 | 001090 | INGRAM LIBRARY SERVICES | 486.29 |
| 309271 | 000678 | OCLC, INC. | 25.26 |
| 309307 | 009863 | US BANK EQUIPMENT FINANCE | 69.93 |
| 309347 | 000575 | DEMCO, INC | 1,100.90 |
| 309358 | 000726 | GUARDIAN ALARM | 356.62 |
| 309374 | 004904 | KONICA MINOLTA BUSINESS SOLUTIONS | 2,346.45 |
| 309381 | 009085 | MGSE SECURITY LLC | 230.00 |
| 309415 | 009026 | WELLS FARGO VENDOR FIN SERV | 57.52 |
| 309422 | 009440 | ALLIANCE ENTERTAINMENT, LLC | 112.53 |
| 309438 | 009319 | COMPTON PRESS INDUSTRIES LLC | 3,556.07 |
| 309443 | MISC | DANIELLE L. IMLER | 8.40 |
| 309446 | 000575 | DEMCO, INC | 207.10 |
| 309471 | 004493 | ELITE IMAGING SYSTEMS, INC | 1,963.93 |
| 309472 | MISC | EMILY RUBY | 44.99 |

Register of Claims

Baldwin Public Library

300 W. Merrill Street
Birmingham, MI 48009

| Check Number | Vendor # | Vendor | Amount |
|--------------|----------|-----------------------------------|------------|
| 309477 | 010086 | FOSTER, SWIFT, COLLINS & SMITH PC | 480.60 |
| 309513 | 006432 | ELISABETH PHOU | 34.08 |
| 309514 | 009612 | PLAYAWAY PRODUCTS LLC | 923.87 |
| 309535 | MISC | UOVO | 741.62 |
| 309544 | 009026 | WELLS FARGO VENDOR FIN SERV | 782.97 |
| Total: | | | 123,329.82 |

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

Policy Committee

June 2026 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, June 8, 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 presented the FY 2025-26 budget report after eleven months.
 - Things are tracking as expected. Everything that is higher than we predicted last budget season is expected.
- Craft reviewed the draft memo for the FY 2025-26 Budget amendment
 - With all proposed line adjustments, the fund balance will be reduced to \$1,580,000, which will keep it within the Fund Balance Policy's minimum range of 25-35% of expenses.
- Miller reviewed May Trust expenditures with Friends of the Library funds
 - We will be able to reduce our wish list for the second half due to some savings in the first half of 2026. Our next requests will be presented to the Friends on June 9.
- Pisano did not attend any meetings. The June Retirement and Investment Board meetings are cancelled, and scheduled next for September.
- Craft has switched our Trust donation software from PayPal to Zeffy, as Zeffy does not charge fees to non-profits for use.

The next meeting will be held on Monday, July 13, 2026 at 4:00 p.m. in the Delos Board

FINANCIAL REPORT: May 2026

This report references the Revenue and Expense Report 2025-26, found on the following page. At 91.7% of the way through fiscal year 2025-2026, the Library has spent 91.2% of its budget and received 97.6% of its revenue. By this point of the year, the Library was budgeted to have spent 91.7% of its budget and to have received 91.7% of its revenue.

Two pay periods were recorded in the month.

Vendor payments in excess of \$75,000:

| | | |
|--|-----------|-------------------|
| | \$ | - |
| Total vendor payments in excess of \$75,000 | \$ | - |
| Balance of vendor payments less than \$75,000 | \$ | 123,329.82 |
| Total vendor payments | \$ | 123,329.82 |

City of Birmingham allocations:

| | | |
|--|-----------|-------------------|
| Payroll Period Ending 05/09/26 | \$ | 141,916.22 |
| Payroll Period Ending 05/23/26 | \$ | 123,636.28 |
| Fixed Past Retirement Health Care Cost (acct 711.0004) | \$ | 389.67 |
| Retirement Cost (acct 711.0010) | \$ | 8,757.00 |
| Total Payroll | \$ | 274,699.17 |

| | | |
|---|-----------|-------------------|
| BS&A Software Charge (acct 811.0000) | \$ | 890.00 |
| Administrative Services (acct. 813.0000) | \$ | 33,333.34 |
| MML Insurance Premium (acct. 960.0400) | \$ | 556.67 |
| Total City of Birmingham allocations | \$ | 309,479.18 |

Reconciling adjustments:

| | | |
|--|-----------|-----------------|
| Refunds, Voids (Fines, Bags, Room Rentals, Magazines etc.) | \$ | (98.64) |
| Audit Fees | | \$183.35 |
| Credit Card Fees | | 5,080.00 |
| City of Birmingham Parking | \$ | 5,080.00 |
| Water Bill | | |
| Total Recon Adjustments | \$ | 5,164.71 |

\$ 437,973.71

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

| | 2025-2026 Budget | Current | | 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 | 11th Month of the year 91.67% |
|--------------------------|---------------------|--------------------------|--------------------------|------------------------------|------------------------------|-----------------------|----------------------|----------------------------------|-------------------------------------|
| | | Month Budget May 2026 | Month Actual May 2026 | | | | | | |
| REVENUES | | | | | | | | | |
| TAXES | \$4,669,595 | \$389,133 | \$0 | \$4,280,462 | \$4,682,554 | \$402,092 | 100.3% | \$4,492,575 | 107.6% |
| PROVISION FOR TAX LOSS | (\$15,000) | (\$1,250) | \$0 | (\$13,750) | (\$2,296) | \$11,454 | 15.3% | (\$4,565) | 228.2% |
| COUNTY AND STATE REVENUE | \$95,000 | \$7,917 | \$1,071 | \$87,083 | \$28,565 | (\$58,518) | 30.1% | \$27,998 | 28.0% |
| GRANTS | \$0 | \$0 | \$1,800 | \$0 | \$9,600 | \$9,600 | 0.0% | \$3,450 | 21.6% |
| COMMUNITY CONTRACTS | \$1,117,400 | \$93,117 | \$34,233 | \$1,024,283 | \$890,495 | (\$133,788) | 79.7% | \$1,036,036 | 98.4% |
| PATRON USE REVENUE | \$35,950 | \$2,996 | \$2,891 | \$32,954 | \$37,020 | \$4,066 | 103.0% | \$39,589 | 110.9% |
| INVESTMENT INCOME | \$15,000 | \$1,250 | \$8,740 | \$13,750 | \$128,680 | \$114,930 | 857.9% | \$96,311 | 120.4% |
| OTHER REVENUE | \$500 | \$42 | \$0 | (\$42) | \$49 | (\$409) | 0.0% | \$118 | 0.0% |
| TOTAL REVENUE | \$5,918,445 | \$493,204 | \$48,734.41 | \$5,425,241 | \$5,774,667.62 | \$349,426 | 97.6% | \$5,691,513.06 | 99.5% |

EXPENSES

| | | | | | | | | | |
|------------------------------------|--------------------|------------------|---------------------|--------------------|-----------------------|-------------------|--------------|-----------------------|--------------|
| PERSONNEL SERVICES | \$3,360,152 | \$280,013 | \$274,699 | \$3,080,139 | \$3,047,268 | (\$32,871) | 90.7% | \$2,802,757 | 94.6% |
| SUPPLIES | \$163,000 | \$13,583 | \$7,178 | \$149,417 | \$153,840 | \$4,423 | 94.4% | \$127,715 | 85.1% |
| CONTRACTED SERVICES | \$486,157 | \$40,513 | \$48,713 | \$445,644 | \$449,420 | \$3,776 | 92.4% | \$334,908 | 106.8% |
| TECHNOLOGY & MAINTENANCE | \$121,000 | \$10,083 | \$2,928 | \$110,917 | \$111,571 | \$654 | 92.2% | \$121,286 | 69.6% |
| UTILITIES | \$136,000 | \$11,333 | \$8,858 | \$124,667 | \$114,201 | (\$10,466) | 84.0% | \$114,842 | 97.7% |
| OTHER CHARGES | \$108,370 | \$9,031 | \$11,178 | \$99,339 | \$88,582 | (\$10,757) | 81.7% | \$75,450 | 65.3% |
| BUILDING IMPROVEMENTS & FURNISHING | \$170,000 | \$14,167 | \$3,458 | \$155,833 | \$97,498 | (\$58,336) | 57.4% | \$107,220 | 3.0% |
| COLLECTIONS | \$767,000 | \$63,917 | \$80,962 | \$703,083 | \$784,428 | \$81,345 | 102.3% | \$639,827 | 96.9% |
| TOTAL EXPENSES | \$5,311,679 | \$442,640 | \$437,973.71 | \$4,869,039 | \$4,846,807.75 | (\$22,231) | 91.2% | \$4,324,002.29 | 53.6% |
| VARIANCE | \$606,766 | \$50,564 | (\$389,239) | \$556,202 | \$927,859.87 | \$371,658 | | | |

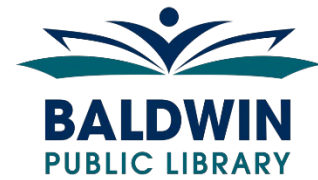
FUND BALANCE-BEGINNING OF YEAR

\$1,483,003.40

FUND BALANCE-CURRENT

\$2,410,863.27

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

DATE: June 12, 2026
 TO: Baldwin Public Library Board of Directors
 FROM: Rebekah Craft, Library Director
 SUBJECT: Budget Amendment for FY 2025-26

INTRODUCTION

Annually, projected revenues and expenditures are provided by the Library Director in order to determine whether any additional adjustments are necessary to the Library's current fiscal year budget. When necessary, these adjustments are brought to the Library Board in June before the end of the fiscal year.

BACKGROUND

The Uniform Budgeting Act requires budgets to be amended on a periodic basis as needed. As the fiscal year end approaches, department heads were asked to submit their final revenue and expenditure estimates for the fiscal year. These estimates were reviewed to determine whether additional budget adjustments are necessary.

FISCAL IMPACT

Based on analysis by the Library Director of the FY 2025-26 budget through May 2026 and provided from department heads, the following is a list of the Library's recommended adjustments:

| Revenue | |
|---|------------------|
| Birmingham Tax Revenue | \$12,959 |
| Federal Grants | \$9,600 |
| State Grant | \$2,000 |
| Local Community Stabilization Authority | \$1,200 |
| Beverly Hills Contract | \$23,228 |
| Bloomfield Hills Contract | \$4,235 |
| Proctor Fees | \$150 |
| Copy Machine Fees | \$400 |
| Computer Printer Fees | \$2,500 |
| Fax Fees | -\$150 |
| Sale of Items | -\$750 |
| Vending Machine Fees | \$1,400 |
| Fines | -\$500 |
| Investment Income | \$85,000 |
| Sundry & Misc. | -\$450 |
| TOTAL CHANGE IN REVENUE | \$140,822 |

| Expenses | |
|--|-------------------------|
| Salaries & Wages | \$125,000 |
| Dental/Optical Insurance | \$894 |
| Retirement-Deferred Contribution | \$3,817 |
| Retiree Health Savings Contribution | \$520 |
| Postage | -\$1,550 |
| Computer Software | \$5,000 |
| Maintenance Supplies | \$1,000 |
| Equipment Under \$5,000 | \$8,000 |
| Legal | \$15,750 |
| Audit | -\$470 |
| Landscape Services | -\$3,000 |
| Other Contracted Services | \$52,660 |
| Marketing & Design Services | \$3,000 |
| Janitorial Contract | -\$23,000 |
| ILS Services | \$5,000 |
| Telephone | -\$2,000 |
| Equipment Maintenance | -\$6,000 |
| Electricity | -\$6,000 |
| Gas | \$1,200 |
| Water & Sewage | -\$3,000 |
| Printing | \$2,800 |
| Programs | \$400 |
| Training | -\$10,000 |
| Memberships & Dues | \$1,000 |
| Parking | \$4,360 |
| Unemployment Claims | -\$1,000 |
| Miscellaneous | -\$1,500 |
| Machinery & Equipment | -\$35,000 |
| Furniture | -\$16,000 |
| Building Improvements | \$15,000 |
| Books: Adult | \$60,000 |
| Books: Youth | \$60,000 |
| <i>TOTAL CHANGE IN EXPENSES</i> | <i>\$256,881</i> |
| <i>Variance Between Revenue and Expenses</i> | <i>-\$116,059</i> |

SUMMARY

Based on the analysis performed by the Library Director, it is recommended that the Library Board approve the suggested budget amendments as listed above.

ATTACHMENTS

Comprehensive Budget, including Budget Amendment for 2025-26

SUGGESTED BOARD ACTION

To approve the following amendments to the FY 2025-26 Budget.

| Revenue | | |
|-------------------------|-------------------------------|-----------|
| 271.0-000.000-402.0000 | Birmingham Tax Revenue | \$12,959 |
| 271.0-000.000-528.0000 | Federal Grants | \$9,600 |
| 271.0-000.000-567.0000 | State Grant | \$2,000 |
| 271.0-000.000-573.0002 | Local Community Stabilization | \$1,200 |
| 271.0-000.000-591.0001 | Beverly Hills Contract | \$23,228 |
| 271.0-000.000-591.0003 | Bloomfield Hills Contract | \$4,235 |
| 271.0-000.000-619.0009 | Proctor Fees | \$150 |
| 271.0-000.000-646.0005 | Copy Machine Fees | \$400 |
| 271.0-000.000-646.0008 | Computer Printer Fees | \$2,500 |
| 271.0-000.000-646.0008 | Fax Fees | -\$150 |
| 271.0-000.000-647.0005 | Sale of Items | -\$750 |
| 271.0-000.000-647.0006 | Vending Machine Fees | \$1,400 |
| 271.0-000.000-660.0000 | Fines | -\$500 |
| 271.0-000.000-665.0001 | Investment Income | \$85,000 |
| 271.0-000.000-677.0001 | Sundry & Misc. | -\$450 |
| TOTAL CHANGE IN REVENUE | | \$140,822 |

| Expenses | | |
|------------------------|----------------------------------|-----------|
| 271.0-790.000-702.0001 | Salaries & Wages | \$125,000 |
| 271.0-790.000-711.0005 | Dental/Optical Insurance | \$894 |
| 271.0-790.000-711.0012 | Retirement-Deferred Contribution | \$3,817 |
| 271.0-000.000-711.0013 | Retiree Health Savings Contr. | \$520 |
| 271.0-000.000-727.0000 | Postage | -\$1,550 |
| 271.0-790.000-742.0000 | Computer Software | \$5,000 |
| 271.0-000.000-746.0000 | Maintenance Supplies | \$1,000 |
| 271.0-000.000-799.0000 | Equipment Under \$5,000 | \$8,000 |
| 271.0-790.000-801.0200 | Legal | \$15,750 |
| 271.0-790.000-802.0100 | Audit | -\$470 |
| 271.0-000.000-805.0100 | Landscape Services | -\$3,000 |
| 271.0-000.000-811.0000 | Other Contracted Services | \$52,660 |
| 271.0-790.000-814.0200 | Marketing & Design Services | \$3,000 |
| 271.0-000.000-816.0100 | Janitorial Contract | -\$23,000 |
| 271.0-790.222-830.0200 | ILS Services | \$5,000 |
| 271.0-790.222-851.0000 | Telephone | -\$2,000 |
| 271.0-790.000-933.0200 | Equipment Maintenance | -\$6,000 |
| 271.0-790.000-920.0000 | Electricity | -\$6,000 |
| 271.0-790.000-921.0000 | Gas | \$1,200 |
| 271.0-000.000-922.0000 | Water & Sewage | -\$3,000 |
| 271.0-790.000-901.0000 | Printing | \$2,800 |

| | | |
|--------------------------|-----------------------|-----------|
| 271.0-000.000-955.0100 | Programs | \$400 |
| 271.0-000.000-957.0100 | Training | -\$10,000 |
| 271.0-790.000-957.0300 | Memberships & Dues | \$1,000 |
| 271.0-790.000-958.0200 | Parking | \$4,360 |
| 271.0-790.000-960.0000 | Unemployment Claims | -\$1,000 |
| 271.0-790.000-962.0000 | Miscellaneous | -\$1,500 |
| 271.0-790.000-971.0100 | Machinery & Equipment | -\$35,000 |
| 271.0-790.000-972.0000 | Furniture | -\$16,000 |
| 271.0-790.000-977.0000 | Building Improvements | \$15,000 |
| 271.0-790.000-987.0500 | Books: Adult | \$60,000 |
| 271.0-790.000-987.0700 | Books: Youth | \$60,000 |
| TOTAL CHANGE IN EXPENSES | | \$256,881 |

Baldwin Public Library: Budget Summary
FY 2025-26
Budget Amendment

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

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 | \$12,959 | \$4,682,554 | \$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 | \$9,600 | \$9,600 | \$0 | \$0 | \$0 |
| State Grants | \$48,893 | \$45,000 | \$3,200 | \$48,200 | \$47,000 | \$47,000 | \$47,000 |
| Local Contributions | \$1,158,533 | \$1,167,400 | \$27,463 | \$1,194,863 | \$1,226,887 | \$1,261,076 | \$1,296,260 |
| Charges for Services | \$33,708 | \$28,950 | \$3,550 | \$32,500 | \$28,700 | \$28,700 | \$28,700 |
| Fines | \$7,705 | \$7,000 | -\$500 | \$6,500 | \$7,000 | \$7,000 | \$7,000 |
| Investment income | \$133,465 | \$15,000 | \$85,000 | \$100,000 | \$15,000 | \$15,000 | \$15,000 |
| Sundry & Misc | \$143 | \$500 | -\$450 | \$50 | \$500 | \$500 | \$500 |
| Total Revenue | \$5,885,685 | \$5,918,445 | \$140,822 | \$6,059,267 | \$6,222,897 | \$6,457,426 | \$6,703,380 |

EXPENSES

| | | | | | | | |
|---|--------------------|--------------------|------------------|--------------------|--------------------|--------------------|--------------------|
| Personnel | \$3,137,870 | \$3,360,153 | \$130,231 | \$3,490,384 | \$3,618,781 | \$3,723,809 | \$3,836,110 |
| Supplies | \$135,186 | \$163,000 | \$12,450 | \$175,450 | \$166,000 | \$170,000 | \$173,000 |
| Contracted Services | \$350,102 | \$467,090 | \$44,940 | \$512,030 | \$508,700 | \$522,750 | \$530,003 |
| Technology & Maintenance | \$60,460 | \$121,000 | -\$3,000 | \$118,000 | \$135,000 | \$137,000 | \$139,000 |
| Utilities | \$124,582 | \$136,000 | -\$7,800 | \$128,200 | \$143,350 | \$147,656 | \$154,971 |
| Fees & Dues; Communication; Other Charges | \$161,335 | \$108,370 | -\$3,940 | \$104,430 | \$182,880 | \$171,437 | \$173,852 |
| Capital Outlays (Bldg/Furn/Equip) | \$132,778 | \$170,000 | -\$36,000 | \$134,000 | \$470,000 | \$510,000 | \$400,000 |
| Collections | \$699,644 | \$767,000 | \$120,000 | \$887,000 | \$987,000 | \$1,027,000 | \$1,057,000 |
| Total Expenses | \$4,801,956 | \$5,292,613 | \$256,881 | \$5,549,494 | \$6,211,711 | \$6,409,652 | \$6,463,936 |

GENERAL FUND

| | | | | | | | |
|---------------------------------------|-------------|-------------|------------|-------------|-------------|-------------|-------------|
| Total Revenue | \$5,885,685 | \$5,918,445 | \$140,822 | \$6,059,267 | \$6,222,897 | \$6,457,426 | \$6,703,380 |
| Total Expenses | \$4,801,956 | \$5,292,613 | \$256,881 | \$5,549,494 | \$6,211,711 | \$6,409,652 | \$6,463,936 |
| Variance Between Revenue and Expenses | \$1,083,728 | \$625,832 | -\$116,059 | \$509,773 | \$11,186 | \$47,774 | \$239,444 |

NET CHANGE IN FUND BALANCE

| | | | | | | | |
|---------------------------------|--------------------|--------------------|--|--------------------|--------------------|--------------------|--------------------|
| Beginning Fund Balance | \$399,275 | \$1,483,003 | | \$2,108,835 | \$1,599,062 | \$1,610,248 | \$1,658,023 |
| End Fund Balance | \$1,483,003 | \$2,108,835 | | \$1,599,062 | \$1,610,248 | \$1,658,023 | \$1,897,467 |
| <i>Fund Balance 25% minimum</i> | <i>\$1,200,489</i> | <i>\$1,323,153</i> | | <i>\$1,387,374</i> | <i>\$1,552,928</i> | <i>\$1,602,413</i> | <i>\$1,615,984</i> |
| <i>Fund Balance 35% maximum</i> | <i>\$1,680,685</i> | <i>\$1,852,415</i> | | <i>\$1,942,323</i> | <i>\$2,174,099</i> | <i>\$2,243,378</i> | <i>\$2,262,378</i> |

Baldwin Public Library: Revenues
FY 2025-26
Budget Amendment

| | | FY 2024-25 Actual | FY 2025-26 Revenue | FY 2025-26 Changes to Revenue | FY 2025-26 Projected Year-End Revenue | FY 2026-27 Proposed Revenue | FY 2027-28 Proposed Revenue | FY 2028-29 Proposed Revenue |
|----------|---|----------------------|-----------------------|-------------------------------------|--|-----------------------------------|-----------------------------------|-----------------------------------|
| 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 | \$12,959 | \$4,682,554 | \$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 |
| | Total B'ham Tax Rev. | \$4,477,351 | \$4,654,595 | \$12,959 | \$4,667,554 | \$4,897,810 | \$5,098,150 | \$5,308,920 |

| | | | | | | | | |
|-----------------|-----------------------|-----------------|------------|----------------|----------------|------------|------------|------------|
| 528.0000 | Federal Grants | \$25,885 | \$0 | \$9,600 | \$9,600 | \$0 | \$0 | \$0 |
|-----------------|-----------------------|-----------------|------------|----------------|----------------|------------|------------|------------|

| | | | | | | | | |
|----------|--|-----------------|-----------------|----------------|-----------------|-----------------|-----------------|-----------------|
| 567.0000 | State Grant | \$41,264 | \$38,000 | \$2,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 |
| 573.0002 | Local Community Stabilization Authority | \$7,630 | \$7,000 | \$1,200 | \$8,200 | \$7,000 | \$7,000 | \$7,000 |
| | Total State Grants | \$48,893 | \$45,000 | \$3,200 | \$48,200 | \$47,000 | \$47,000 | \$47,000 |

| | | | | | | | | |
|----------|----------------------------------|--------------------|--------------------|-----------------|--------------------|--------------------|--------------------|--------------------|
| 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 | \$23,228 | \$645,098 | \$664,451 | \$684,384 | \$704,916 |
| 591.0002 | Bingham Farms Contract | \$132,942 | \$136,930 | \$0 | \$136,930 | \$139,805 | \$143,999 | \$148,319 |
| 591.0003 | Bloomfield Hills Contract | \$350,723 | \$358,600 | \$4,235 | \$362,835 | \$372,632 | \$382,693 | \$393,025 |
| | Total Local Contributions | \$1,158,533 | \$1,167,400 | \$27,463 | \$1,194,863 | \$1,226,887 | \$1,261,076 | \$1,296,260 |

| | | | | | | | | |
|----------|-------------------------------|-----------------|-----------------|----------------|-----------------|-----------------|-----------------|-----------------|
| 619.0009 | Proctor fees | \$525 | \$350 | \$150 | \$500 | \$350 | \$350 | \$350 |
| 619.0010 | Program fees | \$402 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 646.0005 | Copy machine fees | \$1,903 | \$1,600 | \$400 | \$2,000 | \$1,600 | \$1,600 | \$1,600 |
| 646.0008 | Computer printer fees | \$5,410 | \$4,500 | \$2,500 | \$7,000 | \$4,500 | \$4,500 | \$4,500 |
| 646.0008 | Fax fees | \$556 | \$500 | -\$150 | \$350 | \$250 | \$250 | \$250 |
| 647.0005 | Sale of Items | \$1,128 | \$1,000 | -\$750 | \$250 | \$600 | \$600 | \$600 |
| 647.0006 | Vending machine fees | \$1,690 | \$1,000 | \$1,400 | \$2,400 | \$1,400 | \$1,400 | \$1,400 |
| 651.0003 | Room Rentals | \$22,094 | \$20,000 | \$0 | \$20,000 | \$20,000 | \$20,000 | \$20,000 |
| | Total Charges for Svcs | \$33,708 | \$28,950 | \$3,550 | \$32,500 | \$28,700 | \$28,700 | \$28,700 |

| | | | | | | | | |
|-----------------|--------------------------|------------------|-----------------|-----------------|------------------|-----------------|-----------------|-----------------|
| 660.0000 | Fines | \$7,705 | \$7,000 | -\$500 | \$6,500 | \$7,000 | \$7,000 | \$7,000 |
| 665.0001 | Investment Income | \$133,465 | \$15,000 | \$85,000 | \$100,000 | \$15,000 | \$15,000 | \$15,000 |
| 677.0001 | Sundry & Misc | \$143 | \$500 | -\$450 | \$50 | \$500 | \$500 | \$500 |

| | | | | | | | |
|----------------------|---------------------|---------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| Total revenue | \$ 5,885,685 | \$ 5,918,445 | \$ 140,822 | \$6,059,267 | \$6,222,897 | \$6,457,426 | \$6,703,380 |
|----------------------|---------------------|---------------------|-------------------|--------------------|--------------------|--------------------|--------------------|

Baldwin Public Library: Expenses
FY 2025-26
Budget Amendment

| | | 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 |
|------------------|-------------------------------|----------------------|------------------------|--------------------------------------|---|------------------------------------|------------------------------------|------------------------------------|
| PERSONNEL | | | | | | | | |
| 702.0001 | Salaries & Wages | \$2,379,915 | \$2,539,549 | \$125,000 | \$2,664,549 | \$2,749,057 | \$2,826,382 | \$2,911,171 |
| 711.0001 | F.I.C.A. | \$178,201 | \$194,276 | \$0 | \$194,276 | \$209,920 | \$216,218 | \$222,705 |
| 711.0002 | Hospitalization | \$281,405 | \$297,532 | \$0 | \$297,532 | \$306,870 | \$323,992 | \$340,000 |
| 711.0003 | Life Insurance | \$7,651 | \$8,464 | \$0 | \$8,464 | \$7,289 | \$7,482 | \$7,698 |
| 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 | \$894 | \$21,450 | \$23,040 | \$22,524 | \$22,524 |
| 711.0006 | Long/Short Term Disability | \$13,426 | \$15,615 | \$0 | \$15,615 | \$15,942 | \$16,384 | \$16,875 |
| 711.0007 | Worker's Compensation | \$8,162 | \$8,350 | \$0 | \$8,350 | \$7,403 | \$7,603 | \$7,831 |
| 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 | \$3,817 | \$128,450 | \$143,200 | \$147,164 | \$151,246 |
| 711.0013 | Ret Hlth Svgs Contr Emplr. | \$28,279 | \$28,600 | \$520 | \$29,120 | \$30,420 | \$30,420 | \$30,420 |
| | Subtotal | \$3,137,870 | \$3,360,153 | \$130,231 | \$3,490,384 | \$3,618,781 | \$3,723,809 | \$3,836,110 |

| | | | | | | | | |
|-----------------|-----------------------------|------------------|------------------|-----------------|------------------|------------------|------------------|------------------|
| SUPPLIES | | | | | | | | |
| 727.0000 | Postage | \$15,381 | \$16,000 | -\$1,550 | \$14,450 | \$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 | \$5,000 | \$51,000 | \$40,000 | \$40,000 | \$40,000 |
| 746.0000 | Maintenance Supplies | \$13,199 | \$13,000 | \$1,000 | \$14,000 | \$14,000 | \$15,000 | \$16,000 |
| 748.0000 | Technical Services Supplies | \$6,009 | \$5,000 | \$0 | \$5,000 | \$8,000 | \$8,000 | \$8,000 |
| 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 | \$8,000 | \$23,000 | \$15,000 | \$15,000 | \$15,000 |
| | Subtotal | \$135,186 | \$163,000 | \$12,450 | \$175,450 | \$166,000 | \$170,000 | \$173,000 |

| | | | | | | | | |
|----------------------------|-----------------------------|------------------|------------------|-----------------|------------------|------------------|------------------|------------------|
| CONTRACTED SERVICES | | | | | | | | |
| 801.0200 | Legal | \$9,126 | \$11,250 | \$15,750 | \$27,000 | \$15,000 | \$15,000 | \$15,000 |
| 802.0100 | Audit | \$3,710 | \$5,000 | -\$470 | \$4,530 | \$5,200 | \$5,500 | \$5,800 |
| 805.0100 | Landscape Services | \$0 | \$3,500 | -\$3,000 | \$500 | \$3,500 | \$3,500 | \$3,500 |
| 811.0000 | Other Contracted Services | \$146,784 | \$135,340 | \$52,660 | \$188,000 | \$140,000 | \$140,000 | \$140,000 |
| 813.0000 | Administrative Services | \$104,890 | \$200,000 | \$0 | \$200,000 | \$225,000 | \$231,750 | \$238,703 |
| 814.0200 | Marketing & Design Services | \$11,615 | \$12,000 | \$3,000 | \$15,000 | \$42,000 | \$42,000 | \$42,000 |
| 816.0100 | Janitorial Contract | \$73,977 | \$100,000 | -\$23,000 | \$77,000 | \$78,000 | \$85,000 | \$85,000 |
| | Subtotal | \$350,102 | \$467,090 | \$44,940 | \$512,030 | \$508,700 | \$522,750 | \$530,003 |

| | | | | | | | | |
|-------------------------------------|---------------------------|-----------------|------------------|-----------------|------------------|------------------|------------------|------------------|
| TECHNOLOGY & MAINTENANCE | | | | | | | | |
| 830.0200 | ILS Services | \$0 | \$67,000 | \$5,000 | \$72,000 | \$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 | -\$2,000 | \$8,000 | \$10,000 | \$10,000 | \$10,000 |
| 933.0200 | Equipment Maintenance | \$41,559 | \$31,000 | -\$6,000 | \$25,000 | \$31,000 | \$31,000 | \$31,000 |
| | Subtotal | \$60,460 | \$121,000 | -\$3,000 | \$118,000 | \$135,000 | \$137,000 | \$139,000 |

Baldwin Public Library: Expenses

FY 2025-26

Budget Amendment

| | | 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 |
|------------------|----------------|----------------------|------------------------|--------------------------------------|---|------------------------------------|------------------------------------|------------------------------------|
| UTILITIES | | | | | | | | |
| 920.0000 | Electricity | \$93,190 | \$105,000 | -\$6,000 | \$99,000 | \$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 | \$1,200 | \$17,200 | \$16,480 | \$16,974 | \$17,823 |
| 922.0000 | Water & Sewage | \$22,181 | \$15,000 | -\$3,000 | \$12,000 | \$15,450 | \$15,914 | \$16,709 |
| Subtotal | | \$124,582 | \$136,000 | -\$7,800 | \$128,200 | \$143,350 | \$147,656 | \$154,971 |

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 | \$2,800 | \$11,000 | \$8,500 | \$8,500 | \$8,500 |
| 955.0100 | Programs | \$0 | \$100 | \$400 | \$500 | \$50,000 | \$50,000 | \$50,000 |
| 957.0100 | Training | \$6,499 | \$25,000 | -\$10,000 | \$15,000 | \$40,000 | \$25,000 | \$25,000 |
| 957.0300 | Memberships & Dues | \$3,714 | \$9,000 | \$1,000 | \$10,000 | \$9,500 | \$9,500 | \$9,500 |
| 958.0200 | Parking | \$54,980 | \$53,640 | \$4,360 | \$58,000 | \$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 | -\$1,000 | \$0 | \$1,000 | \$1,000 | \$1,000 |
| 962.0000 | Miscellaneous | \$467 | \$2,000 | -\$1,500 | \$500 | \$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 | | | |
| Subtotal | | \$161,335 | \$108,370 | -\$3,940 | \$104,430 | \$182,880 | \$171,437 | \$173,852 |

CAPITAL OUTLAYS

| | | | | | | | | |
|-----------------|-----------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 971.0100 | Machinery & Equipment | \$13,012 | \$90,000 | -\$35,000 | \$55,000 | \$60,000 | \$90,000 | \$90,000 |
| 972.0000 | Furniture | \$39,961 | \$50,000 | -\$16,000 | \$34,000 | \$60,000 | \$20,000 | \$10,000 |
| 977.0000 | Building Improvements | \$79,805 | \$30,000 | \$15,000 | \$45,000 | \$350,000 | \$400,000 | \$300,000 |
| Subtotal | | \$132,778 | \$170,000 | -\$36,000 | \$134,000 | \$470,000 | \$510,000 | \$400,000 |

COLLECTIONS

| | | | | | | | | |
|-----------------|----------------------|------------------|------------------|------------------|------------------|------------------|--------------------|--------------------|
| 987.0500 | Books: Adult | \$109,812 | \$125,000 | \$60,000 | \$185,000 | \$185,000 | \$185,000 | \$185,000 |
| 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 | \$40,000 | \$40,000 | \$40,000 |
| 987.1800 | Online Services | \$428,012 | \$450,000 | \$0 | \$450,000 | \$535,000 | \$575,000 | \$605,000 |
| Subtotal | | \$699,644 | \$767,000 | \$120,000 | \$887,000 | \$987,000 | \$1,027,000 | \$1,057,000 |

| | | | | | | | | |
|-----------------------|--|--------------------|--------------------|------------------|--------------------|--------------------|--------------------|--------------------|
| Total expenses | | \$4,801,957 | \$5,292,613 | \$256,881 | \$5,549,494 | \$6,211,711 | \$6,409,652 | \$6,463,936 |
|-----------------------|--|--------------------|--------------------|------------------|--------------------|--------------------|--------------------|--------------------|

May 2026 Building Committee Report

The Baldwin Public Library Board's Building Committee met on Monday, May 18, 2026 at 1:00 p.m. in the Director's Alcove. Present were Danielle Rumble, Karen Rock, Rebekah Craft, and Jaclyn Miller.

- There was no public comment.
- Old Business
 - Youth Terrace paving: work is expected to be done in the next four weeks.
 - Atrium window installation is scheduled for Tuesday, May 19 and was completed that morning.
 - The Marshall Fredericks Otter Sculpture is expected to be installed on June 8, 2026. The sculpture was picked up from the donor's home by an art moving and fabrication company on May 21.
 - The City has received the plan for replacement of the library's loading dock and will be issuing an RFP, which is currently awaiting approval by City attorneys. Replacement will take approximately 4 weeks once the winning company is selected. The City of Birmingham is covering the replacement cost.
 - Claudia Ireland Room lighting – Baldwin's electrician will be adding overhead lighting to the perimeter shelving in the room to better illuminate the space. The cost is \$21,984.
- FY26-27 Projects
 - Idea Lab Expansion – MCD Architects viewed the Idea Lab space, created a drawing of the current space, and will develop a new space plan for the Lab to better utilize the space. MCD will determine whether or not expanding the space will be advised. At this point, removing the utility closet and relocating the contained wires and pipes will be quite expensive.
 - Lower Level Updates – [RFP for Lower Level Updates](#) was issued May 6. Mandatory walk-through meeting will be held May 20 at 2:00 p.m. Submissions are due Tuesday, June 23 at 3:00 p.m.

- Lower Level Furniture – Jaclyn and Rebekah walked through the two lower level office spaces with ISCG. They will be developing a drawing of the new furniture layout for approval before providing pricing.
- Loading dock staff staircase – MCD Architects viewed the staircase and recommended adding heated mats to each step to melt the snow rather than covering the staircase with an awning. Craft will ask the City about the proposed snow melt mats for the stairs to the lower level from the loading dock, which will require the installation of two outlets.
- Soundproofing measures – Craft will work with vendors to acquire quotes for the three different products recommended for three different spaces.
- The next meeting of the Building Committee will be held on June 15, 2026 at 3:00 p.m. in the Director’s Alcove.

June 2026 Building Committee Agenda

The Baldwin Public Library Board's Building Committee will meet on Monday, June 15, 2026 at 3:00 p.m. in the Director's Alcove.

- Public Comment
- Old Business
 - Youth Terrace paving: work is expected to be done in the next two weeks.
 - The Marshall Fredericks Otter Sculpture was installed on June 8, 2026. A permanent plaque will be ordered and placed on the pedestal. A reception for the receipt of the sculpture is tentatively being planned for Monday, July 20 at 7:00 p.m. before the Board meeting.
 - The City has received the plan for replacement of the library's loading dock and will be issuing an RFP, which is currently awaiting approval by City attorneys (per an update on May 18). Replacement will take approximately 4 weeks once the winning company is selected. The City of Birmingham is covering the replacement cost. As of June 12, the RFP has not yet been issued.
 - Claudia Ireland Room lighting – Baldwin's electrician will be adding overhead lighting to the perimeter shelving in the room to better illuminate the space. The cost is \$21,984.
- FY26-27 Projects
 - Idea Lab Expansion – MCD Architects viewed the Idea Lab space, created a drawing of the current space, and has developed an updated space plan.
 - MCD looked at expanding the room, but the gains were minimal, and so we thought that it might be good to see what we can do with less significant demolition and reconstruction (and cost).
 - MCD does not believe that there is a cost-effective way to modify the existing utility closet so that it contributes in any way to the improvement of the space, so they left it intact for the initial concept.
 - Lower Level Updates – [RFP for Lower Level Updates](#) was issued May 6. Mandatory walk-through meeting will be held May 20 at 2:00 p.m. Submissions are due Tuesday, June 23 at 3:00 p.m.
 - Lower Level Furniture – Jaclyn and Rebekah walked through the two lower level office spaces with ISCG. They have developed a drawing of the new furniture layout and provided initial pricing.
 - Loading dock staff staircase – MCD Architects viewed the staircase and recommended adding heated mats to each step to melt the snow rather than covering the staircase with an awning. Craft is waiting for an update from the

City about the feasibility of using the proposed snow melt mats for the stairs to the lower level from the loading dock, which will require the installation of two outlets.

- Soundproofing measures – Craft will work with vendors to acquire quotes for the three different products recommended for three different spaces.
- The next meeting of the Building Committee will be held on a date TBD.

June 2026 Policy Committee Update

Based on feedback from staff, we have made numerous edits to the Library's Idea Lab User Agreement and Library Card Policy that we would like the Library Board to review and approve.

Idea Lab User Agreement

Two iterations of the Idea Lab User Agreement follow this update. The first shows the existing policy with redline changes. The second shows the final policy with all changes incorporated.

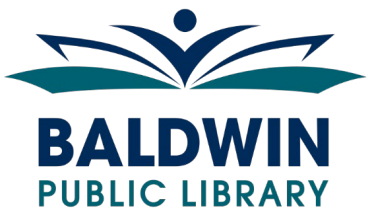
The goals of these policy edits were to reduce the length of the policy, simplify the language, and add clarifications about attendance expectations and supervision of minors in the Lab.

If in favor of the proposed changes, a motion should be made to adopt the updated policy.

Library Card Policy

Over the past year, The Library Network (TLN) has expanded to include libraries close to Flint and Lansing. Our Access Services department proposes updating the reciprocal borrowing section of the Library Card Policy to limit borrowing of all materials in our building (including toys, video games, Library of Things, and Internet To Go kits) to patrons from TLN libraries in closer proximity to our building in Oakland, Wayne, and Washtenaw counties. All Michigan library cardholders will still be able to check out a majority of books and media from our library via MeL.

Suggested Board action: To make a motion to adopt proposed changes to the Idea Lab User Agreement, as found on the following pages.



Idea Lab User Agreement

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

PURPOSE

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

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

ELIGIBILITY FOR USE OF THE IDEA LAB & REQUIRED TRAINING

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

~~Prior to using the Idea Lab, users must read and sign the General Rules of Use and complete this Idea Lab User Agreement Form and Waiver of Liability and Hold Harmless Agreement before using the Lab.~~

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

~~Reservations for Idea Lab equipment are highly encouraged. Reservations are personal and non-transferable. The user operating the equipment must have completed all required agreements, waivers, and training associated with that equipment.~~

~~Users are expected to arrive on time for reservations. If a user arrives more than 15 minutes late for a scheduled session, the reservation will be forfeited. Repeated no-shows, cancellations, late arrivals, or similar patterns may result in suspension or revocation of reservation privileges.~~

GENERAL RULES OF USE

- ~~1. Use of the Idea Lab is subject to the rules in this User Agreement, the BPL Code of Conduct, the Electronic Device, Network, and Internet Use Policy (view online at <https://baldwinlib.org/about/policies>), as well as any other applicable BPL policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of Idea Lab use privileges.~~
- ~~2. Users are required to check-in with Idea Lab staff prior to using the Idea Lab. An Idea Lab staff member must always be present during use.~~
- ~~3. No food or drinks are permitted in the Idea Lab.~~
- ~~4. Use of Idea Lab equipment is limited to two hours per piece of equipment per week, unless special arrangements are coordinated with Idea Lab staff.~~
- ~~5. Idea Lab staff reserves the right to reschedule, postpone, or interrupt large jobs to equitably accommodate other requests and projects.~~
- ~~6. Users are responsible for obtaining their own protections for any intellectual property developed in the Idea Lab.~~

7. Users must provide their own approved, compatible materials for Idea Lab projects, accept responsibility for any misuse or damage to equipment, and understand that the Idea Lab is not responsible for damage to user-supplied materials.
8. Idea Lab users must maintain a safe atmosphere at all times. Required protective equipment is available for use. Users agree to release and hold BPL harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the Idea Lab, including the equipment, tools, and materials therein.
9. BPL is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
10. If any tool or piece of equipment becomes unsafe or in a state of disrepair, the user will immediately discontinue use of the tool and notify Idea Lab staff.
11. BPL staff will assist patrons using the Idea Lab to the extent that time, other duties, and patron demands will allow.
12. Completed projects and any associated materials not picked up after 30 days will be permanently discarded.
- ~~13. Users should use the Idea Lab in a courteous, reasonable, and responsible manner. When using the equipment, use should be limited to one project if others are waiting. Users of BPL's Idea Lab agree to respect any and all applicable copyright laws and licensing agreements. Furthermore, users agree not to use the Idea Lab in violation of any local, state, or federal ordinances, regulations, or laws.~~
- ~~14. Users may not use equipment for projects that are inappropriate in a public setting or that create a disturbance. BPL reserves the right to halt, delete, or disallow the creation of items that violate BPL policy, including objects that:

 - a. —Are prohibited by local, state, or federal law
 - b. —Look like, function as, or appear to function as weapons, knives, or parts thereof
 - c. —Are unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others~~
- ~~15. Depict and/or resemble genitalia or that may be construed as obscene or otherwise inappropriate for the library environment, that lack obvious literary, or artistic value~~
- ~~16. Contain depictions of obvious and known hate symbols, previously determined to be hate speech~~
- ~~17. The Idea Lab staff reserves the right to reschedule, postpone, or interrupt large jobs or multiple requests to accommodate other requests and projects.~~
- ~~18. Users will follow all applicable intellectual property laws, including copyright laws and are responsible for obtaining their own protections for any intellectual property developed in the Idea Lab.~~
- ~~19. Materials deposited for Media Format Conversion may be damaged during the conversion process and the Idea Lab cannot be held responsible for this damage. Users of Media Format Conversion services should be aware that the physical condition of any personal media materials relinquished to the Idea Lab for digitization is not guaranteed. Materials deposited for Media Format Conversion are converted in a public area and may be seen or heard by library staff and visitors. Media that contains pornography or depictions of sex acts will not be converted.~~
- ~~20. Some of the equipment located in the Idea Lab may contain aspects, parts, or components that can cause injury to the user if all rules, policies, procedures, and restrictions are not followed. It is important to maintain a safe atmosphere at all times and required protective equipment is available for use. Users agree to release and hold BPL harmless from any claims~~

~~for personal injury, property damage, or any other loss in connection with the use of the Idea Lab, including the equipment, tools, and materials therein:~~

- ~~21. The user agrees that BPL is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment. The user agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, they will immediately discontinue use of the tool and notify Idea Lab staff.~~
- ~~22. BPL staff will assist patrons using the Idea Lab to the extent that time, other duties, and patron demands will allow. One on one appointments can be made with Idea Lab staff to allow dedicated assistance at a time mutually convenient for the instructor and student.~~
- ~~23. No food or drinks are permitted in the Idea Lab.~~
- ~~24. A limited amount of 3D filament is offered per household per month at no charge.~~

PROHIBITED USES

1. Idea Lab users may not use materials in the Lab to violate any local, state, or federal ordinances, regulations, or laws.
2. Users may not use equipment for projects that are inappropriate in a public setting or that create a disturbance. Projects must not:
 - a. Be prohibited by local, state, or federal law
 - b. Look like, function as, or appear to function as weapons, knives, or parts thereof
 - c. Violate applicable copyright laws or licensing agreements
 - d. Be unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others
 - e. Depict and/or resemble genitalia or that may be construed as obscene or otherwise inappropriate for the library environment, that lack obvious literary, or artistic value
 - f. Contain depictions of obvious and known hate symbols, previously determined to be hate speech

MEDIA CONVERSION SERVICES

Materials deposited for Media Format Conversion may be damaged during the conversion process and the Idea Lab cannot be held responsible for this damage. Users of Media Format Conversion services should be aware that the physical condition of any personal media materials relinquished to the Idea Lab for digitization is not guaranteed. Media that contains pornography or depictions of sex acts will not be converted.

Completed Media Format Conversion requests and any associated materials not picked up after 30 days will be permanently discarded, including original media materials submitted for conversion.

IDEA LAB MATERIALS AND TOOLS

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

CHECKING IN, RESERVATIONS, AND SESSION LENGTH

Idea Lab User Agreement adopted by the BPL Board March 21, 2022. Revised February 16, 2023, February 26, 2024, April 9, 2024, June 15, 2026.

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

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

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

| |
|--|
| Name: _____ |
| Address: _____ |
| Phone: _____ Date: __/__/__ |
| Emergency Contact Name: _____ Phone: _____ |

**WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT
FOR ALL BALDWIN PUBLIC LIBRARY IDEA LAB ACTIVITIES**

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

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

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

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

Date: _____

Printed Name

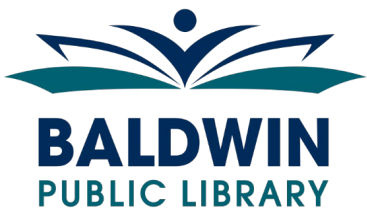
Signature

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

Parent/Guardian Full Name: _____

Parent/Guardian Phone: _____

Parent/Guardian Signature: _____ Date: ___/___/___



Idea Lab User Agreement

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

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

ELIGIBILITY & REQUIRED TRAINING

The Idea Lab is open to users 14 years and older. Users between 14-17 require an adult, ages 18 and older, to be present during the booking.

Idea Lab users must read and sign the General Rules of Use and Waiver of Liability and Hold Harmless Agreement before using the Lab.

Children in the Idea Lab must be supervised at all times and may not engage in unsafe or disruptive behavior, including running, handling tools or equipment, entering active work areas, or interfering with others' projects.

Users must participate in a mandatory training session in order to use some of the equipment (e.g. laser cutter, embroidery machine, die cutter) independently

Reservations for Idea Lab equipment are highly encouraged. Reservations are personal and non-transferable. The user operating the equipment must have completed all required agreements, waivers, and training associated with that equipment.

Users are expected to arrive on time for reservations. If a user arrives more than 15 minutes late for a scheduled session, the reservation will be forfeited. Repeated no-shows, cancellations, late arrivals, or similar patterns may result in suspension or revocation of reservation privileges.

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9. BPL is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
10. If any tool or piece of equipment becomes unsafe or in a state of disrepair, the user will immediately discontinue use of the tool and notify Idea Lab staff.
11. BPL staff will assist patrons using the Idea Lab to the extent that time, other duties, and patron demands will allow.
12. Completed projects and any associated materials not picked up after 30 days will be permanently discarded.

PROHIBITED USES

1. Idea Lab users may not use materials in the Lab to violate any local, state, or federal ordinances, regulations, or laws.
2. Users may not use equipment for projects that are inappropriate in a public setting or that create a disturbance. Projects must not:
 - a. Be prohibited by local, state, or federal law
 - b. Look like, function as, or appear to function as weapons, knives, or parts thereof
 - c. Violate applicable copyright laws or licensing agreements
 - d. Be unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others
 - e. Depict and/or resemble genitalia or that may be construed as obscene or otherwise inappropriate for the library environment, that lack obvious literary, or artistic value
 - f. Contain depictions of obvious and known hate symbols, previously determined to be hate speech

MEDIA CONVERSION SERVICES

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Completed Media Format Conversion requests and any associated materials not picked up after 30 days will be permanently discarded, including original media materials submitted for conversion.

| |
|---|
| Name: _____ Signature: _____ Date: ___/___/___ |
|---|

**WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT
FOR ALL BALDWIN PUBLIC LIBRARY IDEA LAB ACTIVITIES**

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

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

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

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

Date: _____

Printed Name

Signature

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

Parent/Guardian Full Name: _____

Parent/Guardian Phone: _____

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

Idea Lab User Agreement adopted by the BPL Board March 21, 2022. Revised February 16, 2023, February 26, 2024, April 9, 2024, June 15, 2026.

Baldwin Public Library (BPL) cards are available to individuals who reside, own property, attend a K to 12 school, or work in the service area of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills.

A BPL card entitles the holder to borrow materials eligible for loan from the BPL collection and to utilize the services, programs, and equipment of the library for which a card is required.

Library Card Responsibilities

A BPL Cardholder or reciprocal library user:

- Agrees to abide by the rules and regulations of the library and accept full responsibility for all materials checked out on the card (including all charges).
 - Cards issued to individuals under age 18 (minors) are the responsibility of the parent or guardian whose name is associated with the library account
- Must present their library card or valid photo identification to BPL staff at the time of checkout. Cardholders not wishing to carry a physical library card may present a digital version of their library card barcode on a mobile device.
- Agrees to report changes in name, street address, telephone number, and email address as soon as possible.
- Agrees to report a lost, stolen, or damaged card to BPL as soon as possible. A cardholder continues to be responsible for the use of the card until BPL has been notified of a theft or loss.
- Will be blocked from using BPL services if library account charges reach \$10 or more.
- Understands that BPL staff do not act in the place of parents/guardians regarding selection of materials and the adherence to BPL rules in the case of use by individuals under age 18.

Types of Library Cards

Residents

To apply for a BPL card, individuals who live in Birmingham, Beverly Hills, Bingham Farms, or the City of Bloomfield Hills are required to provide valid photo identification (driver's license, passport, state identification) listing their current address. If the identification does not reflect a qualifying address, they must supply an official, current piece of mail with their name and current address along with photo identification. Resident cards expire every three years and must be renewed in person by showing proof of current address. Alternate renewal methods are at the discretion of BPL staff.

A parent or guardian must be physically present and provide valid photo identification in order to obtain a card for an individual under age 18. Alternate confirmation methods are at the discretion of BPL staff.

Employees

Employees who work in BPL's service area (Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills) are eligible for a BPL card. To apply for a library card, employees are required to provide current proof of employment (e.g. recent paycheck stub or letter from their employer) and valid photo identification (driver's license, passport, state ID card) that lists their current home address. Business cards are not considered valid proof of employment. Please note that BPL cards are issued only to the individual employed in our service area and are valid only at BPL. Employee cards expire every 12 months and must be renewed in person by showing proof of current employment. Alternate renewal methods are at the discretion of BPL staff.

Property Owners

Patrons who own property in BPL's service area (Birmingham, Beverly Hills, Bingham Farms and the City of Bloomfield Hills) are eligible for a BPL card. To apply, property owners are required to provide current proof of property ownership (e.g. tax receipt for property or deed) and valid photo identification (driver's license, passport, state ID card) that lists their current home address. BPL cards are issued only to the individual(s) named on the document showing property ownership. Property owner cards expire every three years and must be renewed in person by showing proof of current property ownership. Alternate renewal methods are at the discretion of BPL staff.

K-12 Students

Students who do not live within but who attend or are affiliated with a K-12 school within BPL's service area are eligible for a BPL card. To apply, students and/or their parent or guardian must provide proof of enrollment (e.g. a student ID or confirmation via Powerschool). BPL cards are issued to the student who is registered in school, and must be co-signed by a parent or guardian. Student cards must be renewed every 12 months by showing proof of current enrollment. Electronic applications and renewals may require secondary verification with the parent or guardian by BPL staff.

Home Delivery Card

BPL offers Home Delivery service to residents who meet the library card eligibility requirements. Those wishing to use this service must complete an application with Adult Services for Home Delivery service in order to receive a BPL card. Certain special considerations apply to Home Delivery cardholders. Find more information at <https://baldwinlib.org/services/home-delivery/>.

Computer users

Patrons who do not live, work, or own property in BPL's service area are eligible for a computer user account at BPL. This account may only be used to access computers inside BPL for two hours per business day. Computer user accounts will be removed after twelve (12) months of inactivity.

*Library Card Policy adopted by the BPL Board November 21, 2016. Revised June 18, 2018, March 15, 2021, May 15, 2023, June 24, 2024, April 20, 2026, **June 15, 2026.***

Cardholders from Other Libraries

Patrons who are not eligible for a BPL card may be able to use the card issued by their home library to check out physical materials at BPL. BPL participates in The Library Network (TLN) cooperative. ~~Patrons from TLN libraries outside of Oakland, Wayne, and Washtenaw counties may only borrow items from collections Baldwin currently loans through MeL. Patrons whose home library is part of TLN and offers reciprocal borrowing privileges can use their card at BPL.~~ Troy residents with a Troy Public Library card are also able to register their cards at BPL. A complete list of reciprocal libraries is available upon request.

To register, patrons must provide their home library card and valid photo identification showing their current address. Reciprocal cards expire every three years and must be renewed in person by showing proof of current address, when BPL is fully open for service. Alternate renewal methods are at the discretion of BPL staff.

Reciprocal cardholders may check out physical materials available within the library, use library computers, and place holds for physical BPL materials.

Use of Library Cards by Persons Other Than the Owner

Borrowers are discouraged from lending their library cards for use by others. Cardholders who allow their library cards to be used by others continue to be responsible for the care and safety of all BPL materials charged to their cards, as well as for paying charges and other financial assessments that result from the use of the library card.

A BPL cardholder may allow another person to pick up materials using the cardholder's account. To do so, the BPL cardholder must contact BPL and provide the name of the person who is authorized to pick up materials on behalf of the cardholder. Permission may be revoked by the cardholder at any time by contacting BPL staff. Cardholders agree to notify BPL immediately upon discovery that their card may be in use by someone who does not have permission, so that the card can be suspended.

Item Limits

All cardholders may check out a limited number of the following items:

- Video games (limit of 6)
- Internet To Go kit or Mobile Hot Spot (limit of 1)
- Library of Things: standard items (limit of 2)
- Library of Things: high value item (limit of 1)

LIBRARY REPORT

Statistical Dashboard

Collections & Services

Facility

Marketing & Communications

Personnel & Organization

Financial

Expenditures from FOBPL Donations

Statistical Dashboard - May 2026

| | Current Month | This month last year | Current FYTD | Previous FYTD | FY 25-26 Q4 Target |
|---------------------------------|---------------|--|----------------|----------------|--------------------|
| Financials | | | | | |
| Revenues | \$ 48,734 | \$ 199,687 | \$ 5,774,668 | \$ 5,688,860 | |
| Expenses | \$ 437,974 | \$ 480,917 | \$ 4,869,039 | \$ 4,321,897 | |
| Circulation | | | | | |
| Print Checkouts & Renewals* | 26,485 | 26,288 | 314,760 | 317,172 | |
| A/V Checkouts & Renewals | 4,633 | 4,560 | 56,850 | 57,550 | |
| e-Materials Checkouts | 16,764 | 16,763 | 178,189 | 176,847 | 190,000 |
| Total Circulation | 47,882 | 47,601 | 500,322 | 552,611 | 615,000 |
| % of Circ by Residents** | 89.1% | 90.7% | 89.7% | 90.9% | 92.0% |
| % of Circ by Non-Residents | 10.9% | 9.3% | 10.3% | 9.1% | 8.0% |
| Cardholders | | | | | |
| New Cardholders | 225 | ***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) | 13,320 | | | | |
| Cardholders (3 years)*** | 23,512 | | | | |
| Other Statistics | | | | | |
| In Person Visits | 22,361 | 21,777 | 226,192 | 225,366 | 225,000 |
| Study Room Use | 475 | 490 | 4,701 | 4,722 | |
| Rental Room Bookings | 50 | 29 | 430 | 444 | |
| Internal Room Bookings | 67 | 83 | 666 | 769 | |
| Idea Lab Visits | 1,014 | 1,827 | 15,893 | 10,031 | |
| MeL & ILL Items borrowed | 638 | 666 | 7,649 | 7,995 | |
| MeL & ILL Items loaned | 690 | 626 | 7,291 | 7,722 | |
| Self-Check Usage | 61.3% | 57.8% | 60.0% | 57.7% | |
| Wireless Sessions | 3,122 | 3,050 | 30,516 | 28,163 | 30,000 |
| Public Computer Usage | 615 | 586 | 7,217 | 6,275 | |
| Database Sessions | 12,841 | 6,343 | 117,587 | 63,533 | 72,000 |
| Library Volunteer Hours | 9 | 9 | 73 | | 75 |
| Friends Volunteer Hours | 64 | 52 | 674 | | 450 |
| Website Hits/Pageviews | 29,944 | 30,577 | 331,839 | 321,311 | 80,000 |
| Program Attendance | | | | | |
| Program Attendance for Adults | 194 | 445 | 3,656 | 3,482 | |
| # of Programs for Adults | 13 | 19 | 213 | 204 | |
| Program Attendance for Teens | 844 | 1,408 | 2,412 | 2,471 | |
| # of Programs for Teens | 13 | 16 | 118 | 92 | |
| Program Attendance for Youth | 4,206 | 4,168 | 21,395 | 22,047 | |
| # of Programs for Youth | 91 | 90 | 754 | 728 | |
| Computer Classes Attendance | 21 | 36 | 350 | 583 | |
| # of Computer Programs | 5 | 7 | 108 | 72 | |
| # of Idea Lab Programs | 4 | | 15 | | |
| Idea Lab Program Attendance | 60 | | 213 | | |
| Online Video Views | 52 | 19 | 850 | 1,645 | |
| Total Program Attendance | 5,317 | 6,076 | 28,663 | 24,152 | 31,000 |
| Total # of Programs | 122 | 113 | 1,193 | 497 | 1,000 |
| Outreach Attendance | 1,958 | 2,754 | 4,373 | 6,672 | |
| # of Outreach Programs | 23 | 31 | 142 | 165 | |

*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

Key Metrics Report

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

Collections & Services

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



Casa Amado Cooking Demonstration

On May 12, Chef Amado Lopez from Casa Amado in Berkley shared recipes and techniques with the crowd in attendance while giving an account of his personal journey from Mexico to Chicago to suburban Detroit.



New Electronic Resources

- **HeritageHub** has the premier collection of U.S. obituaries and death notices for in-depth genealogical research from 1704– today. HeritageHub helps you easily identify relatives, uncover new information, and potentially unknown family members. Includes deep coverage from all 50 states, hard-to-find content from the mid 1900's, and original obituary images. Access is available 24/7 inside and outside the building.
- **The Life in America Collection** allows patrons to explore America's past and present through a wider, more diverse lens. These fully searchable digital resources reveal the full depth of United States history through the experiences, contributions, values, beliefs, and perspectives of American ethnicities and cultures. It contains 6 collections: Asian Life, Black Life, Hispanic Life, Immigrant Life, Indigenous Life, and LGBTQ+ Life.

Ruff Readers

At the May 19th Ruff Readers program, Rocky was photographed by his handler as he offered support to a reader practicing at their session!



Wonderbooks

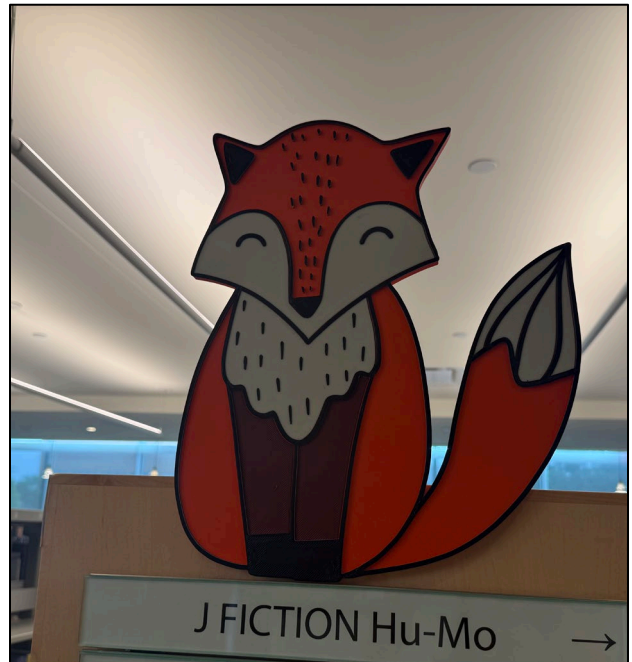
Due to their popularity in the Picture Book collection, we've expanded Wonderbook Media Kits into the J Fiction and J Next Step collection.

Facility

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

Animal Landmarks - Youth Room

With help from the Idea Lab Staff, the Youth Department has made it easier to guide users to specific parts of the collection by adding animal cutouts to the shelving. For those users who are learning where things live in the Youth Room, these animals will act as landmarks for direction in the space. Plus, they're really cute.



Marshall Fredericks Otter Sculpture

On Monday, May 8, "Otto" was installed in the Center Gallery, framed by the pillars marking the entrance to the Grand Hall. This location was chosen after much consideration by the donor, and the piece was installed with safety and lighting in mind. Our thanks to Dr. Franziska Schoenfeld and her family for this spectacular contribution to the library, which is sure to delight users for years to come.



Security Testing of Network

During the week of June 10, Baldwin contracted Depth Security and All Covered to conduct network security testing at a cost of \$9,000. Both external and internal networks were subjected to penetration testing to see if our network is secure. Results will be included in the next board packet.

Youth Terrace Paving

The Youth Terrace paving project is expected to start the week of June 15, barring potential rain delays. This project will replace the existing terrace with exposed aggregate concrete and will also add a paved path from the terrace to the Martin Street sidewalk.

Marketing and Communications

Strategic goal: Improve marketing and visibility of the Library

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.
- City Attorney Tracy Gaudenzi will be drafting updates to the City Library Agreement. Once the draft is updated, parties from the City and Library will meet to further discuss negotiations. The City and Library last met on April 21, 2026.

Beverly Hills

Miller submitted information to the Village of Beverly Hills for inclusion in its weekly email and monthly newsletter.

Several Baldwin staff and family members represented the Library in the Beverly Hills Memorial Day parade, distributing about 80 pounds of candy to parade-goers.



Bingham Farms

Miller submits monthly Board Meeting updates to the Library Liaison.

City of Bloomfield Hills

Miller submits monthly Board Meeting updates to the Library Liaison.

Birmingham Next

Rebekah Craft continues to host the Popular Reads book club on the first Monday of each month at 1:00 p.m. The group meets in a hybrid format at Next and on Zoom. 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 to request the book and join the next discussion.

Birmingham Public Schools

- Our summer reading visit and Beanstack link were shared in the Pierce newsletter on May 22. During scheduled visits to BPS buildings, Staff were able to share summer reading info with ,3090 students at 9 Elementary schools, and 900 students at Middle and High Schools
- The Second Grade local history visits were highlighted in the Bingham Farms Elementary newsletter on May 22. Over the course of 25 tours, we shared library history with 749 people from 8 elementary schools.



Our second graders had an incredible day exploring the beautiful city of Birmingham! Students visited the Baldwin Public Library, explored local history at the Birmingham Museum, and enjoyed a walking tour through downtown Birmingham. It was a fun-filled day of learning, discovery, and making memories together as we connected classroom learning to the world around us!



Friends of the Baldwin Public Library

The Friends of the Library met on Tuesday, June 9 for their regular monthly meeting. While reviewing their regular business, they discussed their May book sale and made plans for their annual newsletter mailing, solicitation letters, and postcards for their Fall book sale. They also generously agreed to sponsor \$21,650 worth of wish list items for library programming covering the second half of 2026.

Marketing

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

- Youth Program posters and fliers
- Promotional fliers for Teen programs
- Summer Reading program promotional material concepts
- Books on Foot Badges

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.

Personnel and Organization

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

All Staff Meetings

An All Staff meeting was held on May 19. The next All Staff meeting will be held on June 16. Recordings of each meeting are sent to all staff.

Staff Anniversaries

Kait Aiken, Idea Lab Assistant II, will reach 1 year of service on June 23

Tess Coleman, Idea Lab Assistant II, reached 1 year of service on June 1.

Debra Gantz, Substitute Youth Librarian, will reach 24 years of service on June 17.

Candace Greer-Jefferson, Substitute Youth Librarian, reached 1 year of service on June 1.

Megan Gusho, Library Assistant I, reached 3 years of service on June 12.

Jennifer Hassell, Adult Services Librarian, reached 5 years of service on June 1.

Sebastian Hernandez, Page, will reach 3 years of service on June 19.

AJ Jawad, Page, reached 3 years of service on June 12.

Daniel O'Brien, Page, reached 25 years of service on June 12.

Sheila Sweeting, Library Assistant II, reached 5 years of service on June 12.

Volunteer Hours

9 Library volunteer hours and 64 Friends volunteer hours were utilized in the month of May.

Staffing Changes

This month, we introduce our newest weekend Page, **Paige Sheffield**. Paige has been a freelance writer for some years now, and previously worked as a content curator for National Alliance on

Mental Illness (NAMI). She also lived in China for some time, teaching English at the middle school level.

Changes in the Access Services Department

With the recent departure of Assistant Department Head Brandon Bolek-Toubeaux, we have adjusted the departmental responsibilities. We are currently in the process of hiring a Full-Time Library Assistant III who will focus on acquisitions, cataloging, and physical processing. This position was posted internally and six current staff members applied. Access Department Head Kristen Tait will assume supervisory responsible of the 6 current staff members that Bolek-Toubeaux previously managed.

We are also in the process of hiring an internal candidate for a new Part-Time Library Assistant II position in this department. Both new hires are expected to begin their work on July 1 at the start of the new fiscal year.

Next Chapter Intern Program

We received four applications for our inaugural Next Chapter Intern Program and hired **Felicity Jackson**, a Birmingham resident who attends Mercy High School in Farmington Hills. The program officially kicks off on Tuesday and Wednesday, June 16 and 17, with a welcome session and orientation at the Clinton Macomb Public Library. During that time, Felicity will work with Teen Librarian Elisabeth Phou to develop her summer internship project.

Rebekah Craft Earns Library Financial Management Certification

Rebekah Craft completed the Library Financial Management Certification through the University of Georgia's Carl Vinson Institute of Government. The program, which lasted 8 months, included courses in Budgeting for Libraries, Purchasing, Governmental Accounting for Libraries, Internal Control for Libraries, Payroll Administration, and Writing Financial Policies. This certificate program was offered at no cost via the Library of Michigan.

Financial

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

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

| Baldwin Public Library: Friends Funds | |
|--|--------------------|
| May 2026 Expenditures | |
| Adult Services | |
| Presenter fees: Revolution, Gardening, Casa Amado, Cookie Decorating | \$ 1,547.50 |
| Books Unshelved/Unboxed supplies | \$ 209.31 |
| Seed Library labels | \$ 144.17 |
| Supplies: Cookbook Club, June Crafts to Go, Filament, Cookies | \$ 248.76 |
| Free Comic Book Day | \$ 82.90 |
| Refundable Deposit for Bev. Park Pavilion - Cookbook Club | \$ 257.88 |
| PLA travel reimbursement | \$ 61.60 |
| Prizes: Trivia, Summer Reading | \$ 224.95 |
| <i>Total</i> | <i>\$ 2,777.07</i> |
| Teen Services | |
| Teen Scene Décor/Storage | \$ (37.02) |
| PB & Snacks, TAB, Pizza & Pages: Food, Books | \$ 407.56 |
| Supplies: Adopt a plant, Teens Night Out, Coloring Books, Hide and Seek, School Visits, General | \$ 618.85 |
| Books Unboxed supplies | \$ 126.64 |
| Presenter Fee: Cookie Decorating | \$ 225.00 |
| Prizes: Teeny Tiny Art, Summer Reading, 100 Books before Graduation Challenge | \$ 525.00 |
| <i>Total</i> | <i>\$ 1,866.03</i> |
| Youth Services | |
| Supplies: No Bake, Lunch at the Library, Star Wars Day, Bring your Kid to Work, Oreo Tasting, Hist Tours, Book Clubs | \$ 314.52 |
| Kids Library Society supplies | \$ 49.29 |
| Books Unboxed supplies | \$ 52.45 |
| Presenter Fees: Magic of Reading, Ventriloquist | \$ 970.00 |
| Summer Reading Prizes | \$ 450.00 |
| Teacher In-Service Lunch | \$ 211.99 |
| Birbery lunch | \$ 331.13 |
| <i>Total</i> | <i>\$ 2,379.38</i> |
| Idea Lab | |
| Program Supplies: Print making, sublimation, maps | \$ 594.28 |
| Plywood for historical tour keys | \$ 71.36 |
| Dry storage containers | \$ 38.99 |
| <i>Total</i> | <i>\$ 704.63</i> |
| Outreach & Equipment | |
| Book Bike Tune Up | \$ 60.00 |
| Parade Candy - Bham, Bev Hills | \$ 393.45 |
| <i>Total</i> | <i>\$ 453.45</i> |
| Total Expenditures | \$ 8,180.56 |

| | |
|---|---------------------|
| | |
| May 2026 Balances | |
| Adult Services | \$ 6,020.89 |
| Teen Services | \$ 5,005.82 |
| Youth Services | \$ 4,905.18 |
| Idea Lab | \$ 407.19 |
| Outreach & Equipment | \$ 595.82 |
| Total Balance | \$ 16,934.90 |
| | |
| May In-Library Book & Button Sale Cash Donations | \$842.20 |
| Submitted by Jaclyn Miller for June 8, 2026 | |

NEW BUSINESS

MEMORANDUM

DATE: June 12, 2026
 TO: Baldwin Public Library Board of Directors
 FROM: Rebekah Craft, Library Director
 SUBJECT: Proposed Tuition Assistance Program

INTRODUCTION

In March 2026, the Library Board voted to allocate money toward a forthcoming Tuition Assistant Program. At the time it was approved in the FY26-27 budget, I noted that the Board would have the opportunity to discuss and approve the proposed plan before making it available for staff members to use. Based on my review of the City of Birmingham’s tuition reimbursement plan and plans from several local libraries, I have compiled a proposed plan for the Library Board to review, discuss, edit, and eventually approve.

BACKGROUND

Historically, tuition reimbursement programs help employers to retain, motivate, and develop the skills of its employees. It benefits employees by allowing them to increase their career opportunities, enhance their performance, and encourage professional growth. Librarians at Baldwin are required to have an MLIS degree from an accredited institution.

The following chart shows tuition costs per credit hour, not including other fees, at local institutions and the total credit hours needed for a degree.

| Degree needed | Institution | Cost/credit hour | Total |
|----------------------|------------------------|-------------------------|--------------|
| AA | Oakland Comm College | \$119.00/credit hour | 60 CH |
| BA | Oakland University | \$552.50/credit hour | 120 CH |
| MLIS | Wayne State University | \$966.47/credit hour | 36 CH |

In reviewing other plans, we would like to provide a tuition assistance program that:

- Is open and available to most staff members. This proposed plan offers staff members working 20 hours per week with at least 12 months of service to Baldwin the opportunity to participate.
- Offers more money for graduate degree tuition than undergraduate tuition due to the higher cost per credit hour for graduate level tuition.

- Provides a financial incentive for staff to earn a higher grade in the selected course.
- Provides a financial pathway for students to earn an MLIS degree, which is a requirement to become a librarian at BPL.
- Provides a clause that reimbursed tuition will be paid back to BPL if a staff member resigns or is no longer employed by BPL after nine months from the finish date of the course.
- Specifies applicable courses must be relevant to the employee's current or potential future job at BPL.

FISCAL IMPACT

During the March 2026 Budget Hearing, the Library Board approved allocating \$15,000 in the FY26-27 budget toward a new Tuition Assistance Program.

Due to the cost of tuition for different degree levels, we are proposing an annual allocation of \$3,500 per year for graduate level tuition assistance and \$1,750 per year for undergraduate level tuition assistance. While this would not cover the entire cost of a degree, it will offer a significant benefit to interested and eligible staff.

ATTACHMENTS

- Tuition Assistance Program Draft

SUGGESTED BOARD ACTION

To review the draft Tuition Assistance Program and make suggestions for improvement. I will incorporate your suggestions into the final policy and bring it to the Library Board for review at your July 20, 2026 meeting.

Tuition Assistance Program

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

This program is offered to encourage employee self-improvement, thereby increasing the participant's ability to contribute to the Baldwin Public Library (BPL) by pursuing courses of study related to their work.

The scope of the program does not include special seminars or "short courses" of a few days' duration, which will continue to be considered on an individual and departmental training basis as staff training.

The following provisions are established to govern the administration of the BPL's Tuition Assistance Program.

1. As funds for Tuition Assistance are limited, priority shall be governed by the time and date that completed applications are received. Approval and reimbursement for Tuition Assistance is contingent upon the availability of funds, the employee's successful completion of the course, and adherence to policies and procedures.
2. Continuation of this program will be at the sole option of the Library Board and Library Director.
3. All permanent employees who are regularly scheduled for 20 or more hours per week and have worked at BPL for at least 12 months are eligible to participate in this program.
4. All payments under this program are on a reimbursement basis. Documentation of fees paid must be submitted prior to reimbursement. Reimbursement for tuition and required textbooks shall be according to the following schedules:
 - a. Reimbursement for courses completed with grades "A" through "B-", or numerical equivalents: 100%
 - b. Reimbursement for courses completed with grades "C+" through "C-", or numerical equivalents: 75%
 - c. Reimbursement for courses completed with a grade less than "C-": 0%
5. Reimbursement shall be made only for course work completed at accredited educational institutions.
6. The maximum reimbursable amount per employee is \$3,500 per fiscal year for graduate level tuition and \$1,750 per fiscal year for undergraduate level tuition. Each fiscal year, the Library Director will determine the number of employees who may participate in the tuition reimbursement program, based on budget availability.
7. BPL will use the prevailing IRS guidelines to process payments.

8. In the event the employee terminates employment with BPL, or is terminated due to a violation of the Staff Rules of Conduct as listed in the Employee Handbook, within nine (9) months from the last day of the semester during which the class was taken, the employee must reimburse 100% of the tuition assistance funds received from the Library.
9. Applications will be approved only for course work directly related to the employee's present job or directly related to a promotional position. A copy of the syllabus may be requested prior to approval.
10. Employees must submit an official school transcript showing final grade received and an itemized receipt within sixty (60) days of course completion. The employee shall be considered as having completed a class when the concluded the term for which the school quotes the tuition fee. The last day of the semester during which the class is taken will determine the fiscal year to which the tuition payment is credited.
11. Expenses covered in this program include tuition and textbooks. Lab fees, parking, mileage, etc. shall not be a part of the Tuition Assistance Program.
12. The applicant shall attend classes on their own time and will not be paid their BPL hourly rate to attend class.

It is recognized that in an area as broad as Tuition Assistance, this policy may not cover all eventualities. The Library Director shall be the final authority in judging whether reimbursement shall be made.

INFORMATION ONLY

Upcoming Events of Interest

The Library will be closed June 19 for Juneteenth, and July 4-5 for Independence Day Weekend.

Donny the Dino Show: All Ages

Tuesday, June 16, 2026, 3:00pm – 4:00pm

This unique show combines prehistoric-themed magic, colorful puppetry, lively music, and comedy to create an unforgettable journey back to the age of dinosaurs.

Life Size Clue: Grades 6-12

Wednesday, June 17, 2026, 6:00pm – 8:00pm

Wanted: detectives willing to help us solve a mystery! Fans of the board game Clue, or future detectives will have fun playing a life size version of the board game.

Gardening for Pollinators: Inviting Bees, Butterflies, and Birds

Monday, June 22, 2026, 7:00pm – 8:00pm

Want to make a real difference right in your own backyard? Jennifer Ott of My Thyme Gardens introduces practical, easy steps to create a garden that supports bees, butterflies, and birds.

The Ancient Art of Mesopotamia

Tuesday, June 23, 2026, 7:00pm – 8:00pm

As we head into summer to "unearth" the past, let's take a look at the ancient art of Mesopotamia. Join Detroit Institute of Arts docent, Kathleen McBroom, for a presentation on the history and art of this ancient civilization through examples from this special collection at the DIA.

Idea Lab Class: Design-A-Saur

Tuesday, June 23, 2026, 7:00pm – 8:00pm

Visit the Idea Lab and create your own dinosaur image using laser-engraved stamps of fossils! Kids must be accompanied by an adult.

Cookie Decorating for Teens; for Adults

Thursday, June 25, 2026, 5:30pm – 6:30pm (T), 7:00pm – 8:00pm (A)

Dig up your appetite for a sugar cookie decorating workshop with Michelle Moore of Joy To-Go Bakery. Allergens may be present.

Michigan in the American Revolution

Monday, June 29, 2026, 7:00pm – 8:00pm

In some ways it was a frontier far from the battlefields, yet it was still vital to the struggle for North America. From the British stronghold at Detroit, where alliances with Native nations shaped the conflict in the Great Lakes, to Michilimackinac controlling trade and communication routes,

Michigan's wilderness was a stage for intrigue and shifting loyalties. Professional Historian Andrew Kercher returns to share stories that reveal how Michigan's early history was tied to global empires, contested alliances, and the birth of a new nation.

Fairy Tale Mix-Up: All ages

Tuesday, June 30, 2026, 10:30am – 11:30am

All the fairy tales have been mixed up! Make crafts, complete activities, and help put the fairy tales back together.

Lego Speed Building Contest: Ages 5 to 12

Wednesday, July 1, 2026, 4:30pm – 5:30pm

This LEGO speed building challenge is designed for kids and grown up(s) to work together. Prizes will be awarded. Teams can be up to 4 people. Fill out the registration form [here](#).

Simple Signs Story Time: Ages 5 & under

Thursday, July 2, 2026, 10:30am – 11:00am

Enjoy story time with simple American Sign Language signs that you can use at home to enhance your child's language experience.

Teen Escape Room: Grades 7 to 12

Thursday, July 9, 2026, 6:00pm – 8:00pm

Enter the cave to find the Mystical Stone of Immortality, but beware of the locals guarding it! Can you escape in time? This program will be hosted by Escape Room Novi.

Pebble Art: Grades 1 to 3

Monday, July 13, 2026, 3:00pm – 4:00pm

Arrange pebbles on paper to unearth your own unique designs or recreate designs from the examples provided.

Manhattan Project Photography Lecture

Monday, July 13, 2026, 7:00pm – 8:00pm

For six decades, the Manhattan Project photos taken by John "Mike" Michnovicz have appeared in publications, articles, and documentaries. Tech sergeant John Michnovicz was a photographer in Los Alamos, New Mexico for the Manhattan Project but was never credited for any photos because he was a soldier from the Special Engineer Detachment sent to the secret project.

An Evening with Chef Mary Brady

Tuesday, July 14, 2026, 7:00pm – 8:30pm

Please join us for a delicious evening with Executive Chef and cookbook author, Mary Brady, as she shares her long career in the restaurant and culinary world which began as co-owner of Diamond Jim Brady's in Novi. Mary will demo several family recipes from her new book, *Mary Brady: Looking Back, Cooking Forward*. Tasting included!

Idea Lab Class: Alas, A Glass!

Monday, July 20, 2026, 7:00pm – 8:00pm

Learn to safely and effectively engrave glassware using the laser cutter; including compatible glass types, advanced mounting techniques for odd sizes, and masking methods to achieve an ideal texture every time.



Chairperson

Ann Manning

May 20, 2026

Vice Chairperson

Susan Robbins

Vicki Sower

Baldwin Public Library

Secretary

Eileen Pulker

300 W. Merrill St

Birmingham, MI 48009

Treasurer

Anna Herbert

Dear Vicki,

Past Chairperson

Dave Wind

Please accept our sincere thanks and appreciation for arranging the gift bags for our 16th Annual Touch-a-Truck event that was held on Saturday, May 16, 2026. We're so thankful you were part of this year's event that saw a crowd of nearly 100 people! With your participation, the event was a great success.

Members

Andrew G. Acho

Judith Adelman

Mary Jo Dawson

Jill Fill

Curt Lawson

Meg Sullivan Lopé

Haylie May

Jessica Normandin

Erin Payton

Jennifer Rass

Jay Reynolds

Embekka Roberson

Dick Stasys

David Walker

Your participation helped to make the event enjoyable for the children and their families. We hope that you will be able to participate again next year.

Birmingham Youth Assistance has been providing service to youth and their families for 63 years. Please visit our website to learn more about what our organization is all about at: www.birminghamyouthassistance.org

Sincerely,

Police Liaison

PTO Tanner Lawson

Sgt. K. McCanham

Richard Stasys

Event Co-chair

Birmingham Youth Assistance

Advisory Members

Sheriff Michael Bouchard

Jason Clinkscale

Caseworker

Catherine Womack

Administrative Assistant

Crystal Gerhart

The mission of Birmingham Youth Assistance is to strengthen youth and families and to reduce the incidence of delinquency, abuse and neglect through community involvement.

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, June 15, 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 May 18, 2026 minutes p. 70
- B. Acceptance of the May 2026 receipts of \$3,478.53 p. 77
- C. Approval of the May 2026 disbursements of \$24,252.47 p. 78

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, July 20, 2026

Motion: To adjourn the June 15, 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
May 18, 2026**

1. Call to Order

The meeting was called to order by Vice President Karen Rock at 8:30 p.m.

Library Board present: Wendy Friedman, Frank Pisano, Karen Rock, Jennifer Wheeler.

Absent and excused: Pam Graham, Danielle Rumble.

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

Friends of the Library Liaison present: None.

Contract community representatives present: None.

Members of the public present: None.

1. General Public Comment Period: None.

2. Consent Agenda

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

A. Approval of the April 20, 2026 minutes

B. Acceptance of the April 2026 receipts of \$1,035.79

C. Approval of the April 2026 disbursements of \$5,493.42

1st Pisano

2nd Wheeler

A roll call vote was taken.

Yeas: Friedman, Pisano, Rock, Wheeler.

Nays: None.

Absent and excused: Graham, Rumble.

The motion was approved unanimously.

3. New and Miscellaneous Business:

Motion to transfer \$60,544.48 from the Baldwin Public Library's Trust Endowment Funds, an amount that has been calculated according to the formula contained in the Baldwin Public Library's Trust Investment Policy. The \$60,544.48 transferred into money market and checking accounts will be spent in accordance with the various guidelines established when the individual Endowment funds were established, and in cases where there was no specific designation, in a manner consistent with the financial policies of the Library and in furtherance of the mission of the Baldwin Public Library.

1st Rock

2nd Pisano

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

The motion was approved unanimously.

4. Adjournment:

Motion: To adjourn the meeting.

1st Wheeler
2nd Friedman

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

The motion was approved unanimously.

The meeting was adjourned at 8:35 p.m. The next Trust Meeting will be held on Monday, June 15, 2026, following the regular meeting in the Rotary Tribute & Donor Room.

Wendy Friedman, Secretary

Date

Baldwin Public Library Trust: May 2026

May receipts totaled \$3,478.53. May disbursements totaled \$24,252.47

The current value of the Trust is \$2,395,925.19, divided up in the following way:

| | June 2025 - EOY | May 2026 |
|--|------------------------|------------------------|
| Total endowment investments* | \$ 1,175,624.57 | \$ 1,277,028.23 |
| Endowment funds distributed for use | \$ 206,593.83 | \$ 219,389.78 |
| <u>Total endowment funds</u> | <u>\$ 1,382,218.40</u> | <u>\$ 1,496,418.01</u> |
| General spendable funds | \$ 586,790.38 | \$ 691,271.58 |
| Building fund | \$ 132,466.59 | \$ 154,565.20 |
| Restricted funds** | \$ 40,987.12 | \$ 30,452.75 |
| 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 |
| <u>Total non-endowment funds</u> | <u>\$ 783,461.74</u> | <u>\$ 899,507.18</u> |
| Total endowment funds | \$ 1,382,218.40 | \$ 1,496,418.01 |
| Total non-endowment funds | \$ 783,461.74 | \$ 899,507.18 |
| <u>Total of all Trust funds</u> | <u>\$ 2,165,680.14</u> | <u>\$ 2,395,925.19</u> |

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

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

As of May 31, the amount of money in the Trust that is undesignated stands at \$906,202.58

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

| <u>Index</u> | <u>2026: YTD</u> | <u>2025: Entire Year</u> |
|---|------------------|--------------------------|
| S&P 500-Equity Benchmark | 10.73% | 16.39% |
| U.S. Aggregate-Bond Benchmark | 0.38% | -0.20% |
| Blended Return of Both Benchmarks* <i>(S&P 500: 75% and U.S. Aggregate: 25%)</i> | 8.14% | 12.24% |
| Baldwin Endowment Funds' Portfolio | 6.40% | 9.73% |
| Endowment Funds' Performance Compared to Blended Return of Benchmarks | 1.74% | -2.51% |

*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 May 31, 2026, the breakdown was as follows:

| | |
|---|------------------------|
| Raymond James Endowment Funds Account | \$1,290,860.22 |
| Raymond James Building Mutual Funds Account | \$641,533.06 |
| Huntington Bank Checking Account | \$4,429.31 |
| Huntington Bank Money Market Account | <u>\$459,102.60</u> |
| Total | \$ 2,395,925.19 |

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
MAY 31, 2026**

| 12_c | Prior Month Balance 04/30/26 | Current Month Revenue | Year to Date Revenue | Current Month Expenses | Year to Date Expenses | Transfer In | Transfer Out | Change in Investment Value | Ending Balance 05/31/26 |
|---|------------------------------------|-----------------------------|-------------------------|------------------------------|--------------------------|----------------|-----------------|----------------------------------|-------------------------------|
| Huntington Bank Checking: | | | | | | | | | |
| Endowment Money | \$0.00 | \$0.00 | \$0.00 | \$15,999.11 | \$48,120.45 | \$15,999.11 | | | \$0.00 |
| Van Dragt Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | \$0.00 |
| Restricted Funds - Memorials and Friends | \$4,429.11 | \$0.20 | \$1.73 | \$8,180.56 | \$41,136.09 | \$8,180.56 | | | \$4,429.31 |
| 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 | \$4,429.11 | | | | | | | | \$4,429.31 |
| General Spendable Funds | \$0.00 | \$0.00 | \$0.00 | \$62.80 | \$1,663.92 | \$62.80 | | | \$0.00 |
| TOTAL | \$4,429.11 | \$0.20 | \$1.73 | \$24,242.47 | \$90,920.46 | \$24,242.47 | \$0.00 | | \$4,429.31 |
| Huntington Bank Money Market: | | | | | | | | | |
| Endowment Budgeted Funds | \$174,844.42 | \$0.00 | \$371.92 | \$0.00 | \$0.00 | \$60,544.48 | (\$15,999.11) | | \$219,389.79 |
| 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 | \$40,573.22 | \$0.00 | \$28,100.00 | \$0.00 | \$0.00 | \$0.00 | (\$8,180.56) | | \$32,392.66 |
| 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 | \$2,500.00 | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | \$2,500.00 |
| General Spendable Funds | \$202,398.44 | \$978.33 | \$36,276.20 | \$10.00 | \$110.00 | \$0.00 | (\$62.80) | | \$203,303.97 |
| TOTAL | \$419,332.26 | \$3,478.33 | \$67,248.12 | \$10.00 | \$110.00 | \$60,544.48 | (\$24,242.47) | | \$459,102.60 |
| Raymond James & Associates: | | | | | | | | | |
| Endowment Fund Investments | \$1,316,838.96 | \$0.00 | \$0.00 | | | \$0.00 | \$0.00 | (\$34,856.22) | \$1,281,982.74 |
| Endowment Cash | \$9,421.69 | \$0.00 | \$2,600.00 | | | \$0.00 | (\$60,544.48) | \$60,000.27 | \$8,877.48 |
| Sub-total Endowment Funds | \$1,326,260.65 | \$0.00 | \$2,600.00 | | | \$0.00 | (\$60,544.48) | \$25,144.05 | \$1,290,860.22 |
| General Spendable Funds Cash | \$1,298.32 | \$0.00 | \$0.00 | | | \$0.00 | \$0.00 | \$0.00 | \$1,298.32 |
| General Spendable Mutual Funds | \$475,389.45 | \$0.00 | \$0.00 | | | \$0.00 | \$0.00 | \$11,140.24 | \$486,529.69 |
| General Spendable Building Mutual Funds | \$150,187.06 | \$0.00 | \$0.00 | | | \$0.00 | \$0.00 | \$3,517.97 | \$153,705.03 |
| Sub-total General Spendable Funds | \$626,874.62 | \$0.00 | \$0.00 | | | \$0.00 | \$0.00 | \$14,658.24 | \$641,533.06 |
| TOTAL | \$1,953,135.47 | \$0.00 | \$2,600.00 | | | \$0.00 | (\$60,544.48) | \$39,802.29 | \$1,932,393.28 |
| Total All Funds | \$2,376,896.84 | \$3,478.53 | \$69,849.85 | \$24,252.47 | \$91,030.46 | \$84,786.95 | (\$84,786.95) | \$39,802.29 | \$2,395,925.19 |

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT BY INDIVIDUAL FUND
MAY 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 | 98,314.10 | |
| 401 | Frances Balfour | Adult Reading | \$13,638.32 | | | \$1,106.15 | \$14,744.47 | |
| 402 | Gladys E. Brooks | Large Print Books/Senior Citizens Programs | \$56,513.57 | | | \$4,583.64 | \$61,097.21 | |
| 403 | Jane Cameron | Baldwin Public Library | \$89,634.36 | | | \$7,606.98 | \$97,241.34 | |
| 404 | Jane Martin Clark | Baldwin Public Library | \$6,819.16 | | | \$553.07 | \$7,372.23 | |
| 405 | Jan Coil | Baldwin Public Library | \$14,197.29 | | | \$1,161.46 | \$15,358.74 | |
| 406 | Aubrey & Grace Flood | Youth Services | \$6,819.16 | | | \$553.07 | \$7,372.23 | |
| 407 | Paul R. Francis | Staff Appreciation | \$12,836.84 | \$2,000.00 | | \$1,106.15 | \$15,942.99 | |
| 408 | Friends of the Library | Library Collections | \$43,642.91 | | | \$3,539.67 | \$47,182.58 | |
| 409 | Priscilla Goodell | Baldwin Public Library | \$155,092.84 | | | \$12,578.89 | \$167,671.73 | |
| 410 | Emmelene Hornac | Youth Services & Adult Reading | \$68,191.66 | | | \$5,530.74 | \$73,722.39 | |
| 411 | H. G. Johnston | Reference Collection | \$8,609.12 | | | \$702.40 | \$9,311.52 | |
| 412 | Bob & Jean Kelly | Youth Services Programs | \$13,728.57 | | | \$1,162.34 | \$14,890.91 | |
| 413 | William Keman, Jr. | Library Collections | \$34,095.85 | | | \$2,765.37 | \$36,861.22 | |
| 414 | Merle L. Rominger | Reference Collection | \$342,091.94 | | | \$27,752.15 | \$369,844.09 | |
| 415 | Rosso Family Foundation | Baldwin Public Library | \$13,638.34 | | | \$1,106.15 | \$14,744.49 | |
| 416 | Marion G. Sweeney | Youth Services | \$14,903.18 | | | \$1,261.01 | \$16,164.19 | |
| 417 | Stephen Vartanian | Audio Visual Material | \$13,638.34 | | | \$1,106.15 | \$14,744.49 | |
| 419 | Clarice G. Taylor | Professional Development | \$83,825.48 | | | \$6,620.60 | \$90,446.08 | |
| 421 | Eric & Julie Gheen | Adult Reading Print Books | \$12,815.26 | | | \$1,106.15 | \$13,921.41 | |
| 422 | Ileane Thal | Baldwin Public Library | \$59,502.34 | \$489.56 | | \$5,530.63 | \$65,522.52 | |
| 423 | Judith Nix | Adult & Youth Programs | \$18,957.67 | | | \$1,682.17 | \$20,639.85 | |
| 424 | MAF-Rae Dumke | Architecture Books | \$12,860.73 | | | \$1,106.15 | \$13,966.88 | |
| 425 | Linne Underdown Hage Forester | Professional Development | \$37,920.30 | \$600.00 | | \$3,817.31 | \$42,337.61 | |
| 426 | Richard & Mary Henne Book Fund | Adult Reading Print Books | \$10,552.64 | | | \$1,106.15 | \$11,658.79 | |
| 427 | Douglas R. Koschik | Building Improvements | \$19,547.49 | | | \$2,052.35 | \$21,599.83 | |
| 428 | Gerald "Jerry" Dreer | | \$11,551.20 | | | \$1,117.21 | \$12,668.41 | |
| | | | \$1,175,624.56 | \$3,089.56 | \$0.00 | \$98,314.10 | \$1,277,028.22 | |

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

| | | Prior Month | Current | Year to | Current | Year to | Current | Year to | Transfer | Change in | Ending |
|---------------------------------------|-----------------------------|----------------|------------|-------------|-------------|-------------|---------|-------------|---------------|-------------|----------------|
| | | Balance | Month | Date | Month | Date | Month | Date | In | Investment | Balance |
| | | 04/30/26 | Revenue | Revenue | Expense | Expense | Expense | Expense | Out | Value | 05/31/26 |
| Gift & Tribute Funds | Purpose | | | | | | | | | | |
| General Spendable Funds | | \$679,225.79 | \$978.33 | \$35,786.64 | \$72.80 | \$1,773.92 | | | | \$11,140.26 | \$691,271.58 |
| Restricted Funds: | | | | | | | | | | | |
| Building Fund | | \$151,047.22 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | | \$3,517.98 | \$154,565.20 |
| Van Dragt Fund | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | | | \$0.00 |
| Memorials/Tributes | | \$10,490.45 | \$0.20 | \$201.73 | \$0.00 | \$376.64 | | | | | \$10,490.65 |
| Covid Project | | \$516.43 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | | | \$516.43 |
| Restricted Fund - Idea Lab MAF | | \$0.00 | \$2,500.00 | \$2,500.00 | \$0.00 | \$0.00 | | | | | \$2,500.00 |
| Friends | Adult Services Programs | \$8,797.96 | \$0.00 | \$7,000.00 | \$2,777.07 | \$10,966.58 | | | | | \$6,020.89 |
| | Young Adult Programs | \$6,871.85 | \$0.00 | \$8,700.00 | \$1,866.03 | \$11,228.27 | | | | | \$5,005.82 |
| | Youth Services Programs | \$7,295.33 | \$0.00 | \$7,700.00 | \$2,379.38 | \$8,082.48 | | | | | \$4,915.95 |
| | Idea Lab Program Supplies | \$1,111.82 | \$0.00 | \$2,000.00 | \$704.63 | \$3,187.97 | | | | | \$407.19 |
| | Outreach & Equipment | \$1,049.27 | \$0.00 | \$2,500.00 | \$453.45 | \$7,294.15 | | | | | \$595.82 |
| | Sub-total Restricted | \$187,180.33 | \$2,500.20 | \$30,601.73 | \$8,180.56 | \$41,136.09 | | \$0.00 | \$0.00 | \$3,517.98 | \$185,017.95 |
| Rotary Room Fund | Naming Rights-Principal | \$7,832.00 | \$0.00 | \$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 | \$0.00 |
| Ileana Thal Reference Desk | | \$6,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | \$0.00 | \$0.00 | \$6,000.00 |
| Miranda Burnett Reference Desk | | \$9,385.65 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | \$0.00 | \$0.00 | \$9,385.65 |
| Total Gift and Tribute Funds | | \$889,623.77 | \$3,478.53 | \$66,388.37 | \$8,253.36 | \$42,910.01 | | \$0.00 | \$0.00 | \$14,658.24 | \$899,507.18 |
| Endowment Funds | | | | | | | | | | | |
| Endowment Budgeted Funds | General Funds | \$51,609.59 | \$0.00 | \$171.92 | \$3,379.63 | \$9,055.24 | | \$13,135.59 | | | \$61,365.55 |
| | Adult Large Print | \$1,208.49 | \$0.00 | \$0.00 | \$839.84 | \$3,027.59 | | \$2,894.65 | | | \$3,263.30 |
| | Adult Services Department | \$30,365.87 | \$0.00 | \$0.00 | \$0.00 | \$2,722.53 | | \$5,652.67 | | | \$36,018.54 |
| | Adult Audio Visual | \$13.73 | \$0.00 | \$0.00 | \$0.00 | \$730.12 | | \$698.56 | | | \$712.29 |
| | Adult Reference | \$56,646.34 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | \$17,963.72 | | | \$74,610.06 |
| | Adult Programs | \$12,447.21 | \$0.00 | \$0.00 | \$1,251.29 | \$7,865.29 | | \$5,102.31 | | | \$16,298.23 |
| | Architecture | \$369.41 | \$0.00 | \$0.00 | \$0.00 | \$884.47 | | \$662.69 | | | \$1,032.10 |
| | Youth Services Department | \$1,990.02 | \$0.00 | \$0.00 | \$0.00 | \$5,696.50 | | \$5,559.46 | | | \$7,549.48 |
| | Youth Programs (Nix) | \$11.94 | \$0.00 | \$0.00 | \$0.00 | \$680.26 | | \$490.05 | | | \$501.99 |
| | Professional Development | \$18,693.96 | \$0.00 | \$0.00 | \$10,429.68 | \$14,734.89 | | \$6,298.91 | | | \$14,563.19 |
| | Staff Appreciation | \$1,047.21 | \$0.00 | \$200.00 | \$98.67 | \$1,464.38 | | \$1,055.34 | | | \$2,003.88 |
| | Koschik Building Fund | \$440.64 | \$0.00 | \$0.00 | \$0.00 | \$1,259.18 | | \$1,030.53 | | | \$1,471.17 |
| | Sub-total | \$174,844.41 | \$0.00 | \$371.92 | \$15,999.11 | \$48,120.45 | | \$60,544.48 | \$0.00 | \$0.00 | \$219,389.78 |
| Total Endowment Investments | All Funds | \$1,312,428.66 | \$0.00 | \$3,089.56 | \$0.00 | \$0.00 | | \$0.00 | (\$60,544.48) | \$25,144.05 | \$1,277,028.23 |
| Total Endowment Funds | | \$1,487,273.07 | \$0.00 | \$3,461.48 | \$15,999.11 | \$48,120.45 | | \$60,544.48 | (\$60,544.48) | \$25,144.05 | \$1,496,418.01 |
| Total All Trust Funds | | \$2,376,896.84 | \$3,478.53 | \$69,849.85 | \$24,252.47 | \$91,030.46 | | \$60,544.48 | (\$60,544.48) | \$39,802.29 | \$2,395,925.19 |

| Check Date | Bank | Check | Vendor | Vendor Name | Amount |
|---|-------|-------|--------|------------------------------|-----------|
| Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST | | | | | |
| 05/07/2026 | LIBRY | 6510 | 009315 | FIRST NATIONAL BANK OF OMAHA | 11,010.85 |
| 05/07/2026 | LIBRY | 6511 | 009315 | VOID | 0.00 V |
| 05/07/2026 | LIBRY | 6512 | 009315 | VOID | 0.00 V |
| 05/07/2026 | LIBRY | 6513 | 009315 | VOID | 0.00 V |
| 05/07/2026 | LIBRY | 6514 | 009315 | VOID | 0.00 V |
| 05/07/2026 | LIBRY | 6515 | 001090 | INGRAM LIBRARY SERVICES | 155.50 |
| 05/29/2026 | LIBRY | 6516 | MISC | ABSOLUTELY BAFFLING MAGIC | 475.00 |
| 05/29/2026 | LIBRY | 6517 | MISC | ANDREW KERCHER | 250.00 |
| 05/29/2026 | LIBRY | 6518 | MISC | CAREY AND PAUL GROUP | 495.00 |
| 05/29/2026 | LIBRY | 6519 | 000902 | CENGAGE LEARNING INC | 584.80 |
| 05/29/2026 | LIBRY | 6520 | 004269 | CENTER POINT LARGE PRINT | 255.04 |
| 05/29/2026 | LIBRY | 6521 | MISC | CUPS OF LOVE LLC | 450.00 |
| 05/29/2026 | LIBRY | 6522 | 007403 | SUSAN DION | 25.97 |
| 05/29/2026 | LIBRY | 6523 | 009315 | FIRST NATIONAL BANK OF OMAHA | 9,369.34 |
| 05/29/2026 | LIBRY | 6524 | 009315 | VOID | 0.00 V |
| 05/29/2026 | LIBRY | 6525 | 009315 | VOID | 0.00 V |
| 05/29/2026 | LIBRY | 6526 | 004604 | GORDON FOOD | 399.37 |
| 05/29/2026 | LIBRY | 6527 | 009030 | SYNTHA GREEN | 150.00 |
| 05/29/2026 | LIBRY | 6528 | MISC | KATHLEEN MCBROOM | 250.00 |
| 05/29/2026 | LIBRY | 6529 | MISC | MY THYME GARDENS, LLC | 300.00 |
| 05/29/2026 | LIBRY | 6530 | MISC | STUART J. STURTON | 71.60 |

LIBRY TOTALS:

| | |
|----------------------------|------------------|
| Total of 21 Checks: | 24,242.47 |
| Less 6 Void Checks: | 0.00 |
| Total of 15 Disbursements: | <u>24,242.47</u> |