



LIBRARY BOARD MEETING

SEPTEMBER 28, 2026

Danielle Rumple
PRESIDENT

Karen Rock
VICE PRESIDENT

Wendy Friedman
SECRETARY

Pam Graham
Frank Pisano

Jennifer Wheeler

Rebekah Craft
LIBRARY
DIRECTOR

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, September 28, 2026 at 7:30 p.m.

Rotary/Donor Rooms

300 W. Merrill, Birmingham, MI 48009

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 August 17, 2026 Board Meeting Minutes p. 7
- B. Approval of August 2026 vendor payments in the amount of \$166,040.10, including payments in excess of \$75,000. p. 11
- C. Approval of total expenses in the amount of \$445,581.19 p. 15

IV. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Wendy Friedman) p. 76
- D. Upcoming events of interest (Rebekah Craft) p. 102
- E. Report from Friends of the Baldwin Public Library (Ryndee Carney) p. 78

V.	Board Committee Reports	
A.	Finance—Wendy Friedman	p. 14
	The next Finance Committee meeting will be held on Monday, October 12, 2026 at 4:00 p.m.	
B.	Building—Karen Rock	p. 18
	The next Building Committee will meet on Monday, October 12, 2026 at 4:30 p.m.	
C.	Outreach	
	The next Outreach Committee meeting will be held at a date and time to be determined.	
VI.	Library Report – Rebekah Craft	p. 65
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.	FY2025-2026 Annual Report	p. 82
	Suggested motion: To approve the FY2025-2026 Annual Report and related documents and pass them along to the Birmingham City Commission to review and file at their next City Commission meeting.	
IX.	Unfinished Business	
X.	Items removed from the Consent Agenda	
XI.	Information Only	
A.	Upcoming events of interest	p. 102
B.	Baldwin Public Library Marketing Audit – Amity Kapadia	p. 104
C.	Birmingham Bloomfield Eagle article “Bloomfield Hills voters to decide library millage renewal”	p. 115
D.	Downtown Publications article “Bike stolen from outside city public library”	p. 117
E.	Birmingham Bloomfield Cultural Arts Awards	p. 118

XII. Adjournment

The next regular meeting of the Library Board will take place on Monday, October 19, 2026 at 7:30 p.m.

Motion: *To adjourn the September 28, 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
August 17, 2026**

Call to Order and Roll Call:

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

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

Absent and excused: None.

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

Friends of the Library liaison present: Ryndee Carney.

Contract community representatives present: None.

Members of the public present: None.

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

Rock 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 July 20, 2026 Board Meeting Minutes**
 - B. Approval of July 2026 vendor payments in the amount of \$212,689.34, including payments in excess of \$75,000.**
 - C. Approval of total expenses in the amount of \$387,721.69**
 - 1st** Rock
 - 2nd** Friedman
 - A roll call vote was taken.
 - Yeas: Friedman, Graham, Pisano, Rock, Rumble, Wheeler.
 - Nays: None.
 - Absent and excused: None.
 - The motion was approved unanimously.
3. Board Reports and Special Announcements:

President's report: Rumble thanked staff for their work on the Summer Reading Program. She participated in the Adult Battle of the Books and had a great time.

Board comments: Wheeler appreciates the QR code on the Friends of the Library membership solicitation letters, making it much easier to submit payment. She also enjoyed the bald eagle program sponsored by the Friends. Rock thanked Miller for putting together library welcome packages, which are distributed to new neighbors by the Quarton Lake Neighborhood Association welcome committee.

Staff Anniversaries: Friedman recognized the following staff anniversaries: Paul Gillin (13 years of service), Mick Howey (9 years), Lawrence Marble (1 year), Terry Meyer (14 years), Daniel Patton (9 years), Kristen Tait (25 years), and Peter VanGelderren (3 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 50-51 of the August Board packet.

Report from Friends of the Baldwin Public Library: Ryndee Carney reported that the Friends mailed out their annual newsletter and solicitations for membership dues. 370 were mailed out. The Friends are pushing new marketing materials – updated brochure, bookmark, QR code for membership.

4. Board Committee Reports

Finance Committee:

Pisano reported that the Finance Committee met on August 10. Present were Rumble, Friedman, Pisano, Craft, and Miller. Full minutes from this meeting are on page 14 of the August Board packet. The next meeting of the Finance Committee will take place on Monday, September 14, 2026 at 4:00 p.m. in the Director's Alcove.

Building Committee:

Rock reported that the Building Committee met last on August 14. Present were Rumble, Rock, Graham, Craft, and Miller. Full minutes from this meeting are on pages 17-18 of the August Board packet. The next meeting of the Building Committee will take place on Monday, September 14 at 4:30 p.m. in the Director's Alcove.

Outreach Committee:

Graham reported that the Outreach Committee met last on July 24. Present were Friedman, Graham, Craft, and Miller, and Outreach Librarian Jen Hassell. Full minutes from this meeting are on page 19 of the August Board packet. The next meeting of the Outreach Committee will be scheduled at a later date.

5. Library Report:

Craft and Miller presented highlights as shown in the Library Report. Craft reviewed the Statistics Dashboard showing that most metrics are tracking positively for this FY. Full details of the complete Library Report, including programs, services, and staffing updates, are on pages 21-31 of the August Board packet.

Craft noted that the proposed City Library Agreement is still under review by City Manager Jana Ecker.

6. Liaisons

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

New & Miscellaneous Business:

Approval of 2027 Calendar

Craft reviewed the details of the Proposed 2027 Calendar memorandum found on pages 34-36 of the August Board packet.

Motion to approve the 2027 Library Calendar as found on pages 35-36 of the August 2026 Board Packet; with the May Board Meeting scheduled for Wednesday, May 19 instead of Monday, May 24.

1st Pisano

2nd Wheeler

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

7. **Unfinished Business:**

Tuition Assistance Program

Craft reviewed changes with the Board, based on suggestions from the July meeting, which can be found in the memorandum on pages 38-39 of the August Board Packet.

Motion to approve and adopt the Tuition Assistance Program; with the addition of a "Grade" column in the Course grid of the Tuition Assistance Reimbursement Form.

1st Pisano

2nd Wheeler

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

8. **Items Removed from Consent Agenda:** None.

9. **Information Only:** See pages 49-68 of the August Board packet.

10. **Adjournment:**

Motion to adjourn the meeting.

1st Rock

2nd Friedman

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The meeting was adjourned at 8:17 p.m. The next regular meeting is scheduled for Monday, September 28, 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

Page: 1/2

Check Number	Vendor #	Vendor	Amount
	009535	BIRMINGHAM PAPERS	624.00
	008355	BIRMINGHAM PUBLIC SCHOOLS	270.80
	005717	BSB COMMUNICATIONS, INC.	87.75
	000902	CENGAGE LEARNING INC	40.00
	000605	CINTAS CORPORATION	292.92
	000575	DEMCO, INC	34.53
	006432	ELISABETH PHOU	60.03
	008139	ENVISIONWARE INC.	525.00
	010156	FOLLETT CONTENT SOLUTIONS LLC	258.51
	004604	GORDON FOOD	88.74
	006666	GRID 4 COMMUNICATIONS INC.	229.02
	001090	INGRAM LIBRARY SERVICES	25,769.37
	008827	KANOPY, INC	614.55
	004904	KONICA MINOLTA BUSINESS SOLUTIONS	7,455.50
	005550	LEE & ASSOCIATES CO., INC.	3,674.60
	003527	LOWER HURON SUPPLY CO INC	1,511.30
	MISC	MAGNOLIA JOURNAL	20.00
	009085	MGSE SECURITY LLC	150.00
	007927	MICHELLE HOLLO	630.00
	000639	MICHIGAN LIBRARY ASSN	305.00
	002013	MIDWEST TAPE	10,639.21
	006785	OVERDRIVE, INC.	19,792.53
	009698	PCI INDUSTRIES, INC	34,221.56
	007823	PITNEY BOWES GLOBAL FINANCIAL SERVI	493.83
	009612	PLAYAWAY PRODUCTS LLC	2,151.07
	009840	THOMAS S. KLISE COMPANY, INC	547.47
	007408	T-MOBILE	249.90
	009026	WELLS FARGO VENDOR FIN SERV	117.34
	MISC	WORLD BOOK INC	299.00
	009971	WT COX INFORMATION SERVICES	60.00
16739	000902	CENGAGE LEARNING INC	608.80
16746	009920	CORPORATE DINING CONCEPTS	279.00
16747	009840	THOMAS S. KLISE COMPANY, INC	266.34
16748	009024	D.M. BURR GROUP	4,964.66
16753	010156	FOLLETT CONTENT SOLUTIONS LLC	336.48
16794	005861	UNIQUE MGMT SERVICE, INC	30.90
16816	009024	D.M. BURR GROUP	26.74
16831	002013	MIDWEST TAPE	498.13
16834	008336	NBS COMMERCIAL INTERIORS	852.00
310635	009202	AQUARIUM DESIGN INC	245.00
310651	000571	CAR TRUCKING INC	280.00
310731	009863	US BANK EQUIPMENT FINANCE	69.93
310750	005717	BSB COMMUNICATIONS, INC.	87.50
310766	004493	ELITE IMAGING SYSTEMS, INC	1,910.68
310772	010086	FOSTER, SWIFT, COLLINS & SMITH PC	1,148.10
310776	000249	GA BUSINESS PURCHASER LLC	356.62
310792	010310	AMITY KAPADIA	4,000.00
310794	004904	KONICA MINOLTA BUSINESS SOLUTIONS	2,510.22

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

Page: 2/2

Check Number	Vendor #	Vendor	Amount
310808	000678	OCLC, INC.	3,870.38
310817	000746	ROCHESTER HILLS PUBLIC LIBRARY	24.99
310837	009026	WELLS FARGO VENDOR FIN SERV	57.52
310838	MISC	WESTERN MICHIGAN UNIVERSITY	75.00
310849	009213	BAYSCAN TECHNOLOGIES	1,039.00
310893	008139	ENVISIONWARE INC.	75.00
310919	009478	ODP BUSINESS SOLUTIONS, LLC	292.37
310923	009612	PLAYAWAY PRODUCTS LLC	1,989.28
310928	007252	RAY WIEGAND'S NURSERY INC.	188.16
310946	009026	WELLS FARGO VENDOR FIN SERV	782.97
310949	006638	ACTION MAT & TOWEL RENTAL, INC	70.72
310951	006759	AT&T	676.26
310960	003904	CAPITAL ONE BANK	10,347.12
310967	000627	CONSUMERS ENERGY	1,329.36
310975	000179	DTE ENERGY	15,455.74
310982	008164	GARY EISELE	69.60
311049	MISC	YUNHAN LIU	12.00
Total:			166,040.10

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

September 2026 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, September 14, 2026 at 4:00 p.m. in the Director's Alcove. Present were Wendy Friedman, Danielle Rumble, and Rebekah Craft.

- There was no Public Comment.
- Craft shared updates to the FY 2025-26 budget. The City's auditors are reviewing last year's financial reports this month.
- Craft shared the FY2026-27 budget after two months. Things are track well two months into the fiscal year.
- Craft reviewed August 2026 July Trust expenditures with the Friends of the Baldwin Public Library.

The next Finance Committee meeting will be held on Monday, October 12, 2026 at 4:00 p.m. in the Director's Alcove.

FINANCIAL REPORT: August 2026

This report references the Revenue and Expense Report 2026-27, found on the following page. At 16.7% of the way through fiscal year 2026-2027, the Library has spent 13.42% of its budget and received 1.1% of its revenue. By this point of the year, the Library was budgeted to have spent 16.7% of its budget and to have received 16.7% 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	\$	166,040.10
Total vendor payments	\$	166,040.10

City of Birmingham allocations:

Payroll Period Ending 07/31/26	\$	144,944.12
Payroll Period Ending 08/15/26	\$	119,748.31
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	488.33
Retirement Cost (acct 711.0010)	\$	9,898.33
Total Payroll	\$	275,079.09

BS&A Software Charge (acct 811.0000)

Administrative Services (acct. 813.0000)

MML Insurance Premium (acct. 960.0400)

Total City of Birmingham allocations	\$	275,079.09
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Reconciling adjustments:

Refunds, Voids, Escheats (Fines, Bags, Room Rentals, Magazines etc.)	\$	(12.00)
Audit Fees		
Credit Card Fees		
City of Birmingham Parking	\$	4,474.00
Water Bill		
Total Recon Adjustments	\$	4,462.00

\$	445,581.19
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2026-27
August 2026

	2026-2027 Budget	Current Month Budget August 2026	Current Month Actual August 2026	Variance For Month	Y-T-D Budget 2026-2027	Y-T-D Actual 2026-2027	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2025-2026	2nd Month of the year 16.67%
<u>REVENUES</u>										
TAXES	\$4,928,390	\$410,699	\$0	\$0 (\$410,699)	\$821,398	\$0	\$0 (\$821,398)	0.0%	\$4,682,554	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$0 \$1,250	(\$2,500)	\$0	\$0 \$2,500	0.0%	(\$2,084)	13.9%
COUNTY AND STATE REVENUE	\$97,000	\$8,083	\$37,810	\$29,726	\$16,167	\$58,732	\$42,566	60.5%	\$0	0.0%
GRANTS	\$0	\$0	\$0	\$0 \$0	\$0	\$3,600	\$3,600	N/A	\$0	0.0%
COMMUNITY CONTRACTS	\$1,176,890	\$98,074	\$0	\$0 (\$98,074)	\$196,148	\$0	\$0 (\$196,148)	0.0%	\$34,233	3.0%
PATRON USE REVENUE	\$35,700	\$2,975	\$4,042	\$1,067	\$5,950	\$6,979	\$1,029	19.5%	\$6,961	17.8%
INVESTMENT INCOME	\$15,000	\$1,250	\$0	\$0 (\$1,250)	\$2,500	\$0	\$0 (\$2,500)	0.0%	\$20,956	21.0%
OTHER REVENUE	\$500	\$42	\$0	\$0 (\$42)	\$83	\$0	\$0 (\$83)	0.0%	\$30	60.8%
TOTAL REVENUE	\$6,238,480	\$519,873	\$41,852.08	(\$478,021)	\$1,039,747	\$ 69,311.30	(\$970,435)	1.1%	\$4,742,649.42	82.9%
<u>EXPENSES</u>										
PERSONNEL SERVICES	\$3,618,780	\$301,565	\$275,079	(\$26,486)	\$603,130	\$445,289	(\$157,841)	12.3%	\$436,536	12.5%
SUPPLIES	\$166,000	\$13,833	\$5,726	(\$8,107)	\$27,667	\$18,318	(\$9,348)	11.0%	\$35,981	20.5%
CONTRACTED SERVICES	\$511,970	\$42,664	\$26,646	(\$16,018)	\$85,328	\$66,536	(\$18,792)	13.0%	\$67,708	13.2%
TECHNOLOGY & MAINTENANCE	\$135,000	\$11,250	\$3,380	(\$7,870)	\$22,500	\$87,375	\$64,875	64.7%	\$75,127	63.7%
UTILITIES	\$140,080	\$11,673	\$16,785	\$5,112	\$23,347	\$30,969	\$7,622	22.1%	\$28,684	22.4%
OTHER CHARGES	\$182,880	\$15,240	\$7,300	(\$7,940)	\$30,480	\$19,971	(\$10,509)	10.9%	\$16,522	15.8%
BUILDING IMPROVEMENTS & FURNISHING	\$470,000	\$39,167	\$40,695	\$1,528	\$78,333	\$40,695	(\$37,639)	8.7%	\$18,191	13.6%
COLLECTIONS	\$987,000	\$82,250	\$69,970	(\$12,280)	\$164,500	\$124,150	(\$40,350)	12.6%	\$100,786	11.4%
TOTAL EXPENSES	\$6,211,710	\$517,643	\$445,581.19	(\$72,061)	\$1,035,285	\$833,302.88	(\$201,982)	13.4%	\$ 779,535.64	9.7%
VARIANCE	\$26,770	\$2,231	(\$403,729)	(\$405,960)	\$4,462	(\$763,991.58)	(\$768,453)			
FUND BALANCE-BEGINNING OF YEAR						\$2,167,638.47				
FUND BALANCE-CURRENT						\$1,403,646.89				

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.

Adjustments to June 30, 2026 Financials
Since July Board Presentation
09/25/26

<u>Item Description</u>	<u>Prior YTD</u>	<u>New YTD</u>	<u>Difference</u>	<u>Amended Budget</u>
Property Taxes	\$ 4,681,975.92	\$ 4,698,792.46	\$ 16,816.54	\$ 4,682,554.00
Provision for Tax Loss	\$ (4,558.32)	\$ (16,650.55)	\$ (12,092.23)	\$ (15,000.00)
County and State Revenue	\$ 28,565.26	\$ 108,306.09	\$ 79,740.83	\$ 98,200.00
Grants	\$ 9,600.00	\$ 13,200.00	\$ 3,600.00	\$ 9,600.00
Community Contracts	\$ 1,142,478.13	\$ 1,142,478.13	\$ -	\$ 1,144,863.00
Patron Use Revenue	\$ 40,129.49	\$ 40,279.75	\$ 150.26	\$ 39,000.00
Investment Income (net of fees)	\$ 128,561.80	\$ 122,384.53	\$ (6,177.27)	\$ 100,000.00
Other Revenue	\$ 49.40	\$ 49.40	\$ -	\$ 50.00
Total Revenue	\$ 6,026,801.68	\$ 6,108,839.81		\$ 6,059,267.00
Salaries and Direct Wages	\$ 2,533,564.79	\$ 2,605,267.95	\$ (71,703.16)	\$ 2,664,549.00
FICA	\$ 190,391.33	\$ 195,765.09	\$ (5,373.76)	\$ 194,276.00
Hospitalization	\$ 269,115.01	\$ 285,276.06	\$ (16,161.05)	\$ 297,532.00
Life Insurance	\$ 7,502.00	\$ 7,713.15	\$ (211.15)	\$ 8,464.00
Retiree Contributory Health	\$ 4,676.04	\$ 4,676.04	\$ -	\$ 4,817.00
Dental/Optical	\$ 14,690.19	\$ 15,771.56	\$ (1,081.37)	\$ 21,450.00
LT/ST Disability	\$ 13,624.26	\$ 14,008.47	\$ (384.21)	\$ 15,615.00
Workers Comp	\$ 7,991.77	\$ 8,217.30	\$ (225.53)	\$ 8,350.00
Retirement-DefBen Contrib Employer	\$ 105,084.00	\$ 105,084.00	\$ -	\$ 116,761.00
HRA Benefit	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
Retirement-Def Contrib Employer	\$ 124,014.40	\$ 127,682.38	\$ (3,667.98)	\$ 128,450.00
Ret Health Savings Contrib Employer	\$ 26,161.69	\$ 26,978.22	\$ (816.53)	\$ 29,120.00
Supplies	\$ 166,827.22	\$ 166,827.22	\$ -	\$ 175,450.00
Contracted Services	\$ 491,940.08	\$ 500,834.63	\$ (8,894.55)	\$ 512,030.00
Tech and Maintenance	\$ 115,002.29	\$ 26,805.29	\$ 88,197.00	\$ 118,000.00
Utilities	\$ 127,065.89	\$ 127,065.89	\$ -	\$ 128,200.00
Other Charges	\$ 112,906.56	\$ 201,103.56	\$ (88,197.00)	\$ 104,430.00
Building Improvements/Furnishings	\$ 97,497.80	\$ 107,976.80	\$ (10,479.00)	\$ 134,000.00
Collections	\$ 865,535.70	\$ 865,535.70	\$ -	\$ 887,000.00
Total Expense	\$ 5,274,591.02	\$ 5,393,589.31	\$ (118,998.29)	\$ 5,549,494.00
Fund Balance	\$ 2,235,214.06		\$ 2,198,253.90	

September 2026 Building Committee Report

The Baldwin Public Library Board's Building Committee met on Monday, September 14, 2026 at 4:30 p.m. in the Director's Alcove. Present were Karen Rock, Pam Graham, Danielle Rumple, and Rebekah Craft.

- There was no Public Comment.
- Old Business
 - **Loading Dock** - The Loading Dock RFP bids were due on July 16. On August 20, Jana notified the Building department that they needed to acquire three bids to hire an engineer to review the bids. Once all quotes are received, the selected engineer will need to review the RFPs to select the winning bidder for the project. The loading dock was supposed to be completed by November 15, 2026, but the project appears that it will be delayed. The Committee asked Craft to gather information about the loading dock project from various sources. Information requested include the loading dock RFP submissions from Jeff Zielke in the Building Department, a list of safety concerns being addressed with the dock replacement, the first documented requests about the loading dock replacement, and the budget for the project.
 - **Idea Lab Expansion** – The project has been scaled back to update the space plan, remove a single door, add a sink, and update the ventilation system. Staff will talk with ISCG about purchasing furniture for the perimeter of the room.
 - **Youth Office ceiling leak** – The HVAC fixture has been repaired. No further damage has been noted on the ceiling after heavy storms the week of September 7. Painting of the ceiling will be scheduled.
- Atrium HVAC
 - The atrium HVAC has been out of order since August 24. The unit is still under warranty until October 2027 and John Galik with the City of Birmingham is coordinating the replacement and installation of the new unit. The unit was placed on the roof out of the sightline of the Jeanne Lloyd Room windows and front entrance and it appears that the length of copper piping running from the atrium to the rooftop unit was too long for the HVAC unit's installation specifications.
- Lower Level Updates
 - Project will begin on November 30 and will last approximately 6 weeks in two stages (Phase 1: Tech Services and west hallway, Phase 2: Rotary Donor, Adult Services, and south hallway).

- BPL staff will coordinate some pre-project work, including: installation of lights in new storage closet, addition of sprinkler in new storage closet, removal and installation of projector/screen in Rotary Donor room, relocation of temperature sensor in Rotary Donor Room, installing security cameras in new ceiling tiles, coordinating installation of network ports at new desk locations
- Furniture order has been placed and will be delivered and installed at the end of each phase (December 17-18, 2026 and January 14-15, 2027).
- Robot vacuums – Craft and Miller met with Chris Forte of Rota Robotics on August 18. They have a robot vacuum that can run autonomously to vacuum the first floor of the library overnight by using its 8-hour battery life. It could also be set by staff to vacuum meeting rooms or hallways on the lower level or second floor when not in use.
 - The product would cost \$899 per month for a 3-year lease (\$32,364), which includes a monthly service fee of \$250.
 - Rota offers a one-week trial period if this is something we would like to consider and library staff will arrange for a trial period in January 2027.
 - Committee members questioned the effectiveness of a robot vacuum with an 8-hour battery life that will need to go around many chairs, tables, book cases, etc.
- The next cleaning contract RFP will be issued in summer 2027 and the current janitorial contract expires in October 2027. After reviewing the trial robot vacuum period, library staff will use the results to best inform how to issue the janitorial RFP.
- Craft will begin gathering quotes for the installation of a building backup generator to prepare for the FY27-28 budgeting process. Graham also suggested looking at solar power and battery backup options.
- The next meeting will be held on Monday, October 12, 2026 at 4:30 p.m. in the Director's Alcove.

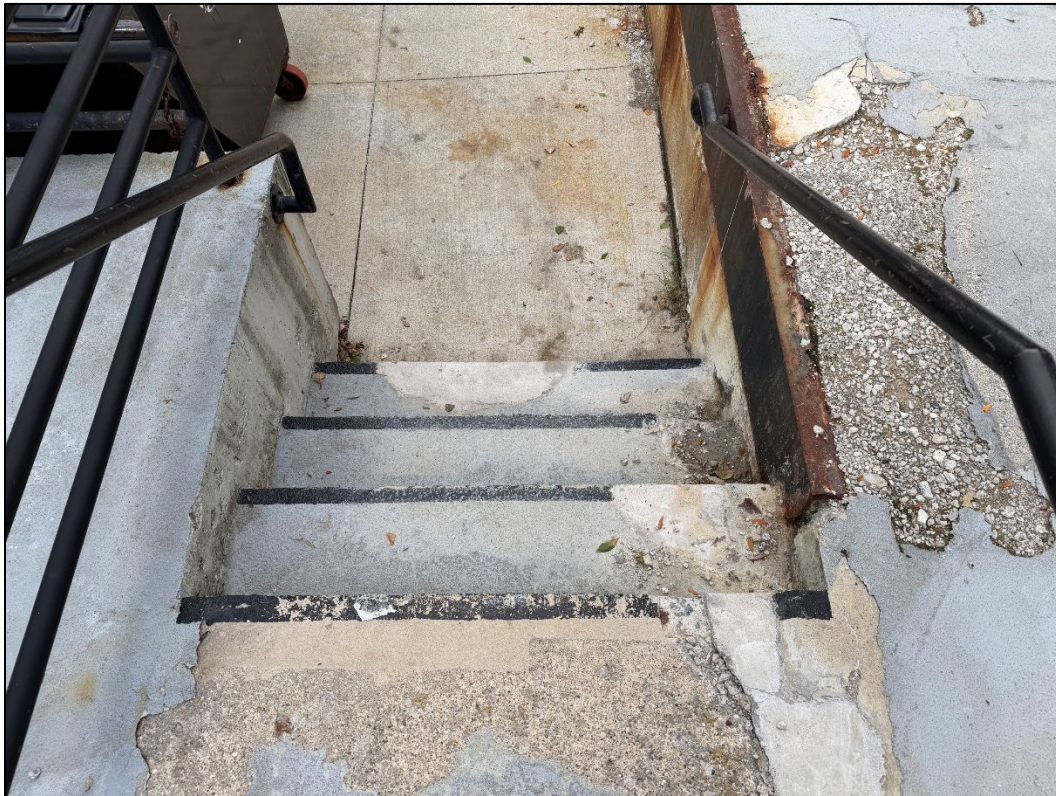
Baldwin Public Library Loading Dock Replacement

Safety concerns to be addressed with the dock replacement:

- Falling concrete over staff entrance door at base of stairs to lower level



- Crumbling stairs from loading dock to first floor entrance



- Crumbling stairs from loading dock to lower level staff entrance





- Cracked and uneven sidewalk flags adjacent to loading dock driveway

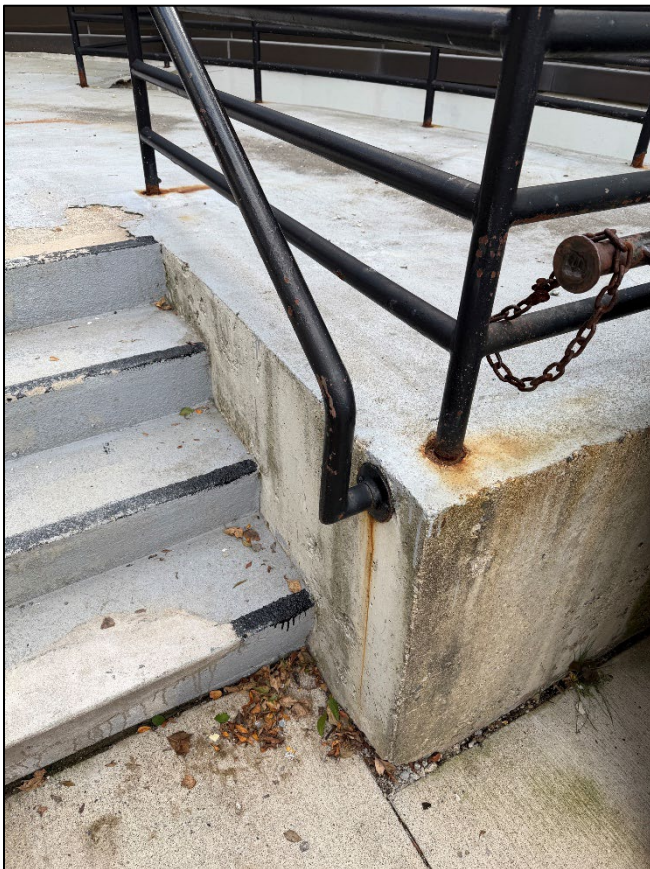


- Uneven, bubbled, and crumbling surface on main portion of loading dock





- Rusty, chipped hand railings



A work order was submitted to City Maintenance in 2015 to repair the protective coating on the Loading Dock. At that time, City Maintenance did not see any defects with the Loading Dock.

Maintenance Work Request

Baldwin Public Library

Contact Person: Rebekah Craft

Phone: 248-554-4682

Affected Area(s): (please check all that apply)

- | | |
|---|--|
| ☐ Window(s) | ☐ Roof |
| ☐ Door(s) | ☐ Structural |
| ☐ Heating/Ventilation/Air-Conditioning | ☐ Elevator |
| ☐ Plumbing | ☒ Other: |
| ☐ Electrical | Loading Dock |

Description of Problem and Location:

Gary Eisele reports the the rubber coating on the surface of the loading dock is coming loose and needs to be replaced.

Submitted by: Rebekah Craft

Date: 10/5/2015

Submit completed requests to: MaintReq@Bhamgov.org

For Maintenance Use Only:

Completed / Repaired by: PRCaly Date: 10/6/15

Remarks: inspected dock - saw nothing wrong

Work Order #: 24

A second request to repair the Loading Dock surface was submitted in 2016. No response was ever received.



Maintenance Work Request

Baldwin Public Library

Contact Person: Rebekah Craft

Phone: 248-554-4682

Affected Area(s): (please check all that apply)

- | | |
|---|--|
| ☐ Window(s) | ☐ Roof |
| ☐ Door(s) | ☐ Structural |
| ☐ Heating/Ventilation/Air-Conditioning | ☐ Elevator |
| ☐ Plumbing | ☒ Other: |
| ☐ Electrical | |

Description of Problem and Location:

The protective coating on the loading dock is peeling, bubbling, and cracking. If possible, we would like to see this repaired or replaced.

Submitted by: Rebekah Craft

Date: 9/8/16

Submit completed requests to: MaintReq@Bhamgov.org

For Maintenance Use Only:

Completed / Repaired by: _____

Date: _____

Remarks:

The following pictures were submitted with the request.





During the budgeting process for the 2017-2018 City Budget, a request to repair the Loading Dock was submitted to the Maintenance Department. This was not included in the 2017-2018 budget.

2017-18 budget
Building Maintenance

Maintenance Request <maintreq@bhamgov.org>
Mon, Nov 28, 2016, 10:39 AM

to me, Doug

Hello,

If you have anything building related for the up coming budget you would like to submit, please send them here by the beginning of next week.

Thanks,

Pete

--

Maintenance Request Line
City of Birmingham
[248-530-1881](tel:248-530-1881)

Rebekah Craft <rebekah.craft@baldwinlib.org>
Mon, Nov 28, 2016, 10:49 AM

to Doug

Doug,

I would like to submit the following things:

1. Resurface **loading dock** - cover is bubbling
2. Resurface **loading dock** driveway - potholes have formed
3. Replace Birkerts roof

Another request to repair the surface of the Loading Dock was made on June 26, 2018

Loading dock repair
Building Maintenance

Rebekah Craft <rebekah.craft@baldwinlib.org>
Tue, Jun 26, 2018, 9:48 AM

to Maintenance, Doug

Good morning,

Do you know when the **loading dock** is set to be resurfaced? Large chunks of concrete are coming up on the **dock** and the steps up to the **dock**, and the top layer is peeling and bubbling. One of our staff members tripped on it and we don't want it to become more of a trip hazard than it already is. We requested this as a maintenance repair for FY2017-18 during the budget process last year, so I wanted to check on the progress.

Thanks,
Rebekah

--

Rebekah Craft
Associate Director
Baldwin Public Library
300 W. Merrill St.
Birmingham, MI 48009
www.baldwinlib.org
[248-554-4682](tel:248-554-4682)

Maintenance Request <maintreq@bhamgov.org>
Tue, Jun 26, 2018, 4:01 PM

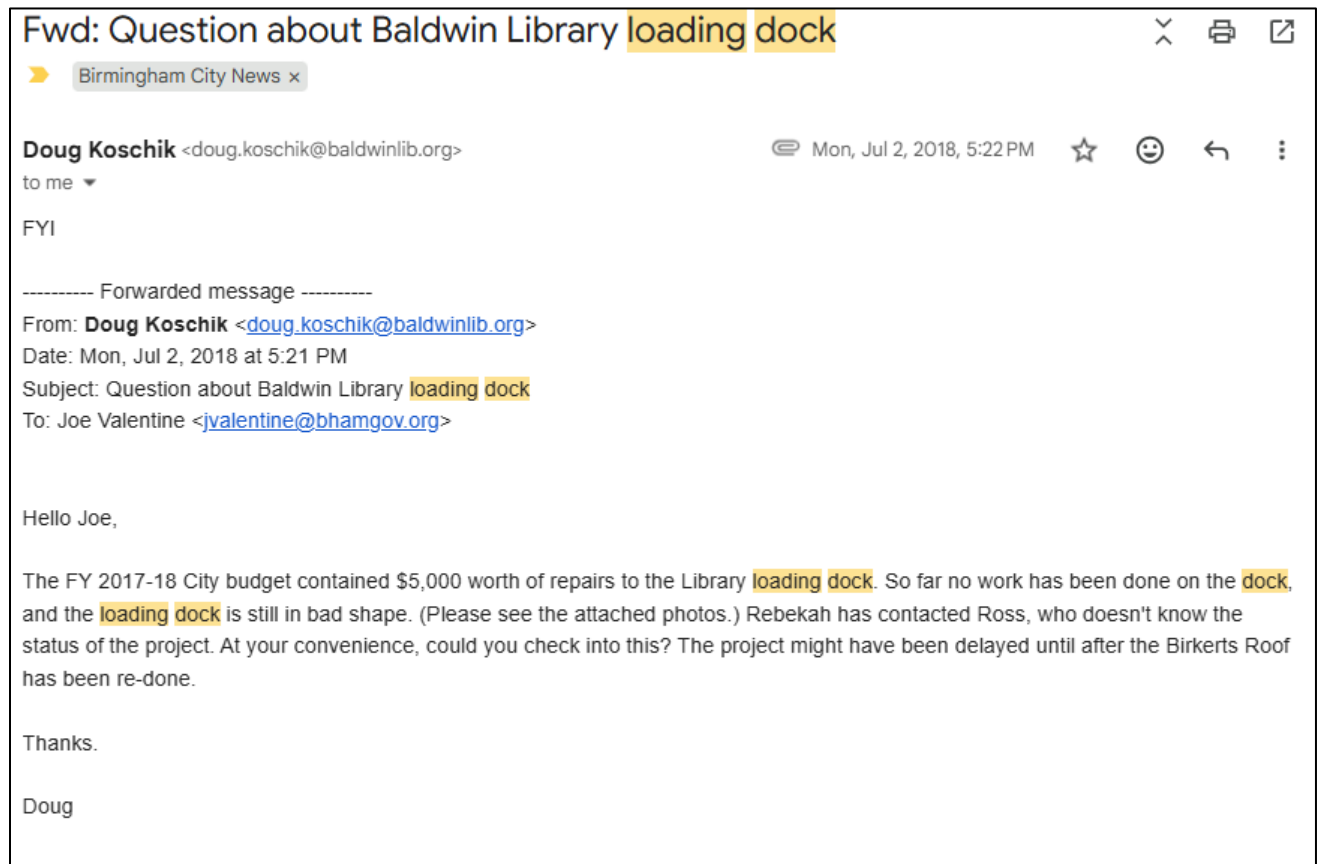
to me

Hi Rebekah,

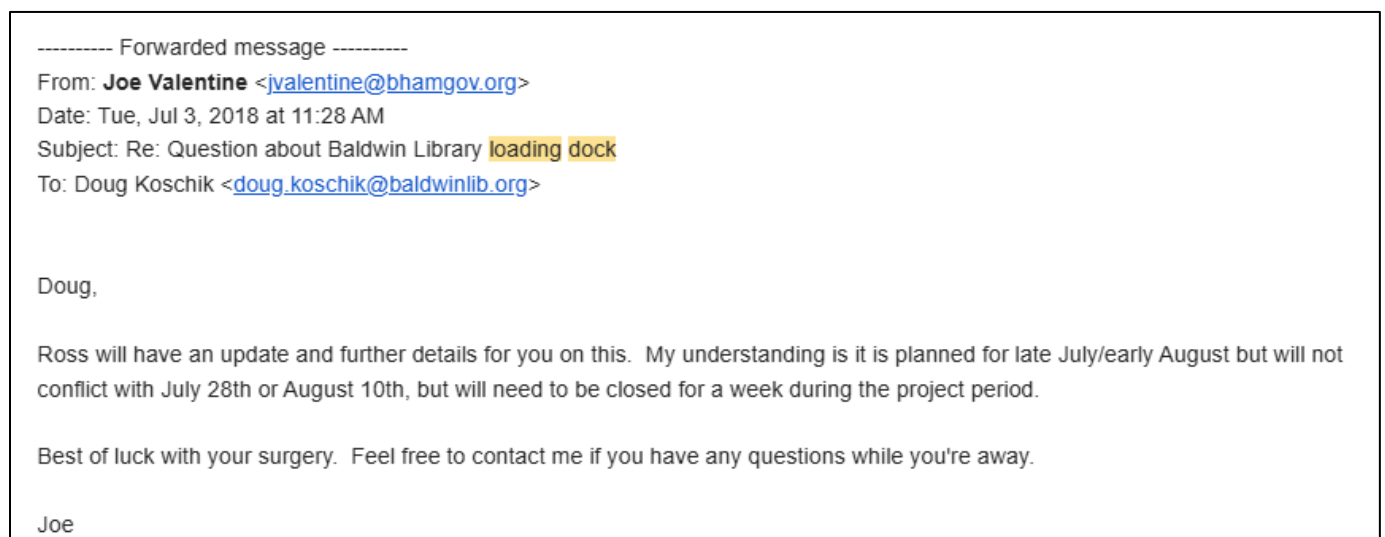
I do not know the status of the **loading dock** project. If I find out something, I will let you know.

Thanks,
Ross

Former Library Director Doug Koschik followed up on this request on July 2, 2018.



Former City Manager Joe Valentine followed up with the following email on July 3, 2018.



Work was never completed on the Loading Dock in 2018.

On January 31, 2019, I asked the Maintenance Department to include repair of the Loading Dock in the 2019-2020 Budget.

2019-2020 Budget ➤ Building Maintenance x

Maintenance Request <maintreq@bhamgov.org> Thu, Jan 31, 2019, 11:25 AM ☆ 😊
to Doug, me ▼

Hello Doug and Rebekah,

We are in the process of finalizing our budget for 2019-2020. Is there anything the Library would like us to include?

Thanks,

John

--

Maintenance Request Line
City of Birmingham
[248-530-1883](tel:248-530-1883)

Rebekah Craft <rebekah.craft@baldwinlib.org> Thu, Jan 31, 2019, 11:35 AM ☆ 😊
to Maintenance, Doug ▼

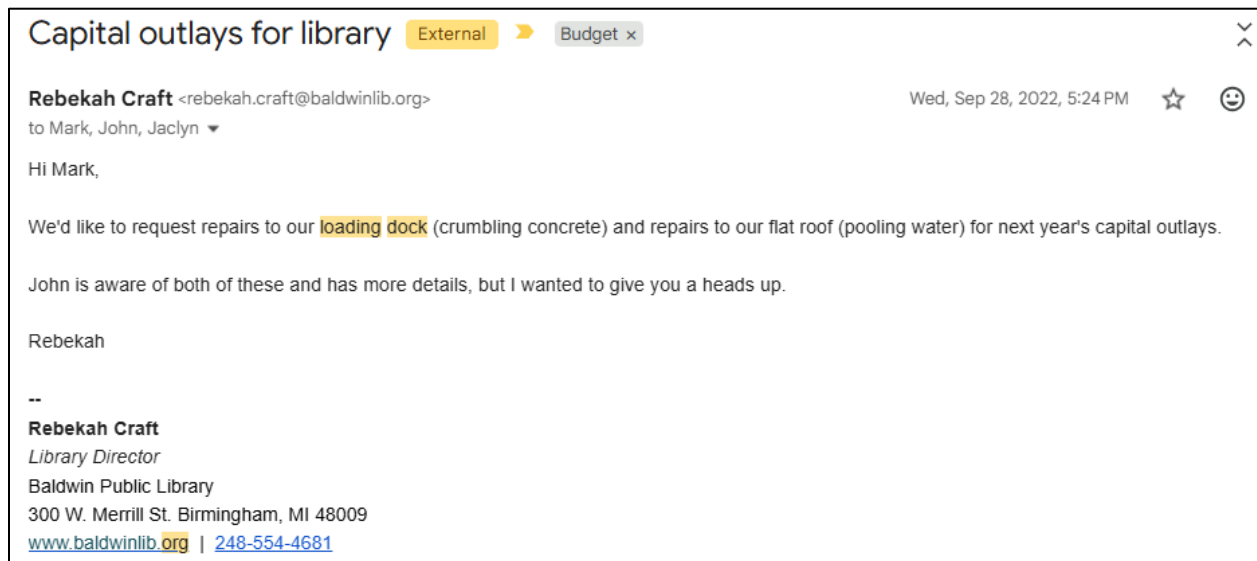
Hi John,

We'd like to add resurfacing the loading dock driveway and, if your HVAC company deems it necessary, replacement (or cleaning/rebalancing) of the boiler in the Youth Room.

Thanks,

Rebekah

On September 29, 2022, I asked City Finance Director Mark Gerber to include repair of the Loading Dock in the 2023-2024 budget.



Since that email request, money has been included in the City’s budget to repair the Loading Dock since the FY2023-2024 Annual Budget was approved by the City Commission.

FY2023-2024 City of Birmingham Budget

New Projects: Baldwin Library – Loading Dock Repairs and Resurface. (page 90)

City Property Maintenance - Library (page 97)

- 977.00 Buildings – The budget of \$230,000 is to replace the library roof (\$80,000) and renovate the loading dock area (\$150,000)

Department Budget for Line Item 977.0000 – Buildings (page 96)

FY2021-2022 Actual	\$0
FY2022-2023 Budget	\$25,000
FY2022-2023 Projected	\$0
FY2023-2024 Approved	\$230,000
FY2024-2025 Planned	\$0
FY2025-2026 Planned	\$0

Capital Outlay Summary (page 380)

- City Prop. Maint. - Library 101.0-265.002-977.0000 Buildings
- Loading Dock Renovations - \$150,000

FY2024-2025 City of Birmingham Budget

New and Ongoing Projects: Baldwin Library – Loading Dock Repairs and Resurface. (page 87)

City Property Maintenance - Library (page 91-92)

- 977.0000 Buildings - The budget of \$245,000 represents costs for loading dock repairs (\$200,000), and HVAC Controls split with City Hall and Library (\$45,000).

Department Budget for Line Item 977.0000 – Buildings (page 91)

FY2022-2023 Actual	\$-
FY2023-2024 Budget	\$230,000
FY2023-2024 Projected	\$80,000
FY2024-2025 Approved	\$245,000
FY2025-2026 Planned	\$0
FY2026-2027 Planned	\$0

Fiscal Year 2024-2025 Capital Improvements Overview by Fund (page 292)

General Fund

Capital expenditures for fiscal year 2024-2025 total \$1,793,450. Of this amount, \$430,000, or 24%, is related to sidewalks. Other expenditures include \$300,000 for city wide cameras, \$200,000 for repairs at the Baldwin Library loading dock, and \$180,000 to upgrade the City's streetlights to LED. To find a project go to the Capital Improvement Project page [here](#).

Buildings and Improvements (page 305)

FY 2023-2024

Library Loading Dock (postponed)

Baldwin Library Loading Dock Repair (page 306)

City Hall and Grounds Department

Description: The Baldwin Public Library loading dock including the stairs, overhang, and railing are in need of repair.

FY2025-2026 City of Birmingham Budget

New and Ongoing Projects (page 89)

- Baldwin Library –Loading Dock Repairs and Resurface

City Property Maintenance - Library (page 92)

- Future Projects – Loading dock repairs and resurface

Department Budget for Line Item 977.0000 – Buildings (page 92)

FY2023-2024 Actual	\$22,900
FY2024-2025 Budget	\$400,420
FY2024-2025 Projected	\$300,420
FY2025-2026 Approved	\$510,000

FY2026-2027 Planned	\$0
FY2027-2028 Planned	\$0

Significant Notes to 2025-2026 Budget Amounts (page 93)

- 977.0000 Buildings - The budget of \$510,000 represents costs for loading dock repairs (\$500,000), and mechanical room heat (\$10,000).

Capital Projects Fund – Annual Budget (page 232)

Loading Dock Project not included in listing

Capital Improvement Plan Listing (page 311)

FY2024-2025 – Library Loading Dock

FY2025-2026 – Library Loading Dock

Baldwin Library Loading Dock Repair (page 376)

City Hall and Grounds Department

Description: The Baldwin Public Library loading dock including the stairs, overhang, and railing are in need of repair.

Budget notes that \$100,000 was spent in FY24-25 and \$500,000 is projected for FY25-26

FY2026-2027 City of Birmingham Budget

New and Ongoing Projects (page 69)

- Baldwin Library –Loading Dock Repairs and Resurface

City Property Maintenance - Library (page 71)

- Future Projects – Loading dock repairs and resurface

Department Budget for Line Item 977.0000 – Buildings (page 71)

FY2024-2025 Actual	\$176,848
FY2025-2026 Budget	\$554,500
FY2025-2026 Projected	\$100,000
FY2026-2027 Approved	\$60,000
FY2027-2028 Planned	\$0
FY2028-2029 Planned	\$0

Project Budget

Budgeted Amount for Project in City Line Item 977.0000 – Buildings:

FY2023-2024	\$150,000
FY2024-2025	\$200,000
FY2025-2026	\$500,000
FY2026-2027	\$0

To date, \$44,500 has been paid to consultant WJE Engineering for the project review and design:

September 2025	\$12,500
October 2025	\$ 3,075
November 2025	\$ 4,450
January 2025	\$ 2,225
March 2026	\$ 4,450
April 2026	\$15,575
May 2026	\$ 2,225
Total	\$44,500

Timeline for Issuance of RFP for Loading Dock Replacement

Request For Proposals for Baldwin Public Library Loading Dock Repair and Renovation

Bid Issued on MITN:	Tuesday, June 30, 2026
Mandatory Pre-bid meeting:	Thursday, July 9, 2026 at 10:00 AM EDT
Bid Due Date:	Thursday, July 16, 2026 at 1:00 PM EDT

Project Overview

KEY NOTES (from page 180 of RFP):

- Slab on ground - remove and replace (detail 1/s501)
- Split slab and stairs - clean and coat existing traffic coating
- Metal railings - clean and coat
- Metal grates - clean and coat
- Elevator metal components - clean and coat (photo details 11&12/s503)
- Steel channel at vehicle bumper wall - remove, clean,coat, and reinstall (detail 1/s501 & photo details 9&10/s503)
- Coating of concrete walls
- Installation of new pedestrian ramp (detail 8/s501)
- Split slab - full depth concrete topping slab repair (detail 7/s501)
- Elevated slab - partial-depth underside concrete slab repair (detail 2/s501 & photo detail 7/s503)
- Walls - formed vertical concrete repair (detail 3/s501)
- Steps - partial-depth concrete topside repair (detail 4/s501)
- Stem wall along drive lane - partial depth concrete repair (detail 5/s501 & photo detail 8/s503)
- Remove and replace sidewalk flags (photo details 1&2/s503)

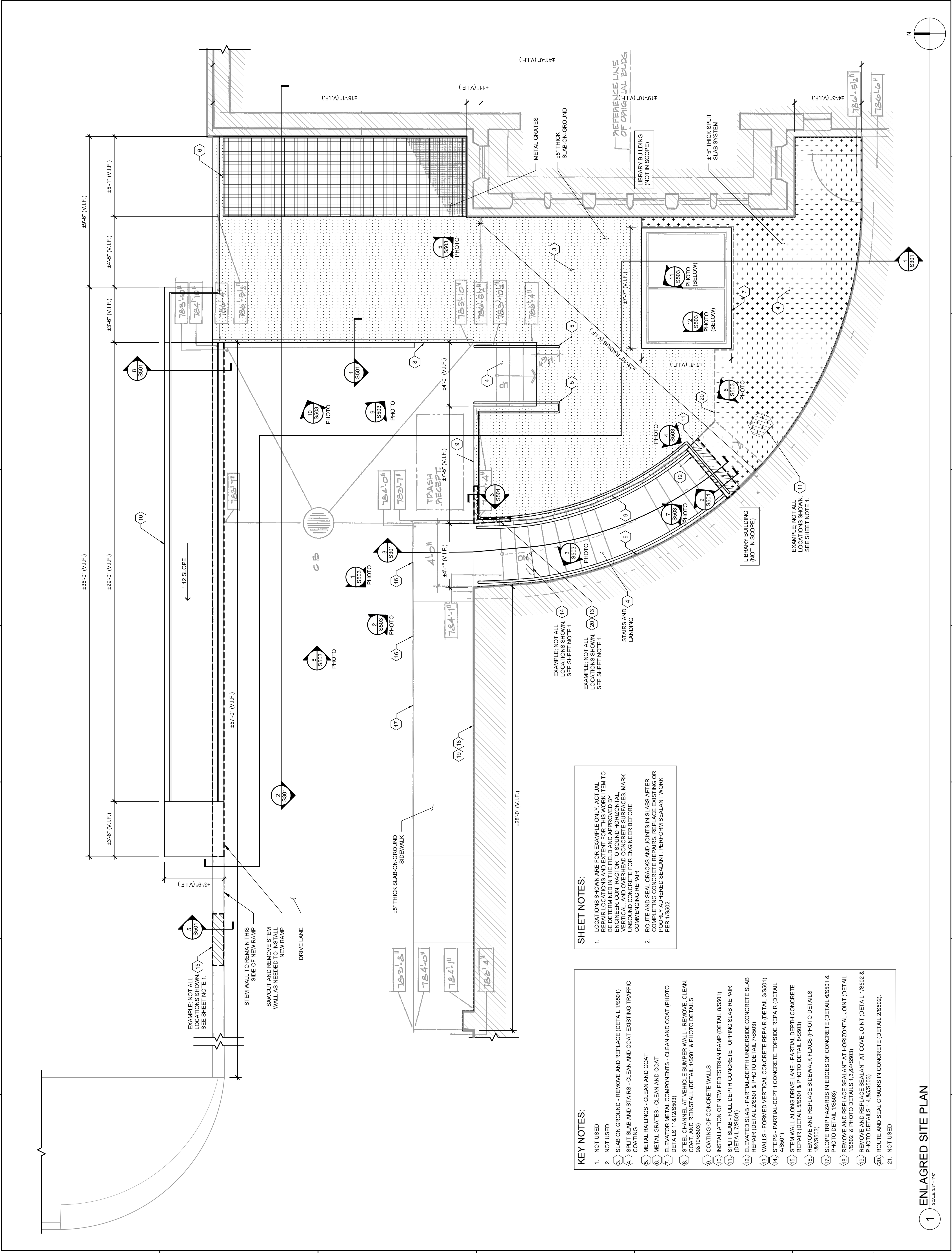
- Slope trip hazards in edges of concrete (detail 6/s501 & photo detail 1/s503)
- Remove and replace sealant at horizontal joint (detail 1/s502 & photo details 1,3,&4/s503)
- Remove and replace sealant at cove joint (detail 1/s502 & photo details 1,4,&5/s503)
- Route and seal cracks in concrete (detail 2/s502).

On Friday, August 20, City Manager Jana Ecker notified the Building Department that they needed to acquire three bids to hire an engineer to review the bids and manage the project as the first bid from WJE came in around \$60,000. Once all quotes are received, the selected engineer will need to review the RFPs to select the winning bidder for the project.

On Tuesday, September 15, Superintendent of Building Facilities John Galik said that the second bid they received came in low and the third company they approached for the project bid refused to submit a bid.

The loading dock was supposed to be completed by November 15, 2026, but the project appears that it will be delayed.

Rebekah Craft requested the Loading Dock RFP submissions from Building Official Jeff Zielke on September 16, 2026 but has not received a response as of September 25, 2026.



KEY NOTES:	
1.	NOT USED
2.	NOT USED
3.	SLAB ON GROUND - REMOVE AND REPLACE (DETAIL 1/SS01)
4.	SPLIT SLAB AND STAIRS - CLEAN AND COAT EXISTING TRAFFIC COATING
5.	METAL RAILINGS - CLEAN AND COAT
6.	METAL GRATES - CLEAN AND COAT
7.	ELEVATOR METAL COMPONENTS - CLEAN AND COAT (PHOTO DETAILS 11& 12/SS03)
8.	STEEL CHANNEL AT VEHICLE BUMPER WALL - REMOVE, CLEAN, COAT, AND REINSTALL (DETAIL 1/SS01 & PHOTO DETAILS 8& 10/SS03)
9.	COATING OF CONCRETE WALLS
10.	INSTALLATION OF NEW PEDESTRIAN RAMP (DETAIL 9/SS01)
11.	SPLIT SLAB - FULL DEPTH CONCRETE TOPPING SLAB REPAIR (DETAIL 7/SS01)
12.	ELEVATED SLAB - PARTIAL-DEPTH UNDERSIDE CONCRETE SLAB REPAIR (DETAIL 2/SS01 & PHOTO DETAIL 7/SS03)
13.	WALLS - FORMED VERTICAL CONCRETE REPAIR (DETAIL 3/SS01)
14.	STEPS - PARTIAL-DEPTH CONCRETE TOPSIDE REPAIR (DETAIL 4/SS01)
15.	STEM WALL ALONG DRIVE LANE - PARTIAL DEPTH CONCRETE REPAIR (DETAIL 5/SS01 & PHOTO DETAIL 8/SS03)
16.	REMOVE AND REPLACE SIDEWALK FLAGS (PHOTO DETAILS 1& 2/SS03)
17.	SLOPE TRIP HAZARDS IN EDGES OF CONCRETE (DETAIL 6/SS01 & PHOTO DETAIL 1/SS03)
18.	REMOVE AND REPLACE SEALANT AT HORIZONTAL JOINT (DETAIL 1/SS02 & PHOTO DETAILS 1, 3, & 4/SS03)
19.	REMOVE AND REPLACE SEALANT AT COVE JOINT (DETAIL 1/SS02 & PHOTO DETAILS 1, 4, & 5/SS03)
20.	ROUTE AND SEAL CRACKS IN CONCRETE (DETAIL 2/SS02)
21.	NOT USED

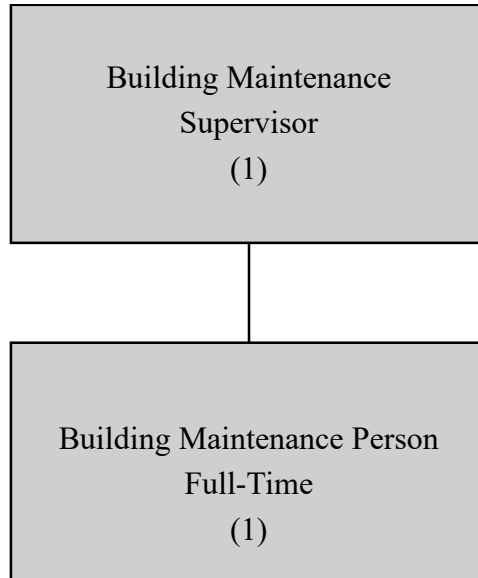
SHEET NOTES:	
1.	LOCATIONS SHOWN ARE FOR EXAMPLE ONLY. ACTUAL REPAIR LOCATIONS AND REPAIR ITEMS TO BE DETERMINED IN THE FIELD AND APPROVED BY ENGINEER. CONTRACTOR TO SOUND HORIZONTAL, VERTICAL, AND OVERHEAD CONCRETE SURFACES. MARK UNSOUND CONCRETE FOR ENGINEER BEFORE COMMENCING REPAIR.
2.	ROUTE AND SEAL CRACKS AND JOINTS IN SLABS AFTER COMPLETING CONCRETE REPAIRS. REPLACE EXISTING OR POORLY ADHERED SEALANT. PERFORM SEALANT WORK PER 1/SS02.

1 ENLARGED SITE PLAN
SCALE: 1/8" = 1'-0"

WJE Atlanta Austin Boston Chicago Cleveland Dallas Denver Detroit Doverstown Honolulu Houston Indianapolis London Los Angeles Milwaukee Minneapolis New Haven New York Northbrook (HQ) Philadelphia Pittsburgh Portland Princeton Raleigh San Antonio San Diego San Francisco Seattle South Florida Washington, DC Wiss, Janney, Elstner Associates, Inc. 30700 Telegraph Road, Suite 3580 Bingham Farms, Michigan 48025 248.593.0900 Tel			
CONSULTANT			
PROJECT Baldwin Public Library Loading Dock Repairs and Renovations 300 West Merrill Street Birmingham, MI 48009			
CLIENT City of Birmingham 151 Martin Street Birmingham, MI 48009			

DEPARTMENT SUMMARY

City Hall and Grounds



The City Hall and Grounds department provides for the maintenance of City Hall and City Buildings. Under the direction of the City Manager's Office, a Building Maintenance Supervisor manages daily operations that include the services of a maintenance person assigned to City Hall.

Services Provided

- Responsible for the maintenance of the physical plant, infrastructure, and repairs at City Hall and City owned facilities.
- Manage the heating, ventilation, and air-conditioning (HVAC) systems for City facilities including; controls monitoring and operation for City Hall and Baldwin Public Library, testing and certification, performing all scheduled maintenance, seasonal start up/shut down procedures, filter replacement, chemical treatment, and emergency repairs.
- Oversee contractual services for janitorial maintenance for City Hall, Department of Public Services, and the Birmingham Historical Museum.
- Scheduling and monitoring the contract services for the window cleaning for all City Facilities, Parking Structures, and Bus Stops.

- Coordinate the contracted elevator and lift maintenance for all applicable City facilities and parking structures.
- Building repairs and facilities management for City Hall.
- Maintain Fire Suppression Systems in City Hall and Baldwin Public Library.
- Monitor and maintain Fire Alarm Systems in City Hall and Baldwin Public Library.
- Manage and maintain electrical and lighting in city facilities including repairs and improvement projects.
- Emergency generator monitoring and maintenance for City Hall.
- Assist departments with planning and project management for office renovations.
- Monitor, address, and rectify building complaints for all City Hall facilities.
- Generate RFP for equipment and/or services as necessary.
- Deliveries for the City Commission, Boards, and various departments.
- Handle Postal Service logistics as directed by the City Clerk.
- Assist City Clerk office with various operational functions during elections.
- Provide City departments with service as needed for daily operations.
- Assist with COVID-19 protocol compliance directives from EOC.

New projects

- Baldwin Library - Roof – Drainage above youth wing.
- Baldwin Library - Window replacement in Administrative office.
- Baldwin Library – Loading Dock Repairs and Resurface.
- Birmingham Historical Museum - Window Restoration Phase 2 - Museum budget.
- Birmingham Historical Museum – Allen House 2nd floor Furnace - Museum budget.
- Birmingham Historical Museum – Allen House front porch roof – Museum budget.
- City Hall and Baldwin Library - Building Automation System modernization.
- City Hall - Lighting LED retrofit.
- City Hall - Roof repairs and comprehensive assessment.
- City Hall - Masonry repairs.
- City Hall - Restoration of the historical exterior windows.
- City Hall - Replacement of fire alarm system panel.
- City Hall – Attic Sprinklers.

DEPARTMENT SUMMARY

City Property Maintenance - Library

The Library Maintenance activity provides for the annual maintenance of the Library's heating, ventilation and air-conditioning systems. Structural repairs and improvements are provided for under the provisions of the Birmingham City Charter.

The Baldwin Public Library consists of the original (1930s) building of approximately 14,000 square feet, an addition (1960s) of approximately 4,000 square feet, and an addition (1981) of approximately 19,000 square feet, for a total gross area of approximately 37,000 square feet.

Input with respect to infrastructure improvements, mechanical improvements and preventative-maintenance needs is received from the Library's staff, City Hall maintenance and contractors.

CITY OF BIRMINGHAM
2023-2024 APPROVED BUDGET
CITY PROPERTY MAINTENANCE - LIBRARY

101.0-265.002-

ACCT.		ACTIVITY	BUDGET	PROJECTED	APPROVED	PLANNED	PLANNED
NUM.	DESCRIPTION	2021-2022	2022-2023	2022-2023	2023-2024	2024-2025	2025-2026
SUPPLIES							
729.00	OPERATING SUPPLIES	1,249	4,000	4,000	4,000	4,000	5,000
799.00	EQUIPMENT UNDER \$5,000	0	2,500	2,500	2,500	2,500	2,500
	SUPPLIES	1,249	6,500	6,500	6,500	6,500	7,500
OTHER CHARGES							
811.00	OTHER CONTRACTUAL SERVICE	16,725	16,000	16,000	16,000	16,000	16,000
930.02	ELEVATOR MAINTENANCE	3,180	3,400	3,400	3,400	3,400	3,400
930.04	HVAC MAINTENANCE	5,693	6,000	6,000	6,000	6,000	6,000
930.05	BUILDING MAINTENANCE	3,700	6,000	30,000	6,000	6,000	6,000
933.02	EQUIPMENT MAINTENANCE	1,123	2,000	2,000	2,000	2,000	2,000
	OTHER CHARGES	30,421	33,400	57,400	33,400	33,400	33,400
CAPITAL OUTLAY							
977.00	BUILDINGS	0	25,000	0	230,000	0	0
	CAPITAL OUTLAY	0	25,000	0	230,000	0	0
CITY PROP MAINT - LIBRARY TOTAL		31,670	64,900	63,900	269,900	39,900	40,900

Significant Notes to Amounts from Prior Year's Budget

1. **977.00 Buildings** – The budget of \$230,000 is to replace the library roof (\$80,000) and renovate the loading dock area (\$150,000).

Significant Notes to 2024-2025 Planned Amounts

1. **977.00 Buildings** – The decrease of \$230,000, or 100.0%, shows the return to a normal budgeting amount.

CITY OF BIRMINGHAM
2023-2024 BUDGET
CAPITAL OUTLAY SUMMARY
GENERAL FUND

DEPARTMENT	DEPT. #	PROJECTED FY 2022-2023	BUDGET FY 2023-2024	PLANNED FY 2024-2025	PLANNED FY 2025-2026	PLANNED FY 2026-2027	PLANNED FY 2027-2028	PLANNED FY 2028-2029
Manager's Office	172.000	-	-	-	-	-	-	-
Clerk's Office	215.000	-	10,000	-	-	-	-	-
City Hall & Grounds	265.001	-	-	-	-	-	-	-
City Prop. Maint. - Library	265.002	-	230,000	-	-	-	-	-
Human Resources	270.000	-	-	-	-	-	-	-
Police Department	301.000	-	195,480	426,050	-	-	-	-
Dispatch Department	325.000	20,010	-	-	-	-	-	-
Fire Department	336.000	204,000	21,500	290,000	200,000	235,000	-	-
Building Department	371.000	5,500	5,500	45,500	5,500	5,500	5,500	5,500
Public Services - General	441.000	-	65,000	60,000	-	-	-	-
Sidewalks Department	444.000	4,772,200	700,000	800,000	740,000	760,000	880,000	1,200,000
Street Lighting	448.000	60,000	95,000	95,000	95,000	95,000	95,000	95,000
Alleys Department	523.000	25,000	1,070,000	40,000	30,000	40,000	40,000	40,000
Fiber Optics System	524.000	578,000	-	-	-	-	-	-
Planning Department	701.000	-	100,000	40,000	40,000	40,000	-	-
Parks Department	751.000	-	65,000	280,000	-	-	-	-
Museum	804.002	-	-	-	-	-	-	-
TOTAL		5,664,710	2,557,480	2,076,550	1,110,500	1,175,500	1,020,500	1,340,500

Clerk's Office	101.0-215.000-971.0100	Machinery & Equipment					
New Postage Machine							
	PROJECTED	BUDGET	PLANNED	PLANNED	PLANNED	PLANNED	PLANNED
	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>	<u>2028/2029</u>
Estimated City Cost	-	10,000	-	-	-	-	-
	<u>Personnel</u>	<u>Supplies</u>	<u>Contractual</u>	<u>Total</u>			
Annual Costs	No Impact	No Impact	No Impact	No Impact			

City Prop. Maint. - Library	101.0-265.002-977.0000	Buildings					
Loading Dock Renovations							
	PROJECTED	BUDGET	PLANNED	PLANNED	PLANNED	PLANNED	PLANNED
	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>	<u>2028/2029</u>
Estimated City Cost	-	150,000	-	-	-	-	-
	<u>Personnel</u>	<u>Supplies</u>	<u>Contractual</u>	<u>Total</u>			
Annual Costs	No Impact	No Impact	No Impact	No Impact			

City Prop. Maint. - Library	101.0-265.002-977.0000	Buildings					
New Roof on Library							
	PROJECTED	BUDGET	PLANNED	PLANNED	PLANNED	PLANNED	PLANNED
	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>	<u>2028/2029</u>
Estimated City Cost	-	80,000	-	-	-	-	-
	<u>Personnel</u>	<u>Supplies</u>	<u>Contractual</u>	<u>Total</u>			
Annual Costs	No Impact	No Impact	No Impact	No Impact			

City Prop. Maint. - Library	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>	<u>2028/2029</u>
Estimated Total City Costs	-	230,000	-	-	-	-	-

Police	101.0-301.000-971.0100	Machinery & Equipment					
Camera System Replacement							
	PROJECTED	BUDGET	PLANNED	PLANNED	PLANNED	PLANNED	PLANNED
	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>	<u>2028/2029</u>
Estimated City Cost	-	195,480	-	-	-	-	-
	<u>Personnel</u>	<u>Supplies</u>	<u>Contractual</u>	<u>Total</u>			
Annual Costs	No Impact	No Impact	No Impact	No Impact			

Police	101.0-301.000-971.0100	Machinery & Equipment					
In-car Video System and Body Cam Replacement							
	PROJECTED	BUDGET	PLANNED	PLANNED	PLANNED	PLANNED	PLANNED
	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>	<u>2028/2029</u>
Estimated City Cost	-	-	350,000	-	-	-	-
	<u>Personnel</u>	<u>Supplies</u>	<u>Contractual</u>	<u>Total</u>			
Annual Costs	No Impact	No Impact	No Impact	No Impact			

Police	101.0-301.000-971.0100	Machinery & Equipment					
Portable Solar Security System							
	PROJECTED	BUDGET	PLANNED	PLANNED	PLANNED	PLANNED	PLANNED
	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>	<u>2028/2029</u>
Estimated City Cost	-	-	50,000	-	-	-	-
	<u>Personnel</u>	<u>Supplies</u>	<u>Contractual</u>	<u>Total</u>			
Annual Costs	No Impact	No Impact	No Impact	No Impact			



City Hall and Grounds

Annual Budget

Building
Maintenance
Supervisor

Building
Maintenance

Department Description

The City Hall and Grounds department provides for the maintenance of City Hall. Reporting to the City Building Official, a Building Facilities Superintendent manages daily operations that include the services of a maintenance specialist assigned to City Hall.

Services Provided

- Responsible for the maintenance and repairs at City Hall.
- Manage the heating, ventilation, and air-conditioning (HVAC) systems including; controls monitoring and operation for City Hall and Baldwin Public Library, testing and certification, performing all scheduled maintenance, seasonal start up/shut down procedures, filter replacement, chemical treatment, and emergency repairs.
- Oversee contractual services for janitorial maintenance for City Hall.
- Scheduling and monitoring the contract services for the window cleaning for all City Facilities, Parking Structures, and Bus Stops.
- Coordinate elevator and lift maintenance contract for all applicable City facilities.
- Building repairs and facilities management for City Hall.
- Maintain Fire Suppression Systems in City Hall and Baldwin Public Library.
- Monitor and maintain Fire Alarm Systems in City Hall and Baldwin Public Library.
- Manage and maintain electrical and lighting in City Hall including repairs and improvement projects.
- Manage and maintain plumbing in City Hall including repairs and improvement projects.
- Emergency generator monitoring and maintenance for City Hall.

- Assist departments in City Hall with planning and project management for office renovations.
- Monitor, address, and rectify building complaints for all City Hall facilities.
- Generate RFP for equipment and/or services as necessary.
- Deliveries for the City Commission, Boards, and various departments.
- Handle Postal Service logistics as directed by the City Clerk.
- Assist City Clerk office with various operational functions during elections.
- Provide City Hall departments with service as needed for daily operations.

New and Ongoing Projects

- Baldwin Library - Roof – Drainage above youth wing.
- Baldwin Library – Loading Dock Repairs and Resurface.
- Baldwin Library – Mechanical Room Heating.
- City Hall and Baldwin Library - Building Automation System modernization.
- City Hall and Baldwin Library- Comprehensive mechanical assessment.
- City Hall - Lighting LED retrofit.
- City Hall - Restoration of the historical exterior windows.
- City Hall – Update fire protection systems.
- City Hall – Mechanical Room and Garage Heating.

City Property Maintenance - Library

Annual Budget

Department Description

The Baldwin Public Library consists of the original (1930's) building of approximately 14,000 square feet, an addition (1960's) of approximately 4,000 square feet, and an addition (1981) of approximately 19,000 square feet, for a total gross area of approximately 37,000 square feet.

Input with respect to infrastructure improvements, mechanical improvements and preventative-maintenance needs is received from the Library's staff, City Hall maintenance and contractors.

The Library Maintenance activity provides for the annual maintenance of the Library's heating, ventilation and air-conditioning systems. Structural repairs and improvements are provided for under the provisions of the Birmingham City Charter.

Future Projects

- Roof – drainage above youth wing.
- Window replacement in administrative office.
- Loading dock repairs and resurface.

Department Budget

	ACTUAL	BUDGET	PROJECTED	APPROVED	PLANNED	
	FY2023	FY2024	FY2024	FY2025	FY2026	FY2027
PERSONNEL SERVICES	–	–	–	–	–	–
SUPPLIES						
729.0000 - OPERATING SUPPLIES	\$1,886	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
799.0000 - EQUIPMENT UNDER \$5,000	\$2,239	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
SUPPLIES TOTAL	\$4,126	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
OTHER CHARGES						
811.0000 - OTHER CONTRACTUAL SERVICE	\$12,391	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000
930.0200 - ELEVATOR MAINTENANCE	\$3,180	\$3,400	\$3,400	\$3,400	\$3,400	\$3,400
930.0400 - HVAC MAINTENANCE	\$3,166	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
930.0500 - BUILDING MAINTENANCE	\$3,259	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
933.0200 - EQUIPMENT MAINTENANCE	\$911	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
OTHER CHARGES TOTAL	\$22,907	\$33,400	\$33,400	\$33,400	\$33,400	\$33,400
CAPITAL OUTLAY						
977.0000 - BUILDINGS	–	\$230,000	\$80,000	\$245,000	\$0	\$0
CAPITAL OUTLAY TOTAL	–	\$230,000	\$80,000	\$245,000	\$0	\$0
TOTAL EXPENDITURES	\$27,033	\$269,900	\$119,900	\$284,900	\$39,900	\$39,900

Significant Notes to 2024-2025 Budget Amounts

1. **977.0000 Buildings** - The budget of \$245,000 represents costs for loading dock repairs (\$200,000), and HVAC Controls split with City Hall and Library (\$45,000).

Significant Notes to 2025-2026 Planned Amounts

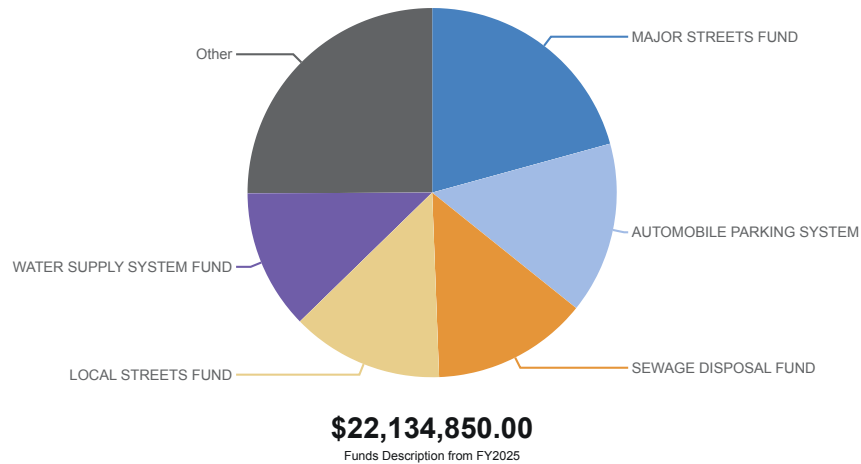
1. **977.0000 Buildings** - The decrease of \$245,000, or 100%, relates to improvements budgeted in the prior fiscal year.

Performance Goals, Objectives, and Measures

GOAL:	To continue maintenance programs for the inspection and repair of the existing HVAC systems, fire alarms, fire sprinkler systems and elevator equipment. (<i>Long-Term Municipal Goals 1a, 5</i>) <i>*Strategic goal: Efficient and Effective Services</i>				
OBJECTIVE:	To minimize unscheduled downtime, costlier repairs and comply with state regulations.				
MEASURES	ACTUAL 2022-2023	PROJECTED 2023-2024	PROJECTED 2024-2025	PROJECTED 2025-2026	PROJECTED 2026-2027
Number of compliance inspections and planned maintenance service calls for HVAC systems	4	4	4	4	4
Number of compliance inspections and planned maintenance service calls for fire alarm and sprinkler systems	4	4	4	4	4
Number of compliance inspections and planned maintenance service calls for elevator equipment	12	12	12	12	12

2024-2025 Capital Improvements by Fund

Data Updated Jun 03, 2024, 1:39 PM



Significant Capital Improvements for Fiscal Year 2024-2025

Projects Greater Than \$250,000

Proposal Name	Amount
Wimbleton Drive Reconstruction, Phase 1	\$3,535,140
Bird Avenue Reconstruction, Phase 1A	\$2,468,270
Parking Lot 6 Grant #14-24	\$2,235,040
East Maple Road Rehabilitation	\$1,470,970
North Adams Road Resurfacing #12-24(P)	\$1,459,690
Chester Parking Structure Repairs	\$1,250,000
Peabody Parking Structure Repairs	\$1,176,000
2025 Resurfacing Program #2-25(P)	\$1,000,000
Booth Park Entry Plaza & Trail Improvements	\$900,000
2024 Concrete Program #1-24(SW)	\$860,000
Springdale Irrigation Improvements	\$850,000
Willits and Bates Reconstruction	\$821,680
YMCA Building	\$500,000
2025 Sewer Rehabilitation Program #4-25(S)	\$480,000
2025 Cape Seal Program #5-25(P)	\$360,000
Adams and Derby Traffic Signal Improvements	\$350,000
Traffic Signal Mast Arms #13-24(T)	\$300,000
301.000 City Wide Camera System Project	\$300,000
East Maple Road Watermain	\$255,000
Springdale Streambank Stabilization	\$250,000
	\$20,821,790

Fiscal Year 2024-2025 Capital Improvements Overview by Fund

General Fund

Capital expenditures for fiscal year 2024-2025 total \$1,793,450. Of this amount, \$430,000, or 24%, is related to sidewalks. Other expenditures include \$300,000 for city wide cameras, \$200,000 for repairs at the Baldwin Library loading dock, and \$180,000 to upgrade the City's streetlights to LED. To find a project go to the Capital Improvement Project page [here](#).

Major and Local Street Funds

Approved capital expenditures for the Major and Local Street Funds total \$7,533,740. This includes \$1,054,110 for N. Adams, \$955,510 for Bird, \$948,350 for Wimbleton, \$884,090 for E. Maple, and \$821,680 for Willits/Bates.

Capital Improvement Plan Listing

For Fiscal Years June 30, 2024 through June 30, 2030



Below is a listing of current and future capital projects for fiscal years June 20, 2024 through June 30, 2030 that exceed \$25,000. Please click on the project name to go to the project page for more details. ***Projects in italics represent roads with special assessments.***

Street, Water, and Sewer Capital Projects

FY 2023-2024

2023 Concrete Sidewalk Program
2024 *Cape Seal Program*
2024 Resurfacing Program
2024 Sewer Rehabilitation Program
2024 Sidewalk Gap Program
Arlington and Shirley between Maple and Lincoln
Backyard Sewer Lining
Brandon between Shirley and Linden
Bus Shelters
Edgewood between E. Lincoln and E. Southlawn
Oakland between N. Old Woodward and Woodward
Haynes between S. Old Woodward and Woodward
Pierce between 14 Mile and Brown
Pierce and Maple Alleys
Redding Road between Lakepark to Woodward
Traffic Signal Mast Arms

FY 2024-2025

2024 Concrete Program
2025 Resurfacing Program
2025 *Cape Seal Program*
2025 Sewer Rehabilitation Program
2025 Sidewalk Gap Program
Adams and Derby Traffic Signal Improvement
Bird Reconstruction Phase 1A
E. Maple Road Rehabilitation
E. Maple Road Water Main Replacement
N. Adams Road Resurfacing
SEMCOG - MDOT Street Light Carbon Reduction Grant Phase 1
Traffic Signal Mast Arms
Willits and Bates Reconstruction
Wimbledon Drive Reconstruction, Phase 1

FY 2025-2026

2025 Concrete Program
2026 *Cape Seal Program*
2026 Resurfacing Program
2026 Sewer Rehabilitation Program
2026 Sidewalk Gap Closure
Bird Avenue Reconstruction, Phase 1B
Maple and Cranbrook Traffic Signal Improvements
N. Old Woodward Resurfacing
S. Eton Road Project
S. Eton Road Bike Lanes
SEMCOG - MDOT Street Light Carbon Reduction Grant Phase 2
Wimbledon Road Reconstruction, Phase 2

FY 2026-2027

14 Mile between Greenfield and Southfield
2026 Concrete Program
2027 *Cape Seal Program*
2027 Resurfacing Program
2027 Sewer Rehabilitation Program
2027 Sidewalk Gap Closure
Abbey Street Reconstruction
Bird Avenue Phase 2
Derby Bridge
Henley/Oxford Reconstruction
N. Old Woodward Resurfacing
W. Merrill Reconstruction Phase 1

Street, Water, and Sewer Capital Projects

FY 2027-2028

2027 Concrete Program
2028 Cape Seal Program
2028 Resurfacing Program
2028 Sewer Rehabilitation Program
2028 Sidewalk Gap Closure
Abbey/Warwick Reconstruction Program
Bus Shelters
E. Lincoln Resurfacing Project Phase 1
Linden between Maple and Hawthorne
W. Merrill Reconstruction Phase 2
Windemere between N. Eton and St. Andrews

FY 2028-2029

2028 Concrete Program
2029 Cape Seal Program
2029 Resurfacing Program
2029 Sewer Rehabilitation
2029 Sidewalk Gap Closure
Bus Shelters
E. Lincoln Resurfacing Phase 2
Emmons Reconstruction
N. Adams between Maple and Madison
Pembroke Road Reconstruction
S. Adams Road Resurfacing
Shepardbush/Tottenham Reconstruction
Smith Avenue Reconstruction

FY 2029-2030

2029 Concrete Program
2030 Cape Seal Program
2030 Resurfacing Program
2030 Sewer Rehabilitation Program
2030 Sidewalk Gap Closure
Abbey/Henley Reconstruction
Bus Shelters
Bloomfield Court Reconstruction
Chapin Avenue between Torry and Woodward
Maryland Blvd between Lincoln and Southlawn
Tooting Lane Water Main between Dewey and Bonnie Brier
W. Lincoln between Southfield and Woodward

Buildings and Improvements

FY 2023-2024

Library Loading Dock (postponed)
Library Youth Room Roof
YMCA Building

FY 2024-2025

CCTV Security Cameras (Parking System)
Chester Parking Structure Repairs
City Hall Fire Systems and Alarms
City Hall and Library HVAC Controls
City Hall Hallway Wall Partitions
Library Loading Dock
Parking System Garage Interior Sign Design
Peabody Parking Garage Structure Repairs
Pistol Range Roof Replacement
Plan Review/Inspector Room Renovation
Safe Room Door - Community Development
YMCA Building

FY 2025-2026

Park Street Parking Structure Repairs
Pierce Parking Structure Repairs

FY 2026-2027

No Projects

FY 2027-2028

City Hall Security System Upgrade/Replacement

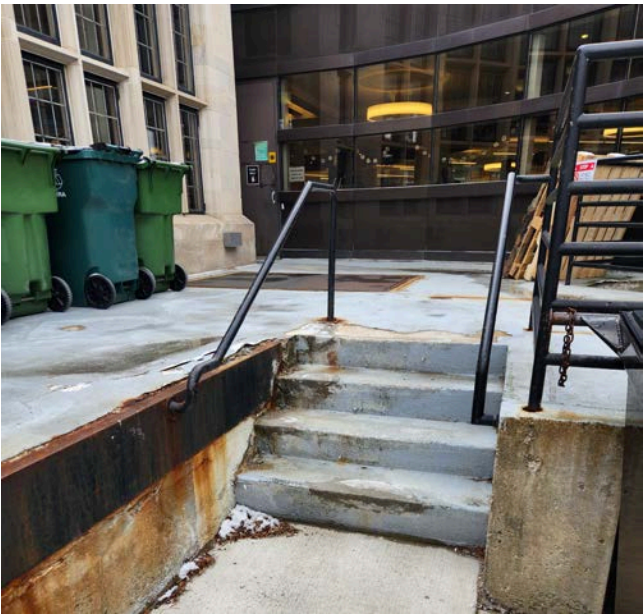
Baldwin Library Loading Dock Repair

City Hall and Grounds Department



Description

The Baldwin Public Library loading dock including the stairs, overhang, and railing are in need of repair.



Project Information

The project will include resurfacing the loading dock, rebuilding the stairs and overhang, and replacing the railing.

Annual Operating Costs

Description	Amount
Personnel	\$0
Supplies	\$0
Contractual	\$0
Total	\$0

Baldwin Public Library Loading Dock Repair

Funds Description	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Amount							
GENERAL FUND	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0
AMOUNT	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0

City Hall and Grounds

Annual Budget

Building
Maintenance
Supervisor

Building
Maintenance

Department Description

The City Hall and Grounds department provides for the maintenance of City Hall. Built in 1928, City Hall had its most recent renovation in the mid 1990's. City Hall houses the Birmingham Police Department, City Commission meeting space, as well as City administrative offices. Reporting to the City Building Official, a Building Facilities Superintendent manages daily operations that include the services of a maintenance specialist assigned to City Hall.

Services Provided

- Responsible for the maintenance and repairs at City Hall.
- Manage the heating, ventilation, and air-conditioning (HVAC) systems including; controls monitoring and operation for City Hall and Baldwin Public Library, testing and certification, performing all scheduled maintenance, seasonal start up/shut down procedures, filter replacement, chemical treatment, and emergency repairs.
- Oversee contractual services for janitorial maintenance for City Hall.
- Scheduling and monitoring the contract services for the window cleaning for all City Facilities, Parking Structures, and Bus Stops.
- Coordinate elevator and lift maintenance contract for all applicable City facilities.
- Building repairs and facilities management for City Hall.
- Maintain Fire Suppression Systems in City Hall and Baldwin Public Library.
- Monitor and maintain Fire Alarm Systems in City Hall and Baldwin Public Library.
- Manage and maintain electrical and lighting in City Hall including repairs and improvement projects.
- Manage and maintain plumbing in City Hall including repairs and improvement projects.
- Emergency generator monitoring and maintenance for City Hall.
- Assist departments in City Hall with planning and project management for office renovations.
- Monitor, address, and rectify building complaints for all City Hall facilities.
- Generate RFP for equipment and/or services as necessary.
- Deliveries for the City Commission, Boards, and various departments.
- Handle Postal Service logistics as directed by the City Clerk.

- Assist City Clerk office with various operational functions during elections.
- Provide City Hall departments with service as needed for daily operations.

New and Ongoing Projects

- Baldwin Library – Loading Dock Repairs and Resurface.
- Baldwin Library – Mechanical Room Heating.
- City Hall and Baldwin Library - Building Automation System modernization.
- City Hall and Baldwin Library- Comprehensive mechanical assessment.
- City Hall - Cooling Tower and Pump
- City Hall - Restoration of the historical exterior windows.
- City Hall – Update fire protection systems.
- City Hall – Mechanical Room and Garage Heating.

Department Budget

	ACTUAL	BUDGET	PROJECTED	APPROVED	PLANNED	
	FY2024	FY2025	FY2025	FY2026	FY2027	FY2028
PERSONNEL SERVICES						
SALARIES & WAGES	\$148,302	\$163,520	\$154,070	\$161,620	\$163,790	\$212,000
FRINGE BENEFITS	\$103,325	\$104,520	\$102,390	\$89,760	\$91,710	\$135,870
PERSONNEL SERVICES TOTAL	\$251,627	\$268,040	\$256,460	\$251,380	\$255,500	\$347,870
SUPPLIES						
729.0000 - OPERATING SUPPLIES	\$18,171	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000
743.0000 - UNIFORM ALLOWANCE	\$798	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
799.0000 - EQUIPMENT UNDER \$5,000	\$6,301	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
SUPPLIES TOTAL	\$25,270	\$34,500	\$34,500	\$34,500	\$34,500	\$34,500
OTHER CHARGES						
811.0000 - OTHER CONTRACTUAL SERVICE	\$47,299	\$66,000	\$66,000	\$66,000	\$66,000	\$66,000
816.0100 - JANITORIAL CONTRACT	\$41,337	\$50,000	\$50,000	\$55,000	\$60,000	\$65,000
816.0200 - WINDOW CONTRACT	\$3,400	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
851.0000 - TELEPHONE	\$1,823	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
920.0000 - ELECTRIC UTILITY	\$94,408	\$91,510	\$101,000	\$108,070	\$115,640	\$123,740
921.0000 - GAS UTILITY CHARGES	\$8,834	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000
922.0000 - WATER UTILITY	\$23,066	\$15,000	\$30,000	\$25,000	\$26,750	\$28,630
930.0200 - ELEVATOR MAINTENANCE	\$2,579	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800
930.0400 - HVAC MAINTENANCE	\$7,199	\$8,800	\$8,800	\$8,800	\$8,800	\$8,800
930.0500 - BUILDING MAINTENANCE	\$11,267	\$21,500	\$21,500	\$21,500	\$21,500	\$21,500
930.0600 - GENERATOR MAINTENANCE	\$4,661	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
933.0200 - EQUIPMENT MAINTENANCE	\$2,191	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
941.0000 - EQUIPMENT RENTAL OR LEASE	\$6,000	\$6,000	\$6,000	\$11,000	\$11,330	\$11,670
942.0000 - COMPUTER EQUIPMENT RENTAL	\$16,230	\$17,570	\$17,570	\$19,430	\$21,370	\$23,510
957.0300 - MEMBERSHIPS AND DUES	–	\$70	\$70	\$70	\$70	\$70
957.0400 - CONFERENCES & WORKSHOPS	–	\$500	\$500	\$500	\$500	\$500
962.0000 - MISCELLANEOUS	\$10,446	\$20,114	\$20,000	\$20,000	\$20,000	\$20,000
OTHER CHARGES TOTAL	\$280,740	\$329,364	\$353,740	\$367,670	\$384,260	\$401,720
CAPITAL OUTLAY						
977.0000 - BUILDINGS	–	\$257,000	\$242,000	\$285,600	\$0	\$0
CAPITAL OUTLAY TOTAL	–	\$257,000	\$242,000	\$285,600	\$0	\$0
TOTAL EXPENDITURES	\$557,637	\$888,904	\$886,700	\$939,150	\$674,260	\$784,090

City Property Maintenance - Library

Annual Budget

Department Description

The Baldwin Public Library consists of the original (1927) building of approximately 14,000 square feet, an addition (1960's) of approximately 4,000 square feet, an addition (1981) of approximately 19,000 square feet, an addition (2019) of approximately 2,500 square feet, and an addition (2024) of approximately 3,000 square feet for a total gross area of approximately 42,500 square feet.

Input with respect to infrastructure improvements, mechanical improvements and preventative-maintenance needs is received from the Library's staff, City Hall maintenance and contractors.

The Library Maintenance activity provides for the annual maintenance of the Library's heating, ventilation and air-conditioning systems. Structural repairs and improvements are provided for under the provisions of the Birmingham City Charter.

Future Projects

- Fire Suppression System Updates.
- Cooling/Ventilation Solution for Idea Lab.
- Loading dock repairs and resurface.

Department Budget

	ACTUAL	BUDGET	PROJECTED	APPROVED	PLANNED	
	FY2024	FY2025	FY2025	FY2026	FY2027	FY2028
SUPPLIES						
729.0000 - OPERATING SUPPLIES	\$2,432	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
799.0000 - EQUIPMENT UNDER \$5,000	\$1,184	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
SUPPLIES TOTAL	\$3,616	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
OTHER CHARGES						
811.0000 - OTHER CONTRACTUAL SERVICE	\$17,430	\$16,000	\$16,000	\$18,000	\$18,000	\$18,000
930.0200 - ELEVATOR MAINTENANCE	\$3,180	\$3,400	\$3,400	\$3,400	\$3,400	\$3,400
930.0400 - HVAC MAINTENANCE	\$5,904	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
930.0500 - BUILDING MAINTENANCE	\$3,278	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
933.0200 - EQUIPMENT MAINTENANCE	\$1,340	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
OTHER CHARGES TOTAL	\$31,132	\$33,400	\$33,400	\$35,400	\$35,400	\$35,400
CAPITAL OUTLAY						
977.0000 - BUILDINGS	\$22,900	\$400,420	\$300,420	\$510,000	\$0	\$0
CAPITAL OUTLAY TOTAL	\$22,900	\$400,420	\$300,420	\$510,000	\$0	\$0
TOTAL EXPENDITURES	\$57,648	\$440,320	\$340,320	\$551,900	\$41,900	\$41,900

Significant Notes to 2025-2026 Budget Amounts

1. **977.0000 Buildings** - The budget of \$510,000 represents costs for the loading dock repairs (\$500,000), and mechanical room heat (\$10,000).

Performance Goals, Objectives, and Measures

GOAL	Using a comprehensive mechanical assessment of building, compile data into an operating plan for the replacement and upgrade of equipment based on current operating condition, expected useful life cycle, and sustainability/energy efficiency. <i>(Long-Term Municipal Goals 1a, 5) *Strategic Goal: Environmental Sustainability</i>				
OBJECTIVES	To be proactive with building equipment improvements by creating a plan for a more cost effective and sustainable operating building while reducing downtime from emergency repairs.				
MEASURES	ACTUAL 2023-2024	PLANNED 2024-2025	PLANNED 2025-2026	PLANNED 2026-2027	PLANNED 2027-2028
Percentage of major mechanical equipment in the Baldwin Public Library aged 15 years or older.	N/A	N/A	75%	60%	50%



Capital Projects Fund

Annual Budget

Fund Description

The Capital Projects Fund is generally used for capital expenditures which are greater than \$100,000 or a project which may need to be funded over several years, or a project that is unique and typically not recorded in another funds' activities.

Projects

Fiscal Year 2025-2026

- Springdale Park parking lot resurfacing for \$135,000 funded by a transfer from the General Fund.
- **Bus shelters** for \$150,000 partially funded by a grant for \$120,000 and a transfer from the General Fund of \$30,000.
- Architectural and design work for a police sally port for \$100,000 funded by a transfer from the General Fund.
- Police garage expansion at DPS for \$250,000 funded by a transfer from the General Fund.
- Phase 4 improvements at John West Hunter Park for \$97,990 funded by a transfer from the General Fund and a CDBG grant of \$28,950.

Fiscal Year 2026-2027

- Construction of a police sally port for \$400,000. funded by a transfer from the General Fund.
- **Self-Contained Breathing Apparatus (SCBA)** for \$400,000 funded by a transfer from the General Fund.
- Upgrade of the police target range system and controls for \$150,000 funded by a transfer from the General Fund.
- Renovations to the dispatch center for \$200,000 funded by a transfer from the General Fund.

Fiscal Year 2027-2028

- **Improvements to the trail system** for \$200,000 funded by a transfer from the General Fund and \$200,000 in bond proceeds.

Fund Summary by Department

Capital Projects Fund

	ACTUAL	BUDGET	PROJECTED	APPROVED	PLANNED 2026-27	PLANNED 2027-28
	FY2024	FY2025	FY2025	FY2026	FY2027	FY2028
REVENUES						
SPECIAL ASSESSMENTS	\$1,407	\$0	—	—	—	—
FEDERAL GRANTS	\$56,363	\$1,031,560	\$1,031,560	\$0	\$0	\$0
LOCAL CONTRIBUTIONS	—	\$0	\$0	\$120,000	\$0	\$0
INTEREST & RENT	\$28,647	\$0	\$0	\$0	\$0	\$0
OTHER REVENUE	\$520,341	\$0	\$0	\$0	\$0	\$0
OTHER FINANCING SOURCES	\$648,360	\$171,920	\$171,920	\$612,990	\$1,150,000	\$200,000
REVENUES TOTAL	\$1,255,117	\$1,203,480	\$1,203,480	\$732,990	\$1,150,000	\$200,000
EXPENDITURES						
CAPITAL OUTLAY	\$1,849,885	\$1,996,800	\$1,703,480	\$732,990	\$1,150,000	\$200,000
EXPENDITURES TOTAL	\$1,849,885	\$1,996,800	\$1,703,480	\$732,990	\$1,150,000	\$200,000
REVENUES OVER (UNDER) EXPENDITURES	(\$594,768)	(\$793,319)	(\$500,000)	\$0	\$0	\$0
BEGINNING FUND BALANCE	\$2,038,292	\$1,443,524	\$1,443,524	\$943,524	\$943,524	\$943,524
ENDING FUND BALANCE	\$1,443,524	\$650,205	\$943,524	\$943,524	\$943,524	\$943,524

Fund Expenditure Budget

CAPITAL PROJECTS FUND

	ACTUAL	BUDGET	PROJECTED	APPROVED	PLANNED	
	FY2024	FY2025	FY2025	FY2026	FY2027	FY2028
CAPITAL OUTLAY						
971.0100 - MACHINERY & EQUIPMENT	\$25,295	\$41,311	\$0	\$150,000	\$550,000	\$0
977.0000 - BUILDINGS	\$1,750,460	\$500,000	\$500,000	\$350,000	\$600,000	\$0
979.0000 - LAND IMPROVEMENTS	—	\$0	\$0	\$0	\$0	\$200,000
981.0100 - PUBLIC IMPROVEMENTS	\$74,130	\$1,455,489	\$1,203,480	\$232,990	\$0	\$0
CAPITAL OUTLAY TOTAL	\$1,849,885	\$1,996,800	\$1,703,480	\$732,990	\$1,150,000	\$200,000
DEBT SERVICE						
DEBT SERVICE						
TOTAL EXPENDITURES	\$1,849,885	\$1,996,800	\$1,703,480	\$732,990	\$1,150,000	\$200,000

Buildings and Improvements

FY 2024-2025

Chester Parking Structure Repairs
City Hall Fire Systems and Alarms
City Hall and Library HVAC Controls
City Hall Hallway Wall Partitions
Library Loading Dock
N. Old Woodward Parking Structure Architectural Design
Park Street Parking Structure Architectural Design
Parking System Garage Interior Sign Design
Peabody Parking Garage Structure Repairs
Pierce Street Parking Structure Architectural Design
Plan Review/Inspector Room Renovation
Safe Room Door - Community Development
YMCA Building

FY 2025-2026

Chester Parking Structure Repairs
City Hall Security Upgrades
DPS Entry and Overhead Door Replacement
Library Loading Dock
N. Old Woodward Parking Structure Repairs
Parking System Garage Interior Sign Design
Peabody Parking Structure Repairs
Police Garage Expansion at DPS
Police Interview Room
Police Sally Port
Springdale Golf Cart Barn

FY 2026-2027

Dispatch Center Renovation
DPS Entry and Overhead Door Replacement
DPS Interior Office Renovations
Library Bird Strike Glass Coating
Library Solar Panels
Parking System Garage Interior Sign Design
Park Street Parking Structure Repairs
Pierce Parking Structure Repairs
Police Sally Port

FY 2027-2028

DPS Entry and Overhead Doors Replacement
DPS Interior Office Renovations
Lincoln Hills Golf Course Maintenance Building Renovation
Parking System Garage Interior Sign Design
Park Street Parking Structure Repairs

FY 2028-2029

DPS Entry and Overhead Doors Replacement
DPS Interior Office Renovations

FY 2029-2030

DPS Entry and Overhead Doors Replacement

Baldwin Library Loading Dock Repair

City Hall and Grounds Department



Description

The Baldwin Public Library loading dock including the stairs, overhang, and railing are in need of repair.



Project Information

The project will include resurfacing the loading dock, rebuilding the stairs and overhang, and replacing the railing.

Annual Operating Costs

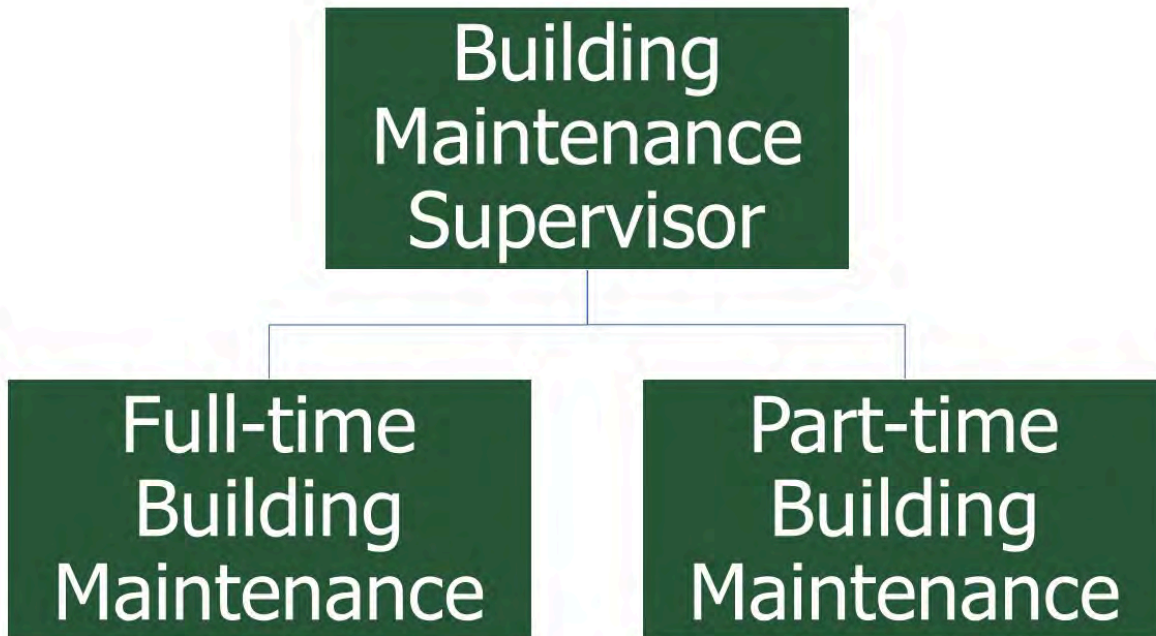
Description	Amount
Personnel	\$0
Supplies	\$0
Contractual	\$0
Total	\$0

Baldwin Public Library Loading Dock Repair

Funds Description	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Amount							
GENERAL FUND	\$100,000	\$500,000	\$0	\$0	\$0	\$0	\$0
AMOUNT	\$100,000	\$500,000	\$0	\$0	\$0	\$0	\$0

City Hall and Grounds

Annual Budget



Department Description

The City Hall and Grounds department provides for the maintenance of City Hall. Built in 1928, City Hall had its most recent renovation in the mid 1990's. City Hall houses the Birmingham Police Department, City Commission meeting space, as well as City administrative offices. Reporting to the City Building Official, a Building Facilities Superintendent manages daily operations that include the services of a maintenance specialist assigned to City Hall.

Services Provided

- Responsible for the maintenance and repairs at City Hall.
- Manage the heating, ventilation, and air-conditioning (HVAC) systems including; controls monitoring and operation for City Hall and Baldwin Public Library, testing and certification, performing all scheduled maintenance, seasonal start up/shut down procedures, filter replacement, chemical treatment, and emergency repairs.
- Oversee contractual services for janitorial maintenance for City Hall.
- Scheduling and monitoring the contract services for the window cleaning for all City Facilities, Parking Structures, and Bus Stops.
- Coordinate elevator and lift maintenance contract for all applicable City facilities.
- Building repairs and facilities management for City Hall.
- Maintain Fire Suppression Systems in City Hall and Baldwin Public Library.
- Monitor and maintain Fire Alarm Systems in City Hall and Baldwin Public Library.
- Manage and maintain electrical and lighting in City Hall including repairs and improvement projects.
- Manage and maintain plumbing in City Hall including repairs and improvement projects.
- Emergency generator monitoring and maintenance for City Hall.
- Assist departments in City Hall with planning and project management for office renovations.
- Monitor, address, and rectify building complaints for all City Hall facilities.
- Generate RFP for equipment and/or services as necessary.
- Deliveries for the City Commission, Boards, and various departments.
- Handle Postal Service logistics as directed by the City Clerk.

- Assist City Clerk office with various operational functions during elections.
- Provide City Hall departments with service as needed for daily operations.

New and Ongoing Projects

- Baldwin Library – Loading Dock Repairs and Resurface.
- Baldwin Library – Mechanical Room Heating.
- City Hall and Baldwin Library - Building Automation System modernization.
- City Hall and Baldwin Library- Comprehensive mechanical assessment.
- City Hall - Cooling Tower and Pump
- City Hall - Restoration of the historical exterior windows.
- City Hall – Update fire protection systems.
- City Hall – Mechanical Room and Garage Heating.

Department Budget

	ACTUAL	BUDGET	PROJECTED	APPROVED	PLANNED	
	FY2025	FY2026	FY2026	FY2027	FY2028	FY2029
PERSONNEL SERVICES						
SALARIES & WAGES	\$159,737	\$165,490	\$165,490	\$206,790	\$206,790	\$206,790
FRINGE BENEFITS	\$100,507	\$90,240	\$90,240	\$95,130	\$96,770	\$98,470
PERSONNEL SERVICES TOTAL	\$260,243	\$255,730	\$255,730	\$301,920	\$303,560	\$305,260
SUPPLIES						
729.0000 - OPERATING SUPPLIES	\$18,850	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000
743.0000 - UNIFORM ALLOWANCE	\$984	\$1,000	\$1,200	\$1,200	\$1,200	\$1,200
799.0000 - EQUIPMENT UNDER \$5,000	\$4,489	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
SUPPLIES TOTAL	\$24,323	\$34,500	\$34,700	\$34,700	\$34,700	\$34,700
OTHER CHARGES						
811.0000 - OTHER CONTRACTUAL SERVICE	\$47,452	\$66,570	\$66,000	\$66,000	\$66,000	\$66,000
816.0100 - JANITORIAL CONTRACT	\$41,340	\$55,000	\$45,000	\$45,000	\$45,000	\$45,000
816.0200 - WINDOW CONTRACT	\$1,700	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
851.0000 - TELEPHONE	\$1,833	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
920.0000 - ELECTRIC UTILITY	\$94,547	\$108,070	\$108,070	\$115,640	\$123,740	\$132,400
921.0000 - GAS UTILITY CHARGES	\$9,070	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000
922.0000 - WATER UTILITY	\$31,030	\$25,000	\$35,000	\$35,000	\$35,000	\$35,000
930.0200 - ELEVATOR MAINTENANCE	\$2,764	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800
930.0400 - HVAC MAINTENANCE	\$4,647	\$8,800	\$8,800	\$10,000	\$10,000	\$10,000
930.0500 - BUILDING MAINTENANCE	\$11,727	\$21,500	\$21,500	\$21,500	\$21,500	\$21,500
930.0600 - GENERATOR MAINTENANCE	\$425	\$4,000	\$5,000	\$5,000	\$5,000	\$5,000
933.0200 - EQUIPMENT MAINTENANCE	\$1,020	\$4,500	\$7,000	\$7,000	\$7,000	\$7,000
941.0000 - EQUIPMENT RENTAL OR LEASE	\$6,000	\$11,000	\$11,000	\$11,330	\$11,670	\$12,020
942.0000 - COMPUTER EQUIPMENT RENTAL	\$17,570	\$19,430	\$19,430	\$20,640	\$22,090	\$23,640
962.0000 - MISCELLANEOUS	\$3,250	\$0	\$0	\$0	\$0	\$0
OTHER CHARGES TOTAL	\$274,375	\$347,670	\$350,600	\$360,910	\$370,800	\$381,360
CAPITAL OUTLAY						
977.0000 - BUILDINGS	\$56,668	\$357,174	\$337,180	\$190,000	\$0	\$0
CAPITAL OUTLAY TOTAL	\$56,668	\$357,174	\$337,180	\$190,000	\$0	\$0
TOTAL	\$615,609	\$995,074	\$978,210	\$887,530	\$709,060	\$721,320

City Property Maintenance - Library

Annual Budget

Department Description

The Baldwin Public Library consists of the original (1927) building of approximately 14,000 square feet, an addition (1960's) of approximately 4,000 square feet, an addition (1981) of approximately 19,000 square feet, an addition (2019) of approximately 2,500 square feet, and an addition (2024) of approximately 3,000 square feet for a total gross area of approximately 42,500 square feet.

Input with respect to infrastructure improvements, mechanical improvements and preventative-maintenance needs is received from the Library's staff, City Hall maintenance and contractors.

The Library Maintenance activity provides for the annual maintenance of the Library's heating, ventilation and air-conditioning systems. Structural repairs and improvements are provided for under the provisions of the Birmingham City Charter.

Future Projects

- Fire Suppression System Updates.
- Cooling/Ventilation Solution for Idea Lab.
- Loading dock repairs and resurface.

Department Budget

	ACTUAL	BUDGET	PROJECTED	APPROVED	PLANNED	
	FY2025	FY2026	FY2026	FY2027	FY2028	FY2029
SUPPLIES						
729.0000 - OPERATING SUPPLIES	\$3,754	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
799.0000 - EQUIPMENT UNDER \$5,000	\$1,875	\$2,500	\$5,000	\$5,000	\$5,000	\$5,000
SUPPLIES TOTAL	\$5,628	\$6,500	\$9,000	\$9,000	\$9,000	\$9,000
OTHER CHARGES						
811.0000 - OTHER CONTRACTUAL SERVICE	\$15,092	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
930.0200 - ELEVATOR MAINTENANCE	\$3,964	\$3,400	\$4,200	\$4,500	\$4,500	\$3,400
930.0400 - HVAC MAINTENANCE	\$5,884	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
930.0500 - BUILDING MAINTENANCE	\$5,122	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
933.0200 - EQUIPMENT MAINTENANCE	\$952	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
OTHER CHARGES TOTAL	\$31,015	\$35,400	\$36,200	\$36,500	\$36,500	\$35,400
CAPITAL OUTLAY						
977.0000 - BUILDINGS	\$176,848	\$554,500	\$100,000	\$60,000	\$0	\$0
CAPITAL OUTLAY TOTAL	\$176,848	\$554,500	\$100,000	\$60,000	\$0	\$0
TOTAL	\$213,491	\$596,400	\$145,200	\$105,500	\$45,500	\$44,400

Significant Notes to 2026-2027 Budget Amounts

1. **977.0000 Buildings** - The budget of \$60,000 represents costs for HVAC improvements at the library.

LIBRARY REPORT

Statistical Dashboard

Collections & Services

Facility

Marketing & Communications

Personnel & Organization

Financial

Expenditures from FOBPL Donations

Statistical Dashboard - August 2026

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 26-27 Q1 Target
Financials					
Revenues	\$ 41,852	\$ 37,658	\$ 69,311	\$ 41,074	
Expenses	\$ 445,581	\$ 445,959	\$ 833,303	\$ 759,137	
Circulation					
Print Checkouts & Renewals*	30,905	30,928	63,260	63,800	
A/V Checkouts & Renewals	6,986	5,843	12,805	11,998	
e-Materials Checkouts	16,980	17,110	34,210	34,187	50,000
Total Circulation	54,871	53,881	110,275	109,985	156,250
% of Circ by Residents**	89.6%	91.4%	90.2%	90.7%	92.0%
% of Circ by Non-Residents	10.4%	8.6%	9.8%	9.4%	8.0%
Cardholders					
New Cardholders	502	***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)	13,537				
Cardholders (3 years)***	24,536				
Other Statistics					
In Person Visits	20,634	20,634	43,560	42,694	60,000
Study Room Use	429	347	833	702	
Rental Room Bookings	42	24	81	62	
Internal Room Bookings	63	56	160	117	
Idea Lab Visits	1,447	1,812	3,435	4,168	
MeL & ILL Items borrowed	635	680	1,426	1,542	
MeL & ILL Items loaned	657	715	1,317	1,402	
Self-Check Usage	63.6%	63.5%	67.1%	61.7%	
Wireless Sessions	3,094	2,477	5,890	1,420	9,500
Public Computer Usage	825	704	1,589	5,061	
Database Sessions	21,053	7,990	36,063	15,633	17,500
Library Volunteer Hours	3	3	60	6	19
Friends Volunteer Hours	55	52	95	88	113
Website Hits/Pageviews	32,399	26,223	64,633	53,917	80,000
Program Attendance					
Program Attendance for Adults	290	235	646	467	
# of Programs for Adults	18	18	35	38	
Program Attendance for Teens	381	85	566	171	
# of Programs for Teens	13	7	25	16	
Program Attendance for Youth	591	763	2,556	2,800	
# of Programs for Youth	23	32	86	105	
Computer Classes Attendance	26	19	53	63	
# of Computer Programs	4	6	10	14	
# of Idea Lab Programs	4	3	10	7	
Idea Lab Program Attendance	44		111		
Online Video Views	11	27	57	41	
Total Program Attendance	1,299	1,129	3,878	3,542	8,500
Total # of Programs	58	93	156	93	300
Outreach Attendance	352	49	681	514	
# of Outreach Programs	6	3	9	11	

*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

New Resources – All are available 24/7 with your library card at baldwinlib.org/databases

- **Ground News**

An innovative platform that empowers readers to compare news coverage, spot media bias and think critically about current events in real time. Compare 50,000 news sources in one convenient place. Get media bias and factuality ratings for news outlets. See how news stories are covered across the political spectrum. Balance your news diet with the My News Bias dashboard. Supported languages: English, Spanish, French.

- **Medici.tv**

The world's premier resource for classical music programming: stunning live events from the world's most prestigious halls, plus thousands of concerts, operas, ballets, and more in our VOD catalogue!

- **My Film Friend**

Unlimited access to European and World Cinema. Stream great movies and award-winning documentaries, series and concerts, animation and children's movies. All with no waiting and no commercials. Enjoy simultaneous, unlimited use on all your devices anytime, anywhere.

Stuffed Animal Sleepover

Youth Services Librarian Josh Campeau hosted participants and their stuffies for the annual sleepover, on August 19. Following the program, he sent a link to a photo album for all the kids to look at, and see what their pals got up to in the Library!



Summer Reading Report

Youth Summer Reading 2026

This past summer, BPL's Youth Services department hosted a successful Summer Reading Program for children from birth through those entering 6th grade, with a total of 470 registered readers. This summer's theme was "Unearth a Story". The majority of participants resided within Baldwin's four communities, but residents from other communities participated as well. The breakdown of participants by community is shown in the table here.

Community	Participants
Birmingham	219
Beverly Hills	98
Bloomfield Hills	25
Bingham Farms	6
Bloomfield Township	26
Franklin	11
Royal Oak	5
Southfield	26
Troy	21
West Bloomfield	6
Other	27

Youth Services staff visited elementary schools in the Birmingham Public School District for Summer Reading outreach visits. At each visit, students and teachers heard about our Summer Reading events as well as the Summer Reading Challenge. Participants earned one point for every day they read and for every activity they completed. They earned a free book at ten points and a second free book at twenty points. As they earned points, participants earned tickets to put into the Grand Prize drawings. We had 6 winners and prizes included gift cards to Books-A-Million, Slick City, Imagine Theater and 4 tickets to see the Ringling Bros and Barnum & Bailey, thanks to a donation from 313 Presents.

We had 162 children finish the program this year and they earned 361 prize books. 34% of participants finished the Summer Reading program which is an 8% increase from last year. The books and grand prizes are sponsored by the Friends of the Baldwin Public Library. This year, 313 Presents also donated a prize pack of tickets to see the Ringling Bros. We used "Days of Reading" as our metric this year, so children earned one point for every day they read. 33 participants read

for 50 days this summer, every single day of Summer Reading and 83 of them read for at least 30 days.

BPL Youth Librarians hosted over 125 programs for youth with attendance topping 4,600 people. We had over 2,000 people for story times alone. Other programs included book clubs, Books Unboxed, the Stuffed Animal Sleepover, Donny the Dino Show, Fairy Tale Mix-Up, Lego Speed Building Contest, Cookie Decorating, Pebble Art, Baby Paleontologist, Beginning Embroidery and more!

We want to thank The Friends of the Baldwin Public Library for their support of Youth Summer Reading. Thank you, Friends!

Teen Summer Reading 2026

Staff from Adult and Teen visited Seaholm High School, Groves High School, Berkshire Middle School, and Derby Middle School to promote the library before the end of the 2025-26 school year. Students and teachers heard about our summer programs and the Summer Reading challenge. We also gave out hundreds of dum-dum suckers!

We had a successful outdoor in-person kick-off event at the Library on the last day of school. Once again, we hired Sugar Rush to bring their ice cream truck, which brought a lot of people to the library. This summer's theme was "Unearth a Story."

A total of 115 teens registered for this year's program on Beanstack. The breakdown of participants by grade level and participation by community is shown in the tables below:

Community	Participants
Birmingham	44
Beverly Hills	24
Bloomfield Hills	7
Bingham Farms	1
Bloomfield Township	4
Franklin	1
Royal Oak	1
Southfield	9
Troy	14
West Bloomfield	2
Other	8

Grade	Participants
7	31
8	26
9	25
10	17
11	7
12	8
Adult	1

Summer programs included life-size Clue, dinosaur gardens, cookie decorating, an escape room led by Escape Room Novi, minute to win it with Legos, mandala rock painting led by the Anton Art Center, a Hamilton watch party, trivia night with teens and adults, and dino neon signs. We continued to do our monthly book clubs, Pizza and Pages and Paperbacks and Snacks, and our monthly subscription book service, Books Unboxed. We continued Cozy Writing Club, Culinary Club, Dungeons & Dragons, and Teens Night Out. We finished our summer programs with an after-hours laser tag night, run by Techno Tag.

Of the 115 registered teens, 45 completed the entire challenge. A total of 989 badges were earned, 332 activities were completed, 198 book reviews were written, and almost 2,000 hours of reading were logged. Participants earned one point for every hour they read, every activity they completed, and every book review they wrote. Once teens reached 10 points, they came in to pick out a middle grade or young adult book of their choice. The Library used money from the Friends to purchase \$10 gift cards to Beyond Juice, Starbucks, Brooklyn Pizza, and Shock Gelato to give away as prizes to those who reached 20 points and completed the challenge. 49 gift cards and 59 books were claimed. As they earned points, participants earned tickets to put into the Grand Prize drawings. After Summer Reading was over, we chose three big winners. The grand prizes were a gift card to Books-A-Million, an instant camera, and a record player. Each prize was worth \$100. As always, huge thank you to the Friends of the Library who supported Teen Summer Reading through programs, supplies, prizes, and giveaway books.

Adult Summer Reading 2026

Baldwin's 2026 Adult Summer Reading Challenge was met with great enthusiasm from the community. There were 152 new registrations, 717 total earned badges, and 1,355 books read.

Summer programming saw strong attendance. Over the summer months, NEXT Popular Reads book club had 71 attendees making it our most "popular" book club! This is an increase of 13%

from last year's 62! Books Unshelved has been seeing strong interest, with a total of 67 participants over the summer. In June, we hosted "Michigan in the American Revolution" with over 30 people attending and "Gardening with Pollinators" with more than 20 attendees. July's highlight "live" program was the Bald Eagle book signing and a real eagle visit had an attendance of 102. Our "Evening with Mary Brady" in July was also very popular with over 60 attendees. August's big draw was the Adult Battle of the Books with 43 participants.

As always, great thanks go to the Friends of the Baldwin Public Library for their continued enthusiastic support of our library staff and the programming we provide to the community. This year, the Friends' support allowed us to provide Summer Reading prize winners with gift certificates to the Friends' Bookshop, commemorative Summer Reading pint glasses, and Birmingham Bucks gift cards to support local area businesses.

Community	Participants
Birmingham	85
Beverly Hills	24
Bloomfield Hills	9
Bingham Farms	2
Bloomfield Township	9
Royal Oak	9
Troy	12
West Bloomfield	4
Other	18

Trivia Night

On August 20, nine teams comprised of teens and adults took part in Trivia Night. One team named themselves Team TAB, as they are all participants in the Teen Advisory Board!



Birmingham Groves and Seaholm Library Card Registration Event

During orientation week in August, Baldwin staff made four visits to students to talk with them about Baldwin's services and register students for library cards. We visited Groves twice and Seaholm twice. Staff spoke with an immeasurable number of students during each visit. Across two days 178 library cards were issued to Groves students and 57 cards were issued to Seaholm students. During that time library resources and programs were also discussed with the students. The events were so successful that we've already begun planning how best to manage the orientation visits next year!

Idea Lab Update

August was a month of big changes behind the scenes in the Idea Lab! We said goodbye to our Bambu Lab printers, and Jen upgraded every one of our Prusa printers to the Prusa MK4 or newer model. That means our print farm now runs almost entirely on Prusa machines, and, just as importantly, we no longer rely on Bambu's cloud print service. Every print job now stays local, sent directly from our own computers to our own printers. The result is a more reliable, more private, and more consistent printing experience for patrons and staff alike. A huge thank you to Jen for all the work that went into making the switch!

Out on the floor, patrons kept our equipment busy all month. The embroidery machine continues to be the star of the show, booked 108 times and in use a remarkable 91% of available hours. The laser cutter wasn't far behind, in use for nearly half of all open hours. Overall utilization of our equipment grew compared to July, even with slightly fewer bookings, which means patrons are settling in for longer, more ambitious projects. We also saw growing interest in some of our less-famous tools, with the heat press, die cutter, and media production computer all seeing more use than the month before.

Our programs kept us busy too. "Making a Mesh" introduced patrons to Meshtastic, building their own off-grid, long-range messaging devices, and it was our best-attended program of the month. "Open Printmaking Night" brought some of our creative regulars back to the lab. "The Grand Tour" welcomed new faces into the space, and Kait's brilliant "Formatting Self-Published Works in Canva" class helped local writers and artists get their booklets ready for the world.

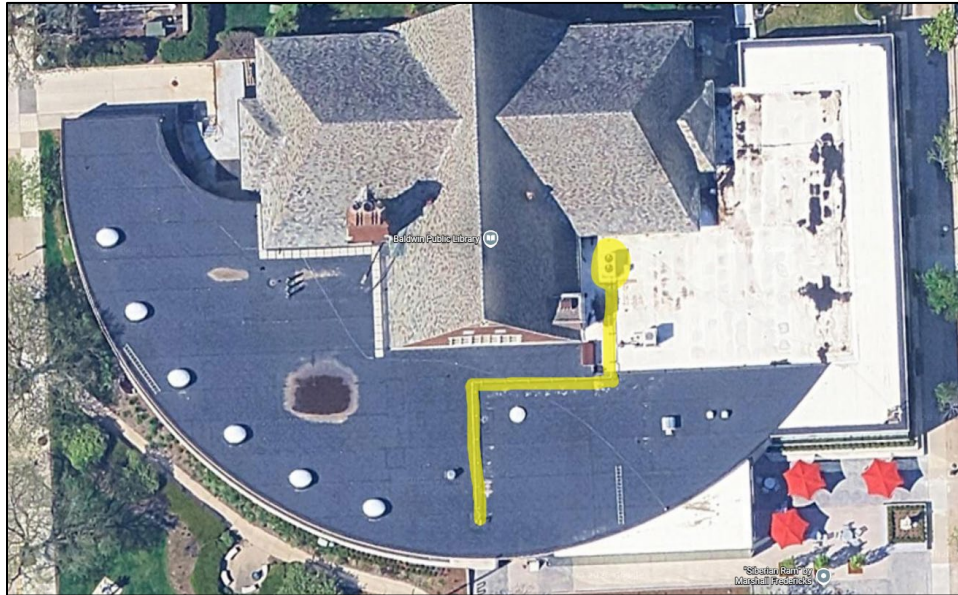
Facility

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

Atrium Air Condenser

On Wednesday, August 12 it was discovered that the compressor on the condenser cooling the Atrium had failed. City Maintenance are working with the manufacturer to see if this repair is covered by the manufacturer's warranty. We have been without air conditioning in the lobby since then. The HVAC company working on the repair believes that the unit failed because it was

installed too far away on the roof from the atrium. The unit was installed next to the administrative office so that it is not visible from the Jeanne Lloyd Room or the sidewalk, however this involved running long lengths of copper piping to the unit. When the new unit is installed, it will be placed closer to the atrium on the roof.



Grand Hall Ceiling

In early July, we noticed significant damage to the plaster in the barrel portion of the Grand Hall. City Maintenance was notified and believes the damage is due to water condensing under an HVAC unit in the attic. The plaster will be repaired once the plaster specialist develops a repair plan and provides a quote.



Sewer Lateral Replacement

At 2:00 p.m. on September 21, we received notice from the City's sewer contractor that the sewer laterals on Merrill Street would be replaced on September 23 from 7:00 a.m. to 7:00 p.m. The notice specified that no water was to be used during this time, including flushing toilets. Contractors are supposed to give residents and business owners a 48-hour warning before repairs of this nature.

Building Supervisor John Galik spoke with City Building Official Jeff Zielke, City Engineer Melissa Coatta, City Manager Jana Ecker and they all agreed that closing the building during the repair would be the best option for Baldwin patrons while water was unavailable.

Galik expressed his dismay to City staff that the Library was not consulted earlier in this process and let all parties know that an unexpected closure of this nature affects a public library much differently than a residence. He asked for a lengthier notice for buildings open to the public in the future. Assistant City Engineer Mark Akram agreed to do so. In the weekly staff meeting, City Manager Jana Ecker said that this work came as a surprise to her as well and that The Community House (which is currently closed to the public) would also be affected by the work.

The Library was closed to the public on Wednesday, September 23 from 9:30 a.m. and reopened at 4:00 p.m. We had to cancel 4 library programs and 1 room rental due to the closure. Work was completed at 5:00 p.m. on Wednesday. The Assistant City Engineer does not believe that any more closures of our building will be required this year.



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.
- On July 22, City Attorney Tracy Gaudenzi shared the updated draft of the City Library Agreement and noted that she is waiting to have City Manager Jana Ecker review the edits. Once reviewed, parties from the City and Library will meet to further discuss negotiations. The City and Library last met on April 21, 2026. I reached out to all group members on September 15 to attempt to schedule a meeting to move this discussion further along, but Tracy Gaudenzi declined to find a time to meet, stating that she would rather work directly with Library Attorney Anne Seurnyck first to address issues and concerns. Gaudenzi and Seurnyck plan to meet the week of September 28 to discuss matters.

Beverly Hills

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

Bingham Farms

Miller submits monthly Board Meeting updates to the Library Liaison.

City of Bloomfield Hills

Miller submits monthly Board Meeting updates to the Library Liaison.

Birmingham Next

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

Friends of the Baldwin Public Library

The Friends met on Tuesday, September 8 for their regular monthly meeting. The BookShop continues to generate impressive revenue. They discussed ways to increase membership numbers in their organization. Their annual newsletter and solicitation letter were mailed at the end of August. The next book sale is scheduled for November 14 & 15.

Marketing

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

- Promotional posters and fliers for Youth programs
- Promotional fliers and posters for Teen programs
- Books on Foot badges
- 100th Anniversary of the Building images for 2027, which we will be able to use on merchandise, newsletters, email signatures, press releases, library cards, bookmarks, tote bags, etc.

Marketing Audit

Amity Kapadia, Vice President of the Friends of the Baldwin Public Library, is providing marketing consulting services for the Library. In July and August, she did an extensive review of Baldwin's marketing and communications. The findings are available in the Information Only section of this Board Packet. She is now focusing on creating a marketing calendar to use to centralize promotional plans and provide a framework for our communications.

Crisis Communications Plan

Former Baldwin patron Regina Reid will be creating a Crisis Communications plan for Baldwin as part of her graduate level coursework with the University of Washington. Over the next 12 weeks, Regina will work with Rebekah Craft to develop and implement a detailed plan for Baldwin.

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 August 18. The next All Staff meeting will be held on September 29. Recordings of each meeting are sent to all staff.

Staff Anniversaries

Diana Ancog, Page, reached 5 years of service on September 18.

Liz Aguilar, Substitute Librarian, reached 1 year of service on September 15.

Theresa Anderson, Access Services Assistant I, reached 2 years of service on September 2

Beverly Banks, Substitute Librarian, reached 5 years of service on September 18.

Sarah Boggs, Reference Assistant, reached 1 year of service on September 15.
Ethan Cronkite, Adult Services Librarian II, will reach 5 years of service on September 29.
David Dapkus, Access Services Assistant III, reached 9 years of service on September 14.
Brandy Dziengel, Reference Assistant, reached 2 years of service on September 2
Alyssa Mandell, Youth Librarian, reached 4 years of service on September 19.
Allison McFadden-Keesley, Substitute Librarian, reached 1 year of service on September 15.
Louis Hatfield, Library Assistant I, reached 2 years of service on September 2.
Patricia Henricks, Library Assistant II, reached 9 years of service on September 1.
Jessica Hoeck, Access Services Assistant I, reached 9 years of service on September 5.
Jeff Jimison, Head of the Idea Lab, reached 9 years of service on September 8.
Anjilena Omilara-Fox, Page, reached 1 year of service on September 25.
Haylie May, Teen Services Librarian, reached 5 years of service on September 18
Mykola Potapenko, Substitute Librarian, reached 1 year of service on September 2.
Vicki Sower, Adult Services Librarian, reached 19 years of service on September 5.
Lynn Sztykiel, Access Services Assistant I, reached 7 years of service on September 15.
Clover Vassilev, Reference Assistant, reached 1 year of service on September 25.

New Staff

Charlotte Lusk is Baldwin's newest Page. She began work on September 8 and will work nights and weekends while in high school. We are currently in the process of hiring two additional Pages.

Volunteer Hours

3 Library volunteer hours and 55 Friends volunteer hours were utilized in the month of August.

Staffing Changes

- Jen Hassell was promoted to full-time Outreach Librarian and assumed her expanded role at the end of July. Jen has worked part-time at Baldwin since June 2021 and has coordinated the Adult Battle of the Books, Adult Summer Reading program, Graphic Novel Book Club, and Books on Foot program. We are looking forward to see how she expands Baldwin's reach in our community.
- Tyler Erb began working as an Operations Assistant in August. He's a graduate of Michigan State University and has previously worked as a reading tutor.

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	
August 2026 Expenditures	
Adult Services	
Presenter Fee: Black Friday	\$ 325.00
Program refreshments	\$ 51.36
Books Unhelved	\$ 104.32
Adult Battle of the Books	\$ 148.43
Presenter Fee: Oakland County Modern	\$ 400.00
<i>Total</i>	<i>\$ 1,029.11</i>
Teen Services	
Teen Scene Supplies	\$ 101.08
Presenter Fee: DND	\$ 200.00
Presenter Fee: College Essay Writing	\$ 100.00
Program Refreshments	\$ 238.71
100 Books Before Graduation supplies	\$ 47.99
Culinary Club supplies	\$ 310.63
Teens Night Out Games	\$ 58.46
Books Unboxed	\$ 173.15
Pizza and Pages	\$ 45.99
Summer Reading Laser Tag	\$ 191.20
Paperbacks and Snacks	\$ 75.90
<i>Total</i>	<i>\$ 1,543.11</i>
Youth Services	
Cookie Decorating Supplies	\$ 554.51
Program refreshments	\$ 20.97
Presenter Fee: ASL program	\$ 150.00
Book Clubs	\$ 52.54
Dino Day Play Doh	\$ 68.72
Kids Library Society	\$ 47.98
<i>Total</i>	<i>\$ 894.72</i>
Idea Lab	
Program Supplies: Making a Mesh	\$ 640.80
Program Supplies: Cartridge Hospital	\$ 211.37
General Supplies: Batteries, Filament, Thread	\$ 307.00
<i>Total</i>	<i>\$ 1,159.17</i>
Outreach & Equipment	
Fall Newsletter Printing	\$ 3,696.20
<i>Total</i>	<i>\$ 3,696.20</i>
Total Expenditures	\$ 8,322.31
August 2026 Balances	
Adult Services	\$ 3,192.07
Teen Services	\$ 6,161.31
Youth Services	\$ 4,527.58
Idea Lab	\$ 1,704.03

Outreach & Equipment	\$ 5,199.62
Total Balance	\$ 20,784.61
August In-Library Book & Button Sale Cash Donations	\$1,105.86
Submitted by Rebekah Craft for September 14, 2026	

NEW BUSINESS

MEMORANDUM

DATE: September 25, 2026
TO: Baldwin Public Library Board of Directors
FROM: Rebekah Craft, Library Director
SUBJECT: Annual Report to City Commission

INTRODUCTION

Over the last 21 months, the City and Library have been working together to develop a cooperative agreement.

Part of the proposed agreement involves reviewing Michigan law and ensuring that the City and Library are fully complying with state law. A practice that has not been closely followed in the past, but that is being remedied, is the issuance of an annual library report to the City Commission. This memo includes that report.

STATE LAW PA 164 SECTION 397.207

Michigan Compiled Laws - Section 397.207 requires that:

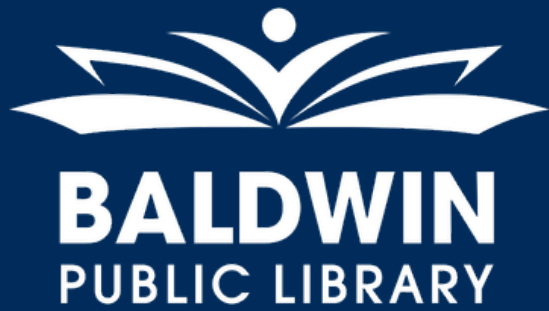
"The governing board appointed under section 2 shall annually report to the city council on the money received from the library fund and from other sources, and how the money has been expended and for what purposes; the number of books and periodicals on hand; the number added by purchase, gift, or otherwise during the year; the number lost or missing; the number of visitors attending; the number of books loaned out, and the general character and kind of those books; as well as other statistics, information, and suggestions as it deems appropriate. All portions of the report that relate to the receipt and expenditure of money, as well as the number of books on hand, books lost or missing, or books purchased, shall be verified by affidavit."

ATTACHMENTS

- FY2025-26 Baldwin Public Library Annual Report
- 2025-2028 Strategic Plan Progress Reports, Q1-Q3
- FY2025-26 Statistical Dashboard Year End

SUGGESTED COMMISSION ACTION

To approve the FY2025-2026 Annual Report and related documents and pass them along to the Birmingham City Commission to review and file at their next City Commission meeting.



300 W. Merrill
Birmingham, MI 48009
248.647.1700
www.baldwinlib.org

ANNUAL REPORT 2025-26

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





REBEKAH CRAFT

LIBRARY DIRECTOR

rebekah.craft@baldwinlib.org

248-554-4681



BOARD OF DIRECTORS (L-R)

Frank Pisano

Pam Graham

Wendy Friedman, Secretary

Jennifer Wheeler

Karen Rock, Vice President

Danielle Rumble, President

FROM THE DIRECTOR

Fiscal year 2025-2026 was another banner year for the Baldwin Public Library. We continue to make fiscally responsible improvements to our building, materials, and services to provide you with a high return for your tax investment.

Our Library Board thanked outgoing board member, Melissa Mark, for her 8 years service on the Board and welcomed incoming board member Pam Graham.

In continued efforts to improve your experiences at Baldwin, our staff members launched a new website, online catalog, and mobile app, which make it easier than ever to see and access everything that we have to offer.

Baldwin continues to be a special destination and a beloved part of our community. Not only do we offer an updated, accessible, and welcoming building that is open seven days a week, but we are also proud to have the friendliest and most helpful group of library staff in the area.

We truly wouldn't be the place we are without your continued support and feedback. Thank you for making Baldwin what it is today!

REBEKAH CRAFT

LIBRARY DIRECTOR



BY THE NUMBERS



23,827

Library Cardholders



3,067

New library cards issued



603,796

Total Circulation



195,109

eMaterials Circulation



103,144

Items in Circulation



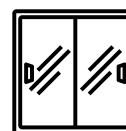
134,548

Database Sessions



18,303

Idea Lab Visits



247,612

Library Visits



33,123

Attendees at Programs



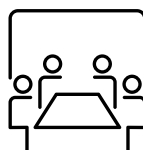
7,893

Public Computer Sessions



735

Study Room Uses



459

Room Rentals (earning \$20,507)

NOTABLE ACCOMPLISHMENTS

- Developed and launched the 2025-2028 Strategic Plan
- Launched a new, fully accessible website in September 2025
- Debuted a new catalog app for mobile devices in January 2026
- Cameron Rooney-Crawford, Kristen Tait, and Sam Hollo were selected to present their proposed programs at the Innovative User Group conference
- Library Director Rebekah Craft was awarded the 2025 Michigan Library Association's Public Librarian of the Year award
- Hosted Staff Development Day for staff training and teambuilding on March 27, 2026
- Staff members Elisabeth Phou, Patricia Henricks, Alyssa Mandell, Austin DeWalt, Jen Adams, Jeff Jimison, and Beverly Banks received stipends totaling \$13,200 from the Library of Michigan to attend library conferences.
- The Youth Room Terrace was replaced with exposed aggregate concrete and a path with steps to the Martin Street sidewalk.
- Technology infrastructure improved with the addition of a redundant network server and phone server, and a thorough test of network security.





COMMUNITY ENGAGEMENT

Baldwin staff and Board members attended **165 outreach programs** reaching **6,423 visitors**

Events and visits included:

- Birmingham Farmers Market
- Goddard School
- Midvale
- Birmingham YMCA
- Birmingham Optimist Club
- Wee Care
- Book Clubs at Senior Living Facilities
- Birmingham Next
- Beverly Hills Halloween Hoot
- Birmingham Wintermarkt
- Birmingham DPS Open House
- Birmingham Hometown Parade
- Beverly Hills Memorial Day Parade
- Pembroke STEAM Night
- Birmingham Youth Assistance Touch a Truck
- And many visits to promote Summer Reading to all public school students in grades K to 11.

FROM OUR SUPPORTERS

“My father-in-law (101 years old) just obtained his Baldwin library card. He lives in a local senior home and was reluctant to join a new library. Lynn signed him up and showed him around. She was so kind and gracious that he changed his attitude about a new library.”

“Baldwin is the BEST and I so appreciate your getting these books in for me. I thank you and your staff for always being so helpful and gracious.”

“A regular patron came to the Info Desk and expressed how much she loves the library. The one thing that makes BPL SO extra special are the people who work here.”

“Baldwin programming is really special and I feel very fortunate to attend many of the offerings.”

“The Baldwin library has been a great gift over the years.”

“My family and I have loved Baldwin. Thank you for providing a safe, welcoming and wonderful space for our community.”

“We recently moved here and need to tell you we are blown away by the Baldwin Library. The programming is inclusive and very interesting! We appreciate your hard work!”

BALDWIN FRIENDS



The Friends of the Baldwin Public Library contributed \$49,550 this year, which they fundraised through book sales, lobby bookshop sales, and memberships. Now in its 76th year, the Friends support the Library’s standards, goals and vision by creating enjoyable programs and opportunities for all Baldwin patrons. If you have a similar passion, consider joining the Friends. Membership is open to all, and paid dues go directly back to the Library. Find out more at baldwinlib.org/friends.

THANK YOU TO OUR DONORS

General Donations

Carole Ann and James O. Abshier
Anonymous
Tim Bassett
Kathryn Bergeron
Rebekah Craft
Bob and Christine Erlandson
The Friends of the Baldwin Public Library
Catherine E. Heller
Terry Hodges
Walter J. Kirchberger
Michigan Architectural Foundation
Michigan Library Association
Frances Olson
Piety Hill Chapter 4-044 MI
Dilys Popper
Jacquelin Riley
Ronald Schmier
Karis Smith
Susan and Laird Johnston Foundation
Trott Foundation
Mir Uddin
Amy M. Underdown
Barbara C. Van Dusen Family Fund

In Kind Donations

Two Brothers Landscape Solutions

Memorial & Honorarium Donations

Carter A. Agree *in Memory of Marilyn Agree*
Eve Pickman *in Memory of Vern Benson*
Sheila Brice *in Memory of Margaret A. Rutherford*
Campbell Family Foundation, Inc. *in Honor of Holden & Hugo Campbell*
Carla Cleary *in Honor of Missy Mark*
Flora E. DeVault *in Memory of Martin Ross*
Janet Francis *in Memory of Paul Francis*
Kathy and Jim Hebden Jr. *in Memory of Eleanor Pekkala*
Rackeline J. Hoff *in Memory of John Brice and Fran Stern*
Peter D. Hollinshead *in Memory of Ruth Rattner*
Marie Matice *in Honor of Joyce and Budd Hardenbrook*
Sarah C. Ormond *in Memory of Janet Francis and Jane McKee*
Amy and Frank Pisano *in Memory of Jeffrey Boes, John Brice, Cynthia "Cindy" Gioia, Lilia Serrano Mangulabnan, and Frances Stern*
Karen Street *in Honor of Pat Olson's 90th Birthday*
Denise Thal *for the Ileane Thal Endowment Fund*
David and Linda Underdown *in Memory of Linne Hage Underdown Forester*

BALDWIN PUBLIC LIBRARY TRUST

Total Value
\$2,417,663

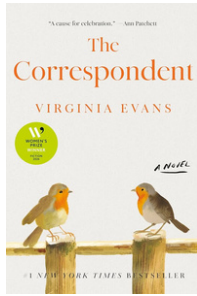
General
Spendable
Funds
\$688,078

28 Named
Endowments
\$1,508,100

POPULAR BOOKS

Books

Adult Fiction



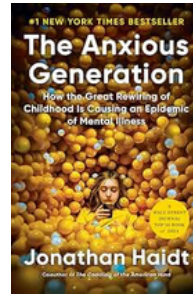
The Correspondent by Virginia Evans
Great Big Beautiful Life by Emily Henry



Adult Nonfiction



The Let Them Theory by Mel Robbins
The Anxious Generation by Jonathan Haidt



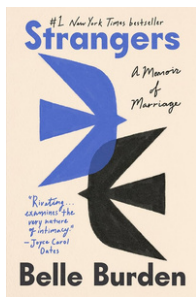
Adult Science Fiction



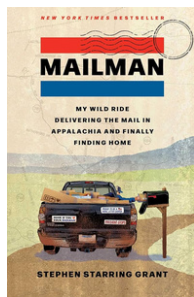
Project Hail Mary by Andy Weir
Fourth Wing by Rebecca Yarros



Biography



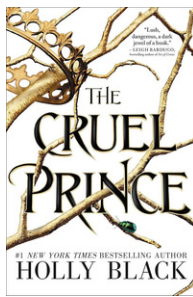
Strangers by Belle Burden
Mailman by Stephen Starring Grant



Teen Fiction



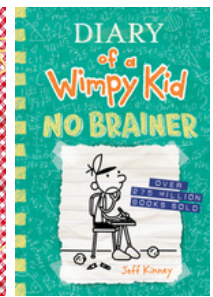
Sunrise on the Reaping by Suzanne Collins
The Cruel Prince by Holly Black



Youth Fiction

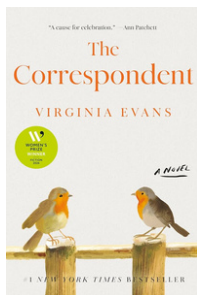


Diary of a Wimpy Kid: Hot Mess & No Brainer by Jeff Kinney

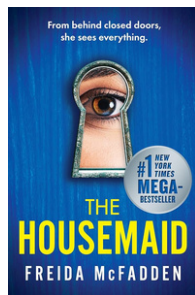


eBooks

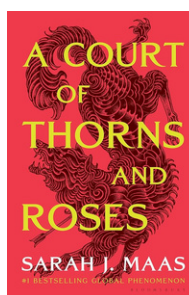
Adult



The Correspondent by Virginia Evans
The Housemaid by Freida McFadden



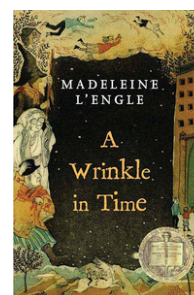
Teen



A Court of Thorns and Roses by Sarah J. Maas
Sunrise on the Reaping by Suzanne Collins



Youth



A Wrinkle in Time by Madeleine L'Engle
Amari and the Night Brothers by B.B. Alston



Graphic Novels

Adult



Checked Out by Katie Fricas
Redcoat Vol. 1 by Geoff Johns



Teen



Heartstopper Vol. 4 by Alice Oseman
Heartstopper Vol. 5 by Alice Oseman



Youth



Claudia and the Bad Joke by Ann M. Martin
Stacey's Mistake by Ann M. Martin



POPULAR MEDIA

Audiobooks

Adult



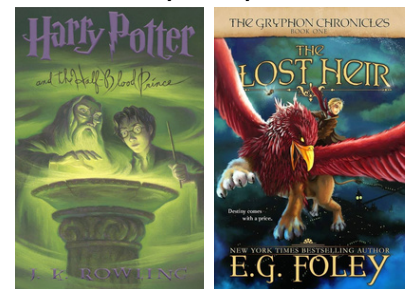
King's Ransom by Janet Evanovich
My Friends by Frederik Backman

Youth



Because of Winn-Dixie by Kate DiCamillo
Stella by McCall Hoyle

Youth Playaway



Harry Potter and the Half-Blood Prince
by J.K. Rowling
The Lost Heir by E.G. Foley

Music

CDs



Riley Clemmons Godsend



Switchfoot Interrobang

Vinyl



Radiohead In Rainbows



Radiohead OK Computer

DVD and Blu-ray

Adult



Jane Austen Wrecked My Life
Superman [2025]

TV Series



Tedd Lasso [Season 2]
Tedd Lasso [Season 3]

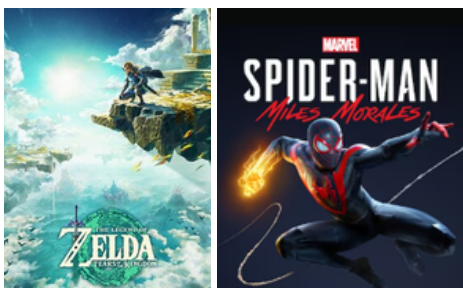
Youth



Sonic the Hedgehog 3
Despicable Me 2

Video Games

Teen



The Legend of Zelda. Tears of the Kingdom [Switch]
Spider-Man: Miles Morales [PS5]

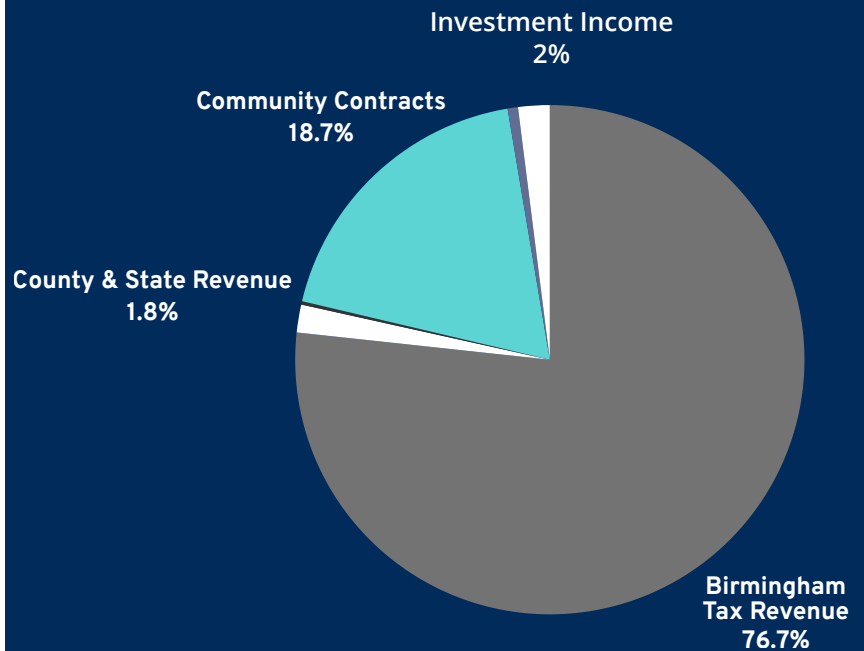
Youth



Minecraft Legends [Switch]
Super Mario Party [Switch]

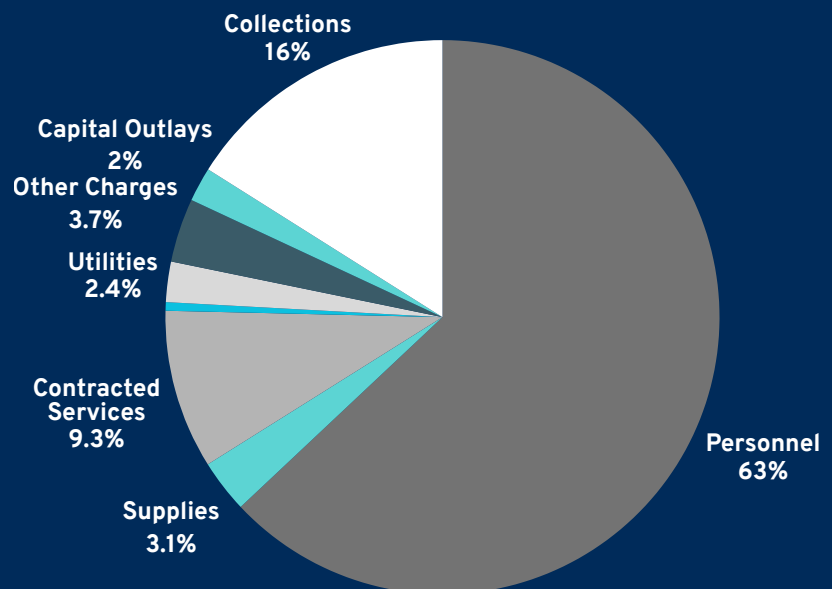
REVENUE

Birmingham Tax Revenue	\$4,698,792
Provision for Tax Loss	(\$16,651)
County & State Revenue	\$108,306
Grants	\$13,200
Community Contracts	\$1,142,478
Patron Use Revenue	\$40,280
Investment Income	\$122,385
Other Revenue	\$49
TOTAL	\$6,108,840



EXPENDITURES

Personnel	\$3,397,440
Supplies	\$166,827
Contracted Services	\$500,835
Technology & Maintenance	\$26,805
Utilities	\$127,066
Other Charges	\$201,104
Capital Outlays	\$107,977
Collections	\$865,536
TOTAL	\$5,393,589



ENDING FUND BALANCE: \$2,198,254



MISSION, VISION & CORE VALUES



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

COLLECTIONS & SERVICES



Goal 1: Improve collections and services to satisfy community needs and expectations

- Added a second print release station for increased patron use
- Added a new self check station in the Teen Scene
- The dramatic play station is now available year-round in the play area
- Created a new Best Bets collection for Teens
- Conducted user surveys for the homeschool community and the disability and special needs community

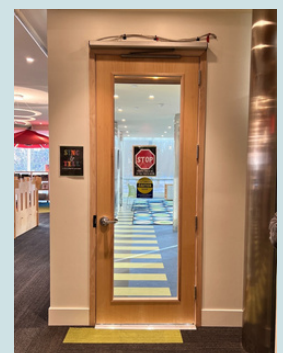


LIBRARY FACILITY



Goal 2: Maintain and improve the building's functionality and cleanliness

- Door and hardware were replaced in Grams' Discovery Room with a unit better suited to our frequent use of that space
- New walk off carpet was added to the vestibule and front entry to better manage salt in the entryway
- Added sound absorption panels to study rooms
- Floor outlet, wall outlets, and new lighting added in Teen area



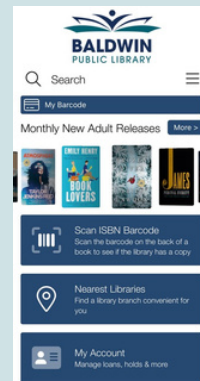


MARKETING & COMMUNICATIONS



Goal 3: Improve marketing and visibility of the Library

- Launched a new, fully accessible website in September 2025
- Debuted a new catalog app in January 2026
- Scheduled second annual Community and Resource Engagement Fair for April 11
- Presented Library 101 sessions in Fall 2025 & Winter 2026
- Hosted outreach events at the Goddard School, Midvale, Birmingham YMCA, Birmingham Optimist Club, Wee Care, Halloween Hoot, Wintermarkt



PERSONNEL & ORGANIZATION



Goal 4: Educate, train, and empower staff with tools to serve the public

- 16 staff members requested and will be able to attend national and statewide conferences in 2026
- Cameron Rooney-Crawford, Kristen Tait, and Sam Hollo were selected to present their proposed programs at the Innovative User Group conference
- Library Director Rebekah Craft awarded the 2025 Michigan Library Association's Public Librarian of the Year award

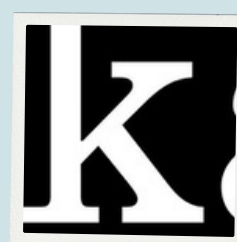
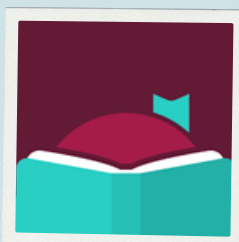


CURRENT & FUTURE FINANCIAL NEEDS



Goal 5: Develop a plan for current and future financial needs

- PINs were activated for security and budget management purposes, to ensure only valid card use for subscription services
- Conducted a salary comparison study among southeast Michigan libraries





MISSION, VISION & CORE VALUES



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

COLLECTIONS & SERVICES



Goal 1: Improve collections and services to satisfy community needs and expectations

- Evaluated currently offered tech classes and added a class covering the new library app and online catalog.
- Added a new play kitchen to offer additional collaborative play opportunities.
- Expanded the Wonderbooks and Vox book collections using a designated donation.
- Completed a feasibility and interest level survey about resources for homeschool students. The survey indicated we need to improve marketing of our current services.
- Improved technology infrastructure by adding a redundant network server in March 2026 and adding new tabletop outlets in the Claudia Ireland Room.

LIBRARY FACILITY



Goal 2: Maintain and improve the building's functionality and cleanliness

- Added permanent signage in the Grand Hall in April 2026 to denote locations of collections.
- Completed acoustical study in March 2026 and will implement suggested improvements in FY26-27 as part of the budget.
- Explored glass coating options for bird safety but ultimately did not approve the use of budget funds in the FY26-27 budget.
- Reviewed safety procedures and best practices in the case of an active shooter with the Birmingham Police in March 2026.
- Installed privacy glass coating on lower level Tech and IT staff office, as recommended by police.



MARKETING & COMMUNICATIONS



Goal 3: Improve marketing and visibility of the Library

- Hosted second CaRE Fair volunteer engagement event with 12 participating non-profits in April 2026.
- Added funding to work with a Marketing Consultant into the FY26-27 approved budget.
- Reviewed highlights and instructions for Baldwin's mobile app and forthcoming new catalog during Staff Development Day in March 2026.

PERSONNEL & ORGANIZATION



Goal 4: Educate, train, and empower staff with tools to serve the public

- Hosted Staff Development Day for staff training and teambuilding on March 27, 2026.
- Jen Adams, Austin Dewalt, Bart Gioia attended Computers in Libraries 2026
- Patricia Henricks, Jeff Jimison, Stuart Sturton attended Public Library Association conference in Minneapolis in April 2026
- Haylie May and Elisabeth Phou attended MLA Spring Institute in Grand Rapids in March 2026
- Several peer training sessions were conducted on Staff Development Day March 2026. The sessions covered library advocacy, bystander intervention, and AI in libraries.

CURRENT & FUTURE FINANCIAL NEEDS



Goal 5: Develop a plan for current and future financial needs

- Adopted FY2026-27 Budget at the Annual Budget Hearing in March 2026.
- Increased funding for library collections by 10% to improve scope and availability.
- In FY 2025-26, staff members Elisabeth Phou, Patricia Henricks, Alyssa Mandell, Austin Dewalt, Jen Adams, Jeff Jimison, and Beverly Banks received stipends totaling \$10,200 from the State of Michigan to attend library conferences.



MISSION, VISION & CORE VALUES



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COLLECTIONS & SERVICES



Goal 1: Improve collections and services to satisfy community needs and expectations

- Added a Simple Signs story time in addition to the Adaptive Adventures story time.
- Increased the number of programs for students in grades K to 3 based on interest and past attendance patterns.
- Improved phone technology infrastructure by adding a redundant server in June 2026 in case of outages.

LIBRARY FACILITY



Goal 2: Maintain and improve the building's functionality and cleanliness

- Reviewed existing Study Room Policy, compared it to other library policies, and determined current setup is most ideal for our usage patterns. We will look at adding a text-based reservation system for periods of high use.
- The Youth Room Terrace was replaced with an exposed aggregate concrete Terrace and path with steps to the Martin Street sidewalk.
- Network security testing was completed on June 17, 2026. Depth Security was very impressed with our protocols and we passed the inspection.
- Window washing was completed in June 2026.
- RFP for Lower Level Updates was issued in April and staff and Building Committee members are reviewing submitted bids.



MARKETING & COMMUNICATIONS



Goal 3: Improve marketing and visibility of the Library

- Baldwin staff and Board members attended and participated in the Birmingham DPS Open House, Birmingham Hometown Parade, Beverly Hills Memorial Day Parade, Pembroke STEAM Night, Birmingham Youth Assistance Touch a Truck, and several visits to promote Summer Reading to all public school students in grades K to 11.
- Hired Baldwin's first Outreach Librarian, a newly expanded full-time position.
- Created a basic instructional guide for Baldwin's app to enable staff to better provide patron support.

PERSONNEL & ORGANIZATION



Goal 4: Educate, train, and empower staff with tools to serve the public

- Kristen Tait, Brandon Bolek-Toubeaux, Sam Hollo, and Cameron Rooney-Crawford attended the Innovative Users Group conference in Chicago and presented on Baldwin's automated weeding program
- H Jennings, Beverly Banks, Alyssa Mandell, and Josh Campeau attended American Library Association Annual Conference in Chicago in June.
- Stephanie Klimmek hosted several Beanstack training courses for staff ahead of the Summer Reading program launch.
- Staff regularly participate in the monthly Ryan Dowd Homeless Training modules.
- Library Intern Felicity Jackson is participating in the first cohort of Michigan's Next Chapter Library Interns for the summer of 2026.

CURRENT & FUTURE FINANCIAL NEEDS



Goal 5: Develop a plan for current and future financial needs

- Increased funding for library collections by 10% for the FY2026-27.
- Made provisions to add a full-time Outreach Librarian to improve Baldwin's visibility in the community.
- Drafted Tuition Assistance Program for staff with anticipated availability in Fall 2026.

Statistical Dashboard - June 2026

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 25-26 Q4 Target	Better/ (Worse) Target	Off Target Cautionary On Target
Financials							
Revenues	\$ 252,134	\$ 92,827	\$ 6,108,840	\$ 5,781,697			
Expenses	\$ 427,783	\$ 392,124	\$ 5,393,589	\$ 4,714,021			
Circulation							
Print Checkouts & Renewals*	31,106	30,226	345,866	347,398		345,866	
A/V Checkouts & Renewals	5,228	5,287	62,078	62,837		62,078	
e-Materials Checkouts	16,920	16,981	195,109	193,767	190,000	5,109	On Target
Total Circulation	53,254	52,738	603,796	605,105	615,000	(11,204)	Off Target
% of Circ by Residents**	89.2%	90.7%	89.7%	90.9%	92.0%	-2%	
% of Circ by Non-Residents	10.8%	9.3%	10.3%	9.1%	8.0%	2%	
Cardholders							
New Cardholders	267	***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)	13,422						
Cardholders (3 years)***	23,827						
Other Statistics							
In Person Visits	21,420	21,493	247,612	246,859	225,000	22,612	On Target
Study Room Use	398	439	5,099	5,521		5,099	On Target
Rental Room Bookings	29	35	459	463			
Internal Room Bookings	64	58	730	735			
Idea Lab Visits	2,410	1,231	18,303	11,262			
MeL & ILL Items borrowed	1,514	634	9,163	8,629			
MeL & ILL Items loaned	734	634	8,025	8,356			
Self-Check Usage	63.7%	62.0%	60.3%	58.1%			
Wireless Sessions	3,032	2,976	33,548	31,139	30,000	3,548	On Target
Public Computer Usage	676	685	7,893	6,960			
Database Sessions	16,961	5,492	134,548	69,025	72,000	62,548	On Target
Library Volunteer Hours	20		93		75	18	On Target
Friends Volunteer Hours	45		719		450	269	On Target
Website Hits/Pageviews	33,874	28,708	365,713	319,442	320,000	45,713	On Target
Program Attendance							
Program Attendance for Adults	412	262	4,068	3,744			
# of Programs for Adults	25	19	238	223			
Program Attendance for Teens	1,020	290	3,432	2,761			
# of Programs for Teens	16	9	134	101			
Program Attendance for Youth	2,906	2,409	24,301	24,456			
# of Programs for Youth	57	51	811	779			
Computer Classes Attendance	35	29	385	612			
# of Computer Programs	7	6	70	78			
# of Idea Lab Programs	5	2	20				
Idea Lab Program Attendance	63		276				
Online Video Views	87	22	937	1,667			
Total Program Attendance	4,460	3,012	33,123	33,240	31,000	2,123	On Target
Total # of Programs	105	85	1,253	1,181	1,000	253	On Target
Outreach Attendance	2,050	1,230	6,423	7,902			
# of Outreach Programs	23	19	165	184			

*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

INFORMATION ONLY

Upcoming Events of Interest

Discover Sign Language: An Interactive Program: Preschool to Grade 3

Tuesday, September 29, 2026 at 4:30 p.m.

Preschool to Grade 3 with grown up(s). Caregivers must stay in the program with participants.

Celebrate Deaf Awareness Month with Jennifer Stewart, author of *Deaf, Like David*. This is an interactive American Sign Language learning program that will introduce children and their families to beginning ASL signs. Registration required.

Manhattan Short Film Festival

Friday, October 2, 2026 at 7:00 p.m.

Saturday, October 3, 2026 at 1:00 p.m.

Sunday, October 4, 2026 at 1:00 p.m.

Back by popular demand, we are happy to host the Manhattan Short Film Festival, when over 100,000 film lovers in over 500 cities across six continents gather. View the Finalists' Films in the 29th Annual Manhattan Short Film Festival. Every Film Selected for Manhattan Short 2026 will be Automatically Qualified for the Oscars of 2027. Registration required. Attend in person only.

Essential Albums of the '80s & '90s

Monday, October 5, 2026 at 6:30 p.m.

Award-winning Detroit music journalist Gary Graff and contributors to his two latest books, 501 Essential Albums of the '80s and 501 Essential Albums of the '90s (Motorbooks) gather to talk about music from both decades, offering an interactive and entertaining session that will let attendees weigh in for a spirited discussion and debate. In Person event. Registration required.

Collaborative Jigsaw Puzzles: Grades 2 to 5

Thursday, October 8, 2026 at 6:30 p.m.

Relax and complete jigsaw puzzles with others. Various puzzle difficulties will be provided. Registration required.

Detroit at War: From the Civil War to WWII

Thursday, October 8, 2026 at 7:00 p.m.

The Detroit History Club joins us to explore Detroit's role in pivotal moments of American and world history, from the War of 1812 and the city's surrender, to its rallying cry, "Thank God for Michigan," during the Civil War, through to its transformation in WWII. This lecture examines how Detroit's industries, citizens, and leaders contributed to and were impacted by these conflicts. Learn how Detroit's resilience and resources helped shape outcomes in major wars and cemented its legacy in American military history. In Person: Registration required

Witches: Wonderful to Wicked to Wonderful

Tuesday, October 13, 2026 at 7:00 p.m.

Join Ed Blondin as he takes us on an exploration of the Western world's original herbal healers. Starting 6000 years ago in ancient Sumeria, these healers took on the many roles that lay the foundation of modern medicine. He will explore the stereotypes of the Witch/Healer and how these figures drove the economics, religion, health care, and American Pop Culture into the 21st century. In Person: Registration required

Idea Lab Class: Embroidery Basics

Wednesday, October 14, 2026 at 7:00 p.m.

This beginner-friendly demo will walk you through the basics of our Bai Mirror 1501 and Hatch Software, so when you sit down for your one-on-one training, you'll already know the ropes. Only for ages 14 and up. Registration required.

Julius Rosenwald: The Quiet Philanthropist

Wednesday, October 14, 2026 at 7:00 p.m.

Julius Rosenwald rose from door-to-door sales to become the President of Sears, Roebuck and Co. He amassed a significant fortune and used his wealth to support education, the arts, sciences and culture. His wealth funded over 5,000 schools for black children in the rural South and by provided scholarships to artists, musicians and other professionals. Little is known about this great philanthropist because most of his giving was done quietly and often anonymously. In this lecture we will look at the life and legacy of a brilliant businessperson and impressive human being. In Person: Registration required

Marketing & Communications Audit

Baldwin Public Library

Amity Kapadia 09.26

Executive Summary

Baldwin Public Library has a strong marketing foundation. The next opportunity is to make existing efforts more strategic, integrated, and sustainable.

Baldwin maintains an active, professional communications program across print, email, web, social media, PR, community outreach, partnerships, signage, and direct patron communications. The audit did not identify a need for significantly **more** marketing or additional channels. Instead, the clearest opportunity is to better connect, prioritize, and systematize the work already happening.

Four priorities emerged:

PLAN AND PRIORITIZE

Create shared visibility into what's coming and distinguish priority campaigns from routine program promotion.

EASIER EXECUTION

Use templates, brand guidance, and documented workflows to reduce reinvention and support consistency.

CONNECT COMMUNICATIONS

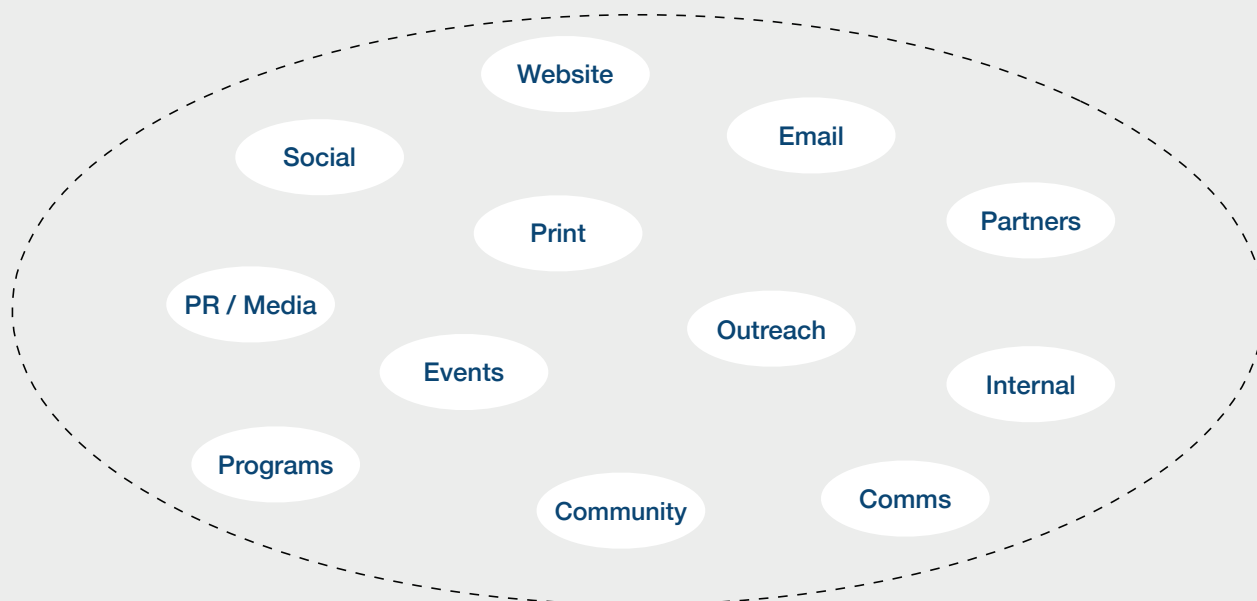
Move beyond promoting programs individually toward coordinated campaigns and broader library storytelling.

MEASURE WHAT MATTERS

Introduce a focused set of metrics that inform decisions without creating an additional reporting burden.

Audit Scope

Baldwin has built a broad marketing ecosystem of owned, earned, partner, digital, and physical touchpoints.



What's Working

Active Multichannel Marketing

Baldwin communicates through a significant mix of channels rather than relying on a single platform, creating multiple opportunities to reach library patrons.

Audience Aware

Strong knowledge of patron behavior and interest which leads to thoughtful decisions on what programs require additional promotion and what doesn't.

Community Connected

Communications, community engagement, partnerships, outreach, PR, and events extend Baldwin's visibility beyond its owned channels.

Consistent Communications

Communications are frequent, recognizable, and supported by a strong institutional identity and established publishing cadence.

Key Finding ➔ The greatest opportunity is improving coordination and prioritization across what already exists.

Core Challenge

Execution is being supported by relatively informal systems.

Program → Create Material → Promote → Move to Next Program

This current process creates roadblocks:

- Individual programs compete for attention
- Marketing becomes reactive to immediate needs
- Similar marketing decisions are repeatedly made
- Physical and time-sensitive requests can displace planned digital work
- Limited capacity makes it difficult to step back from execution and plan proactively
- Marketing activity is more developed than marketing measurement

The Opportunity

FROM	TO
Reacting to what's next	Planning around what matters most
Promoting programs	Building campaigns
Creating from scratch	Creating from shared standards
Communicating activity	Communicating value
Individual know-how	Shared, repeatable systems

MARKETING AUDIT KEY FINDINGS

1. PLANNING & PRIORITIZATION

Marketing planning can move further upstream.

Much of Baldwin's programming is known months in advance, creating an opportunity to plan communications earlier and more intentionally.

Finding

- Programs are planned approximately 3-6 months ahead
- Department heads are responsible for respective programming
- Staff capacity is finite and programming is not always the priority
- Not every program requires the same level of marketing support

Recommendation

Create a rolling annual Marketing Calendar that sits above individual program and editorial schedules to help staff see the larger picture and determine where marketing resources need to be deployed.

The Marketing Calendar should identify:

Baldwin Moments	Major library initiatives, milestones, i.e., Centennial
Priority Campaigns	Services/resources requiring greater awareness
Seasonal Programs	Timely programs, i.e., Summer Reading
Audience Initiatives	Opportunities to engage priority audiences
MarComm Milestones	Newsletter, PR, campaign, and content deadlines

This calendar should not contain every library program

2. CAMPAIGN PLANNING

Connect related communications around larger ideas.

Individual program promotion is already effective. Campaign planning can help multiple programs, services, and channels reinforce one another.

Finding

- Each program is being promoted individually
- Channels are active and effective, but often used as separate promotional touchpoints rather than working together
- No consistent process to determine which programs/initiatives warrant broader marketing support

Recommendation

Create a campaign framework for programs featured in the Marketing Calendar. The framework should easily identify the objective, audience, message, action, channels, content, timing, and measurement for each program.

3. CONTENT SYSTEMS & BRAND

Make consistency easier to achieve.

Shared tools and standards can reduce one-off creative requests, make content creation easier for staff, and strengthen brand consistency across departments.

Finding

- Jaclyn submits creative requests to Michelle
- Staff ad-hoc creates their own program marketing material
- Variety of graphics and information shared

Recommendation

Build a practical, easy to implement marketing toolkit so library staff spends less time creating from scratch, Jaclyn isn't bogged down with requests and subjective decisions, and there is greater consistency across departments.

The Marketing Toolkit should include:

Content Templates	Reusable formats for most common marketing needs, i.e., social media post
Brand Guidance	Simple standards for visual identity, logo use, typography, imagery, voice, and tone
Content Examples	Examples that show staff what strong communications look like in practice
Channel Guidance	Clarify when to use social, email, print, website, or other channels

4. CONTENT STRATEGY

Tell the full Baldwin story.

Balance program promotion with strategic storytelling to show what library patrons can discover, experience, and gain from Baldwin.

Finding

- Majority of social media content is program promotion
- Consistent posting and an approachable online personality
- Broad representation of departments and programs

Recommendation

The next steps is a more intentional mix of promotional, discovery, and connection content. While we still want to share what is happening, we also want to showcase what we offer and why Baldwin matters.

[Where we are today] [Where we can expand]		
PROMOTE	DISCOVER	CONNECT
<i>What's happening at Baldwin</i>	<i>What Baldwin offers</i>	<i>Why Baldwin matters</i>
Programs	Collections	Staff Stories
Events	Digital Resources / Services	Patron Experiences
Registration	Recommendations	Community Impact / Partnerships
New Services	Tools & Technology	Behind the Scenes
Announcements	Staff Expertise	Library Stories

Supporting Findings

WORKFLOW & GOVERNANCE

The current marketing operations relies on Jaclyn's understanding of what needs to be promoted, when materials should be created, which channels work, and how recurring needs are handled. Documenting that knowledge will make the system more efficient, scalable, and sustainable.

MEASUREMENT

Baldwin intentionally serves a diverse community, including programs that may have smaller or longstanding audiences but continue to fulfill important goals around access, inclusion, community representation, and lifelong engagement. Reporting on marketing objectives, like awareness, engagement, action, audience growth, and campaign performance will help Baldwin use data to make informed decisions for planning, resources, and priority.

Immediate Priorities

PRIORITY	WHY IT MATTERS	LEADERSHIP ALIGNMENT
Content Templates + Brand Guidance	Reduce reinvention and improve consistency	Rebekah + Jaclyn
Annual Marketing Calendar	Improve visibility, prioritization, and proactive planning	Rebekah + Jaclyn
Campaign Framework	Connect channels around larger priorities	Rebekah
Workflow Documentation	Make successful practices repeatable and sustainable	Rebekah
Partnerships	Make it easier for the community to amplify priority communications	Jaclyn

How Do We Get There: Marketing Strategy

POSITIONING + MESSAGING What Baldwin wants the community to understand about its role and value

PRIORITY AUDIENCES Who Baldwin should engage more intentionally (including further exploration of young/new adult audiences identified during the workshop)

CHANNEL ROLES The specific job each communication channel should perform

CONTENT STRATEGY How Baldwin balances promotion, discovery, and connection

CAMPAIGN FRAMEWORK How priority initiatives become integrated communications

ANNUAL MARKETING PRIORITIES Where and when Baldwin should concentrate finite marketing resources

MEASUREMENT How marketing effectiveness will be evaluated and reported

Baldwin Public Library already has the channels, content, community presence, and staff expertise. The next phase is building the systems that help those assets work together.

From Audit to Action

Marketing Strategy

Messaging
Audiences
Channels
Content
Measurement

Marketing Infrastructure

Calendar
Templates
Brand Guidance
Workflows
Governance

Activation

Priority campaigns
Audience initiatives
Partnership amplification
Resource awareness

2027 Centennial

Apply the new planning and campaign model to the largest upcoming storytelling opportunity.

Appendix

Channel Level Findings

Channel	What's Working	Opportunity	Recommendation
Website	Strong, comprehensive information hub	Integrate more intentionally with campaigns	Maintain
Social	Active, authentic, strong presence	Broaden content beyond program promotion	Evolve
Email	Established cadence	Better integration with campaigns	Optimize
Print	Strong reach	Connect to larger priorities	Maintain
PR	Established media outreach	Increase proactive storytelling	Optimize
Partnerships	Strong community relationships	Systematize amplification	Expand
Signage	Useful tactical support	Standardize where beneficial	Maintain
Outreach	Dedicated ownership and established activity	Better connection to marketing campaigns	Support

Marketing Audit Workshop Notes

Capacity matters. Staff time is finite, making prioritization essential.

Planning can happen earlier. Programming is planned 3-6 months ahead. Especially larger programs like summer reading.

Attendance isn't the only measurement that matters. Inclusion and serving a diverse community remain important programming considerations.

Younger/new adults are a priority audience. How do we more effectively reach ~20-30 year olds to make them library patrons?

Rebekah's Priorities:

- Content templates
- Campaign framework
- Workflow documentation
- Annual marketing calendar

Jaclyn's Priorities:

- Marketing calendar
- Brand guidelines
- Partnerships
- Templates



Bloomfield Hills voters to decide library millage renewal

September 22, 2026

By Mary Genson

BLOOMFIELD HILLS — Since Bloomfield Hills voters passed the Bloomfield Hills Library Levy Implementation in 2011, residents have had access to the Baldwin Public Library. A renewal of the millage will once again be on voters' ballots at the November election.

The resolution to approve the placement of the millage on the ballot was unanimously approved by the Bloomfield Hills City Commission July 14.

According to ballotpedia.org, the original library millage for 0.39 mills passed 51.84% to 48.16% in 2011. In 2020, voters approved 0.52 mills. The six-year millage will expire in 2026.

If the measure is approved, residents will pay the renewed library millage of up to 0.52 mills, which is 52 cents per \$1,000 taxable value. The actual amount that the city levied last year was 0.36 mills.

Bloomfield Hills has a contract with the Baldwin Public Library, and the millage is necessary in order to fund the contract.

Prior to the contract with the Baldwin Public Library, Bloomfield Hills had a contract with the Bloomfield Township Library that ended in 2003. In between those contracts, the city had a contract with the Troy Public Library.

The Baldwin Public Library is the closest library to most Bloomfield Hills residents.

"I think that having more patrons just brings more perspectives. So it gives us a wider variety of people that we serve, and I think that's always a good thing," Library Director Rebekah Craft said. "It brings diversity to our services here, and we are happy to help."

City Manager David Hendrickson said it gives residents "the opportunity to get a library card and have access to all Baldwin Library's collections and other collections through digital means and programs, and of course, research databases and interlibrary loan services and a host of other resources. It is a real comprehensive library service for residents."

The library has done outreach with local schools and senior assisted living homes, and there is a mini library in the Bloomfield Hills City office that operates on the honor system.

"If folks don't want to drive down to the Baldwin Public Library, we have some bookshelves right in our City Hall lobby that folks come in and take books regularly, and we change those out," Hendrickson said.

Ballot Language

Shall the City of Bloomfield Hills be authorized to renew the existing library millage of .52 mills per year (as reduced by required millage rollbacks) due to expire in 2026, with a renewed library millage of up to .52 mills (\$.52 per \$1,000.00 taxable value) a year for a period of six years commencing with the July 2027 levy and raising approximately \$440,405 in the first year, for the purposes of funding a library contract with the Baldwin Public Library of Birmingham, Michigan, to provide library services for the residents of the City of Bloomfield Hills and the employers and employees of businesses located in the City of Bloomfield Hills, which library services would include full library privileges to the Baldwin Public Library, including borrowing privileges and all other services of the Baldwin Public Library, on the same basis as such services are available to the residents of the City of Birmingham and the employers and employees of businesses located in the City of Birmingham?

DOWNTOWN

NEWS MAGAZINE
BIRMINGHAM • BLOOMFIELD

Bike stolen from outside city public library

September 24, 2026

An investigation by Birmingham police is underway in the search for a missing bike reported stolen the afternoon of Sunday, September 13, by the owner who claimed he left it parked outside Baldwin Public Library for a couple of hours.

The police report indicated that the bike had not been locked before the owner went inside.



The Cultural Council of Birmingham Bloomfield Announces the 2026 Cultural Arts Award Honorees

Cultural Arts Award

Daniel Cascardo: *His Art Engages Community*

Daniel Cascardo is a Michigan-based artist whose distinctive and colorful work celebrates imagination, joy and human connection. Over a career spanning more than three decades, his paintings, murals and interactive Art Action Experiences have invited people of all ages and backgrounds to experience art not only as observers, but as participants. Through original artwork, public projects and community collaborations, Cascardo has developed a recognizable visual language that brings people together and reflects his belief in the transformative power of creativity.



Lifetime Achievement Award:

Robert Ziegelman FAIA: *Architect of a Better Birmingham*

Robert L. Ziegelman's award-winning architecture derives from his commitment to create an environment that is always responsive to human needs. His work accommodates, pleases, and inspires. Ziegelman has shown a consistent ability to synthesize design from sustainable, economic, technological, and aesthetic principles. Few firms or architects enjoy the privilege of exerting such a significant impact on the place where they live and practice while maintaining an International clientele. Bob's body of work is matched by the firmly held belief that architects have a responsibility to be active members of their communities, both through individual participation in civic affairs, and undertaking commissions that contribute to the quality of peoples' lives and their physical environment.

Partners with the Arts Award

Birmingham Museum:

Preserving Birmingham's History



Co-sponsored by



***The Awards Ceremony is free and open to the public on Friday, Oct. 9th, 5-7:30 PM
The Birmingham Bloomfield Art Center, 1516 S. Cranbrook Rd, Birmingham***

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, September 28, 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 August 17, 2026 minutes | p. 121 |
| B. Acceptance of the August 2026 receipts of \$1,963.09 | p. 128 |
| C. Approval of the August 2026 disbursements of \$13,078.41 | p. 129 |

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, October 19, 2026

Motion: To adjourn the September 28, 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
August 17, 2026**

1. Call to Order

The meeting was called to order by President Danielle Rumble at 8:18 p.m.

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

Absent and excused: None.

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 July 20, 2026 minutes

B. Acceptance of the July 2026 receipts of \$7,036.15

C. Approval of the July 2026 disbursements of \$13,165.09

1st Pisano

2nd Rock

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. New and Miscellaneous Business: Pisano thanked the anonymous donor who contributed \$5000 to the Baldwin Public Library Trust.

4. Adjournment:

Motion: To adjourn the meeting.

1st Friedman

2nd Pisano

A voice vote was taken.

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

Nays: None.
Absent and excused: None.
The motion was approved unanimously.

The meeting was adjourned at 8:21 p.m. The next Trust Meeting will be held on Monday, September 28, 2026, following the regular meeting in the Rotary Tribute & Donor Room.

Wendy Friedman, Secretary

Date

DRAFT

Baldwin Public Library Trust: August 2026

August receipts totaled \$1,963.09. August disbursements totaled \$13,078.41

The current value of the Trust is \$2,448,657.29, divided up in the following way:

	<i>June 2026 - EOY</i>	August 2026
Total endowment investments*	\$ 1,290,491.52	\$ 1,318,319.47
Endowment funds distributed for use	\$ 217,608.53	\$ 205,866.93
Total endowment funds	\$ 1,508,100.05	\$ 1,524,186.40
General spendable funds	\$ 688,078.22	\$ 711,497.60
Building fund	\$ 152,877.03	\$ 157,667.53
Restricted funds**	\$ 45,390.25	\$ 32,088.11
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
Total non-endowment funds	\$ 909,563.15	\$ 924,470.89
Total endowment funds	\$ 1,508,100.05	\$ 1,524,186.40
Total non-endowment funds	\$ 909,563.15	\$ 924,470.89
Total of all Trust funds	\$ 2,417,663.20	\$ 2,448,657.29

* The principal of the endowment funds is \$891,886.60.

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

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

<u>Index</u>	<u>2026: YTD</u>	<u>2025: Entire Year</u>
S&P 500-Equity Benchmark	12.28%	16.39%
U.S. Aggregate-Bond Benchmark	-0.18%	-0.20%
Blended Return of Both Benchmarks* (S&P 500: 75% and U.S. Aggregate: 25%)	9.17%	12.24%
Baldwin Endowment Funds' Portfolio	9.80%	9.73%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	0.64%	-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 August 31, 2026, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,332,151.46
Raymond James Building Mutual Funds Account	\$654,459.44
Huntington Bank Checking Account	\$4,879.87
Huntington Bank Money Market Account	<u>\$457,166.52</u>
Total	\$ 2,448,657.29

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

[illegible]

[illegible]

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

			Prior Month Balance 07/31/26	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 08/31/26
12e											
Gift & Tribute Funds		Purpose									
General Spendable Funds											
			\$701,636.36	\$1,822.90	\$8,765.55	\$506.08	\$516.08			\$8,544.42	\$711,497.60
Restricted Funds:											
Building Fund			\$154,969.29	\$0.00	\$0.00	\$0.00	\$0.00			\$2,698.24	\$157,667.53
Van Dragt Fund			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Memorials/Tributes			\$10,591.02	\$150.19	\$250.39	\$0.00	\$0.00				\$10,741.21
Covid Project			\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Restricted Fund - Idea Lab/MAF			\$45.86	\$0.00	\$0.00	\$0.00	\$2,504.14				\$45.86
Friends											
		Adult Services Programs	\$4,221.18	\$0.00	\$0.00	\$1,029.11	\$1,541.48				\$3,192.07
		Young Adult Programs	\$7,704.42	\$0.00	\$0.00	\$1,543.11	\$3,241.17				\$6,161.31
		Youth Services Programs	\$5,422.30	\$0.00	\$3.30	\$894.72	\$1,413.66				\$4,527.58
		Idea Lab Program Supplies	\$2,863.20	\$0.00	\$0.00	\$1,159.17	\$1,159.17				\$1,704.03
		Outreach & Equipment	\$8,895.82	\$0.00	\$0.00	\$3,696.20	\$3,696.20				\$5,199.62
		Sub-total Restricted	\$195,229.52	\$150.19	\$253.69	\$8,322.31	\$13,555.82	\$0.00	\$0.00	\$2,698.24	\$189,755.64
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
Ileane 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			\$920,063.53	\$1,973.09	\$9,019.24	\$8,828.39	\$14,071.90	\$0.00	\$0.00	\$11,242.66	\$924,470.89
Endowment Funds											
Endowment Budgeted Funds											
		General Funds	\$60,999.70	\$0.00	\$0.00	\$232.16	\$345.11				\$60,767.54
		Adult Large Print	\$2,869.41	\$0.00	\$0.00	\$483.23	\$512.03				\$2,386.18
		Adult Services Department	\$36,018.54	\$0.00	\$0.00	\$75.60	\$75.60				\$35,942.94
		Adult Audio Visual	\$712.29	\$0.00	\$0.00	\$0.00	\$0.00				\$712.29
		Adult Reference	\$74,610.06	\$0.00	\$0.00	\$3,140.00	\$3,140.00				\$71,470.06
		Adult Programs	\$15,893.28	\$0.00	\$0.00	\$0.00	(\$15.00)				\$15,893.28
		Architecture	\$1,022.95	\$0.00	\$0.00	\$112.19	\$112.19				\$910.76
		Youth Services Department	\$6,548.50	\$0.00	\$0.00	\$123.94	\$882.96				\$6,424.56
		Youth Programs (Nix)	\$501.99	\$0.00	\$0.00	\$0.00	\$0.00				\$501.99
		Professional Development	\$7,505.18	\$0.00	\$0.00	\$0.00	\$6,595.81				\$7,505.18
		Staff Appreciation	\$1,973.88	\$0.00	\$0.00	\$92.90	\$92.90				\$1,880.98
		Koschik Building Fund	\$1,471.17	\$0.00	\$0.00	\$0.00	\$0.00				\$1,471.17
		Sub-total	\$210,126.95	\$0.00	\$0.00	\$4,260.02	\$11,741.60	\$0.00	\$0.00	\$0.00	\$205,866.93
Total Endowment Investments			\$1,289,194.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,125.43	\$1,318,319.47
Total Endowment Funds			\$1,499,320.99	\$0.00	\$0.00	\$4,260.02	\$11,741.60	\$0.00	\$0.00	\$29,125.43	\$1,524,186.40
Total All Trust Funds			\$2,419,404.52	\$1,973.09	\$9,019.24	\$13,088.41	\$25,813.50	\$0.00	\$0.00	\$40,368.09	\$2,448,657.29

TRUST RECEIPTS
August-26

12f_

Trust Money Mkt General Funds:

Sandra Cavallaro in Memory of Mary Martha Feiste	\$	100.00	
Josiane Prantera in Memory of Mary Martha Feiste	\$	100.00	
Ann Abraham in Memory of Mary Martha Feiste	\$	25.00	
Jennifer Miner in Memory of Mary Martha Feiste	\$	100.00	
Kathryn Stratton in Memory of Mary Martha Feiste	\$	40.00	
Kendra Heger in Memory of Mary Martha Feiste	\$	100.00	
Jill Clunan in Memory of Mary Martha Feiste	\$	150.00	
Vyto and Mary Kaunelis in Memory of Mary Martha Feiste	\$	100.00	
Sheri Terbovich in Memory of Mary Martha Feiste	\$	100.00	
Kathryn Bergeron	\$	25.00	
Amy and Frank Pisano in Memory of George Stern	\$	50.00	
Deluxe Corporation (Refund of Sales Tax)	\$	28.08	
Money Market Interest Income	\$	904.82	\$ 1,822.90

Friends of BPL:

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

Trust Money Mkt Restricted Funds:

\$ -

Memorial Book Fund:

Jennifer LaBombarbe in Memory of Mary Martha Feiste (for Youth)	\$	150.00	
Checking Account Interest	\$	0.19	\$ 150.19

Trust Money Mkt Endowment Fund:

\$ -

Total Receipts at Huntington Bank

\$ 1,973.09 \$ 1,973.09

Raymond James

Huntington Bank to Raymond James)	\$0.00
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Total Trust Receipts (Before Bank Fees)

\$1,973.09 \$1,973.09

Monthly Banking Fee on Money Market Account

\$ (10.00) \$ (10.00)

Total Trust Receipts (Net)

\$1,963.09 \$1,963.09

08/31/2026 11:02 AM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 08/01/2026 - 08/31/2026

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
08/17/2026	LIBRY	6572	000902	CENGAGE LEARNING INC	309.60
08/17/2026	LIBRY	6573	MISC	CHG CONSULTING, LLC	325.00
08/17/2026	LIBRY	6574	009319	COMPTON PRESS INDUSTRIES LLC	3,696.20
08/17/2026	LIBRY	6575	007403	SUSAN DION	13.59
08/17/2026	LIBRY	6576	004604	GORDON FOOD	151.11
08/17/2026	LIBRY	6577	001090	INGRAM LIBRARY SERVICES	22.02
08/17/2026	LIBRY	6578	000797	THE LIBRARY NETWORK	640.00
08/17/2026	LIBRY	6579	006785	OVERDRIVE, INC.	2,500.00
08/31/2026	LIBRY	6580	MISC	BRIAN CHRISTOPHER KEMP	100.00
08/31/2026	LIBRY	6581	003904	CAPITAL ONE BANK	23.98
08/31/2026	LIBRY	6582	000902	CENGAGE LEARNING INC	89.60
08/31/2026	LIBRY	6583	007403	SUSAN DION	38.95
08/31/2026	LIBRY	6584	009315	FIRST NATIONAL BANK OF OMAHA	3,884.69
08/31/2026	LIBRY	6585	009315	VOID	0.00 V
08/31/2026	LIBRY	6586	009315	VOID	0.00 V
08/31/2026	LIBRY	6587	004604	GORDON FOOD	159.93
08/31/2026	LIBRY	6588	001090	INGRAM LIBRARY SERVICES	373.74
08/31/2026	LIBRY	6589	MISC	JONATHON CARPUS	100.00
08/31/2026	LIBRY	6590	MISC	JOSHUA LIPNIK	400.00
08/31/2026	LIBRY	6591	MISC	OLIVIA GUNDRUM	100.00
08/31/2026	LIBRY	6592	MISC	SIGNING COURSES LLC	150.00

LIBRY TOTALS:

Total of 21 Checks:	13,078.41
Less 2 Void Checks:	0.00
Total of 19 Disbursements:	13,078.41