

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



# LIBRARY BOARD MEETING

MARCH 17, 2025

Danielle Rumple  
PRESIDENT

Melissa Mark  
VICE PRESIDENT

Jennifer Wheeler  
SECRETARY

Wendy Friedman

Frank Pisano

Karen Rock

Rebekah Craft  
LIBRARY  
DIRECTOR



LEARN. CONNECT. DISCOVER.

# MISSION

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

# VISION

The Baldwin Public Library will be an essential part of the community and the first choice for access to cultural, recreational, and learning opportunities.

# CORE VALUES

WE ARE COMMITTED TO:

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

ADOPTED APRIL 2022

# BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

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

843 Tottenham Rd.  
Birmingham, MI 48009  
Cell: (734) 693-3861  
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Term expires 2025

Finance Committee  
Strategic Planning  
Committee

**Mark, Melissa**  
**VICE PRESIDENT**

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Term expires 2025

Building Committee,  
Outreach Committee

**Wheeler, Jennifer**  
**SECRETARY**

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Term expires 2027

Personnel Committee,  
Policy Committee

**Friedman, Wendy**

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Term expires 2027

Outreach Committee  
Building Committee

**Pisano, Frank**

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Term expires 2025

Finance Committee,  
Building Committee

**Rock, Karen**

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Term expires 2027

Personnel Committee,  
Strategic Planning  
Committee

**Awad, Marina**  
**STUDENT REPRESENTATIVE**

e-mail: marinagrace718@gmail.com

Term expires February 2026



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# AGENDA



# **Baldwin Public Library Board Meeting**

Monday, March 17, 2025 at 7:30 p.m.

Rotary/Donor Rooms

## *Agenda*

The full Board packet is available online at [www.baldwinlib.org](http://www.baldwinlib.org) on the Friday preceding the meeting.

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

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

### I. General Public Comment Period

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

### II. Consent Agenda

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

- A. Approval of February 24, 2025 Board Meeting Minutes p. 7
- B. Approval of February 27, 2025 Special Board Meeting Minutes p. 11
- C. Approval of February 28, 2025 Special Board Meeting Minutes p. 13
- D. Approval of February 2025 vendor payments in the amount of \$112,755.96, including payments in excess of \$75,000. p. 16
- E. Approval of total expenses in the amount of \$357,737.71 p. 21

### III. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Melissa Mark) p. 35
- D. Upcoming events of interest (Jaclyn Miller) p. 66

IV. Board Committee Reports	
A. Finance – Frank Pisano	p. 20
The next meeting of the Finance Committee will be held on Monday, April 14, 2025 at 4:00 p.m.	
B. Building – Wendy Friedman	p. 23
The next meeting of the Building Committee will be held on Monday, April 14, 2025 at 3:00 p.m.	
C. Outreach - Melissa Mark	p. 25
The next meeting of the Outreach Committee will be held on Tuesday, April 1, 2025 at 11:00 a.m.	
D. Strategic Planning –Karen Rock	p. 26
The Strategic Planning Committee meeting will meet for the first time on Monday, March 17, 2025 at 1:00 p.m.	
V. Library Report – Rebekah Craft and Jaclyn Miller	p. 29
VI. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 36
B. Beverly Hills (Andrew Drummond, Beverly Hills Village Council)	
C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)	
D. Bingham Farms (Kathy Mechigian, Bingham Farms Village Council)	
VII. New & Miscellaneous Business	
A. Public budget hearing for fiscal years 2025-26, 2026-27 & FY2027-28.	p. 38
<b>Suggested Board action:</b> Motion to approve the FY 2025-26 budget as stated in the budget resolution on page 63.	
VIII. Unfinished Business	
IX. Items removed from the Consent Agenda	
X. Information Only	
A. Upcoming events of interest	p. 66
B. Notice of Public Hearing	p. 68
C. Birmingham Bloomfield Eagle Notice of 2025-2026 Budget Hearing	p. 69
D. The County Press article “Lapeer District Library Director Resigns”	p. 70

XI. Closed Session

Closed session under Section 8(h) of the Open Meetings Act to discuss a confidential written legal opinion.

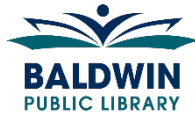
XII. Adjournment

The next regular meeting of the Library Board will take place on Monday, April 21, 2025 at 7:30 p.m.

***Motion:*** *To adjourn the March 17, 2025 Board Meeting.*

Persons with disabilities that may require assistance for effective participation in this public meeting should contact the Library at the number (248) 647-1700 or (248) 644-5115 (for the hearing impaired) at least one day before the meeting to request help in mobility, visual, hearing, or other assistance.

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta sesión pública deben ponerse en contacto con la oficina del escribano de la biblioteca en el número (248) 647-1700 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).



**BALDWIN PUBLIC LIBRARY MINUTES,  
REGULAR MEETING  
February 24, 2025**

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, Melissa Mark, Frank Pisano, Karen Rock, Danielle Rumble, Jennifer Wheeler, and Student Representative Marina Awad.

Absent and excused: None.

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

Friends of the Library liaison present: Ryndee Carney.

Contract community representatives present: None.

Members of the public present: Two (one in person, one via zoom).

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

Wheeler read aloud the Library's Mission Statement.

1. General Public Comment Period: Anne Honhart distributed literature about the McCormick Place in Chicago, which has reduced bird collisions by 95% since installing bird-safe film.
2. Consent Agenda:
  - Motion to approve the consent agenda.**
  - A. Approval of January 22, 2025 Board Meeting Minutes**
  - B. Approval of January 2025 vendor payments in the amount of \$80,717.77, including payments in excess of \$75,000.**
  - C. Approval of total expenses in the amount of \$336,546.91**

**1st** Friedman  
**2nd** Mark  
A roll call vote was taken.  
Yeas: Friedman, Mark, 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 welcomed Marina Awad. Awad is a junior at Cranbrook, a frequent Baldwin user, and wanted to have a voice in library affairs. Rumble provided special thank Craft, Miller, and staff for organizing the Snow Crash Nebula techno event.

**Board comments:** Pisano and Friedman echoed the appreciation for the Snow Crash Nebula event.

**Staff Anniversaries:** Mark recognized the following staff anniversaries: Sophia Dabrowski (3 years of service), Julia Eisenstein (1 years), Carlton Elam (5 years), Joel Felsenfeld (1 year), Theresa Hart (29 years), Syntha (9 years), and Angela Shinozaki (8 years).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which are on pages 84-85 of the February Board packet.

4. Board Committee Reports

**Finance Committee:**

Pisano reported that the Finance Committee met on February 10. Present were Pisano, Rumble, Craft, and Miller. Full minutes from this meeting are on page 16 of the February Board packet. The next meeting of the Finance Committee will take place on Monday, March 10, 2025 at 4:00 p.m. in the Delos Board Room.

**Building Committee:**

Friedman reported that the Building Committee met on February 10. Present were Friedman, Pisano, Craft, and Miller. Full minutes from this meeting are on pages 19 of the February Board packet. The next meeting of the Building Committee will take place on Monday, March 10, 2025 at 3:00 p.m. in the Delos Board Room.

Regarding Friedman's suggestion to consider nighttime lighting to highlight Youth Room artwork, Rock asked if new nighttime lighting would affect bird safety. Craft responded that lighting does affect bird safety and stated that interior lights are on within hours of operation, and at night when cleaners operate.

**Outreach Committee:**

Mark reported that the Outreach Committee met on January 21. Present were Friedman, Mark, Craft, and Miller. Full minutes from this meeting are on page 21 of the February Board packet. The Outreach Committee will meet next on March 4 at 11:00 a.m. in the Delos Board Room.

**Policy Committee:**

Rumble reported that the Policy Committee met on February 4. Present were Mark, Wheeler, Craft, and Miller. Full minutes from this meeting are on page 22 of the February Board packet. The Policy Committee recommends the Board approve the following reviewed policies:

**Motion to adopt proposed changes to the Naming Rights Policy, Gift and Donation Policy, Code of Conduct, Privacy Policy, Hours of Service Policy, Library Displays Policy, Group Study Rooms Policy, Public Comment Policy, Unattended Children Policy, Bylaws of the Library Board, Meeting Room Policy, and Social Media Policy, as found on pages 24 to 50 of the February 2025 Board packet.**

**1st** Wheeler

**2nd** Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved.

The next meeting of the Policy Committee will take place in August 2025.

**Books & Bites Committee:**

Friedman reported the Books & Bites Committee held its first meeting on February 4 and reviewed the minutes from this meeting, found on pages 51-53 of the February Board packet.



Mark commented that the profit goal of \$50,000 was much higher than was received at previous Books & Bites fundraisers. Friedman stated that all event details, other than the date of Friday, October 10, 2025 are still up for discussion.

5. Library Report:

Craft and Miller presented highlights from the Library Report. Full details of the complete report are on pages 55-66 of the February Board packet.

Rock commented that the costs of Snow Crash Nebula exceeded the revenue by \$1,761 due to the low turnout.

6. Liaisons

Friends: Ryndee Carney reported that membership revenues are up 15% year-over-year, while memberships are fewer. Book sale revenue increased 35% year-over-year, largely due to the Friends' Bookshop. The Spring book sale is scheduled for April 26-27, and the Fall book sale is scheduled for November 15-16.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

7. New & Miscellaneous Business:

Craft and Miller reviewed highlights from the overview of the 2022-2025 Strategic Plan Accomplishments found on pages 70-82 of the February Board packet.

No new contract was received for "Administrative Services" from the City of Birmingham since last meeting.

8. Unfinished Business: None.

9. Items Removed from Consent Agenda: None.

10. Information Only: See pages 83-142 of the February Board packet.

11. Adjournment:

**Motion to adjourn the meeting.**

**1st** Rock

**2nd** Mark

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The meeting was adjourned at 8:56 p.m. The next special meeting of the library board is scheduled for Thursday, February 27, 2025, at 7:00 p.m. in the Delos Board Room. The next regular meeting is scheduled for Monday, March 17, 2025, at 7:30 p.m. in the Rotary & Donor Room.

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Jennifer Wheeler, Secretary

Date



**BALDWIN PUBLIC LIBRARY MINUTES,  
SPECIAL MEETING  
February 27, 2025**

Call to Order and Roll Call:

The meeting was called to order by President Danielle Rumble at 7:00 p.m.

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

Absent and excused: None.

Library Staff present: Rebekah Craft, Director

Members of the public present: None.

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

Wheeler read aloud the Library's Mission Statement.

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

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

**1st Wheeler**

**2nd Rock**

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The Library Board went into closed session at 7:02 p.m. The Library Board reconvened in open session at 8:27 p.m.

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

**1st Rock**

**2nd Friedman**

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

**Motion: To grant Director Rebekah Craft a 4% salary increase, effective January 21, 2025, to a new annual salary of \$113,274.**

**1st Rock**

**2nd Wheeler**

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

Nays: None.

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

3. Adjournment:

**Motion to adjourn the meeting.**

**1st Friedman**

**2nd Rock**

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:29 p.m. The next special meeting of library board is scheduled for Friday, February 28, 2025 at 4:00 pm. In the Grams Discovery Room. The next regular meeting is scheduled for Monday, March 17, 2025 at 7:30 p.m. in the Rotary Donor Room.

---

Jennifer Wheeler, Secretary

Date



**BALDWIN PUBLIC LIBRARY MINUTES,  
SPECIAL MEETING  
February 28, 2025**

Call to Order and Roll Call:

The meeting was called to order by President Danielle Rumble at 4:00 p.m.

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

Absent and excused: Karen Rock.

Library Staff present: Rebekah Craft, Director

Members of the public present: One in person. Four via Zoom.

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

Wheeler read aloud the Library's Mission Statement.

1. General Public Comment Period: One member of the public expressed thanks that the meeting was held on Zoom.
2. New and Miscellaneous Business:

Craft discussed the new contract for Administrative Services provided to the library on February 27. Craft had a virtual call with Anne M. Seurnyck of Foster Swift Collins & Smith, PC, on December 20, 2024 and received an Engagement Agreement from Seurnyck on January 16, 2025. The Engagement Agreement provides legal services on an as needed basis at the cost of \$255 per hour with no retainer. Craft expressed the need to have an independent attorney with experience in library law review the contract before the Library Board signs the agreement. Pisano shared his preference that Craft meet with Mark Clemence (Assistant City Manager) and Mark Gerber (Finance Manager) to discuss the contract first. Craft noted that she would prefer to meet first with a library attorney to discuss the contract and negotiate on behalf of the library.

**Motion: To authorize Director Craft to sign the Engagement Agreement with Anne M. Seurnyck, Foster Swift Collins & Smith, PC, dated January 16, 2025.**

**1st Mark**

**2nd Rumble**

Yeas: Friedman, Mark, Rumble, Wheeler.

Nays: Pisano.

Absent and excused: Rock.

The motion was approved.

One member of the public asked what other libraries are paying for the same type of services. Pisano noted that PA 164 libraries in the area are paying a range of fees, from no fee to 9%. Craft stated that Bloomfield Township Public Library, a library with a budget twice as much as Baldwin's is paying \$2,000 per month for services, plus \$7500 for HR software.

One member of the public expressed support of hiring an outside attorney to review this contract.



Craft discussed the Books & Bites fundraising committee's wish to hire David Goodman of Auction Results, LLC for consulting and auctioneering services for the October 10, 2025 fundraiser. Though his fee is \$10,000, Friedman has worked with Goodman on eight prior events in Chicago, IL, all raising in excess of \$100,000. Board members expressed concern over the high cost for his services, the difference in the fundraising market between Chicago and Birmingham, and how this would cut into the event's proceeds. Board members expressed concern over items #5 and #6 in Goodman's contract, which are related to the cancellation of the auction by the library or the inability for Goodman to perform at the auction. Both specify that the library would be responsible for the fee of \$10,000 if either instance were to happen. Karen Rock also asked, via email ahead of the meeting, for clarification on the exact consulting services Goodman would be providing.

**Motion: To authorize Director Craft to sign the Engagement Agreement with David Goodman, Auction Results, LLC, with caveats to ask for a list of services provided with the pre-event consultation, and a request to negotiate items #5 and #6 in the contract, upon legal review by the library's attorney.**

**1st Friedman**

**2nd Rumble**

Yeas: Friedman, Rumble.

Nays: Mark, Pisano, Wheeler

Absent and excused: Rock.

The motion failed.

One member of the public, who is also on the Books & Bites planning committee, expressed support for hiring the auctioneer. She described the committee's desire to create a new event concept for this fundraiser and its desire to attract younger donors.

One member of the public expressed gratitude for the fundraising planning committee and suggested reaching out to local, Michigan auctioneers for the event. She also mentioned proceeding with caution considering the uncertain economic climate.

Board members then discussed reaching out to two additional auctioneers to receive competitive bidding for an auctioneer for an event of this nature.

**Motion: To direct the Books & Bites fundraising committee to interview two additional auctioneers and to compare bids with David Goodman's services.**

**1st Pisano**

**2nd Wheeler**

Yeas: Mark, Pisano, Rumble, Wheeler.

Nays: Friedman.

Absent and excused: Rock.

The motion was approved.

### 3. Adjournment:

**Motion to adjourn the meeting.**

**1st Friedman**

**2nd Mark**

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

Nays: None.

Absent and excused: Rock.  
The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 5:34 p.m. The next regular meeting is scheduled for Monday, March 17, 2025 at 7:30 p.m. in the Rotary Donor Room.

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Jennifer Wheeler, Secretary

Date

DRAFT

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

Check Number	Vendor #	Vendor	Amount
	009440	ALLIANCE ENTERTAINMENT, LLC	668.73
	000843	BAKER & TAYLOR BOOKS	17.31
	001090	INGRAM LIBRARY SERVICES	12,311.66
	008827	KANOPY, INC	482.80
	003527	LOWER HURON SUPPLY CO INC	1,257.78
	007927	MICHELLE HOLLO	393.75
	002013	MIDWEST TAPE	11,662.07
	009478	ODP BUSINESS SOLUTIONS, LLC	139.41
	006785	OVERDRIVE, INC.	14,445.63
	009612	PLAYAWAY PRODUCTS LLC	247.46
	009840	THOMAS S. KLISE COMPANY, INC	331.25
	000158	VERIZON WIRELESS	103.79
	009463	ZOOBEAN	1,547.15
12724	009920	CORPORATE DINING CONCEPTS	279.00
12726	009024	D.M. BURR GROUP	4,891.29
12734	007927	MICHELLE HOLLO	708.75
12763	005861	UNIQUE MGMT SERVICE, INC	61.80
12795	008336	NBS COMMERCIAL INTERIORS	792.00
12796	001194	NELSON BROTHERS SEWER	145.00
12809	009971	WT COX INFORMATION SERVICES	36.86
302176	009202	AQUARIUM DESIGN INC	240.00
302259	007408	T-MOBILE	725.56
302294	000575	DEMCO, INC	415.37
302300	004493	ELITE IMAGING SYSTEMS, INC	768.40
302306	000249	GA BUSINESS PURCHASER LLC	324.64
302342	007588	PERMACARD	2,553.21
302347	007098	SHAW SYSTEMS & INTEGRATION	10,105.00
302360	009863	US BANK EQUIPMENT FINANCE	69.93
302379	009535	BIRMINGHAM PAPERS	624.00
302385	008486	CONNECTEDSIGN, LLC	651.82
302398	006666	GRID 4 COMMUNICATIONS INC.	250.38
302410	004904	KONICA MINOLTA BUSINESS SOLUTIONS	3,046.45
302417	009085	MGSE SECURITY LLC	735.00
302426	009478	ODP BUSINESS SOLUTIONS, LLC	181.84
302429	007823	PITNEY BOWES GLOBAL FINANCIAL	479.25
302430	009612	PLAYAWAY PRODUCTS LLC	669.89
302431	008783	PRESIDIO NETWORKED SOLUTIONS GROUP	5,283.60
302441	MISC	THE LENAWEE DISTRICT LIBRARY	7.99
302448	009976	WEBLINK, INC.	4,995.00
302449	009026	WELLS FARGO VENDOR FIN SERV	841.08
302454	006638	ACTION MAT & TOWEL RENTAL, INC	70.72
302458	MISC	AMY JACOBSON	14.99
302461	006759	AT&T	231.11
302473	003904	CAPITAL ONE BANK	10,940.33
302478	000627	CONSUMERS ENERGY	1,038.00
302484	000575	DEMCO, INC	138.29
302487	000179	DTE ENERGY	6,316.90
302508	008164	GARY EISELE	72.80

**Register of Claims**

Baldwin Public Library

300 W. Merrill Street  
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
302511	000585	FARMINGTON COMM. LIBRARY	9,424.50
302542	MISC	MICHIGAN AEYC	650.00
302551	009612	PLAYAWAY PRODUCTS LLC	355.43
302562	MISC	STACIE MILLICHAMP	10.99
Total:			112,755.96

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

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

\_\_\_\_\_  
Executive Library Director

**Allowance of Vouchers**

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

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





## BOARD COMMITTEE REPORTS

Finance Committee

Building Committee

Outreach Committee

Strategic Planning Committee

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## March 2025 Finance Committee Report

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The Baldwin Public Library Board's Finance Committee met on Monday, March 10, 2025 at 4:00pm in the Delos Board Room. Present were Frank Pisano, Danielle Rumble, Rebekah Craft, and Jaclyn Miller.

- There was no public comment.
- Craft shared the FY 2024-25 budget update after 8 months. The budget is tracking as expected and staff members are being conservative in both spending and scheduling this year.
- Craft gave an update on the FY 2025-26 budget in advance of the March 17, 2025 budget hearing.
- Miller reviewed the February 2025 Friends of BPL Expenditures.
- Pisano did not attend any meetings
- The next meeting of the Finance Committee will be held on Monday, April 14, 2025 at 4:00 p.m. in the Delos Board Room.

## FINANCIAL REPORT: February 2025

This report references the Revenue and Expense Report 2024-25, found on the following page. At 66.7% of the way through fiscal year 2024-2025, the Library has spent 62.4% of its budget and received 91.4% of its revenue. By this point of the year, the Library was budgeted to have spent 66.7% of its budget and to have received 66.7% of its revenue.

Two pay periods were recorded in the month.

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

	\$	-
<b>Total vendor payments in excess of \$75,000</b>	<b>\$</b>	<b>-</b>
Balance of vendor payments less than \$75,000	\$	112,755.96
<b>Total vendor payments</b>	<b>\$</b>	<b>112,755.96</b>

### City of Birmingham allocations:

Payroll Period Ending 02/01/25	\$	130,066.37
Payroll Period Ending 02/15/25	\$	104,065.76
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	1,979.17
Retirement Cost (acct 711.0010) Adjusted	\$	(5,478.30)
<b>Total Payroll</b>	<b>\$</b>	<b>230,633.00</b>

BS&A Software Charge (acct 811.0000)	\$	351.67
Administrative Services (acct. 813.0000)	\$	8,740.83
MML Insurance Premium (acct. 960.0400)	\$	535.00
<b>Total City of Birmingham allocations</b>	<b>\$</b>	<b>240,260.50</b>

### Reconciling adjustments:

Refunds and Voids (Fines, Bags, Room Rentals, Magazines etc.)	\$	(25.98)
Audit Fees		
Water Bill		
Credit Card Fees	\$	161.23
City of Birmingham Parking	\$	4,586.00
<b>Total Recon Adjustments</b>	<b>\$</b>	<b>4,721.25</b>

<b>Total expenses for the month</b>	<b>\$</b>	<b>357,737.71</b>
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BALDWIN PUBLIC LIBRARY  
REVENUE AND EXPENSE REPORT 2024-25  
February 2025

	2024-2025 Budget	Current Month Budget February 2025	Current Month Actual February 2025	Variance For Month	Y-T-D Budget 2024-2025	Y-T-D Actual 2024-2025	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2023-2024	8th Month of the year 66.67%
<b>REVENUES</b>										
TAXES	\$4,497,490	\$374,791	\$0	(\$374,791)	\$2,998,327	\$4,492,575	\$1,494,248	99.9%	\$4,174,572	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$10,000)	(\$1,127)	\$8,873	7.5%	(\$1,294)	64.7%
COUNTY AND STATE REVENUE	\$95,000	\$7,917	\$0	(\$7,917)	\$63,333	\$7,011	(\$56,322)	7.4%	\$8,558	8.6%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$1,050	\$1,050	0.0%	\$0	0.0%
COMMUNITY CONTRACTS	\$1,084,860	\$90,405	\$154,565	\$64,160	\$723,240	\$615,917	(\$107,323)	56.8%	\$705,439	67.0%
PATRON USE REVENUE	\$32,500	\$2,708	\$4,985	\$2,276	\$21,667	\$28,712	\$7,046	88.3%	\$25,737	72.1%
INVESTMENT INCOME	\$5,000	\$417	\$8,972	\$8,555	\$3,333	\$66,711	\$63,378	1334.2%	\$74,859	93.6%
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0	\$66	\$66	0.0%	\$177	0.1%
<b>TOTAL REVENUE</b>	<b>\$5,699,850</b>	<b>\$474,988</b>	<b>\$168,521.22</b>	<b>(\$306,466)</b>	<b>\$3,799,900</b>	<b>\$ 5,210,916.20</b>	<b>\$1,411,016</b>	<b>91.4%</b>	<b>\$4,988,047.48</b>	<b>87.2%</b>
<b>EXPENSES</b>										
PERSONNEL SERVICES	\$3,164,800	\$263,733	\$230,633	(\$33,100)	\$2,109,867	\$1,964,988	(\$144,878)	62.1%	\$1,841,159	62.2%
SUPPLIES	\$164,000	\$13,667	\$14,597	\$931	\$109,333	\$90,076	(\$19,257)	54.9%	\$91,227	60.8%
CONTRACTED SERVICES	\$346,760	\$28,897	\$44,853	\$15,956	\$231,173	\$239,203	\$8,030	69.0%	\$209,363	66.8%
TECHNOLOGY & MAINTENANCE	\$158,000	\$13,167	\$2,161	(\$11,006)	\$105,333	\$114,472	\$9,139	72.5%	\$112,415	64.5%
UTILITIES	\$134,980	\$11,248	\$7,355	(\$3,893)	\$89,987	\$87,031	(\$2,955)	64.5%	\$77,075	65.5%
OTHER CHARGES	\$110,100	\$9,175	\$5,852	(\$3,323)	\$73,400	\$52,344	(\$21,056)	47.5%	\$63,823	55.3%
BUILDING IMPROVEMENTS & FURNISHING	\$179,000	\$14,917	\$0	(\$14,917)	\$119,333	\$93,024	(\$26,309)	52.0%	\$2,493,883	69.9%
COLLECTIONS	\$727,000	\$60,583	\$52,287	(\$8,296)	\$484,667	\$467,020	(\$17,647)	64.2%	\$485,046	73.5%
<b>TOTAL EXPENSES</b>	<b>\$4,984,640</b>	<b>\$415,387</b>	<b>\$357,737.71</b>	<b>(\$57,649)</b>	<b>\$3,323,093</b>	<b>\$3,108,159.11</b>	<b>(\$214,934)</b>	<b>62.4%</b>	<b>\$ 5,373,991.29</b>	<b>66.7%</b>
<b>VARIANCE</b>	<b>\$715,210</b>	<b>\$59,601</b>	<b>(\$189,216)</b>	<b>(\$248,817)</b>	<b>\$476,807</b>	<b>\$2,102,757.09</b>	<b>\$1,625,950</b>			
<b>FUND BALANCE-BEGINNING OF YEAR</b>										
<b>FUND BALANCE-CURRENT</b>										

The fund balance should be not less than 25% of annual operating expenditures and not more than 35% of annual expenditures, except when the Library is building a fund balance in support of specific non-recurring projects.

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## March 2025 Building Committee Report

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The Baldwin Public Library Board's Building Committee met on Monday, March 10, 2025, at 3:00 p.m. in the Delos Board Room. Present were Wendy Friedman, Frank Pisano, Rebekah Craft, and Jaclyn Miller.

- There was no public comment.
- Old Business
  - Three PCI punch list items will be completed later this spring when temperatures are higher.
    - Fix caulk at exterior diffuser to left of front door
    - Add metal banding on the lowest limestone band in the plaza
    - Cut down two sewer cleanouts at entry landscaping bed
  - The Feather Friendly installation has been delayed until spring 2025 when temperatures will be above 50 degrees.
  - Teen staff have met with designers from ISCG to go over furniture options for the space and are now debating the configuration of the space and selection of items to purchase.
  - Grand Hall wall signage will be produced in the Idea Lab and added to better identify collections.
- PCI Dailey has determined that salt tracked in from the City sidewalks are causing the interior concrete floor finish to deteriorate in high traffic areas. They have recommended placing carpet mats from the front door to the staircase. Rebekah is working with PCI Dailey and MCD Architects to determine the best way to move forward with this situation. PCI Dailey is claiming that this is not included under the warranty and will need to be repaired as a cost to the library.





- The roofing contractor has examined the leak at a seam over the front doorway. The roof pitch will need to be adjusted so that the water flows toward the roof drain instead of spilling off the roof. The contractor will be in touch with PCI Dailey to coordinate this repair.



- We are in the process of receiving quotes to install a mini-split cooling system in the Idea Lab Mini-Split. The Lab only requires cooling, as the room is already too warm. Removing the glass walls will improve both the air circulation and staff workflows. The electrical work will cost \$5,885. The removal of two interior glass walls will cost \$1,980. We received three quotes for the mini-split installation: \$13,659, \$18,332, and \$29,665. We are working with the Building Department to select the best HVAC company for the mini-split project.
- The City has begun working with a structural engineer to design the repairs to the loading dock and staff entrance staircase. The City will be covering this expense as they own the building. Craft put in a request to get a quote for a snow melt system or covered awning for the staircase so that staff do not have to shovel snow up the stairs in inclement weather. Depending on the cost, the Library would add this feature and pay for this with library funds.

The next Building Committee meeting will be held on Monday, April 14, 2025 at 3:00 p.m. in the Delos Board Room.

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## March 2025 Outreach Committee Report

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The Outreach Committee met on Tuesday, March 4 at 11:00 a.m. in the Delos Board Room at the Baldwin Public Library. Present were Wendy Friedman, Missy Mark, Rebekah Craft, and Jaclyn Miller.

- There was no public comment.
- Friedman and Mark will distribute the new informational brochure to some neighboring hotels, businesses, and the Birmingham Shopping District
- The committee reviewed plans for the CaRE Fair on April 12. Library staff will coordinate beverages, update marketing pieces, and share links to the participating organizations on a welcome poster and webpage. Mark will bring 100 cookies for the event. The committee reviewed the press release. Each attendee will have an opportunity to share a one minute preview of their organization’s mission during the event.

Drop in for this open-house style event to speak with representatives from local organizations seeking volunteers. Learn more about their missions, activities, and volunteer opportunities in the library service area and neighboring communities.

- > **SATURDAY, APRIL 12, 2025**
- > 11:00 AM TO 1:00 P.M.
- > LIBRARY ATRIUM

# CaRE Fair

COMMUNITY AND RESOURCE ENGAGEMENT

- Miller shared upcoming events that the library will be participating in, including the DPS Open House (May 17), Birmingham Hometown Parade (May 18), Beverly Hills Memorial Day Parade (May 26), Farmers Market Kidzone (July 13) and Day on the Town (July 26).
- The next Outreach Committee meeting will take place on Tuesday, April 1, 2025 at 11:00 am in the Delos Board Room.

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## **Strategic Planning Committee: Meeting #1**

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The Strategic Planning Committee (Danielle Rumple and Karen Rock) will meet on Monday, March 17, 2025 at 1:00 p.m. in the Delos Board Room. Community member Jim Suhay will join us as a consultant for the planning process.

### **Agenda**

- Public Comment
- Review 22-25 Strategic Plan Accomplishments - Rebekah
- Overview of Strategic Management process – Jim
- Review and agree on Strategic Planning Committee work plan - Rebekah
- A survey period will run from March 19 through April 13. During this time, three separate groups will be surveyed: members of the public, library staff members, library board members.
- Discuss how to reach non-users with survey
- Other items not on the agenda
- Set the next meeting date

## Baldwin Public Library: 2025-2028 Strategic Plan Work Plan

### Process and Considerations

- Conduct Environmental Scan – Census data, demographics, community segments
- Benchmark data from similar libraries to see what they offer and how Baldwin compares
- Survey staff about the library and its services
- Talk with each board member about local strengths and challenges and how the strategic plan can address Baldwin’s needs
- Conduct SWOT analysis
- Survey community members
- Consider how to survey non-users (telephone survey, door-to-door, street, etc.)
- Interview community leaders – ask about community challenges, perception of the library in the community, opportunities for enhancing services
- Consider hosting focus groups

<b>Session</b>	<b>Topic</b>	<b>Date/Time</b>	<b>Hours</b>
1	<b>Session Goals</b> <ul style="list-style-type: none"> <li>• Overview of Strategic Management process</li> <li>• Review and agree on Strategic Planning work plan</li> <li>• Review 22-25 Strategic Plan Accomplishments</li> <li>• Review &amp; edit proposed Staff Survey</li> <li>• Review &amp; edit proposed Public Survey</li> <li>• Review questions for each board member interview</li> <li>• Discuss how to reach non-users with survey</li> </ul>	3/17/2025	1.5
<b>Issue Surveys and interview Board members</b>			
2	<b>Session Goals</b> <ul style="list-style-type: none"> <li>• Review benchmark data</li> <li>• Review environmental scan</li> <li>• Review board member interview responses</li> <li>• Edit focus group questions</li> <li>• Edit Community Leader questions</li> <li>• Conduct SWOT Analysis (Strengths/Weaknesses (internal), Opportunities/Threats (external))</li> </ul>	4/21/2025	1.5
<b>Compile Survey Data, Conduct Focus Groups &amp; Community Leader interviews</b>			
3	<b>Session Goals</b> <ul style="list-style-type: none"> <li>• Review survey results</li> <li>• Review focus group results</li> <li>• Review Community Leader interview results</li> </ul>	5/19/2025	1.5
4	<b>Session Goals</b> <ul style="list-style-type: none"> <li>• Revise Mission, Vision, Core Values</li> <li>• Develop Key Strategic Issues (KSI's)</li> <li>• Develop Strategic Goals (rewritten version of KSI's) and Strategic Objectives.</li> <li>• Assign goal champions to staff members</li> </ul>	6/16/2025	1.5

5	<p><b>Session Goals</b></p> <ul style="list-style-type: none"> <li>• Develop Action Plans: assign to small working group. Keep them brief and focused on what is done in each year of 3-year plan. Annual budgets have the detailed actions.</li> <li>• Revise Key Metrics</li> </ul>	7/21/2025	1
<p><b>Staff Homework</b></p> <ul style="list-style-type: none"> <li>• Develop implementation process</li> <li>• Draft Strategic Plan document and PowerPoint</li> <li>• Present to staff for input</li> </ul>			
6	<p><b>Session Goals</b></p> <ul style="list-style-type: none"> <li>• Committee reviews all documents before presenting to Board for approval</li> </ul>	9/8/2025	1
	Present to Library Board for Approval	9/15/2025	

## LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

# Statistical Dashboard

February 2025

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 24-25 Q2 Target
<b>Financials</b>					
Revenues	\$ 168,521	\$ 267,444	\$ 5,210,916	\$ 4,980,751	
Expenses	\$ 357,738	\$ 556,730	\$ 3,108,159	\$ 5,372,794	
<b>Circulation</b>					
Circ (Charges & Renewals)	47,687	49,315	399,663	401,792	235,000
Self-Check Usage	56.4%	20.9%	57.0%	20.2%	
% of Circ by Residents*	90.8%	90.9%	90.9%	91.1%	92.0%
% of Circ by Non-Residents	9.2%	9.1%	9.1%	8.9%	8.0%
<b>Interlibrary Loans</b>					
Items borrowed	623	811	5,920	5,741	
Items loaned	637	755	5,723	6,138	
<b>Technology Usage</b>					
Database Sessions	5,726	5,393	45,130	50,898	17,500
Downloadable Content	15,779	15,141	125,498	116,704	75,000
Public Computer Usage	539	506	4,517	4,431	
Wireless Sessions	2,144	2,003	19,972	35,256	27,000
<b>Program Attendance</b>					
Program Attendance for Adults	415	204	2,334	1,488	
# of Programs for Adults	27	14	138	97	
Program Attendance for Teens	68	44	913	644	
# of Programs for Teens	8	5	57	42	
Program Attendance for Youth	1,580	1,356	13,358	13,058	
# of Programs for Youth	70	57	481	366	
Computer Classes Attendance	73	59	446	299	
# of Computer Programs	8	5	51	42	
Online Video Views	395	193	1,094	716	
Idea Lab Visits	1,610	213	5,657	1,476	
<b>Total Program Attendance</b>	<b>4,141</b>	<b>2,069</b>	<b>23,802</b>	<b>17,681</b>	<b>13,000</b>
<b>Total # of Programs</b>	<b>113</b>	<b>81</b>	<b>727</b>	<b>547</b>	<b>500</b>
<b>Outreach Attendance</b>	361	442	3,014	4,771	
<b># of Outreach Programs</b>	17	8	93	35	
<b>Visitors</b>	<b>16,648</b>	<b>17,933</b>	<b>160,987</b>	<b>140,834</b>	<b>80,000</b>
<b>Volunteer Hours</b>	<b>50</b>	<b>88</b>	<b>744</b>	<b>786</b>	<b>600</b>
<b>Social Media</b>					
Website Hits/Pageviews	29,478	24,936	236,052	172,815	32,500
e-Newsletter Subscribers	(27)	(31)	10,565	10,879	11,000
Facebook Page Followers	2	23	3,572	3,433	4,200
TikTok Followers^	38	29	1,133	1,002	
Instagram Followers	19	28	2,531	2,317	3,000

\*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

^As of December 2022

Visitors incl. Terrace Door as of 4/2023

~WIFI stats have changed with new equipment installation

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## Key Metrics & Strategic Plan Status Report

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

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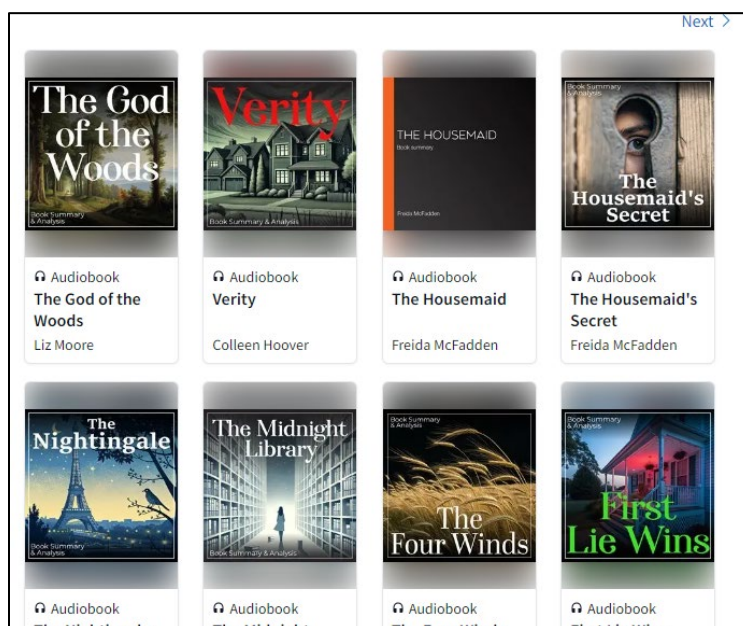
### Programs & Services

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

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#### *Hoopla & AI Generated Book Summaries*

AI-generated book summaries have become more prominent when searching for popular titles in Hoopla, a Midwest Tape company. The covers are deceptive, making it easy for patrons to check them out mistakenly, which leads to frustration and disappointment when it's not the book they wanted. This also costs Baldwin money as we are charged for each checkout by our patrons. From just one publisher, there has been more than double the number of checkouts in January and February than in the previous 6 months. While Midwest Tape has stated that they will be removing AI-generated books, Baldwin staff will be monitoring this publisher and suppressing titles it offers in the Hoopla catalog. Thanks to substitute librarians Julia Eisenstein & Amber Davis for their help identifying and flagging AI-generated titles. A sampling of the deceptive titles are shown below.



#### *Polaris upgrade to 7.7*

Kristen Tait coordinated the most recent upgrade to the new version of Polaris, in order to take advantage of some new features and keep our system up to date. The upgrade took place on February 18 and was completed by midday, with no glitches.



### *Skyline Shadowboxes: Idea Lab Event*

On February 26, attendees of this event were able to choose from dozens of famous city skylines, and use our large-format plotter cutter (generously provided by the Michigan Architecture Foundation), to cut the shape from sleek black paper. They then mounted their skylines in a handsome, backlit shadowbox to take home for display.



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## **Facility**

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

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### *Increase in Internet Speed*

The library's internet speed was upgraded on February 21. The new speed is 500 mbps, which is more than double its previous speed of 200 mbps.

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## **Diversity and Equity**

*Strategic goal: Provide and promote equitable and inclusive resources and opportunities for all populations*

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### *IDEA (Inclusion, Diversity, Equity, Access) Task Force*

The group continues to meet monthly to accomplish the goals set forth by the Library Board. The Committee is working together to implement action items from the 2022-2025 Strategic Plan Action Plan.

### *Project READY*

The Youth Department continues to meet monthly to work through this curriculum. In February, they met to discuss Module 22: Assessing Your Current Practice.

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## **Community Outreach and Partnerships**

*Strategic goal: Develop and strengthen BPL connections within the community.*

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### *City of Birmingham*

- Craft has attended weekly City of Birmingham staff meetings. Miller submits content for the monthly and quarterly newsletter and Craft submits an update to the City Manager to be discussed as part of her report during the last Commission meeting of each month.
- The BSD has displayed the new trifold developed by the Outreach Committee highlighting available resources for the benefit of folks who want to utilize library resources but who may not have or qualify for a BPL card.

### *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 Public Schools*

- Baldwin has donated gift certificates for 3 rolls of 3D filament to the Birmingham Education Foundation and Birmingham Covington School silent auctions.
- First Grade First Card visits continued this month, with staff meeting with students in 9 different classrooms at Beverly, Bingham, Greenfield and Quarton elementary schools.

### *Birmingham Next*

Rebekah Craft continues to host the Popular Reads book club on the first Monday of each month at 1:00 p.m. The group meets in a hybrid format at Next and on Zoom. Jaclyn Miller moderates the Library's non-fiction book club, which meets virtually on the second Tuesday of every month at 10:00 a.m. Contact [Rebekah.craft@baldwinlib.org](mailto:Rebekah.craft@baldwinlib.org) to request the book and join the next discussion.

### *Friends of the Baldwin Public Library*

The Friends met on March 11. Lobby sales continue to generate steady cash and Venmo sales each month. The Friends discussed further reallocation of roles and planning for their ever growing lobby sales, and will try to recruit additional help in these new tasks. They will break down all the book sale responsibilities into three roles, one of which was assumed by a volunteer

at the March meeting. The Friends will take part in two volunteer match events in April, and will highlight the remaining two roles as priorities to fill.

### *Marketing*

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

- *Learn.Connect.Discover* newsletter drafts
- Youth Program posters and fliers
- Promotional fliers for new Teen programs
- CaRE Fair promotional pieces
- Adult Battle of the Book promotional flier
- 2025 Summer Reading logos



### *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.

### *Preschools Outreach*

The Youth Services staff have been on the go this month, presenting offsite story times at Wee Care, Midvale, and St. James on 5 different days.

### *Press Release*

The notice for the Budget Hearing scheduled for March 17 was printed in the Birmingham/Bloomfield Eagle Newspaper on Thursday, March 5. A copy of the proof and final ad is included in the Information Only section of this packet.

### *Student Observation*

Staff coordinated with a local potential Library School candidate to do some observation at the public service desks.

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## **Personnel and Organization**

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

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### *Staff Communications*

An All Staff meeting was held on February 25. The next All Staff meeting will be held on March 18. Recordings of each meeting are sent to all staff.

### *Staff Anniversaries*

**Julie Beckwell**, Circulation Supervisor, reached 6 years of service on March 3.

**Lisa Christie**, Library Assistant III, reached 19 years of service on March 6.

**Zoe Lusk**, Page, reached 1 year of service on March 15.

**Sue Kalisky**, Substitute Youth Librarian, reached 9 years of service on March 6.

**Elisabeth Phou**, Teen Services Librarian, will reach 20 years of service on March 28.

**Stuart Sturton**, Adult Services Librarian, reached 2 years of service on March 12.

**Keegan Sulecki**, Substitute Librarian, reached 1 year of service on March 10.

### *Staffing Updates*

**Courtney Holland**, Idea Lab Assistant, has accepted a job which requires relocation and completed her last shift with us on March 1. We are tremendously grateful for all of Courtney's help in the Lab and wish her well in her new role. We are currently accepting applications to fill this position in the Lab.

### *Volunteer Hours*

50 volunteer hours were utilized in the month of February.

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## **Financial Stability**

*Strategic goal: Maintain and improve financial health.*

---

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

Craft will present the FY2025-26 budget to the Library Board at the Budget Hearing on Monday, March 17, 2025 and to the City Commission at its Budget Hearing on Saturday, April 26, 2025.

<b>Baldwin Public Library: Friends Funds</b>	
<b>February 2025 Expenditures</b>	
<b>Adult Services</b>	
Cookbook Club supplies	\$ 32.47
Teen Culinary Club supplies	\$ 82.99
Hair Masks, CSA, Blind Date with a Book, Mixtapes, Chocolate, Talk Time program supplies	\$ 1,161.45
Return of item	\$ (24.95)
Books Unshelved	\$ 133.69
Total	\$ 1,385.65
<b>Teen Services</b>	
D&D Dungeonmaster fee	\$ 100.00
Pizza and Pages & TAB refreshments	\$ 85.95
General program supplies	\$ 91.96
Book club books	\$ 281.24
Paperbacks and Snacks supplies	\$ 55.74
Return of item	\$ (12.49)
Blind Date with a Book, Tiny Art programs	\$ 110.42
Total	\$ 712.82
<b>Youth Services</b>	
Book Club supplies	\$ 88.81
Books unboxed	\$ 479.80
Playdough, sticker, cookbook club, Pokemon supplies	\$ 258.35
General program supplies	\$ 33.97
Total	\$ 860.93
<b>Idea Lab</b>	
Total	\$ -
<b>Outreach &amp; Equipment</b>	
LCD printing	\$ 3,274.16
Total	\$ 3,274.16
<b>Total Expenditures</b>	<b>\$ 6,233.56</b>
<b>February 2025 Balances</b>	
Adult Services	\$ 8,198.58
Teen Services	\$ 4,311.20
Youth Services	\$ 6,738.21
Idea Lab	\$ 564.86
Outreach & Equipment	\$ 1,896.85
<b>Total Balance</b>	<b>\$ 21,709.70</b>
<b>February In-Library Book &amp; Button Sale Cash Donations</b>	\$969.03
Submitted by Jaclyn Miller for March 10, 2025	

## NEW BUSINESS

# Proposed Budgets Fiscal Years 2025-26, 2026-27 & 2027-28

## **Library Board**

Danielle Rumples, President  
Melissa Mark, Vice President  
Jennifer Wheeler, Secretary  
Wendy Friedman  
Frank Pisano  
Karen Rock

## **Library Director**

Rebekah Craft

**Baldwin Public Library: Budget Summary**  
**FY 2023-24 through FY 2027-28**  
**Budget Hearing: March 17, 2025**

<b>FY 2023-24 Actual</b>	<b>FY 2024-25 Budget</b>	<b>FY 2024-25 Changes to Budget</b>	<b>FY 2024-25 Projected Year-End Budget</b>	<b>FY 2025-26 Proposed Budget</b>	<b>FY 2026-27 Proposed Budget</b>	<b>FY 2027-28 Proposed Budget</b>

**REVENUE**

Birmingham Tax Revenue (1.1 mills)	\$3,496,713	\$3,796,753	\$0	\$3,796,753	\$4,016,385	\$4,253,205	\$4,489,079
Birmingham Tax Revenue (0.2142 mill in FY23-24; 0.1993 in FY24-25; 0.1789 in FY25-26; 0.1628 in FY26-27; in FY27-28) 0.0962	\$681,664	\$700,737	\$0	\$700,737	\$653,210	\$629,474	\$392,590
Provision for Tax Loss	-\$6,093	-\$15,000	\$0	-\$15,000	-\$15,000	-\$15,000	-\$15,000
Federal Grants	\$16,000	\$0	\$2,650	\$2,650	\$0	\$0	\$0
State Grants	\$50,743	\$45,000	\$22,435	\$67,435	\$45,000	\$45,000	\$45,000
Local Contributions	\$1,107,925	\$1,134,850	\$17,074	\$1,151,924	\$1,167,400	\$1,200,920	\$1,235,440
Charges for Services	\$33,094	\$27,500	\$1,450	\$28,950	\$28,950	\$28,950	\$28,950
Fines	\$5,790	\$5,000	\$2,000	\$7,000	\$7,000	\$7,000	\$7,000
Investment income	\$142,596	\$5,000	\$0	\$5,000	\$15,000	\$15,000	\$15,000
Contribution from Private Srce	\$229,772	\$0	\$0	\$0	\$0	\$0	\$0
Sundry & Misc	\$305	\$0	\$100	\$100	\$500	\$500	\$500
<b>Total Revenue</b>	<b>\$5,758,508</b>	<b>\$5,699,840</b>	<b>\$45,709</b>	<b>\$5,745,549</b>	<b>\$5,918,445</b>	<b>\$6,165,049</b>	<b>\$6,198,559</b>

**EXPENSES**

Personnel	\$2,940,640	\$3,164,658	\$0	\$3,164,658	\$3,360,152	\$3,360,152	\$3,360,152
Supplies	\$134,419	\$164,000	-\$18,000	\$146,000	\$163,000	\$157,000	\$161,000
Contracted Services	\$305,533	\$346,760	-\$2,250	\$344,510	\$486,157	\$493,709	\$501,868
Technology & Maintenance	\$106,215	\$158,000	-\$42,485	\$115,515	\$121,000	\$121,000	\$123,000
Utilities	\$113,971	\$117,600	\$25,900	\$143,500	\$136,000	\$140,080	\$144,280
Fees & Dues; Communication; Other Charges	\$107,164	\$110,100	-\$14,000	\$96,100	\$108,370	\$100,800	\$113,290
Capital Outlays (Bldg/Furn/Equip)	\$3,482,476	\$179,000	\$0	\$179,000	\$170,000	\$400,000	\$500,000
Collections	\$659,449	\$727,000	\$0	\$727,000	\$767,000	\$811,000	\$857,000
<b>Total Expenses</b>	<b>\$7,849,867</b>	<b>\$4,967,118</b>	<b>-\$50,835</b>	<b>\$4,916,283</b>	<b>\$5,311,679</b>	<b>\$5,583,741</b>	<b>\$5,760,590</b>

**GENERAL FUND**

Total Revenue	\$5,758,508	\$5,699,840	\$45,709	\$5,745,549	\$5,918,445	\$6,165,049	\$6,198,559
Total Expenses	\$7,849,867	\$4,967,118	-\$50,835	\$4,916,283	\$5,311,679	\$5,583,741	\$5,760,590
Variance Between Revenue and Expenses	-\$2,091,359	\$732,722	\$96,544	\$829,266	\$606,766	\$581,308	\$437,969

**NET CHANGE IN FUND BALANCE**

Beginning Fund Balance	\$2,498,443	\$399,275			\$1,131,997	\$1,738,763	\$2,320,071
End Fund Balance	\$399,275	\$1,131,997			\$1,738,763	\$2,320,071	\$2,758,039



**Baldwin Public Library: Revenues  
FY 2023-24 through FY 2027-28  
Budget Hearing: March 17, 2025**

		<b>FY 2023-24 Actual</b>	<b>FY 2024-25 Budget</b>	<b>FY 2024-25 Changes to Budget</b>	<b>FY 2024-25 Projected Year-End Revenue</b>	<b>FY 2025-26 Proposed Revenue</b>	<b>FY 2026-27 Proposed Revenue</b>	<b>FY 2027-28 Proposed Revenue</b>
402.0000	Birmingham Tax Revenue (1.1 mills)	\$3,496,713	\$ 3,796,753	\$0	\$3,796,753	\$4,016,385	\$4,253,205	\$4,489,079
402.0000	Birmingham Tax Rev. (0.2142 mill in FY23-24; 0.1993 in FY24-25; 0.1789 in FY25-26; 0.1628 in FY26-27; 0.0962 in FY27-28)	\$681,664	\$ 700,737	\$0	\$700,737	\$653,210	\$629,474	\$392,590
414.0000	Provision for Tax Loss	-\$6,093	-\$15,000	\$0	-\$15,000	-\$15,000	-\$15,000	-\$15,000
	<b>Total B'ham Tax Rev.</b>	<b>\$4,172,284</b>	<b>\$4,482,490</b>	<b>\$0</b>	<b>\$4,482,490</b>	<b>\$4,654,595</b>	<b>\$4,867,679</b>	<b>\$4,866,669</b>

<b>528.0000</b>	<b>Federal Grants</b>	<b>\$16,000</b>	<b>\$0</b>	<b>\$2,650</b>	<b>\$2,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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567.0000	State Grant	\$38,762	\$38,000	\$22,435	\$60,435	\$38,000	\$38,000	\$38,000
573.0002	Local Community Stabilization Authority	\$11,981	\$7,000	\$0	\$7,000	\$7,000	\$7,000	\$7,000
	<b>Total State Grants</b>	<b>\$50,743</b>	<b>\$45,000</b>	<b>\$22,435</b>	<b>\$67,435</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>\$45,000</b>

581.0001	Penal Fines - County	\$52,172	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000
591.0001	Beverly Hills Contract	\$586,173	\$603,758	\$14,502	\$618,260	\$621,870	\$640,530	\$659,740
591.0002	Bingham Farms Contract	\$129,072	\$132,942	\$0	\$132,942	\$136,930	\$141,040	\$145,270
591.0003	Bloomfield Hills Contract	\$340,508	\$348,150	\$2,572	\$350,722	\$358,600	\$369,350	\$380,430
	<b>Total Local Contributions</b>	<b>\$1,107,925</b>	<b>\$1,134,850</b>	<b>\$17,074</b>	<b>\$1,151,924</b>	<b>\$1,167,400</b>	<b>\$1,200,920</b>	<b>\$1,235,440</b>

619.0009	Proctor fees	\$360	\$100	\$250	\$350	\$350	\$350	\$350
619.0010	Program fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
646.0005	Copy machine fees	\$1,846	\$1,200	\$400	\$1,600	\$1,600	\$1,600	\$1,600
646.0008	Computer printer fees	\$4,482	\$4,000	\$500	\$4,500	\$4,500	\$4,500	\$4,500
646.0008	Fax fees	\$597	\$200	\$300	\$500	\$500	\$500	\$500
647.0005	Sale of Items	\$294	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
647.0006	Vending machine fees	\$1,439	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
651.0003	Room Rentals	\$24,076	\$20,000	\$0	\$20,000	\$20,000	\$20,000	\$20,000
	<b>Total Charges for Svcs</b>	<b>\$33,094</b>	<b>\$27,500</b>	<b>\$1,450</b>	<b>\$28,950</b>	<b>\$28,950</b>	<b>\$28,950</b>	<b>\$28,950</b>

<b>660.0000</b>	<b>Fines</b>	<b>\$5,790</b>	<b>\$5,000</b>	<b>\$2,000</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$7,000</b>
<b>665.0001</b>	<b>Investment Income</b>	<b>\$142,596</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>
<b>665.0001</b>	<b>Contr from Private Srce</b>	<b>\$229,772</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>677.0001</b>	<b>Sundry &amp; Misc</b>	<b>\$305</b>	<b>\$0</b>	<b>\$100</b>	<b>\$100</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>

<b>Total revenue</b>	<b>\$ 5,758,508</b>	<b>\$ 5,699,840</b>	<b>\$ 45,709</b>	<b>\$5,745,549</b>	<b>\$5,918,445</b>	<b>\$6,165,049</b>	<b>\$6,198,559</b>
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**Baldwin Public Library: Expenses  
FY 2023-24 through FY 2027-28  
Budget Hearing: March 17, 2025**

		<b>FY 2023-24 Actual Expenses</b>	<b>FY 2024-25 Budgeted Expenses</b>	<b>FY 2024-25 Changes to Expenses</b>	<b>FY 2024-25 Projected Year-End Expenses</b>	<b>FY 2025-26 Proposed Expenses</b>	<b>FY 2026-27 Proposed Expenses</b>	<b>FY 2027-28 Proposed Expenses</b>
<b>PERSONNEL</b>								
702.0001	Salaries & Wages	\$2,227,219	\$2,378,874	\$0	\$2,378,874	\$2,539,549	\$2,539,549	\$2,539,549
711.0001	F.I.C.A.	\$166,483	\$181,984	\$0	\$181,984	\$194,276	\$194,276	\$194,276
711.0002	Hospitalization	\$224,638	\$291,120	\$0	\$291,120	\$297,532	\$297,532	\$297,532
711.0003	Life Insurance	\$7,228	\$6,237	\$0	\$6,237	\$8,464	\$8,464	\$8,464
711.0004	Retirement Health Care	\$38,104	\$28,323	\$0	\$28,323	\$4,817	\$4,817	\$4,817
711.0005	Dental/Optical Insurance	\$17,049	\$16,236	\$0	\$16,236	\$20,556	\$20,556	\$20,556
711.0006	Long/Short Term Disability	\$12,382	\$13,872	\$0	\$13,872	\$15,615	\$15,615	\$15,615
711.0007	Worker's Compensation	\$8,060	\$6,423	\$0	\$6,423	\$8,350	\$8,350	\$8,350
711.0010	Retirement Employer Contrb.	\$108,384	\$96,482	\$0	\$96,482	\$116,761	\$116,761	\$116,761
711.0011	HRA Benefit	\$1,000	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
711.0012	Retirement-Def. Contr. Emplr.	\$103,444	\$116,287	\$0	\$116,287	\$124,633	\$124,633	\$124,633
711.0013	Ret Hlth Svgs Contr Emplr.	\$26,648	\$27,820	\$0	\$27,820	\$28,600	\$28,600	\$28,600
	<b>Subtotal</b>	<b>\$2,940,640</b>	<b>\$3,164,658</b>	<b>\$0</b>	<b>\$3,164,658</b>	<b>\$3,360,152</b>	<b>\$3,360,152</b>	<b>\$3,360,152</b>

<b>SUPPLIES</b>								
727.0000	Postage	\$15,334	\$17,000	\$0	\$17,000	\$16,000	\$16,000	\$16,000
729.0000	Operating Supplies	\$26,356	\$30,000	\$0	\$30,000	\$32,000	\$35,000	\$38,000
742.0000	Computer Software	\$23,412	\$38,000	-\$8,000	\$30,000	\$46,000	\$36,000	\$36,000
746.0000	Maintenance Supplies	\$11,254	\$12,000	\$1,000	\$13,000	\$13,000	\$14,000	\$15,000
748.0000	Technical Services Supplies	\$4,402	\$16,000	-\$11,000	\$5,000	\$5,000	\$5,000	\$5,000
753.0000	Idea Lab Supplies	\$36,521	\$36,000	\$0	\$36,000	\$36,000	\$36,000	\$36,000
799.0000	Equipment Under \$5,000	\$17,141	\$15,000	\$0	\$15,000	\$15,000	\$15,000	\$15,000
	<b>Subtotal</b>	<b>\$134,419</b>	<b>\$164,000</b>	<b>-\$18,000</b>	<b>\$146,000</b>	<b>\$163,000</b>	<b>\$157,000</b>	<b>\$161,000</b>

<b>CONTRACTED SERVICES</b>								
801.0200	Legal	\$1,799	\$4,120	\$0	\$4,120	\$11,250	\$11,500	\$12,000
802.0100	Audit	\$4,405	\$5,000	\$0	\$5,000	\$5,000	\$5,200	\$5,500
805.0100	Landscape Services	\$1,621	\$3,500	\$0	\$3,500	\$3,500	\$3,500	\$3,500
805.0200	Architectural Services	\$20,285	\$0	\$0	\$0	\$0	\$0	\$0
811.0000	Other Contracted Services	\$85,795	\$137,000	\$0	\$137,000	\$135,340	\$135,870	\$136,460
813.0000	Administrative Services	\$104,890	\$104,890	\$0	\$104,890	\$219,067	\$225,639	\$232,408
814.0200	Marketing & Design Services	\$14,020	\$17,250	-\$2,250	\$15,000	\$12,000	\$12,000	\$12,000
816.0100	Janitorial Contract	\$72,719	\$75,000	\$0	\$75,000	\$100,000	\$100,000	\$100,000
	<b>Subtotal</b>	<b>\$305,533</b>	<b>\$346,760</b>	<b>-\$2,250</b>	<b>\$344,510</b>	<b>\$486,157</b>	<b>\$493,709</b>	<b>\$501,868</b>

<b>TECHNOLOGY &amp; MAINTENANCE</b>								
830.0200	ILS Services	\$0	\$61,000	\$2,010	\$63,010	\$67,000	\$67,000	\$69,000
830.0300	Cataloging & ILL Services	\$11,022	\$17,000	-\$5,495	\$11,505	\$13,000	\$13,000	\$13,000
851.0000	Telephone	\$6,856	\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000
933.0200	Equipment Maintenance	\$88,338	\$70,000	-\$39,000	\$31,000	\$31,000	\$31,000	\$31,000
	<b>Subtotal</b>	<b>\$106,215</b>	<b>\$158,000</b>	<b>-\$42,485</b>	<b>\$115,515</b>	<b>\$121,000</b>	<b>\$121,000</b>	<b>\$123,000</b>

**Baldwin Public Library: Expenses  
FY 2023-24 through FY 2027-28  
Budget Hearing: March 17, 2025**

		FY 2023-24 Actual Expenses	FY 2024-25 Budgeted Expenses	FY 2024-25 Changes to Expenses	FY 2024-25 Projected Year-End Expenses	FY 2025-26 Proposed Expenses	FY 2026-27 Proposed Expenses	FY 2027-28 Proposed Expenses
<b>UTILITIES</b>								
920.0000	Electricity	\$92,334	\$84,000	\$21,000	\$105,000	\$105,000	\$108,150	\$111,400
921.0000	Gas	\$12,004	\$21,000	-\$5,000	\$16,000	\$16,000	\$16,480	\$16,970
922.0000	Water & Sewage	\$9,632	\$12,600	\$9,900	\$22,500	\$15,000	\$15,450	\$15,910
	<b>Subtotal</b>	<b>\$113,971</b>	<b>\$117,600</b>	<b>\$25,900</b>	<b>\$143,500</b>	<b>\$136,000</b>	<b>\$140,080</b>	<b>\$144,280</b>

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

861.0000	Transportation	\$2,094	\$2,500	\$0	\$2,500	\$2,750	\$3,000	\$3,250
901.0000	Printing	\$4,930	\$12,000	-\$4,000	\$8,000	\$8,200	\$8,500	\$8,800
955.0100	Programs	\$176	\$100	\$0	\$100	\$100	\$100	\$100
957.0100	Training	\$31,482	\$25,000	-\$10,000	\$15,000	\$25,000	\$15,000	\$25,000
957.0300	Memberships & Dues	\$7,173	\$9,000	\$0	\$9,000	\$9,000	\$9,000	\$9,000
958.0200	Parking	\$46,710	\$52,080	\$0	\$52,080	\$53,640	\$55,250	\$56,910
960.0400	MML Insurance	\$6,170	\$6,420	\$0	\$6,420	\$6,680	\$6,950	\$7,230
960.0600	Unemployment Claims	\$7,316	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
962.0000	Miscellaneous	\$1,113	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000
	<b>Subtotal</b>	<b>\$107,164</b>	<b>\$110,100</b>	<b>-\$14,000</b>	<b>\$96,100</b>	<b>\$108,370</b>	<b>\$100,800</b>	<b>\$113,290</b>

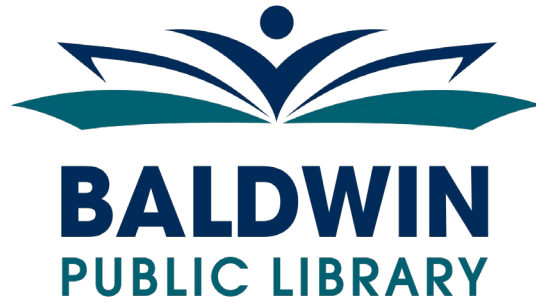
**CAPITAL OUTLAYS**

971.0100	Machinery & Equipment	\$104,893	\$90,000	\$0	\$90,000	\$90,000	\$90,000	\$90,000
972.0000	Furniture	\$726	\$12,000	\$0	\$12,000	\$50,000	\$10,000	\$10,000
977.0000	Building Improvements	\$3,376,858	\$77,000	\$0	\$77,000	\$30,000	\$300,000	\$400,000
	<b>Subtotal</b>	<b>\$3,482,476</b>	<b>\$179,000</b>	<b>\$0</b>	<b>\$179,000</b>	<b>\$170,000</b>	<b>\$400,000</b>	<b>\$500,000</b>

**COLLECTIONS**

987.0500	Books: Adult	\$110,246	\$120,000	\$0	\$120,000	\$125,000	\$125,000	\$125,000
987.0700	Books: Youth	\$69,482	\$85,000	\$0	\$85,000	\$85,000	\$85,000	\$85,000
987.0900	Subscriptions: Adult	\$27,888	\$30,000	\$0	\$30,000	\$30,000	\$30,000	\$30,000
987.1000	Subscriptions: Youth	\$1,744	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000
987.1100	Audiovisual: Adult	\$43,205	\$50,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000
987.1200	Audiovisual: Youth	\$24,523	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$25,000
987.1800	Online Services	\$382,362	\$415,000	\$0	\$415,000	\$450,000	\$494,000	\$540,000
	<b>Subtotal</b>	<b>\$659,449</b>	<b>\$727,000</b>	<b>\$0</b>	<b>\$727,000</b>	<b>\$767,000</b>	<b>\$811,000</b>	<b>\$857,000</b>

<b>Total expenses</b>	<b>\$7,849,868</b>	<b>\$4,967,118</b>	<b>-\$50,835</b>	<b>\$4,916,283</b>	<b>\$5,311,679</b>	<b>\$5,583,741</b>	<b>\$5,760,590</b>
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## Budget Narrative for FY 2025-26

### INTRODUCTION

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The Baldwin Public Library is **financially stable** and provides **exemplary services, programs, and collections** to the citizens of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills.

As part of its **three-phase plan for building improvements**, the Library renovated its Adult Services area in FY 2016-17, expanded and renovated the Youth Room in FY2019-20, and expanded and renovated the front entrance and access services area in FY2023-24.

**To cover its operating expenses, the Library is proposing the continued collection of 1.1 mills,** which will allow the Library to run a balanced operating budget for the next three years.

In order to replenish the fund balance after paying for the expansion and renovation of the Front Entrance and Circulation Area, the Library is proposing the collection of an additional 0.1789 mills in FY 2025-26. Therefore, the Library's total proposed total millage request is 1.2789 mills for FY 2025-26. This millage is the maximum amount that can be collected up to the approved Headlee adjusted maximum. In FY 2026-27, the Library will request an additional 0.1628 mills to fund building improvements, including lower level carpeting, restroom updates, furniture, solar panels, and bird friendly glass. In FY 2027-28, the Library will request an additional 0.0962 mills to fund the purchase and installation of a building generator.

**The Library's total proposed total millage request is 1.2789 mills for FY 2025-26, 1.2628 mills for FY 2026-27, and 1.1962 mills for FY 2027-28.**

### MILLAGE RATE

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In 1998 the voters of Birmingham reinstated a millage rate of 1.75 mills for the Baldwin Library. In the past 26 years, the Headlee cap has reduced Baldwin's maximum millage rate to 1.2789 mills in FY 2025-26.

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

FY 2022-23	1.2142 mills	ACTUAL
FY 2023-24	1.3143 mills	ACTUAL
FY 2024-25	1.2993 mills	ACTUAL
FY 2025-26	1.2789 mills	ESTIMATED
FY 2026-27	1.2628 mills	ESTIMATED
FY 2027-28	1.1962 mills	ESTIMATED

**Since FY 2012-13 the Library has confined its operational expenses to the revenue raised by a millage rate of 1.1 mills.**

## **FUND BALANCE**

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The Library is required to maintain an adequate fund balance in order to cover its \$125,000 insurance deductible, allow for a major equipment expenditure in case of an emergency, and permit the Library to weather a financial emergency, such as would occur if one of the Library's contract communities gave notice to withdraw from its agreement with Baldwin.

On September 21, 2015, the Library Board approved the following Fund Balance Policy:

*To ensure the prudent financial management of the Baldwin Public Library ("Library"), the Library Board of Directors shall maintain an unassigned fund balance of not less than 25% of annual expenditures and of not more than 35% of annual expenditures, except where it is building its fund balance in support of specific non-recurring projects, which will be assigned as such. These percentages are based on the Library's previous fiscal year-end financial statement.*

At the end of FY 2023-24, the Library's fund balance was \$399,275. In the next two fiscal years, the Fund Balance will be replenished with the additional millage collected for Phase 3. The Fund Balance at the end of each year is expected to hold the following amounts:

<b>FY 2024-25</b>	\$1,131,997
<b>FY 2025-26</b>	\$1,738,763
<b>FY 2026-27</b>	\$2,320,071

## **GRANTS AND OTHER FUNDRAISING**

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In FY 2024-25, staff members H Jennings and Adam Redmond received stipends totaling \$2,650 from the State of Michigan to attend library conferences.

The Library also received grant from the Birmingham Area Cable Board in the amount of \$22,435 to pay for a new, accessible website and 360-degree interior tour of the library.

## **BALDWIN PUBLIC LIBRARY TRUST**

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The Baldwin Public Library Trust is a **501(c)(3) organization** that provides support for the Library.

- Gifts and tribute funds under \$10,000 donated to the Library are added to the Trust. They are then spent as requested or in general support of the Library's mission and goals.
- Donations made by the Friends of the Library to the Library are divided into separate line items that relate to approved spending areas: Youth, Teen, Adult, and Outreach & Equipment. Expenditures and balances are reported to the Friends on a monthly basis.
- A named Endowment fund may be established for large gifts that are intended for the continuing support of the Library. These funds are established in perpetuity with the annual income used in accordance with the fund restrictions. A minimum of \$10,000 is needed to establish an Endowment fund. Baldwin currently has 28 such Endowment funds.

**In FY 2023-24, which ended in June 2024, the Trust received \$136,892.26 in revenue, and spent \$127,559.86.** Of those donations, \$39,280 came from the Friends of the Baldwin Public and \$96,559.19 came from interest earnings and general donations to the Trust. \$229,772 was transferred from the Trust to the General Fund for Phase 3 renovations.

**As of February 28, 2025, the total value of the Trust stood at \$2,126,202.46.** Much of that money consists of endowment investments and various kinds of restricted funds. **A total of \$561,655.85 is available as unrestricted general funds.**

Gift donations and Friends money are spent as they are received. **Earnings from the Endowment** are withdrawn only once a year in accordance with the Library's Trust Investment Policy. The policy states that the Trustees of the Baldwin Public Library Trust may approve the transfer of up to 5% of the Endowment's market value, as it stands at the end of April each year, so long as such a transfer does not reduce the endowment below its principal amount plus 5%. The formula uses a trailing five-year weighted average. **In May 2024, the Trustees approved the transfer of \$58,897.97 for expenditures** according to the various guidelines defined when the individual Endowment funds had been established. Given the current rate of return in the stock market, we expect to be able to transfer money out of the Endowment in May 2025.

The Directors of the Baldwin Public Library also serve as Trustees of the Baldwin Public Library Trust. *Trust donations and expenditures are not included in the Library's regular budget*, but all donations and expenditures are approved by the Trustees at the Trust's monthly meetings, and

detailed information about the activities of the Trust can be found at the Library Board's page on Baldwin's website at [www.baldwinlib.org/staff-board](http://www.baldwinlib.org/staff-board).

## **CONTRACTS WITH NEIGHBORING COMMUNITIES**

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The Library has provided library services to the Villages of Beverly Hills and Bingham Farms through contractual arrangements since the 1960s. The contract with Beverly Hills was approved by voters in the November 3, 2020 election and the contract extends through 2030.

Since November 2011, Baldwin has also served the City of Bloomfield Hills through a contract that was renewed in 2020 and extends through November 14, 2026. After November 14, 2026, the contract "will be automatically renewed for successive two year periods unless terminated by either Baldwin or Bloomfield Hills providing six months advance written notice."

**Baldwin's three contract communities will provide \$1,117,400 in revenue in FY 2025-26. That is 22% of Baldwin's total operating budget and equivalent to approximately 0.31 mills in Birmingham property tax revenue.**

## **ASSUMPTIONS AND REQUESTS FOR THE FY 2025-26 BUDGET**

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The **revenue** side of the proposed fiscal year 2025-26 budget includes the following assumptions and requests:

- **For operating expenses, the Library is requesting that the millage rate remain at 1.1 mills.** This will bring in more money than during the current fiscal year because of increased property values.
- **State aid and Oakland County penal fines** will remain roughly the same.
- The Library's **contractual agreements with Beverly Hills, Bingham Farms, and Bloomfield Hills** will bring in 3% more revenue next year than this year, according to the stipulations of the individual contracts.
- **Patron use revenue** has increased, mostly due to room rentals.
- **Investment revenue**, which is the earnings on the Library's fund balance, will be lower this year as the fund balance was reduced to pay for the Phase 3 project.
- Whenever applicable, the Library has used information from the City of Birmingham and from our contract communities to generate these revenue numbers.

The **expense** side of the proposed fiscal year 2025-26 budget includes the following requests and assumptions:

- Baldwin will maintain **23 full-time employees** in FY 2025-26, and have a total of **46.2 full-time equivalent employees**. Other provisions for salary and wages in the FY 2025-26 budget include:
  - o An increased wage for Library Pages from \$12.50 to \$13.30 on July 1, 2025, due to Michigan's increase in minimum wage to \$13.29, which will go into effect in February 2026.
  - o All hourly staff will receive one hour of sick time per 30 hours worked, in line with Michigan's newly passed Earned Sick Time Act.
  - o The Library Assistant I pay range will increase from \$15.00 - \$18.95 to \$15.50 - \$19.50. Some current staff will receive a rate adjustment. Staff at the top of the pay range will receive a 3% increase.
  - o The Reference Assistant rate will increase from \$19.28 to \$20.00 and will also include time benefits and 401a contributions.
  - o The Substitute Librarian rate will increase from \$23.00 to \$24.00. This keeps the BPL substitute librarian rate in line with those of other comparable libraries.
  - o The Librarian pay range will change from \$24.00 - \$30.30 to \$25.50 - \$32.00. Some current staff will receive a rate adjustment while others will receive a 3% increase. This keeps BPL librarian salaries in line with those of other comparable libraries.
  - o The Idea Lab Supervisor will be promoted to a Department Head, the Page Supervisor will be promoted to Assistant Department Head, and a Reference Assistant will be promoted to Library Assistant III.
  - o All other staff will receive a 3% increase
- **The Library will remain open 67 hours per week. The Library will be open 348 days per year and closed to the public 17 days during the year. Eligible staff will receive 11 pro-rated paid holidays.**
- The Library will continue to provide a wide variety of materials, programs and services to the residents of our service area. The overall materials budget is increasing by 5.5% as compared to FY 2024-25. **The collections budget for FY 2025-26 will account for 15% of the operating expenses budget**, which conforms to public library best practices. The Library will continue to devote more of its materials budget to online services (e-books, e-audiobooks, streaming music, streaming video, databases, online learning programs, etc.), the area where the Library is experiencing the strongest increase in circulation.
- **The Library will continue to offer a mix of hybrid and in person programming.**
- **Capital Improvements** for FY 2025-26 include adding blinds on the north windows of the Youth Room, updating 6 Youth staff desks, updating carpet, paint, and desks in the Adult Services office, and carpeting and painting the lower level hallway and Rotary/Donor rooms.
- The budget includes money for **keeping computer equipment and technology up to date**, including upgrading the network switches, and purchasing new desktop computers.
- Due to the increased use of the new Atrium, the budget includes a **\$30,000 increase for janitorial services** in the building to ensure that frequently used spaces are cleaned regularly.



- The **Administrative Services fee**, set by the City of Birmingham, has increased for the first time since 2009. On February 27, 2025, the City set a **new annual fee of \$219,067, with a 3% annual increase**. This new rate has been included in the FY 2025-26 budget.
- The Training budget provides funds for **staff continuing education and out-of-state conference attendance**.
- Whenever applicable, the Library used City of Birmingham information and tools to generate its expense numbers.

## **SUMMARY**

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### **The Library appreciates the strong support it receives from Birmingham and its contract communities.**

The 1.1 mills it collects for operating expenses—along with its other revenue sources, such as income from its three contract communities—is currently adequate to fund the Library’s services, programs, and collections.

With the success of its three-phase building improvement plan, the Library is now able to meet the needs of all community members and is poised to devote more time to strengthen and improve services to its patrons. The Library wishes to replenish its fund balance after completion of the Phase 3 project with collection of an additional 0.1789 mills in FY 2025-26.

### **The City is scheduled to review the Library’s millage request at its budget hearing on April 26, 2025.**



learn.connect.discover

**BALDWIN PUBLIC LIBRARY**



# Budget Hearing

Monday, March 17, 2025

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.

# Budgetary Goals

Baldwin serves the residents of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills.

Offer  
high-quality  
**materials,**  
**programs &**  
**services**

Provide  
inclusive  
and  
equitable  
**customer**  
**service**

Hire, train,  
and retain  
**high-quality**  
**personnel**

Keep  
**technology**  
current &  
effective

Improve  
aesthetics &  
**functionality**  
of building

# Last year's usage

220,912 ↑  
6.5%

Annual Visitors

31,339 ↑  
5.2%

Program Attendance

1,182 ↓  
15.3%

Volunteer Hours

72,158 ↑  
28%

Database Sessions

176,100 ↑  
18%

eMaterials Circulation

603,874 ↑  
7.5%

Total Circulation

34,462

Cardholders

101,790

Items in Circulation

\$39,280

Friends' Contribution

# Baldwin Public Library Trust

Total Value  
\$2,126,202

General  
Spendable  
Funds  
\$561,656

28 Named  
Endowments  
\$1,130,701

# Additional Contributions Last Fiscal Year

Baldwin supplements its  
general operating expenses  
with these generous  
donations

**\$58,897**

Distribution from Endowment Funds

**\$96,560**

Interest earning and donations to the Trust

**\$39,280**

Friends of the Baldwin Public Library contribution

# FY 2025-2026 Financials

## REVENUE

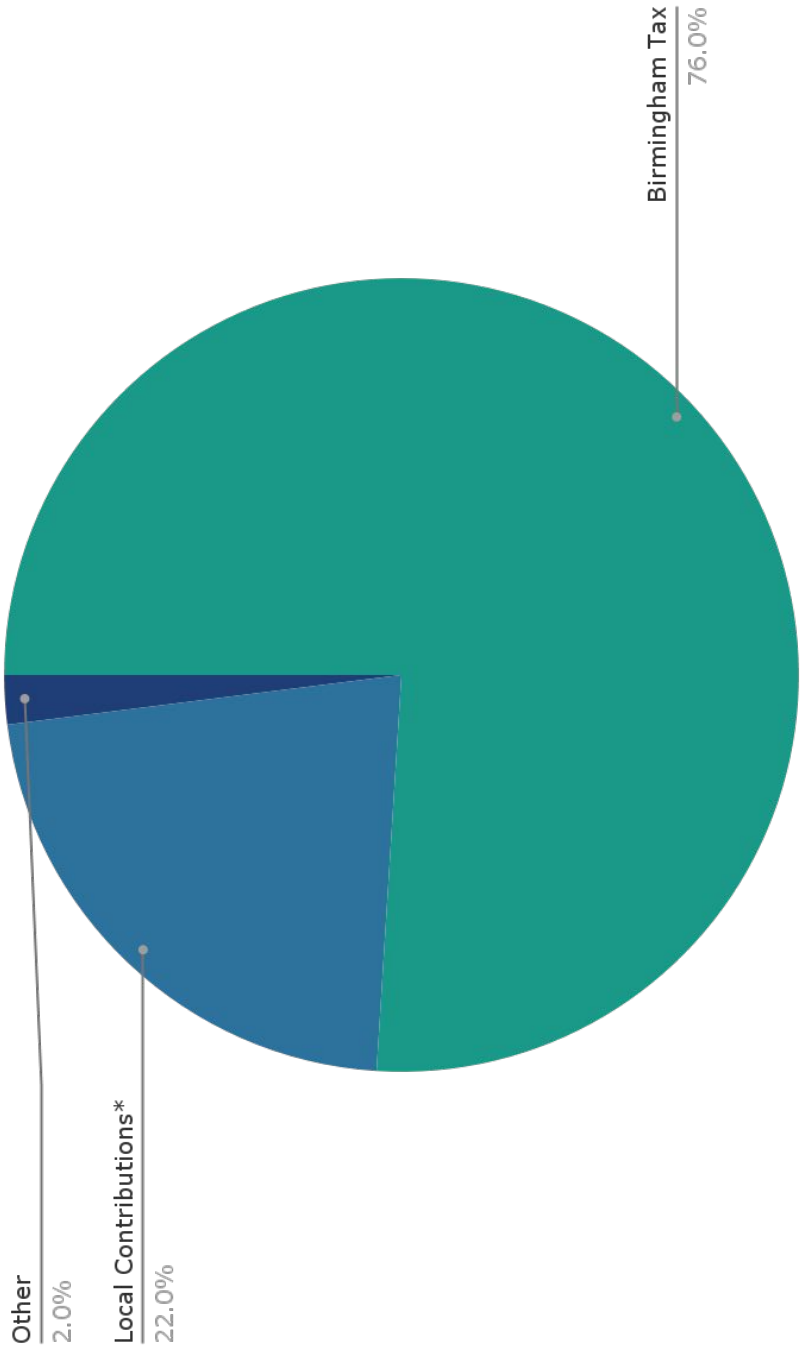
Birmingham Tax Revenue	\$4,016,385
Phase 3 Revenue	\$653,210
Provision for Tax Loss	-\$15,000
Local Grants	\$45,000
Contract Communities	\$1,167,400
Charges for Services	\$28,950
Fines	\$7,000
Investment Income	\$15,000
Sundry & Misc.	\$100
<b>TOTAL</b>	<b>\$5,918,445</b>

## EXPENSES

Personnel	\$3,360,152
Supplies	\$163,000
Contracted Services	\$486,157
Technology & Maintenance	\$121,000
Utilities	\$136,000
Other Charges	\$108,370
Capital Outlays	\$170,000
Collections	\$767,000
<b>TOTAL</b>	<b>\$5,311,679</b>



# Operating Revenue



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

# Revenue Summary

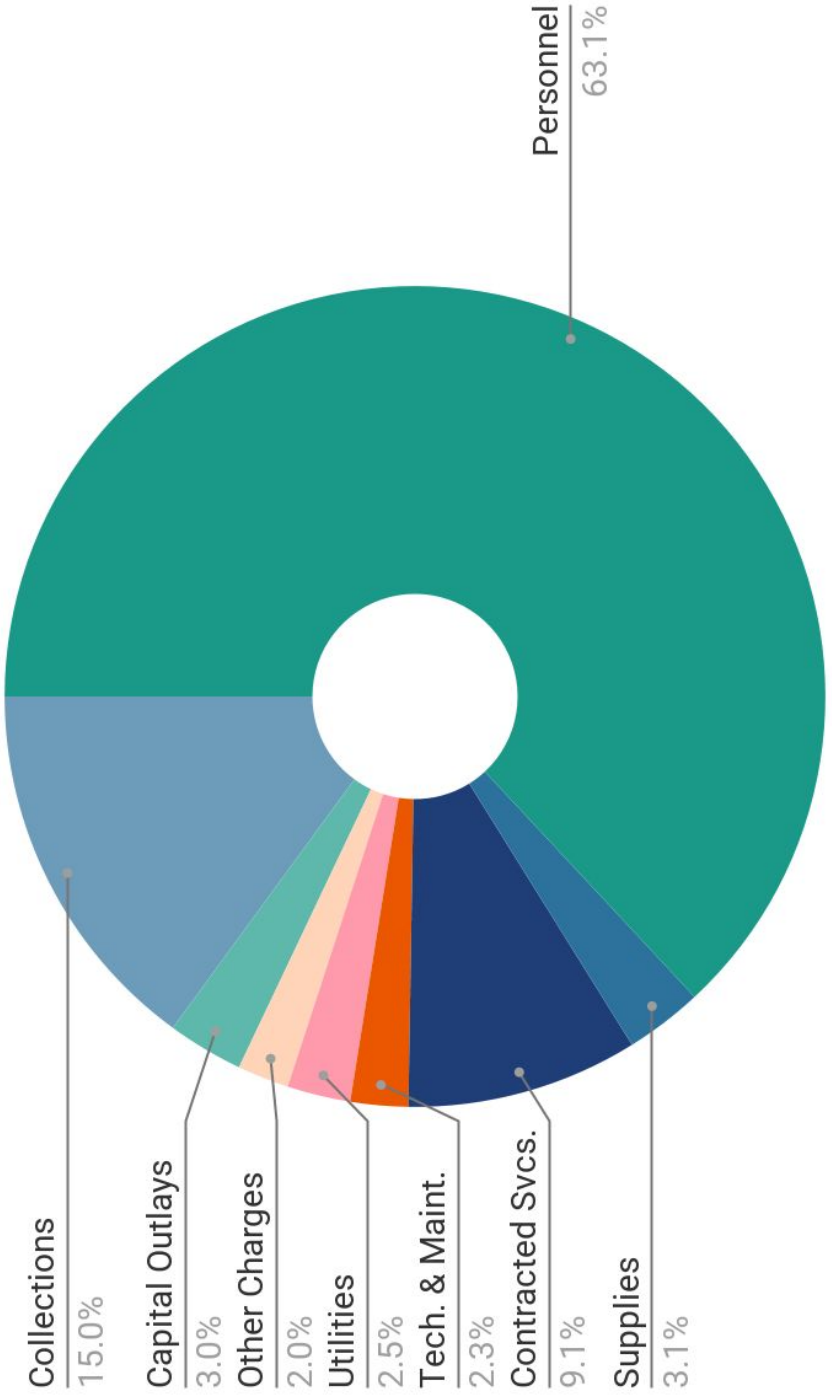
Maintain **1.1 mills** for **operating expenses**  
**0.1789 mills** to **replenish fund balance**  
after **Phase 3**

**22%** of revenue provided by **contract**  
**communities**

**Penal fines & state aid** will stay level

**Investment income lower** due to lower  
fund balance level

# Operating Expenses



# Personnel Expenditures

**\$3,360,152**

**23 Full-Time** employees

**46.2** Full-Time Equivalent Staff

Proposed **wage increase of 3% plus**  
additional wage adjustments

**63.1%** of operating expenses

Minimum wage increase to \$13.29

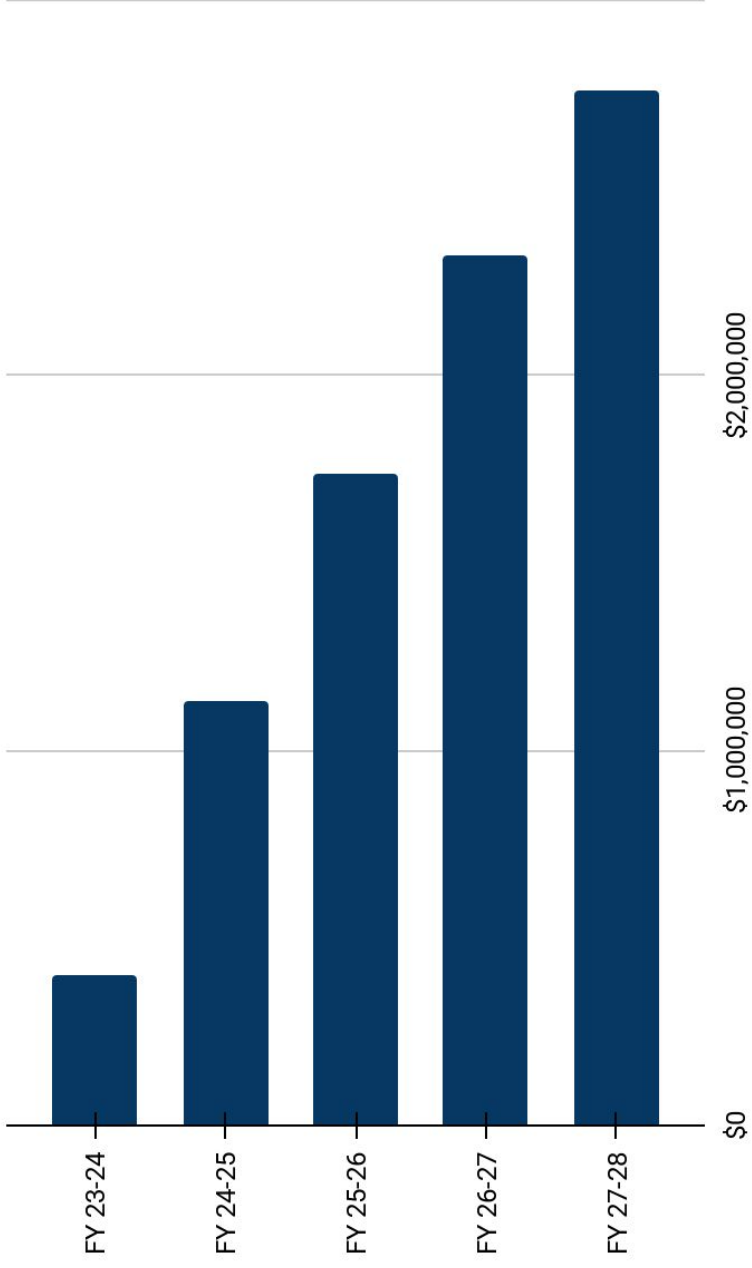
Earned Sick Time Act compliance

# Expense Summary

- **\$220,000** for increase in **Administrative Services contract** from the City of Birmingham
- **\$20,000** for upgraded **picture book shelving**
- **\$60,000** for **staff desks, lower level carpet and paint**, and **Youth Room shades**
- **\$80,000** for **new computers and network switches**
- **\$30,000** increase for extended **janitorial services**

# Fund Balance at End of FY

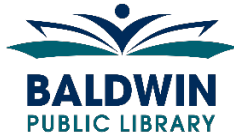
Unassigned fund balance should not be less than 25% or more than 35% of annual expenditures



The fund balance at the end of FY 2023-24 and in FY2024-25 will be lower than the prescribed minimum because the Library will be paying for the Phase 3 renovations.

# Next Steps

**City Budget Hearing:** April 26, 2025  
**Vote to take disbursement from Trust:** May 19, 2025



**BUDGET RESOLUTION  
OF  
THE BOARD OF DIRECTORS  
OF THE BALDWIN PUBLIC LIBRARY  
ADOPTED THIS 17<sup>th</sup> DAY OF MARCH, 2025**

WHEREAS, The Baldwin Public Library Board of Directors has been presented with the proposed budget for the Library for the 2025-2026 fiscal year; and

WHEREAS, a public hearing on the proposed budget was held on March 17, 2025, in accordance with the provisions of Act 43 of 1963 (the Budget Hearings of Local Governments Act); and

WHEREAS, notice of that public hearing was duly published in the *Birmingham Bloomfield Eagle* newspaper on March 5, 2025; and

WHEREAS, a copy of the proposed budget was made available for public inspection at the Library on and after March 14, 2025; and

WHEREAS, the Board of Directors has considered the proposed budget, and has heard and considered the public input on the proposed budget; and

WHEREAS, the Board of Directors has determined that the proposed budget accurately represents the amount of money necessary for the support and maintenance of the Library for the ensuing year.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors of the Baldwin Public Library hereby approves and adopts the budget, as proposed and amended, and attached hereto, and hereby declares the total amount of the budget as reported, to be necessary for the support and maintenance of the Library for fiscal year 2025-2026.
2. The Board of Directors authorizes and directs its President to report the estimate to the City Commission for the City of Birmingham, for assessment and collection as provided by law.

AYES: \_\_\_\_\_

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

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

**RESOLUTION DECLARED ADOPTED THIS 17<sup>th</sup> DAY OF MARCH, 2025.**

\_\_\_\_\_  
Danielle Rumble, President, Board of Directors, Baldwin Public Library





**INFORMATION ONLY**

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## Upcoming Events of Interest

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### **Book Explorers: Grades K to 2**

*Wednesday, March 19 from 4:30pm - 5:30pm*

Registration opens one month before the program. Grades K to 2. Grownups and siblings wait in the Youth Room during the program. Enjoy stories and activities at this program designed to encourage a love of books and reading. Registration required.

### **Animanga Club**

*Wednesday, March 19 from 7:00pm – 8:00pm*

Welcome to Animanga Club, the ultimate hangout for anime and manga enthusiasts! If you're passionate about Japanese animation and comic books, this is the place for you. Whether you're a seasoned fan or just starting your journey into the world of anime and manga, our club offers a fun and engaging environment for everyone. Join us for anime watch parties, fandom discussions, new manga recommendations from fellow readers– and snacks! For more information please contact Haylie, haylie.may@baldwinlib.org.

### **The Detroit Lions: An Illustrated Timeline**

*Monday, March 24 from 7:00pm – 8:00 pm*

It took three failed attempts before professional football stuck in Detroit, and when it finally did, the City had itself a winner. Detroit Free Press reporter Dave Birkett joins us to vividly recount the most important people, games, and moments in the Franchise's first 90 seasons including this year's magical quest for the Super Bowl. Copies of *The Detroit Lions: An Illustrated Timeline* will be available for purchase, \$40.00 cash, \$42.00 credit/PayPal/Venmo. Registration required. Hybrid event. Attend in person (with an IN-PERSON ticket) or virtually (with a VIRTUAL ticket).

### **Axolotl Paper Shadowbox - Grades 3 to 6**

*Friday, March 28 from 2:30pm – 3:30pm*

Registration opens one month before the program. Grades 3 to 6 - Caregivers must stay in the building during the program if the participant is ten years old or younger. Assemble layers of pre-cut paper to create a fun axolotl design. Registration required.

### **Story Time Yoga: Ages 5 & Under**

*Monday, April 7 from 10:30am - 11:30am*

Registration opens one month before the program. Ages 5 & under with grown up(s). Join owner of Born Yoga, Ashley Goldberg, for this fun and unique approach to storytime. Stories are brought to life through yoga poses, puppets, and songs. Please bring a yoga mat or towel. Registration required.

### **Inside Highly Selective College Admissions**

*Thursday, April 10 from 7:00pm - 8:00pm*

Is your teen aspiring to gain admission into a prestigious institution? Join Samantha Joustra from Collegewise to uncover the influence of admission rates on applicants, what admission officers at top-tier colleges are genuinely seeking, and strategies to make your teen's application stand out amidst the competition. Teens and parents welcome. Registration required. Hybrid event. Attend in person or online.

Your Speaker: Sam Joustra came to Collegewise after working in college admissions for ten years at three different institutions. She attended Goucher College as an undergraduate, and worked in admissions at Hampshire College, Vanderbilt University, and the University of Michigan. She loves applying her experience on the other side of the desk to her work with students, helping them choose the schools that are the best fit and helping them navigate the admissions process.

### **Community and Resource Engagement (CaRE) Fair**

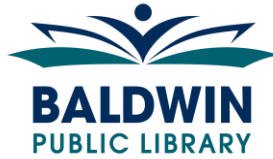
*Saturday, April 12 from 11:00am - 1:00pm*

Drop in for this open-house style event to speak with representatives from local organizations seeking volunteers. Learn more about their missions, activities, and volunteer opportunities in the library service area and neighboring communities. Questions to Jaclyn at 248-554-4682

### **Wildflowers in MI Garden: Bring Nature into Your Home Garden with Native Plants**

*Monday, April 14 from 7:00pm - 8:00pm*

Often considered too wild and crazy for the average gardener, Advanced Master Gardener Cheryl English joins us to show how wildflowers can thrive and provide years of beauty even in a small urban garden. Don't limit yourself to the development of "well-behaved" "garden-worthy" cultivars. Learn how the species themselves can be a successful part of your garden while providing an attractive environment for our local fauna. Cheryl English is an Advanced Master Gardener, earned a BA in Art History and an MA in Archaeology. She also has a passion for ceramics with her work being featured in The Detroit News Homestyle Section and Handmade Business Magazine. Please visit Cheryl's website Black Cat Pottery to view her work and for more information. Registration required. Hybrid event. Attend in person (with an IN-PERSON ticket) or virtually (with a VIRTUAL ticket).



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

## NOTICE OF PUBLIC HEARING

**Monday, March 17, 2025 at 7:30 p.m.**  
**2025-2026 Budget Hearing**

The Baldwin Public Library Board of Directors will hold a public hearing on Monday, March 17, 2025, at 7:30 p.m., in the Rotary/Donor Room of the Baldwin Public Library, 300 W. Merrill, Birmingham, MI. Members of the public may attend in person or via Zoom.

This public hearing is being held to consider the 2025-2026 budget for the Baldwin Public Library. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

**Topic: Baldwin Public Library 2025-2026 Budget Hearing**

**Time: Mar 17, 2025 07:30 PM Eastern Time**

The public may participate via Zoom:

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

Meeting ID: 880 3315 6263

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

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

By 5:00 p.m. on Friday, March 14, 2025 you may obtain a copy of the proposed budget by going to the Library's website ([www.baldwinlib.org](http://www.baldwinlib.org)), asking at the Library's Adult Services Reference Desk (248-554-4650), or contacting Robert Stratton (248-554-4684).

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

THIS NOTICE IS GIVEN in accordance with Act 261, 1968 Public Act 267.

DATE POSTED: March 3, 2025

Persons with disabilities that may require assistance for effective participation in this public meeting should contact the Library at the number (248) 647-1700, or (248) 644-5115 (for the hearing impaired) at least one day before the meeting to request help in mobility, visual, hearing, or other assistance.

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



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

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Published: Birmingham-Bloomfield Eagle 03/05/2025

0416-2510

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**LATEST NEWS •**

## Lapeer District Library director resigns

Danielle Brigati takes librarian position in Otisville with Genesee District Library

March 12, 2025 – by Jeff Hogan

**LAPEER** — Frustrated by a lack of support by new appointed library board members, Lapeer District Library (LDL) Director Danielle Brigati resigned effective 5 p.m. Friday (March 7), nearly two weeks following an LDL Board of Directors meeting when a performance evaluation was conducted.

According to former LDL Board chairman Bill Marquardt, Brigati was so upset following the evaluation she received when some members placed a “zero” score on evaluation questions that she didn’t return to the meeting after the board conducted her evaluation in closed session at the Feb. 20 meeting.

Brigati was hired in July 2024, and didn’t complete her first year on the job in the director’s position. Marquardt told *The County Press* that Brigati said “she had never been treated so poorly as she was at the February meeting.”

The morning following the Feb. 20 meeting, Marquardt said Brigati was bound for Texas where she lived and worked prior to accepting the LDL position. “She was going to Texas to get more of her stuff to bring back to her home here in the county where she moved to be closer to a parent in poor health. Her husband also has some health issues, so on top of the drama at the board level she has a lot of personal issues on her plate,” said Marquardt. “She said she had a lot to think about during her drive to Texas. She said she didn’t see much point sticking around where she’s not wanted, and certainly didn’t need more stress in her life right now.”

Brigati’s contract included a six month severance package should she have been terminated. “I think she thought why stay when she has no support from the board and has personal issues to tend to,” said Marquardt.

Brigati has accepted a librarian position with Genesee District Library where she will start this week at the Forest Township branch in Otisville. The Genesee District Library operates 19 branch offices. According to Marquardt, Brigati also had a job offer at the Harper Woods Public Library in Wayne County.

Brigati was unable to be reached by *The County Press* for comment.

Kari Kohlman, LDL Board chair, commented, “Ms. Brigati’s resignation came as a surprise to me. Before the February meeting, we had a productive in-person conversation where I felt we reached an understanding and cleared up some of the concerns she had about my intentions.

I was genuinely looking forward to working alongside her. However, at the February meeting, her attitude toward me seemed to shift unexpectedly, and I was caught off guard by her behavior. While I want to extend her grace, knowing she has a lot going on personally, her reaction was still quite unexpected.”

She continued, “Kara Haight will continue in her role as assistant director. She has been doing an excellent job, and her communication has been outstanding.”

Regarding the appointment of an interim director, Kohlman said the Board is currently uncertain. “I just received Ms. Brigati’s official resignation letter from Bill Marquardt today (March 10). Our corporate counsel initially informed me of Ms. Brigati’s resignation last week, assuming I was already aware, which I was not. When I stopped by the library office to inquire about it, the assistant director mentioned that Ms. Brigati had sent a resignation letter to Bill Marquardt but did not have a copy. I reached out to Mr. Marquardt on March 6 requesting the letter so I could inform the board, and he finally provided it today (March 10).”

Kohlman said the Board will need to discuss and determine the best course of action regarding an interim director when it meets again on March 20.

Kohlman has consulted the Board’s corporate counsel about search firms commonly used by libraries across Michigan and received two recommendations. The firm previously used to hire Brigati is not typically used for recruiting library directors. “The two recommended firms are widely utilized for this purpose,” said Kohlman. “I will present these options to the board, and they will decide which firm to engage in the search for our next director. It is also likely a vetting committee will be formed at that meeting.”

Brigati replaced Amy Churchill, who left the director’s position in spring 2024 citing frustration with the Gender Queer controversy. Churchill took over as director of LDL following previous director Melissa Malcolm’s retirement.

There has been a lot of turmoil at the LDL administrative level since 2023 when controversy exploded regarding a book called Gender Queer — a 2019 memoir written and illustrated by Maia Kobabe. It recounts Kobabe’s journey from adolescence to adulthood and the author’s exploration of gender identity and sexuality, ultimately identifying as being outside of the gender binary.

Many residents demanded Gender Queer be removed from the library’s shelves. Former library director Churchill stood by the book, and so did most community members who spoke during the public comment portions of board meetings.

At the Feb. 20 meeting, the LDL Board elected new officers. Previous chairman Marquardt of Lapeer lost his chairman position. Kari Kohlman of Deerfield Township, who was appointed to the Board by the Lapeer County Board of Commissioners, was voted chairman. John Deangelis of Metamora, also a Lapeer County appointee to the Board, made the motion to name Kohlman chairman. Board member Peggy Brotzke made a motion to name Deangelis vice chairman, supported by Kohlman. Brotzke was named Board secretary after Kohlman nominated her for the position, which was supported by Deangelis.



Amanda Renius, appointed by the Lapeer County Commission, served on the LDL Board until December 2024. County officials appointed Truman Mast to the board to fill the vacant seat, but he was not eligible to serve because he doesn't live in the library's service area. The County Commission is expected to make an appointment to the LDL Board on March 27.

Marquardt nominated Metamora Township resident Perry Valle, a Lapeer County appointee, to continue to serve as treasurer. There was no support or other nominations for the position offered, so Valle will remain treasurer.

The Board in February accepted the resignation of Dr. Neena Sharma- Schons, who was appointed to represent Mayfield Township and still had a year on her term.

Schons is expected to be replaced by Carol Brown, appointed to the LDL Board by Mayfield Township officials.

At the Feb. 20 meeting, Brotzke stated contrary to social media rumors, she doesn't have a list of 2,500 book titles she wants to remove from the library.

Library officials and many citizens at recent LDL Board meetings have expressed concern that new library board appointees may have an agenda to purge the library system of books and material that showcase diversity.

Brotzke says otherwise, but the concern and suspicion continues among many in the community.

The LDL charter requires library directors to have a master's degree in library sciences.

"I'm really concerned about how we get a new director. The library has had two directors in two years. That's not good. The Gender Queer mess pretty much drove Amy Churchill out of here," said Marquardt.

The next meeting of the LDL Board will be held Thursday, March 20 at 5:30 p.m. at the Lapeer Center Building. With the exception of the May Board meeting that will be held at the Marguerite deAngeli Library in Lapeer, all LDL meetings will be conducted at the Lapeer Center Building.

# 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, March 17, 2025

Immediately following regular Board meeting

## *Agenda*

Call to order and establishment of a quorum

I. General Public Comment Period

The Library Board values public meetings and welcomes your comments on Library issues. The Board respectfully asks that comments be made as concisely as possible. We welcome your comments but will not debate items not on the agenda. The maximum time for individual speakers should not exceed three minutes.

II. Consent Agenda

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

- A. Approval of the February 24, 2025 minutes p. 75
- B. Acceptance of the February 2025 receipts of \$4,128.42 p. 82
- C. Approval of the February 2025 disbursements of \$17,587.89 p. 83

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, April 21, 2025

**Motion:** To adjourn the March 17, 2025 Trust Meeting.

Persons with disabilities that may require assistance for effective participation in this public meeting should contact the Library at the number (248) 647-1700 or (248) 644-5115 (for the hearing impaired) at least one day before the meeting to request help in mobility, visual, hearing, or other assistance.

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**BALDWIN LIBRARY BOARD MINUTES,  
TRUST MEETING  
February 24, 2025**

**1. Call to Order**

The meeting was called to order by President Danielle Rumble at 8:56 p.m.

Library Board present: Wendy Friedman, Frank Pisano, Melissa Mark, Karen Rock, Danielle Rumble, Jennifer Wheeler, and Student Representative Marina Awad.

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 January 22, 2025 minutes**

**B. Acceptance of the January 2025 receipts of \$24,761.12**

**C. Approval of the January 2025 disbursements of \$8,971.38**

1st Wheeler

2nd Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

**3. New and Miscellaneous Business: None.**

**4. Adjournment:**

**Motion: To adjourn the meeting.**

1st Pisano

2nd Rock

A voice vote was taken.

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously. The meeting was adjourned at 9:00 p.m. The next Trust Meeting will be held on Monday, March 17, 2025, following the regular meeting in the Rotary Tribute & Donor Room.

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Jennifer Wheeler, Secretary

Date

DRAFT

## Baldwin Public Library Trust: February 2025

February receipts totaled \$4,128.42. February disbursements totaled \$17,587.89

The current value of the Trust is \$2,126,202.46, divided up in the following way:

	<i>June 2024 - EOY</i>	<b>February 2025</b>
Total endowment investments*	\$ 1,130,701.05	\$ 1,216,460.10
Endowment funds distributed for use	\$ 218,537.84	\$ 163,241.20
<hr/> Total endowment funds	<hr/> \$ 1,349,238.89	<hr/> \$ 1,379,701.30
General spendable funds	\$ 514,855.26	\$ 561,655.85
Van Dragt fund	\$ 16,663.66	\$ -
Building fund	\$ 118,787.20	\$ 125,995.04
Restricted funds**	\$ 37,762.23	\$ 35,632.62
Naming rights for Rotary Tribute Room	\$ 9,337.89	\$ 7,832.00
Naming rights for Burnett Reference Desk	\$ 9,385.65	\$ 9,385.65
Naming rights for Thal Reference Desk	\$ 6,000.00	\$ 6,000.00
<hr/> Total non-endowment funds	<hr/> \$ 712,791.89	<hr/> \$ 746,501.16
Total endowment funds	\$ 1,349,238.89	\$ 1,379,701.30
Total non-endowment funds	712,791.89	\$ 746,501.16
<hr/> Total of all Trust funds	<hr/> \$ 2,062,030.78	<hr/> \$ 2,126,202.46

\* The principal of the endowment funds is \$889,697.04.

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

As of February 28, the amount of money in the Trust that is undesignated stands at \$735,929.57.

**Baldwin Public Library Trust**  
**Endowment Funds Portfolio Performance Benchmarks**  
**As of February 28, 2025**

<u>Index</u>	<u>2025: YTD</u>	<u>2024: Entire Year</u>
S&P 500-Equity Benchmark	1.24%	23.31%
U.S. Aggregate-Bond Benchmark	2.74%	-0.13%
Blended Return of Both Benchmarks* <i>(S&amp;P 500: 75% and U.S. Aggregate: 25%)</i>	1.62%	17.45%
Baldwin Endowment Funds' Portfolio	1.21%	10.81%
<b>Endowment Funds' Performance Compared to Blended Return of Benchmarks</b>	<b>-0.41%</b>	<b>-6.64%</b>

\*Since November 2017, the blended return has been calculated according to the Baldwin Endowment Funds' allocation of 75% equities and 25% fixed income, cash, and cash alternatives.

As of April 2020, this report was renamed "Endowment Funds Portfolio Performance Benchmarks," instead of "Portfolio Performance Benchmarks." The new title is more accurate, for it states clearly that the comparison between benchmarks and the Baldwin Trust's performance pertains only to the BPL Trust Endowment Funds Account at Raymond James. It does not take into account the BPL Trust General Funds Account at Raymond James or the Trust's Huntington Bank checking and money market accounts. The breakdown of the Trust's various accounts is shown on the "Balances by Financial Institutions Report," which follows this report in the Board packet. As of February 28, 2025, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,230,292.10
Raymond James Building Mutual Funds Account	\$522,490.74
Huntington Bank Checking Account	\$7,226.80
Huntington Bank Money Market Account	<u>\$366,192.82</u>
<b>Total</b>	<b>\$ 2,126,202.46</b>

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

**BALDWIN PUBLIC LIBRARY TRUST  
BALANCES BY FINANCIAL INSTITUTIONS FEBRUARY 28, 2025**

Investment and Cash Report											
12_c	Prior Month Balance 01/31/25	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 02/28/25		
<b>Huntington Bank Checking:</b>											
Endowment Money	\$0.00	\$0.00	\$0.00	\$11,163.00	\$56,804.96	\$11,163.00			\$0.00		
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$16,663.66	\$0.00			\$0.00		
Restricted Funds - Memorials and Friends	\$4,226.65	\$3,000.15	\$3,001.74	\$6,233.56	\$29,040.37	\$6,233.56			\$7,226.80		
Restricted Funds - Building	\$0.00	\$0.00	\$0.00	\$0.00	\$1,999.07	\$0.00			\$0.00		
Restricted Funds - Covid and MAF Idea Lab	\$0.00	\$0.00	\$0.00	\$0.00	(\$34.02)	\$0.00			\$0.00		
Subtotal - Restricted Funds	\$4,226.65	\$0.00	\$0.00	\$0.00		\$0.00			\$7,226.80		
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$181.33	\$471.56	\$181.33			\$0.00		
<b>TOTAL</b>	\$4,226.65	\$3,000.15	\$3,001.74	\$17,577.89	\$104,945.60	\$17,577.89	\$0.00	\$0.00	\$7,226.80		
<b>Huntington Bank Money Market:</b>											
Endowment Budgeted Funds	\$174,404.20	\$0.00	\$2.43	\$0.00	\$0.00	\$0.00	(\$11,163.00)		\$163,241.20		
Endowment Investment Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
Building Fund	\$999.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$999.75		
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
Restricted Funds	\$43,508.60	\$0.00	\$23,875.00	\$0.00	\$0.00	\$0.00	(\$6,233.56)		\$37,275.04		
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$516.43		
Restricted Fund - Idea Lab MAF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
General Spendable Funds	\$163,223.46	\$1,128.27	\$18,196.91	\$10.00	\$80.00	\$0.00	(\$181.33)		\$164,160.40		
<b>TOTAL</b>	\$382,652.44	\$1,128.27	\$42,074.34	\$10.00	\$80.00	\$0.00	(\$17,577.89)		\$366,192.82		
<b>Raymond James &amp; Associates:</b>											
Endowment Fund Investments	\$1,229,762.04	\$0.00	\$0.00			\$0.00	\$0.00	(\$16,880.45)	\$1,212,881.59		
Endowment Cash	\$17,408.52	\$0.00	\$10,600.00			\$0.00	\$0.00	\$1.99	\$17,410.51		
Sub-total Endowment Funds	\$1,247,170.56	\$0.00	\$10,600.00			\$0.00	\$0.00	(\$16,878.46)	\$1,230,292.10		
General Spendable Funds Cash	(\$176.00)	\$0.00	\$0.00			\$0.00	\$0.00	\$2,000.16	\$1,824.16		
General Spendable Mutual Funds	\$396,048.62	\$0.00	\$0.00			\$0.00	\$0.00	(\$390.71)	\$395,657.91		
General Spendable Building Mutual Funds	\$125,132.06	\$0.00	\$0.00			\$0.00	\$0.00	(\$123.38)	\$125,008.67		
Sub-total General Spendable Funds	\$521,004.67	\$0.00	\$0.00			\$0.00	\$0.00	\$1,486.07	\$522,490.74		
<b>TOTAL</b>	\$1,768,175.23	\$0.00	\$10,600.00			\$0.00	\$0.00	(\$15,392.39)	\$1,752,782.84		
<b>Total All Funds</b>	\$2,155,054.32	\$4,128.42	\$55,676.08	\$17,587.89	\$105,025.60	\$17,577.89	(\$17,577.89)	(\$15,392.39)	\$2,126,202.46		



**BALDWIN PUBLIC LIBRARY TRUST  
ENDOWMENT BY INDIVIDUAL FUND  
FEBRUARY 28, 2025**

12d	FUND NAME	PRINCIPAL AMOUNT OF FUND	PURPOSE	VALUE AS OF JULY 1, 2024	2024/25 DONATIONS	EARNINGS INCOME OUT	CHANGE IN VALUE		CURRENT VALUE OF ENDOWMENT INVESTMENTS
							JULY 1, 2024 to JUNE 30, 2025	75,159.05	
401	Frances Balfour	\$10,000.00	Adult Reading	\$13,252.14			\$844.77	\$14,096.91	
402	Gladys E. Brooks	\$41,437.86	Large Print Books/Senior Citizens Programs	\$54,913.32			\$3,500.55	\$58,413.87	
403	Jane Cameron	\$68,770.00	Baldwin Public Library	\$86,978.61			\$5,809.49	\$92,788.10	
404	Jane Martin Clark	\$5,000.00	Baldwin Public Library	\$6,626.07			\$422.39	\$7,048.45	
405	Jan Coil	\$10,500.00	Baldwin Public Library	\$13,791.80			\$887.01	\$14,678.81	
406	Aubrey & Grace Flood	\$5,000.00	Youth Services	\$6,626.07			\$422.39	\$7,048.45	
407	Paul R. Francis	\$10,000.00	Staff Appreciation	\$12,450.66			\$844.77	\$13,295.43	
408	Friends of the Library	\$32,000.00	Library Collections	\$42,407.14			\$2,703.27	\$45,110.40	
409	Priscilla Goodell	\$113,718.00	Baldwin Public Library	\$150,701.28			\$9,606.57	\$160,307.85	
410	Emmelene Hornac	\$50,000.00	Youth Services & Adult Reading	\$66,260.76			\$4,223.86	\$70,484.61	
411	H. G. Johnston	\$6,350.00	Reference Collection	\$8,363.90			\$536.43	\$8,900.33	
412	Bob & Jean Kelly	\$10,508.00	Youth Services Programs	\$13,322.77			\$887.69	\$14,210.46	
413	William Keman, Jr.	\$25,000.00	Library Collections	\$33,130.40			\$2,111.93	\$35,242.33	
414	Merle L. Rominger	\$250,890.00	Reference Collection	\$332,403.09			\$21,194.47	\$353,597.55	
415	Rosso Family Foundation	\$10,000.00	Baldwin Public Library	\$13,252.16			\$844.77	\$14,096.93	
416	Marion G. Sweeney	\$11,700.00	Youth Services	\$14,462.93			\$988.38	\$15,451.32	
417	Stephen Vartanian	\$10,000.00	Audio Visual Material	\$13,252.16			\$844.77	\$14,096.93	
419	Clarice G. Taylor	\$59,852.76	Professional Development	\$81,514.09			\$5,056.19	\$86,570.27	
421	Eric & Julie Gheen	\$10,000.00	Adult Reading Print Books	\$12,429.08			\$844.77	\$13,273.85	
422	Ileane Thal	\$49,998.98	Baldwin Public Library	\$47,571.48	\$10,000.00		\$4,223.77	\$61,795.25	
423	Judith Nix	\$15,207.48	Adult & Youth Programs	\$18,370.39			\$1,284.68	\$19,655.08	
424	MAF-Rae Dumke	\$10,000.00	Architecture Books	\$12,474.55			\$844.77	\$13,319.32	
425	Linne Underdown Hage Forester	\$35,109.96	Professional Development	\$35,987.60	\$600.00		\$2,965.99	\$39,553.59	
426	Richard & Mary Henne Book Fund	\$10,000.00	Adult Reading Print Books	\$10,166.46			\$844.77	\$11,011.23	
427	Douglas R. Koschik	\$18,554.00	Building Improvements	\$18,830.97			\$1,567.39	\$20,398.36	
428	Gerald "Jerry" Dreer	\$10,100.00		\$11,161.15			\$853.22	\$12,014.37	
		\$889,697.04		\$1,130,701.05	\$10,600.00	\$0.00	\$75,159.05	\$1,216,460.10	

**BALDWIN PUBLIC LIBRARY TRUST  
ENDOWMENT FUNDS BY DESIGNATION  
FEBRUARY 28, 2025**

		Prior Month Balance 01/31/25	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 02/28/25
12e										
<b>Gift &amp; Tribute Funds</b>	<b>Purpose</b>									
<b>General Spendable Funds</b>		\$559,589.49	\$1,128.27	\$18,196.91	\$191.33	\$551.56			\$1,129.41	\$561,655.85
<b>Restricted Funds:</b>										
Building Fund		\$125,638.39	\$0.00	\$0.00	\$0.00	\$1,999.07			\$356.66	\$125,995.04
Van Dragt Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$16,663.66				\$0.00
Memorials/Tributes		\$9,906.34	\$3,000.15	\$3,376.74	\$0.00	\$0.00				\$12,906.49
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Restricted Fund - Idea Lab MAF		\$0.00	\$0.00	\$0.00	\$0.00	(\$34.02)				\$0.00
Friends	Adult Services Programs	\$10,084.23	\$0.00	\$5,200.00	\$1,385.65	\$8,519.70				\$8,698.58
	Young Adult Programs	\$5,024.02	\$0.00	\$6,100.00	\$712.82	\$5,030.23				\$4,311.20
	Youth Services Programs	\$7,599.14	\$0.00	\$7,700.00	\$860.93	\$4,309.31				\$6,738.21
	Idea Lab Program Supplies	\$564.86	\$0.00	\$2,000.00	\$0.00	\$3,931.24				\$564.86
	Outreach & Equipment	\$5,171.01	\$0.00	\$2,500.00	\$3,274.16	\$7,249.89				\$1,896.85
	<b>Sub-total Restricted</b>	\$164,504.42	\$3,000.15	\$26,876.74	\$6,233.56	\$47,669.08	\$0.00	\$0.00	\$356.66	\$161,627.66
<b>Rotary Room Fund</b>	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	\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00
<b>Ileane Thal Reference Desk</b>		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
<b>Miranda Burnett Reference Desk</b>		\$9,385.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,385.65
<b>Total Gift and Tribute Funds</b>		\$747,311.56	\$4,128.42	\$45,073.65	\$6,424.89	\$49,726.53	\$0.00	\$0.00	\$1,486.07	\$746,501.16
<b>Endowment Funds</b>										
<b>Endowment Budgeted Funds</b>	General Funds	\$51,402.22	\$0.00	\$0.00	\$2,123.79	\$19,750.35				\$49,278.43
	Adult Large Print	\$689.34	\$0.00	\$0.00	\$19.84	\$1,384.44				\$669.50
	Adult Services Department	\$29,246.83	\$0.00	\$0.00	\$0.00	\$4,968.52				\$29,246.83
	Adult Audio Visual	\$158.98	\$0.00	\$0.00	\$15.99	\$418.35				\$142.99
	Adult Reference	\$46,575.26	\$0.00	\$0.00	\$6,576.15	\$9,170.95				\$39,999.11
	Adult Programs	\$18,535.10	\$0.00	\$0.00	\$1,000.00	\$6,033.76				\$17,535.10
	Architecture	\$989.56	\$0.00	\$0.00	\$213.69	\$3,675.72				\$775.87
	Youth Services Department	\$5,178.97	\$0.00	\$0.00	\$804.94	\$3,988.92				\$4,374.03
	Youth Programs (Nix)	\$286.61	\$0.00	\$0.00	\$27.75	\$1,294.41				\$258.86
	Professional Development	\$18,481.27	\$0.00	\$2.43	\$20.00	\$5,574.22				\$18,461.27
	Staff Appreciation	\$2,143.04	\$0.00	\$0.00	\$360.85	\$771.51				\$1,782.19
	Koschik Building Fund	\$717.02	\$0.00	\$0.00	\$0.00	\$267.92				\$717.02
	<b>Sub-total</b>	\$174,404.20	\$0.00	\$2.43	\$11,163.00	\$55,299.07	\$0.00	\$0.00	\$0.00	\$163,241.20
<b>Total Endowment Investments</b>	All Funds	\$1,233,338.56	\$0.00	\$10,600.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$16,878.46)	\$1,216,460.10
<b>Total Endowment Funds</b>		\$1,407,742.76	\$0.00	\$10,602.43	\$11,163.00	\$55,299.07	\$0.00	\$0.00	(\$16,878.46)	\$1,379,701.30
<b>Total All Trust Funds</b>		\$2,155,054.32	\$4,128.42	\$55,676.08	\$17,587.89	\$105,025.60	\$0.00	\$0.00	(\$15,392.39)	\$2,126,202.46

**TRUST RECEIPTS**  
**February-25**

12f\_

**Trust Money Mkt General Funds:**

Money Market Interest Income	\$ 1,128.27	\$ 1,128.27
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**Friends of BPL:**

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

**Trust Money Mkt Restricted Funds:**

	\$	-
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**Memorial Book Fund:**

Campbell Family Foundation to Honor Holden Campbell	\$ 3,000.00	
Checking Account Interest	\$ 0.15	\$ 3,000.15

**Trust Money Mkt Endowment Fund:**

	\$	-
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**Total Receipts at Huntington Bank**

	\$ 4,128.42	\$ 4,128.42
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**Raymond James**

		\$0.00
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**Total Trust Receipts (Before Bank Fees)**

	\$4,128.42	\$4,128.42
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**Monthly Banking Fee on Money Market Account**

	\$ (10.00)	\$ (10.00)
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**Total Trust Receipts (Net)**

	\$4,118.42	\$4,118.42
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Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
02/28/2025	LIBRY	6279	MISC	BAILEY LINIGER	400.00
02/28/2025	LIBRY	6280	MISC	BEAVERLAND FARMS LLC	250.00
02/28/2025	LIBRY	6281	MISC	BRIAN CHRISTOPHER KEMP	100.00
02/28/2025	LIBRY	6282	001086	CITY OF BIRMINGHAM	579.60
02/28/2025	LIBRY	6283	MISC	COMMERCIAL GLASS, LLC	320.00
02/28/2025	LIBRY	6284	009319	COMPTON PRESS INDUSTRIES LLC	3,274.16
02/28/2025	LIBRY	6285	MISC	DAVID BIRKETT	135.00
02/28/2025	LIBRY	6286	007403	SUSAN DION	54.35
02/28/2025	LIBRY	6287	009315	FIRST NATIONAL BANK OF OMAHA	11,047.94
02/28/2025	LIBRY	6288	009315	VOID	0.00 V
02/28/2025	LIBRY	6289	009315	VOID	0.00 V
02/28/2025	LIBRY	6290	004604	GORDON FOOD	447.70
02/28/2025	LIBRY	6291	009030	SYNTHA GREEN	70.26
02/28/2025	LIBRY	6292	001090	INGRAM LIBRARY SERVICES	716.93
02/28/2025	LIBRY	6293	009060	ROSEMARY ISBELL	27.75
02/28/2025	LIBRY	6294	009857	JACLYN MILLER	71.21
02/28/2025	LIBRY	6295	MISC	STUART J. STURTON	82.99

LIBRY TOTALS:

Total of 17 Checks:	17,577.89
Less 2 Void Checks:	0.00
Total of 15 Disbursements:	<u>17,577.89</u>