

# 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**

		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>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>

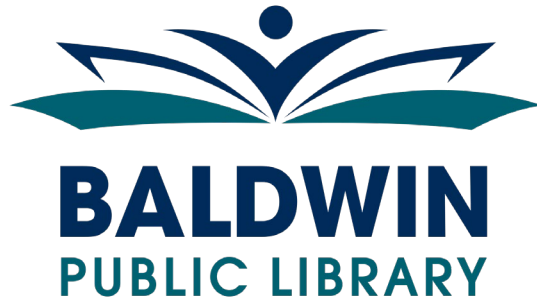
**CAPITAL OUTLAYS**

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.**



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**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** <sup>6.5%</sup> ↑

Annual Visitors

**31,339** <sup>5.2%</sup> ↑

Program Attendance

**1,182** <sup>15.3%</sup> ↓

Volunteer Hours

**72,158** <sup>28%</sup> ↑

Database Sessions

**176,100** <sup>18%</sup> ↑

eMaterials Circulation

**603,874** <sup>7.5%</sup> ↑

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

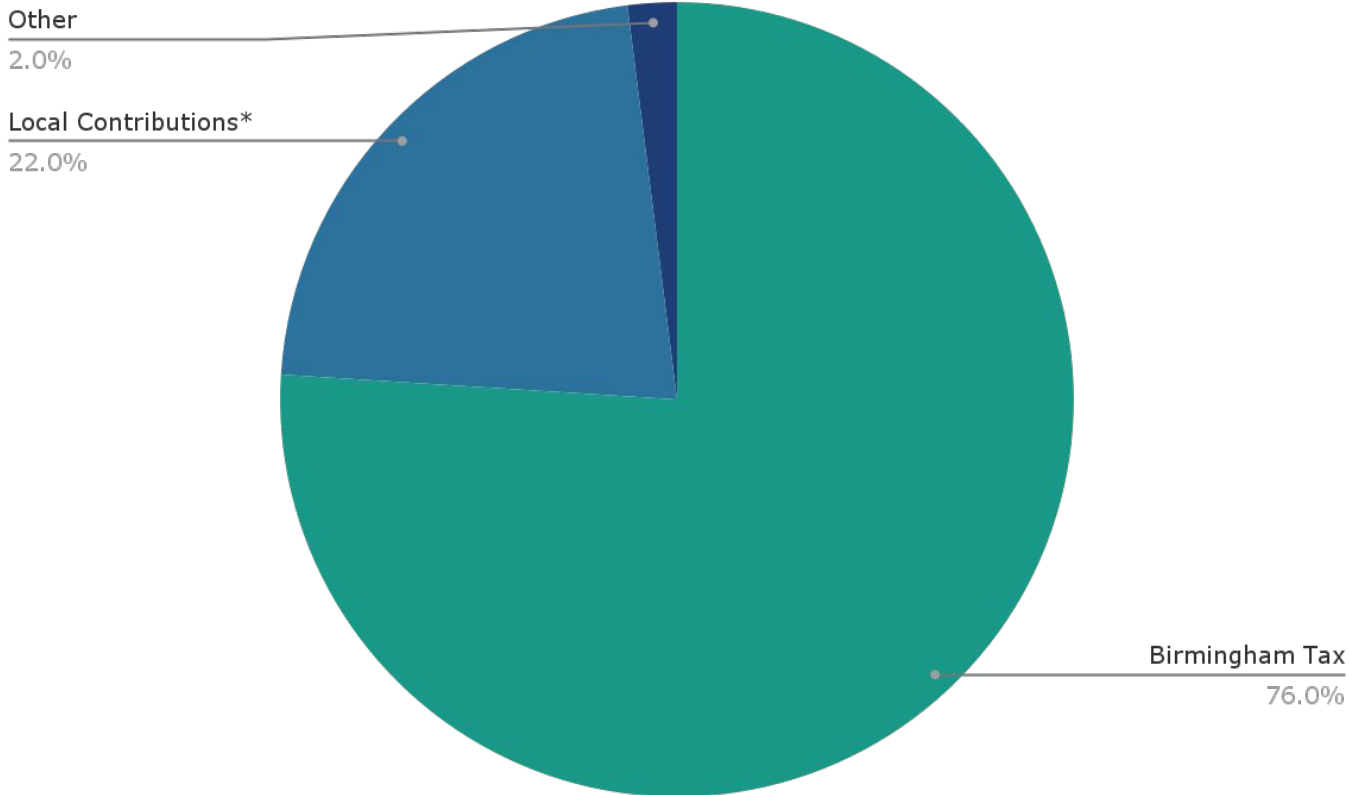
## REVENUE

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

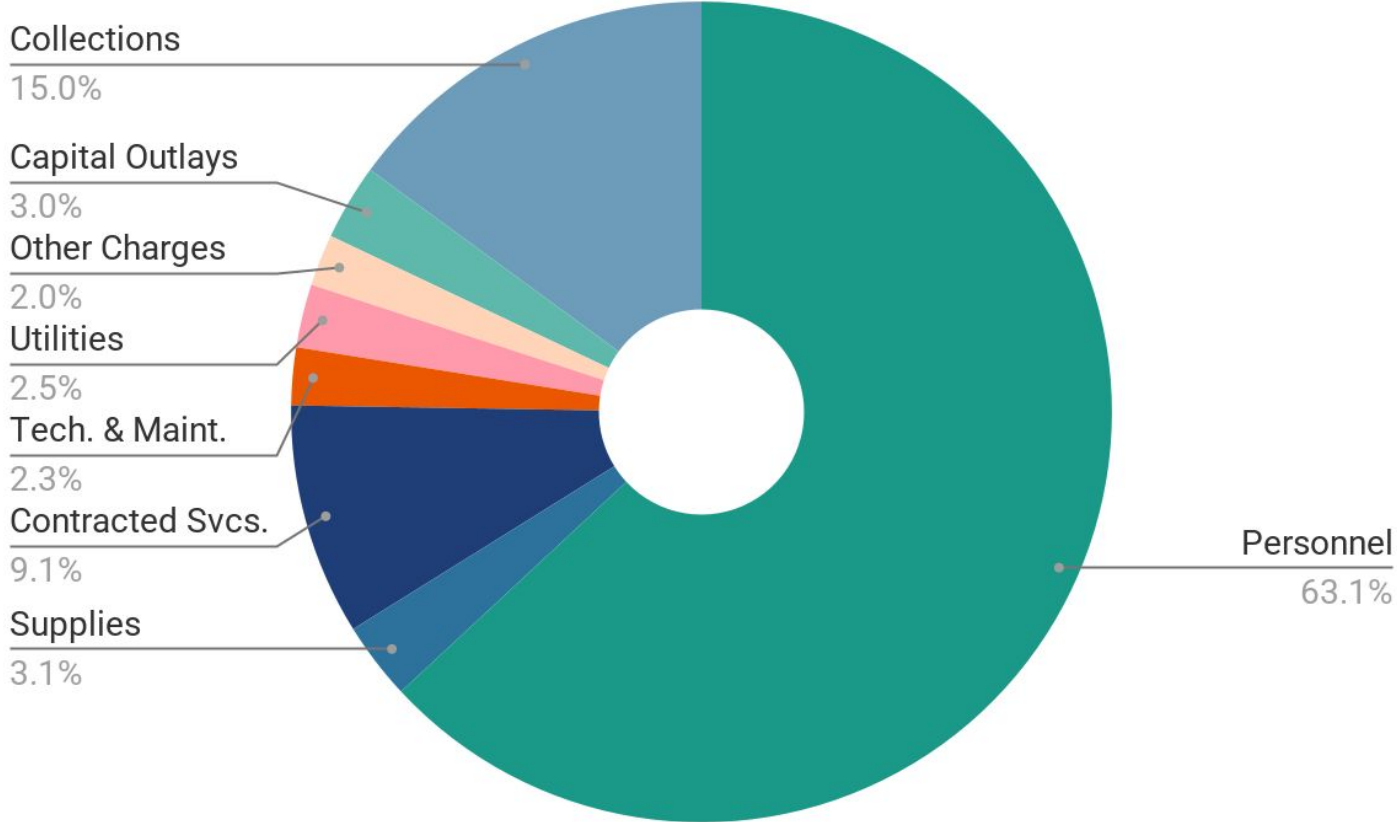
Maintain **1.1 mills** for **operating expenses**  
**0.1789 mills** to **replenish fund balance**  
**after Phase 3**

**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

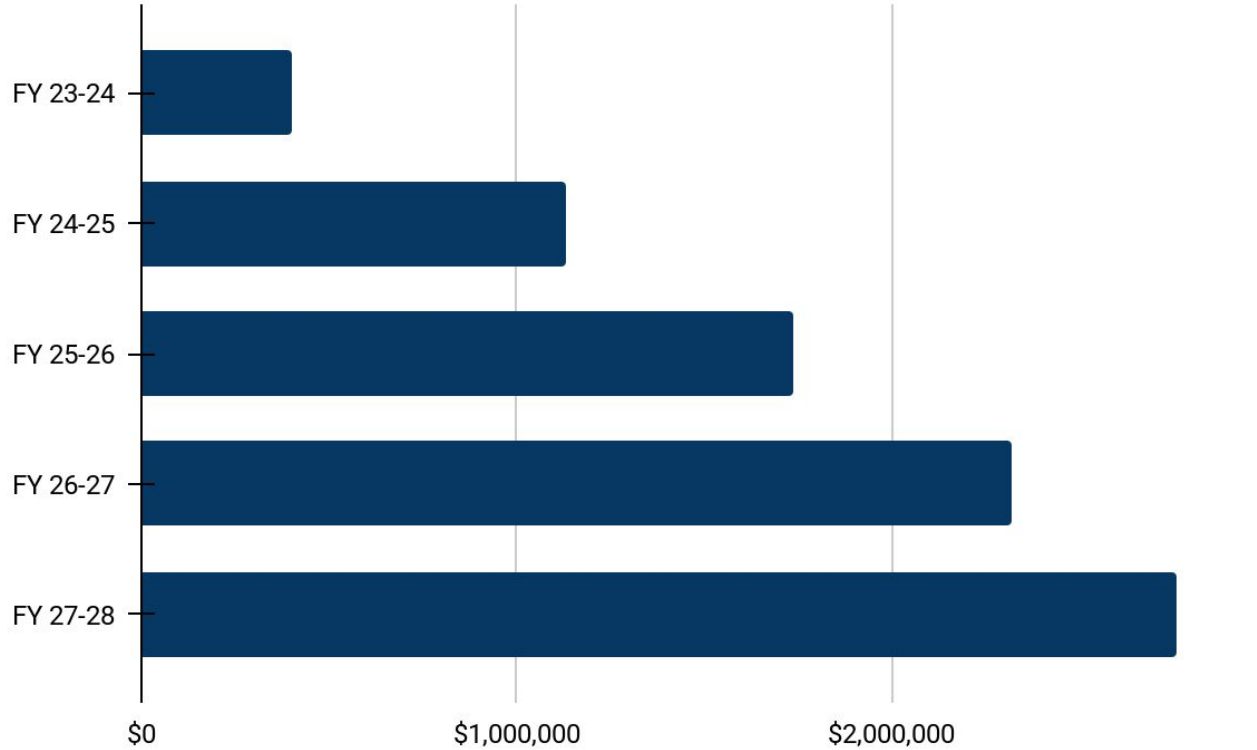
Earned Sick Time Act compliance

# 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.



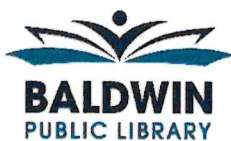
# Next Steps

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: Rumple, Mark, Wheeler, Friedman, Pisano, Rax

NAYS: 0

ABSENT: 0

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

Danielle Rumple, President, Board of Directors, Baldwin Public Library