
Baldwin Public Library 2022-25 Strategic Plan Accomplishments

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:

- **Intellectual Freedom** - Providing unfettered access to all points of view
- **Equitable and Inclusive Access** - Offering a wide variety of diverse resources for everyone
- **Education and Lifelong Learning** - Empowering individuals personally and professionally by facilitating the acquisition of credible and viable information
- **Innovation** - Anticipating changing customer needs with creative, relevant, and timely offerings
- **Welcoming Environment** - Ensuring a respectful and safe space
- **Integrity** - Demonstrating responsible stewardship, transparency, ethical behavior, and honesty
- **Collaboration** - Meeting community needs by working together, seeking input, and offering assistance
- **Commitment to Excellence** - Delivering high quality service in all we do

Strategic Goals

Programs & Services - Adapt programs and services to meet the needs of the changing population (Goal champion: H Jennings and Stephanie Klimmek)

1. *Determine the wants and needs of users for library services and programs and adjust services and programs in response to feedback*
 - a. Staff members gathered feedback from the public using paper forms, QR codes, and/or email links to surveys.
 - b. Elisabeth Phou, Teen Librarian II, regularly surveys the Teen Advisory Board members to collect feedback on teen programs and collections and responds to their feedback to improve the Teen collections and programs.
 - c. Rosemary Isbell, Youth Librarian II, surveys the Kids Library Society members to collect feedback on programming and collections and responds to their feedback to improve Youth collections and programs.

- d. All Battle of the Books coaches received a follow-up survey after the 2024 Battle of the Books event. Stephanie Klimmek, Head of Youth Services, has used this feedback to help make improvements to the 2025 program.
 - e. Staff regularly evaluate usage of each collection based on circulation and turnover statistics. Based on these metrics, they remove low use items and purchase items that better meet the requests and usage patterns of patrons.
 - f. Staff in Adult and Youth Services reduced the size of the DVD, CD, and Book on CD collections after seeing trends that patrons prefer accessing these materials digitally.
 - g. Youth Services staff adjusted and streamlined the story time registration process to make it more convenient for attendees and to allow for the highest number of participants to attend each session.
 - h. Youth Services staff adjusted their programming schedule based on survey results from attendees and attendance at weekly programs. This led to adding a weekly evening story time, adding monthly outdoor Saturday story times, holding the Books & Boogie story time at a more popular time period, and adding more STEAM programs for early elementary students.
 - i. Several new collections were added to meet patron requests and needs, including the Skill Builders backpack collection to assist in teaching skills to preschool and elementary students and the Best Bets collection, which provides patrons with easy access to popular and well-liked materials.
 - j. All program attendees in November 2024 were presented with an online survey about their experiences. Staff used feedback collected to make adjustments to program content, times, and formats.
 - k. The Adult Services department reallocated staff and added a part-time librarian who focuses on services to middle school students. With this new staff member, they expanded our programming schedule to include Teen Culinary Club, Animanga Club, Cozy Teen Writing Club, Teens Night Out, Paperbacks & Snacks, and Dungeons & Dragons.
 - l. After receiving multiple requests from local authors, Stephanie Klimmek and Alyssa Mandell hosted Baldwin's first Bibliophile Bonanza, a local author fair, in November 2024 to promote local talent.
2. *Ensure library materials, programs, technology, and services are available, relevant, and welcoming to all abilities and backgrounds*
- a. Jaclyn Miller, Associate Director, regularly promotes the library's databases through social media posts and videos.
 - b. Technology Trainer Bart Gioia, visits local senior living facilities to provide technology instruction to seniors.

- c. The Home Delivery service continues to provide patrons who are unable to come to the library with physical access to books and media. We have 65 patrons who are enrolled in this service and use it monthly.
- d. Baldwin served as an overnight warming center during an extended power outage in Birmingham in February 2023.
- e. Library staff and volunteers deliver materials and book club selections to local senior living facilities as needed.
- f. Our Curbside Pickup service remains popular with patrons and we are able to deliver materials to patrons' vehicles.
- g. The Idea Lab hosts a monthly Grand Tour to introduce interested users to the services it provides.
- h. Rebekah Craft, Library Director, hosts a monthly Behind the Scenes tour to share about the library's history, services, and programs.
- i. Youth Services staff improved the discoverability of the Toy Collection by photographing each toy, updating the catalog, and making the collection visually accessible to patrons.
- j. Library staff worked to improve signage for various collections throughout the building.
- k. Librarians Ethan Cronkite and Jen Hassell introduced the Library of Things collection in December 2024 after developing the collection based on research and conversations with other libraries and catalogers.
- l. Access Services staff created an additional holds pick-up location at the City of Bloomfield Hills Offices in December 2024. If successful, staff will contact additional contract communities to set up the same delivery system.

3. *Develop a technology plan to support existing programs and services*

- a. Though a written plan is still in the works and will be completed by November 2025, the following improvements were made to better support library programs and services.
- b. Expanded staffing in the IT department to offer full IT coverage during all of the library's open hours. The department now has two full-time employees and three part-time employees.
- c. Access Services staff regularly upgrade the Polaris ILS system when new upgrades are available.
- d. Bart Gioia, Technology Trainer, developed a thorough step-by-step tutorial for using the new microfilm reader.
- e. Bart Gioia, Technology Trainer, expanded the number of digital literacy classes for patrons. Currently offered courses include accessing Digital Newspapers, Smart TV, Value Line and the Investing Center, Using Peer-to-Peer Payment apps, Protecting

- Yourself in the Digital World, using Instagram, Using Canva, Photoshop, Artificial Intelligence, and Checking out eBooks from the Library.
- f. All library servers have been upgraded and a mirrored backup server was installed in August 2022.
 - g. The digital projector and audio system in the Jeanne Lloyd Room was upgraded.
 - h. The IT department purchased a new Envisionware LDS touchscreen unit to provide patrons with a more user-friendly interface for scanning, faxing, and printing.
 - i. All public computers were replaced with upgraded machines in September 2023.
 - j. The public Wi-Fi network was upgraded in December 2023.
 - k. A new firewall was installed in June 2024.
 - l. The security cameras were upgraded in January 2025 to provide higher resolution images and more coverage of the building.

Facility - Create a welcoming, safe, and accessible building that meets the needs of our staff and users (Goal Champion: Jaclyn Miller)

1. *Develop and plan for long-term facility needs*
 - a. Jaclyn Miller developed a schedule for regular cleaning and maintenance of the carpet, furniture, and windows in the building.
 - b. Baldwin eliminated the use of annual flowers planted in beds around the building in favor of sustainable native perennials. Many of these plants were purchased with local grant funding.
 - c. Craft worked with staff to identify areas of the building that will need to be updated once the Phase 3 Renovation is complete. Areas to be addressed include adding shades on the north wall of the Youth Room, replacing picture book shelving in the Youth Room, adding new single use soundproof study pods in the Adult Services study carrel hallway, replacing carpet in the lower level, painting the lower level, purchasing deeper desks in the IT, Access Services, Youth Services and Adult Services offices, and installing new restroom partitions in the lower level.
2. *Develop and complete expansion and renovation of front entrance and circulation area*
 - a. The Phase 3 Addition and Renovation was completed in July 2024 at a cost of \$4,050,163, which was \$100,000 under the projected budget.
 - b. Baldwin now has a fully accessible street level entrance with a snow melt system, automatic and touchless doors, an indoor ramp, and a passenger elevator.
 - c. A new 2,000 square foot atrium includes a small vending machine café and 10 tables and 40 chairs for collaborative use.
 - d. The Information Desk, holds shelving, new books shelving, and self-check machines are now located in a central location adjacent to the entrance.
 - e. Exterior and interior lighting of the library's entrance was improved.

- f. An outdoor plaza was created to connect Baldwin with Shain Park. A Nanawall was added to the building to offer an indoor/outdoor space for visitors to use.
- g. Four study rooms holding 1-2 people were added to meet the high demand for private study space.
- h. The Friends of the Baldwin Public Library Friends' Bookshop now has a fully renovated, built-in sale space accessible to the public.

3. *Maintain a safe and accessible environment*

- a. Overhead shelf lighting was added in the Legacy Room to increase visibility.
- b. Additional outlets were added to study tables so that patrons can charge and use personal devices.
- c. IT staff created a charging station so that anyone in need of a cable can charge their personal device while in the library.
- d. Additional lighting was installed in the Youth Room to make materials on the shelves easier to view when it's dark outside.
- e. Staff have inventoried and rebalanced library collections to ensure they are easy to browse and locate in the building and in the online catalog.
- f. All desk chairs in the Birkerts addition were replaced with safer and identical desk chairs with a 500-pound weight limit.
- g. Library staff removed items from the tops and bottom shelves of most stacks to make materials available at an easier to access height.
- h. Staff purchased a low rolling stool so that people with mobility concerns can sit and reach lower shelves.
- i. We purchased two chairs with higher seats to make it easier for people with hip mobility limitations to sit and rest.

4. *Continue to monitor and make improvements to facility*

- a. The roof over the Youth Room was replaced and the ceiling was repaired after several ongoing leaks caused mold growth in the ceiling and an umbrella punctured several holes in the roof during a summer storm.
- b. The periodicals shelving in the Grand Hall was replaced with lighter metal shelving and staff installed plexiglass newspaper covers with knobs designed for people who might struggle with grip.
- c. Staff are using microfiber towels to clean tables, screens, white boards, new books, and surfaces instead of paper towels. The towels are washed and reused on a regular basis.
- d. We have reduced the amount of single use plastic we use in programs. Cookbook club members use personalized glass plates instead of disposable plates. Ceramic mugs are used in place of disposable beverage containers.

Diversity & Equity - Provide and promote equitable and inclusive resources and opportunities for all populations (Goal Champion: Rosemary Isbell)

1. Prioritize diversity, equity, and inclusion practices

- a. Staff members conducted a diversity audit of FY2023-24 programs, the adult book club collection, and youth J Fiction books to identify areas where we need more representation in our materials and programs.
- b. Staff have created monthly thematic displays in Adult and Youth that feature underrepresented groups and showcase a variety of materials available in the library's collections. A monthly calendar has helped staff to create programs and displays surrounding each month's feature. Book clubs for all ages discuss books related to the monthly theme.
- c. Craft completed in the yearlong Public Library Impact, Communication, and Responsiveness in Times of Uncertainty Group training with Michigan library directors from September 2022 through August 2023.
- d. 25 staff members attended restorative practices training in October 2023.
- e. Youth Services staff have started offering a visual schedule in story times to provide children with a preview of what to expect during each session.
- f. Staff have updated shelf signage to help improve the discoverability of physical collections.
- g. Staff members offered the following programs to patrons covering a wide variety of cultures, histories, and backgrounds:

Birmingham's Connection to The Underground Railroad

Dive into Dearborn: A Food Adventure with Zahir

Travel The World: India

Minoru Yamasaki and Asian Americans in Birmingham

Early Abolitionists and The Local Underground Railroad Network

Midnight: Detroit and The Underground Railroad

Frederick Douglass

The Levinsons, First Jews in Birmingham

In Search of the Amazons: Warrior Women of the Past

Travel The World: France & Francophone Cultures

Behind The Scenes of History: The Straits of Mackinac

Untold Stories of the American Revolution

Travel The World: Spain

Negro Motorist Green Book

The Second Middle Passage: America's Domestic Slave Trade

A Shifting Landscape: How Immigration Shaped Birmingham

The Civil Rights Movement in The 1970's and Birmingham's CREEM Magazine

Suffragettes at The DIA: The Changing Role of Women in America

Into No Man's Land: An Evening with Holocaust Survivor Irene Miller
Curtis Chin Everything I Learned, I Learned in A Chinese Restaurant
How The Saginaw Trail Became Woodward and Shaped Birmingham
English Language Learners Talk Time

- h. The Policy Committee worked with library staff to revise all library policies and ensure that no policies were inadvertently creating unfair circumstances for patrons. The focus for staff is on treating individuals fairly and directly addressing the behavior in question. All policies are reviewed on an annual basis and updated as needed.
 - i. Access Services staff eliminated charges to non-residents for Hot Picks and video games.
 - j. Access Services staff worked with the Youth Services department to create a student card so that any person attending Birmingham Public Schools is eligible for a Baldwin library card and can use Baldwin's study rooms.
 - k. Staff reviewed web pages to ensure that all pages use accurate, inclusive, and clear language to describe library practices, services, and programs.
 - l. Access Services staff updated book labels to be accessible to people with colorblindness.
2. *Develop and implement a training and education plan*
- a. The Inclusion, Equity, Diversity, and Access Task Force developed an annual staff training program through the Beanstack software. The training module features 12 different free online resources and part-time staff members have one year to complete two modules while full-time staff members have one year to complete four modules.
 - b. The IDEA Task Force hosted Safe Zone training for staff. The Safe Zone provides education on effective LGBTQ awareness and ally training.
 - c. The IDEA Task Force developed a quarterly staff book club to read and discuss books about people with different backgrounds, cultures, and histories.
 - d. The Youth Services librarians meet monthly to work through and learn from the Project READY (Reimagining Equity & Access for Diverse Youth) curriculum and apply it to departmental practices.
 - e. The IDEA Task Force created a quarterly discussion group for staff to discuss library matters, brainstorm solutions, and share best practices with each other.
 - f. The IDEA Task Force maintains a centralized location on the staff intranet to share webinars and training opportunities of interest.
3. *Review and improve recruitment, hiring, retention, and promotion methods*
- a. The Inclusion, Equity, Diversity, and Access Task Force reviewed the education requirements for many job postings to accept candidates with applicable experience in libraries or a related field.

- b. The IDEA Task Force revised and updated the job application to make it more inclusive. The form is now fillable online.
- c. The IDEA Task Force created an online form for staff to offer anonymous feedback and suggestions. Feedback sent through this form is addressed in a timely manner.
- d. The IDEA Task Force and Management Team created new job positions (Librarian Intern, Reference Assistant, Teen Assistant, and Librarian II) to provide a transparent pathway to promotion within the organization.
- e. Changes to the library's internal operations has contributed to Reduced staff turnover, year over year. (16% turnover in 2022, 15% turnover in 2023, 14% turnover in 2024).
- f. **In progress:** The Management Team has updated job descriptions but needs to finalize these descriptions by December 2025.
- g. **In progress:** Craft is working to create onboarding training for all staff using the Beanstack platform and will be rolling this out to staff starting in July 2025.

Community Outreach & Partnerships - Develop and strengthen BPL connections within the community (Goal Champion: Jaclyn Miller)

1. Identify and develop new community relationships and partnerships

- a. The Outreach Committee reviewed non-profit organizations in the area and then Library Board members reached out to each organization to assess needs and potential partnerships.
- b. Library staff hosted programs featuring BeSmart gun storage and the Oakland Literacy Council.
- c. Rebekah Craft and Melissa Mark served as members of Birmingham's ad hoc Aging in Place committee.
- d. **In progress:** The Outreach Committee has developed and planned a local non-profit fair, the Community and Resource Engagement Fair, which will be held on April 12, 2025 in the library's atrium.

2. Maintain and strengthen existing community relationships and partnerships

- a. Library staff participate in various annual local events, including the DPS Open House, Celebrate Birmingham Parade, Beverly Hills Memorial Day Parade, Birmingham Farmers Markets, Summer Movie in the Park nights, Bingham Farms Family Fest, Bloomfield Hills Open House, Healthy Kids Day at the Y, Halloween Hoot, and Winter Markt.
- b. Since February 2022, staff have hosted or participated in 443 outreach programs reaching 30,851 people.

- c. Baldwin purchased a Book Bike with a donation from the Friends of the Baldwin Public Library. This bike, often mistaken for an ice cream bike, has been used as an outreach tool at a myriad of community events since the summer of 2023.
- d. Baldwin has hosted several supply drives in the lobby to support local organizations. Organizations benefitting from the drives include Toys for Tots, Lighthouse of Oakland County, Oakland County Children's Village, Diapers to Mamas, and Beyond Basics.
- e. Baldwin staff have worked closely with Birmingham Public Schools to support their events and programs. Baldwin staff regularly collaborate with BPS on the following programs:
 - i. First Grade First Card
 - ii. Second Grade Tours
 - iii. Battle of the Books
 - iv. Fifth Grade virtual book talks
 - v. Summer Reading school visits for all students in grades K – 11
 - vi. Seaholm and Groves library card signup table during orientation
 - vii. Early literacy nights in elementary schools
 - viii. STEAM nights in elementary schools
 - ix. BPS PTA meetings
 - x. School Librarian staff trainings
- f. Teen librarians have hosted a library card signup table at Cranbrook schools during their orientation period.
- g. Youth librarians host regular story times for preschool students at St. James, The Community House, BPS Early Childhood Center, WeeCare, and the Goddard School.
- h. Craft serves on the Birmingham Shopping District Tourism Advisory Board.
- i. Adult Services librarians work with librarians from West Bloomfield Township Public Library, Bloomfield Township Public Library, and Troy Public Library to host twice yearly Speed Dating with a Book events at The Village Club.
- j. Baldwin regularly collaborates with the Birmingham Museum on programming and moved items from Baldwin's local history collection to the Museum to improve preservation of these historic materials.
- k. Miller attended the Birmingham Shopping District Retailers meeting in September 2023 to discuss library programs and services that are helpful to merchants.
- l. Miller hosted the Chamber of Commerce Coffee Talk in January 2025 to share about the recent addition and discuss library programs and services that can benefit member organizations.
- m. Adult Librarian Vicki Sower is on the board of Birmingham Youth Assistance and partners with this organization on behalf of the library.

- n. Stephanie Klimmek works with the Beverly Hills Lions Club to host monthly Project Kindsight vision screenings in conjunction with popular youth programs.
 - o. Bart Gioia has provided technology classes and assistance at All Seasons and Story Point senior living facilities.
 - p. Rebekah Craft, Mick Howey, Jaclyn Miller, and Bart Gioia have partnered with Birmingham Next to provide two monthly book clubs for seniors, a quarterly computer class, and grant support for thematic programming units.
 - q. Youth Services staff have partnered with the Birmingham YMCA to host summer campers in the Youth Room five days each week.
3. *Develop an external marketing and communication plan*
- a. Jaclyn Miller and designer Michelle Hollo developed and implemented a new library logo on all library marketing materials, including signage, clothing, and promotional swag.
 - b. Jaclyn Miller produces a monthly social media calendar and works with staff in each department to feature different aspects of the library's programs and services.
 - c. The Teen Assistant (currently Shoshana Loomer, previously Faith Whitted and Sinjin Green) produces a weekly TikTok video highlighting an aspect of library life at Baldwin.
 - d. Jaclyn Miller and Kristen Tait updated Polaris email notices to be more aesthetically pleasing and customizable and to add program reminders and registration buttons for more visibility.
 - e. Rosemary Isbell and Caroline Salucci highlight Youth databases in social media posts each month and have updated fliers and signs to advertise databases available at the library.
 - f. Jaclyn Miller sends press releases to local papers to advertise new programs and services.

Personnel & Organization - Train, empower, and equip members of the organization to best support users and each other (Goal Champion: Rebekah Craft)

- 1. *Support a learning culture that encourages innovation and risk-taking to develop new services and programs that meet the unique character of the communities we serve*
 - a. Rebekah Craft and Jaclyn Miller host monthly all staff meetings to share library-wide and departmental updates, celebrate staff anniversaries, and discuss current issues. Recordings of the meetings are shared with staff unable to attend.
 - b. Baldwin subscribes to Ryan Dowd's Homelessness Training program, which offers monthly webinars on a variety of mental health and customer service training topics.

- c. Baldwin provides staff access to trainings from Niche Academy webinars through the Library of Michigan, Midwest Collaborative for Library Services trainings, and The Library Network (TLN) webinars. Staff are encouraged to attend any relevant trainings.
 - d. Each department created service desk guides with relevant and easy-to-access information about daily operations and popular questions asked of staff.
 - e. The Access Services Department has created and maintained an in-depth Wiki and supplemental video training modules to share detailed instructions for acquiring and processing items, making changes to the catalog, weeding items, paging, and providing customer service at the Information Desk.
 - f. Craft provides transparency on the budgeting process so that all employees can share feedback on needed items during the planning stage and then view how the budget is allocated. The annual salary ranges for each position are shared with staff in July.
 - g. Craft allocates \$25,000 in each annual budget to provide staff with professional development training opportunities.
 - h. All department heads meet with their employees at least once a month to check in, track progress, answer questions, and troubleshoot concerns. This has led to more open communication in all levels of the organization.
 - i. Jaclyn Miller sends a recap of each Library Board meeting to staff members the morning after the meeting.
 - j. Craft shares a presentation on national and international library trends with staff each year to maintain awareness of the profession.
 - k. Department Heads have increased weekend staffing to provide backup in case of illness or emergency and to offer staff less time on the service desks to help reduce burnout.
2. *Attract and retain well-qualified staff who are inclusive and welcoming to all*
- a. Director Craft evaluates staff pay compensation using comparisons from local libraries and has adjusted the pay and benefits schedule every year in order to be more competitive with area libraries.
 - b. Staff are provided with a variety of training opportunities, both internally and externally, to improve skills.
 - c. Staff members regularly meet with supervisors to share feedback and receive mentoring and guidance.
 - d. The Personnel Committee updated the Personnel Handbook to make library employment information and procedures more accessible to staff.
 - e. The Shine Committee for staff appreciation plans after-hours hangouts, coordinates the staff shout out board to celebrate staff members going above and beyond, publishes an internal newsletter 6 times per year, and offers regular

refreshments and goodies for staff in the staff lounge. These efforts are funded by the Paul Francis endowment fund for staff appreciation.

- f. Rosemary Isbell sends out a weekly email that shares feel good patron stories and patron compliments with staff.
- g. When incidents occur between patrons and staff, members of the management team check in on staff after the incident to provide care and assistance. If needed, library practices are adjusted after major incidents to reduce reoccurrence.
- h. Staff turnover has reduced to 14% in 2024 with the addition of staff forward practices.
- i. **In progress:** Department Heads are creating and refining documents and checklists for the hiring and training of new employees.

3. *Identify and provide opportunities for staff growth*

- a. The Circulation Services Department and Technical Services Department were combined into the Access Services Department. Staff in this combined department are able to collaborate better on tasks and customer service and processing speed and accuracy has improved.
- b. Baldwin's Management Team worked to create several new positions to promote staff within the organization, including the Librarian II, Reference Assistant, Teen Assistant, and Library Intern.
- c. Staff have the opportunity to attend a wide variety of regional and national conferences, including the Public Library Association conference, Michigan Library Association conference, Midwest RepRap Festival, MLA Spring Institute, Computers in Libraries conference, Innovative Users Group conference, Back in Circulation conference, and the Association for Library Service to Children conference.
- d. Baldwin hosted Staff Development Days in September 2023 and September 2024. These days served not only as team building opportunities, but also included dedicated training time on a variety of topics. Staff learned about the Unattended Children Policy, patron behavior management, active shooter training, eBooks, Ingram Purchasing, HR Benefits for FT employees, Toy Collection & Library of Things training, Book Bike Training, and maintenance operations training. Staff also worked together in groups to discuss deescalating an angry patron, providing backup to coworkers during a patron conflict, combatting disinformation with patrons, advocating for the library in the community, and AI and its uses and implications in the library.
- e. Library staff served on local library committees (Kristen Tait – TLN Circulation committee chair, Mick Howey – MetroNet Electronic Services committee chair, Elisabeth Phou – TLN Teen Services committee secretary, Rebekah Craft – MLA 2023 Annual Conference Committee and MetroNet Director's Secretary).

- f. Staff presented at statewide and national conferences (Jeff Jimison – MLA Annual Conference in 2023, 2024 and MLA Spring Institute, Kristen Tait – Innovative Users' Group conference & Back in Circulation conference).

Financial - Maintain and improve financial health (Goal Champion: Rebekah Craft)

1. *Analyze current and future expenses and identify cost-saving opportunities*
 - a. Expenditures are evaluated on an annual rolling basis.
 - b. In the last three years we have saved money by eliminating the \$20,000 annual Bibliotheca service contract, the \$2,000 Hootsuite social media software subscription, the \$800 Tumblebooks subscription, and the \$8,000 LinkedIn Learning subscription.
2. *Analyze current and future revenue and identify potential revenue streams*
 - a. Revenues are evaluated on an annual rolling basis.
 - b. 17 staff members have received \$1,600 stipends, totaling \$27,200, from the Library of Michigan for continuing education attendance at national conferences.
 - c. Baldwin received a \$10,000 grant from the Birmingham Area Cable Board in September 2022 to fund improvements to the Jeanne Lloyd Room audio system and digital projector.
 - d. Baldwin received a \$450 grant in December 2022 and a \$1,000 grant in December 2023 from the Woman's National Farm & Garden Association Bloomfield Chapter in December 2022 and December 2023.
 - e. Baldwin received a \$2,000 grant in May 2023 and a \$1,350 grant in May 2024 from the Michigan Architecture Foundation to purchase equipment to be used at STEAM nights at Birmingham Public Schools and for architecture programs in the Idea Lab.
 - f. Baldwin received a \$22,435 grant from the Birmingham Area Cable Board in January 2025 to fund a new accessible library website.
3. *Maintain awareness of economic trends*
 - a. Paul Gillin, Bookkeeper, regularly monitor market rates, interest rates, Kiplinger's Economic Forecast, and the Consumer Price Index.
 - b. Baldwin's Finance Committee reviews the Trust fund allocations with Raymond James financial advisor Jim Cummins twice per year.
 - c. Plante Moran conducts a yearly audit of the budget.
 - d. Craft regularly reviews trade journals, Michigan Library Association updates, and national library headlines.