

AGENDA
West Bloomfield Township Public Library
Wednesday, August 14, 2024 6:30 PM
Main Library—Conference Room

1. **Call to Order**
2. **Attendance Roll Call**
3. **Approval of Agenda**
4. **Presentation—David Helisek & Phil Femminineo, Plante Moran auditors, to present the library’s 2023-2024 annual audit**
5. **Correspondence—**
6. **Public Comment**
 (Participants to hold all comments to 3 minutes. A participant may speak one time.)
7. **Approval of Minutes** July 16, 2024
8. **Financial Report** July 2024
Investment Report FY2023-2024
9. **Director’s Report** August 2024
10. **Accounts Payable** August 2024
11. **Old Business**
 - A. Update on Library Millage Communications
12. **New Business**
 - A. Approval of Mid-year Budget Adjustments for FY 2024-2025
 - B. Approval of Resolution to Submit L-4029, Tax Rate Request Form, to WB Township
 - C. Approval of Purchase of Technology Equipment
 - D. Approval of Bid Specifications for Main Roof Replacement & Room Remodeling
 - E. Approval of Assistant Director title change & position reclassification
13. **Board Comment**
14. **Adjournment**

July 30, 2024

To the Board of Trustees
West Bloomfield Township Public Library

We have audited the financial statements of West Bloomfield Township Public Library (the "Library") as of and for the year ended March 31, 2024 and have issued our report thereon dated July 30, 2024. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated May 14, 2024, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

As part of our audit, we considered the internal control of the Library. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters on June 14, 2024.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Library are described in Note 1 to the financial statements.

The Library changed its accounting policy in accordance with GASB Statement No. 96, *Subscription-based Information Technology Arrangements*. However, the Library's financial statements were not impacted by the change in accounting policy.

We noted no transactions entered into by the Library during the year for which there is a lack of authoritative guidance or consensus.

We noted no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimate affecting the financial statements was the recording of the net OPEB asset, along with the related assumptions inherent in estimating the asset. Management's estimate of the net OPEB asset (and related OPEB amounts) is highly sensitive to the various assumptions used by the actuary within the actuarial valuation obtained. Those assumptions, which are outlined in Note 8 to the Library's financial statements, include the long-term rate of return, the discount rate, mortality assumptions, health care cost trend rates, and various other assumptions. While the actuary uses these assumptions to calculate the total OPEB liability, as management is ultimately responsible for the accuracy of its financial statements, it is management's responsibility to assess whether the assumptions made are supportable and appropriate based on the facts of its individual plan. Generally accepted accounting principles require that such assumptions be the best estimate as of the measurement date. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in performing and completing our audit.

Disagreements with Management

For the purpose of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We did not detect any misstatements as a result of audit procedures.

Significant Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the Library, and business plans and strategies that may affect the risks of material misstatement, with management each year prior to our retention as the Library's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition of our retention.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 30, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a second opinion on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

To the Board of Trustees
West Bloomfield Township Public Library

July 30, 2024

This information is intended solely for the use of the board of trustees and management of the Library and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Plante & Moran, PLLC

A handwritten signature in black ink, appearing to read "David Helisek". The signature is written in a cursive style with a large initial "D".

David Helisek, CPA
Partner

West Bloomfield Township Public Library

**Financial Report
with Supplementary Information
March 31, 2024**

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Independent Auditor's Report

To the Board of Trustees
West Bloomfield Township Public Library

Opinions

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of West Bloomfield Township Public Library (the "Library") as of and for the year ended March 31, 2024 and the related notes to the financial statements, which collectively comprise the Library's basic financial statements, as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Library as of March 31, 2024 and the respective changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Library and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

To the Board of Trustees
West Bloomfield Township Public Library

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplementary information, as identified in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Plante & Moran, PLLC

July 30, 2024

West Bloomfield Township Public Library

Management's Discussion and Analysis

This discussion and analysis of West Bloomfield Township Public Library's (the "Library") financial performance provides an overview and analysis of the financial activities for the year ended March 31, 2024. Please read it in conjunction with the Library's financial statements.

Using This Annual Report

The General Fund is presented on the modified accrual basis of accounting, which is a short-term view that tells us how the taxpayers' resources were spent during the year, as well as how much is available for future spending. This information is then adjusted to the full accrual basis to present a longer-term view of the Library as a whole. This longer-term view uses the full accrual basis of accounting so that it can measure the true cost of providing services during the current year and whether the taxpayers have funded the full cost of providing library services.

The General Fund modified accrual basis financial statements provide detailed information about the Library's current financial resources. This information is important, as it demonstrates compliance with various state laws and shows the stewardship of the Library's annual property tax and other revenue.

The Library's full accrual basis financial statements present information about the Library's total economic resources, including long-lived assets and long-term obligations. This information is important, as it recognizes the long-term ramifications of decisions made by the Library on an ongoing basis.

Condensed Financial Information (Full Accrual Basis)

The following tables show key financial information in condensed format:

	Governmental Activities	
	2023	2024
Assets		
Current and other assets	\$ 13,136,362	\$ 13,189,239
Capital assets	10,988,209	11,677,132
Total assets	24,124,571	24,866,371
Deferred Outflows of Resources	37,461	8,422
Liabilities		
Current liabilities	623,884	798,686
Noncurrent liabilities	68,726	79,915
Total liabilities	692,610	878,601
Deferred Inflows of Resources	280,041	327,915
Net Position		
Net investment in capital assets	10,988,209	11,677,132
Unrestricted	12,201,172	11,991,145
Total net position	\$ 23,189,381	\$ 23,668,277

West Bloomfield Township Public Library

Management's Discussion and Analysis (Continued)

The Library's Changes in Net Position

	Governmental Activities	
	2023	2024
Revenue		
Property taxes	\$ 5,588,144	\$ 5,981,235
State aid	194,939	187,175
Charges for services	176,642	188,064
Fines and forfeitures	66,967	77,809
Investment (loss) income	(58,766)	379,816
Contributions	241,665	111,976
Total revenue	6,209,591	6,926,075
Expenses - Library services	6,083,586	6,445,405
Loss on Disposal of Capital Assets	(16,301)	(1,774)
Net Change in Net Position	109,704	478,896
Net Position - Beginning of year	23,079,677	23,189,381
Net Position - End of year	\$ 23,189,381	\$ 23,668,277

Full Accrual Analysis

The full accrual statement of activities shows an increase in net position of \$478,896. The majority of the increase was related to an increase in property tax as well as an increase in revenue from investment income, both of which were offset by higher expenses.

Unrestricted net position, the part of net position that can be used to finance day-to-day operations and future capital projects, totals \$11,991,145. Unrestricted net position decreased during the year by \$210,027.

Modified Accrual Analysis

The General Fund is used for the operation of all the Library's services. There are two areas within the General Fund that account for a significant part of the expenditures to operate - personnel services and capital outlay for the purchase of books, media in all formats, magazines, newspapers, software, and other materials that are available for use by the community. Personnel and related staffing expenses of \$2,934,670 account for 51.5 percent of the Library's total operating expenditures. Capital outlay of \$1,289,308 accounts for 22.6 percent of the operating expenditures.

Transfers from the General Fund totaling \$1,051,962 were made to the Capital Improvements and Automation Fund (CIAD) to fund current and future capital projects and obligations. Major capital projects completed in this fiscal year included adding safety and security improvements, continuing the conversion of key access doors at both branches over to electronic access swipe cards, and upgrading the Library's computer network and security. At the main branch, the Library's chiller is in the process of being replaced, which is a multi-month project; the former computer lab is being converted to a flexible community meeting and classroom space; and a quiet study room was converted into a Reflection Room for people to take a quiet break. The library also launched a new website in December 2023. The Westacres branch renovated the public restrooms and made some cosmetic improvements to the Youth Services area.

Capital projects for the coming fiscal year include the replacement of the main library's roof, renovations to the Youth Terrace, and a renovation of the Circulation space at the Westacres branch.

General Fund Budgetary Highlights

As required by State of Michigan law, the Library amended the budget to take into account events during the year.

West Bloomfield Township Public Library

Management's Discussion and Analysis (Continued)

In the General Fund, revenue was more than budgeted amounts by \$231,663 due to investment income being greater than the investment income budgeted.

The Library has traditionally budgeted revenue to equal expenditures, with excess moneys transferred to other funds in order to accumulate fund balance for future capital replacement and improvements, both planned and unforeseen, per library board-established financial guidelines.

General Fund expenditures were \$342,010 lower than the budget for the year, primarily due to some capital outlay costs being lower than expected, personnel costs coming in lower than budgeted, and the cost of some repairs being lower than initially budgeted.

Capital Assets and Debt Administration

At the end of 2024, the Library had \$11,677,132 invested in a broad range of capital assets, including buildings, collections, furniture, and equipment (see Note 4 to the financial statements).

The Library has no debt as of March 31, 2024. Since West Bloomfield Township Public Library does not have bonding authority, the West Bloomfield Township Building Authority handles such matters on behalf of the Library. The township currently holds an AAA credit rating with Standard & Poor's.

Economic Factors and Next Year's Budgets and Rates

West Bloomfield Township Public Library continues to implement the recommendations of the 2022 Community Needs Assessment to meet expectations and requests from the West Bloomfield community. Additional programming for all ages, more digital collections and services, and expansion of community engagement efforts are of primary interest. The 2024-2025 budget reflects the focus on these efforts, and future years' budgets expect to reflect these initiatives.

Administration is also reviewing use of library spaces with the goal of adapting existing space to better accommodate user needs. The Community Commons space and the Reflection Room were both funded in part by bequests from dedicated library users. The Library received bequests of over \$300,000 in 2023-2024 and endeavored to use them based on the wishes of the donors and their families.

Ongoing challenges include an increase in building maintenance expenses, along with delays in work completion due to labor and supply chain issues. Hiring qualified staff who also have great customer service skills continues to pose one of the biggest organizational challenges, so all open positions are examined, and requirements changed if need be, before posting in order to attract the best and most relevant candidates. Hourly wage and annual salary rates continue to be reviewed in order to ensure the Library remains competitive with other organizations and an employer of choice.

The Library is requesting a millage increase (from the current rate of 0.6108 to 0.7) on the November 2024 ballot to replace the current library millage that expires in August 2026. The term of this millage, if approved by the voters, will run from November 2024 through November 2033. It was necessary to put the question on the November 2024 ballot in order to avoid the cost of a special election (approximately \$100,000) between February 2025 and August 2026. Both library branches are approaching 25 years of age, and most infrastructure will need to be replaced over the course of the next decade.

As always, the Library's budget has been developed maintaining a conservative stance related to both revenue and expenses. Expenses are scrutinized to ensure cost containment whenever possible, with resources allocated to ensure materials delivery to users in a variety of physical and electronic formats. The Library receives a generous donation annually from the Friends of the Library to supplement the General Fund's materials collection budget, as well as the funding of some programs and equipment.

Requests for Further Information

This financial report is intended to provide a general overview of the Library's finances and demonstrate the Library's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact the director, Cathy Russ, at (248) 682-2120.

West Bloomfield Township Public Library

Statement of Net Position/Governmental Funds Balance Sheet

March 31, 2024

	Major Funds		Nonmajor Fund	Total Governmental Funds	Adjustments (Note 2)	Statement of Net Position - Full Accrual Basis
	General Fund	Capital Improvements and Automation Fund	Endowment Fund			
Assets						
Cash and investments (Note 3)	\$ 11,948,823	\$ -	\$ -	\$ 11,948,823	\$ -	\$ 11,948,823
Receivables:						
Property taxes receivable	254,375	-	-	254,375	-	254,375
Other receivables	39,912	-	-	39,912	-	39,912
Due from General Fund/Internal balances	-	5,631,117	1,017,984	6,649,101	(6,649,101)	-
Prepaid expenses and other assets	-	40,742	-	40,742	-	40,742
Net OPEB asset (Note 8)	-	-	-	-	905,387	905,387
Capital assets: (Note 4)						
Assets not subject to depreciation	-	-	-	-	1,157,682	1,157,682
Assets subject to depreciation	-	-	-	-	10,519,450	10,519,450
Total assets	12,243,110	5,671,859	1,017,984	18,932,953	5,933,418	24,866,371
Deferred Outflows of Resources - Deferred OPEB costs (Note 8)	-	-	-	-	8,422	8,422
Total assets and deferred outflows of resources	\$ 12,243,110	\$ 5,671,859	\$ 1,017,984	\$ 18,932,953	5,941,840	24,874,793
Liabilities						
Accounts payable	\$ 675,250	\$ -	\$ -	\$ 675,250	-	675,250
Due to other funds/Internal balances	6,649,101	-	-	6,649,101	(6,649,101)	-
Accrued liabilities and other	48,811	-	-	48,811	-	48,811
Unearned revenue	74,625	-	-	74,625	-	74,625
Noncurrent liabilities - Due within one year	-	-	-	-	79,915	79,915
Total liabilities	7,447,787	-	-	7,447,787	(6,569,186)	878,601
Deferred Inflows of Resources - Deferred OPEB costs (Note 8)	-	-	-	-	327,915	327,915
Total liabilities and deferred inflows of resources	7,447,787	-	-	7,447,787	(6,241,271)	1,206,516
Equity						
Fund balances:						
Nonspendable	-	40,072	-	40,072	(40,072)	-
Committed:						
Programs	-	-	1,017,984	1,017,984	(1,017,984)	-
Capital improvements	-	5,631,787	-	5,631,787	(5,631,787)	-
Unassigned	4,795,323	-	-	4,795,323	(4,795,323)	-
Total fund balances	4,795,323	5,671,859	1,017,984	11,485,166	(11,485,166)	-
Total liabilities, deferred inflows of resources, and fund balances	\$ 12,243,110	\$ 5,671,859	\$ 1,017,984	\$ 18,932,953		
Net position:						
Net investment in capital assets					11,677,132	11,677,132
Unrestricted					11,991,145	11,991,145
Total net position					\$ 23,668,277	\$ 23,668,277

West Bloomfield Township Public Library

Statement of Activities/Governmental Funds Revenue, Expenditures, and Changes in Fund Balances

Year Ended March 31, 2024

	Major Funds		Nonmajor Fund	Total Governmental Funds	Adjustments (Note 2)	Statement of Activities - Full Accrual Basis
	General Fund	Capital Improvements and Automation Fund	Endowment Fund			
Revenue						
Property taxes	\$ 5,981,235	\$ -	\$ -	\$ 5,981,235	\$ -	\$ 5,981,235
State aid -						
State-shared revenue:						
State aid	89,774	-	-	89,774	-	89,774
Penal fines	97,401	-	-	97,401	-	97,401
Charges for services	188,064	-	-	188,064	-	188,064
Fines and forfeitures	77,809	-	-	77,809	-	77,809
Investment income	379,816	-	-	379,816	-	379,816
Contributions	5,475	-	106,501	111,976	-	111,976
Total revenue	6,819,574	-	106,501	6,926,075	-	6,926,075
Expenditures/Expenses						
Personnel services	2,934,670	-	-	2,934,670	(74,717)	2,859,953
Supplies	110,338	-	-	110,338	-	110,338
Professional and contractual services	468,271	-	-	468,271	-	468,271
Communications	31,028	-	-	31,028	-	31,028
Staff development	27,749	-	-	27,749	-	27,749
Community promotion	77,729	-	-	77,729	-	77,729
Insurance and bonds	54,050	-	-	54,050	-	54,050
Utilities	225,211	-	-	225,211	-	225,211
Repairs and maintenance and automation purchases	462,492	-	-	462,492	-	462,492
Rentals	9,001	-	-	9,001	-	9,001
Online references	8,543	-	-	8,543	-	8,543
Capital outlay	1,289,308	1,404,305	108,124	2,801,737	(1,760,162)	1,041,575
Depreciation	-	-	-	-	1,069,465	1,069,465
Total expenditures/expenses	5,698,390	1,404,305	108,124	7,210,819	(765,414)	6,445,405
Excess of Revenue Over (Under) Expenditures	1,121,184	(1,404,305)	(1,623)	(284,744)	765,414	480,670
Other Financing Sources (Uses)						
Interfund transfers in	-	1,051,962	-	1,051,962	-	1,051,962
Interfund transfers out	(1,051,962)	-	-	(1,051,962)	-	(1,051,962)
Loss on disposal of capital assets	-	-	-	-	(1,774)	(1,774)
Total other financing (uses) sources	(1,051,962)	1,051,962	-	-	(1,774)	(1,774)
Net Change in Fund Balances/Net Position	69,222	(352,343)	(1,623)	(284,744)	763,640	478,896
Fund Balances/Net Position - Beginning of year	4,726,101	6,024,202	1,019,607	11,769,910	11,419,471	23,189,381
Fund Balances/Net Position - End of year	\$ 4,795,323	\$ 5,671,859	\$ 1,017,984	\$ 11,485,166	\$ 12,183,111	\$ 23,668,277

West Bloomfield Township Public Library

Statement of Fiduciary Net Position

March 31, 2024

	Retiree Health Care Benefits Plan Fund
Assets - Investments - MERS Total Market Portfolio	\$ 1,766,338
Liabilities	-
Net Position - Restricted for postemployment benefits other than pension	<u><u>\$ 1,766,338</u></u>

West Bloomfield Township Public Library

Statement of Changes in Fiduciary Net Position

Year Ended March 31, 2024

	Retiree Health Care Benefits Plan Fund
Additions - Investment income	\$ 176,436
Deductions	
Benefit payments	22,104
Administrative expenses	3,430
Total deductions	<u>25,534</u>
Net Increase in Fiduciary Net Position	150,902
Net Position - Beginning of year	<u>1,615,436</u>
Net Position - End of year	<u><u>\$ 1,766,338</u></u>

March 31, 2024

Note 1 - Significant Accounting Policies

The following is a summary of the significant accounting policies used by West Bloomfield Township Public Library:

Reporting Entity

West Bloomfield Township Public Library (the "Library") is governed by an autonomous six-member board of trustees elected on a nonpartisan basis under Michigan Public Act 164. The accompanying financial statements present the Library in accordance with the criteria established by the Governmental Accounting Standards Board for determining the various governmental organizations to be included in the reporting entity.

Accounting and Reporting Principles

The Library follows accounting principles generally accepted in the United States of America (GAAP), as applicable to governmental units. Accounting and financial reporting pronouncements are promulgated by the Governmental Accounting Standards Board.

Report Presentation

Governmental accounting principles require that financial reports include two different perspectives - the government-wide perspective and the fund-based perspective. The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. The government-wide financial statements are presented on the economic resources measurement focus and the full accrual basis of accounting. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. The statements also present a schedule reconciling these amounts to the modified accrual-based presentation found in the fund-based statements.

Fund Accounting

The Library accounts for its various activities in several different funds in order to demonstrate accountability for how it spends certain resources; separate funds allow the Library to show the particular expenditures for which specific revenue is used. The Library reports the following funds as major governmental funds:

- The General Fund is the primary operating fund because it accounts for all financial resources used to provide government services other than those specifically assigned to another fund.
- Capital Projects Fund - The Capital Improvements and Automation Fund accounts for certain capital improvements and automation expenditures designated by the Library's board that are intended to be funded by amounts periodically set aside from the Library's General Fund.

Additionally, the Library reports the following nonmajor governmental fund type:

- The Endowment Fund is used to account for funds received through endowment sources that are restricted or committed to expenditure for specified purposes.

Note 1 - Significant Accounting Policies (Continued)

Fiduciary Funds

Fiduciary funds include amounts held in a fiduciary capacity for others. These amounts are not used to operate the Library's programs. Activities that are reported as fiduciary include the following:

- The Retiree Health Care Benefits Plan Fund accumulates all resources for future health care payments to retirees. The Retiree Health Care Benefits Plan Fund is governed by the library board. Although it is legally separate from the Library, it is reported as a fiduciary component unit because there is no separate governing body for the plan, and the plan imposes a financial burden on the Library.

Interfund Activity

During the course of operations, the Library has activity between funds for various purposes. During the year ended March 31, 2024, the General Fund made a transfer to the Capital Improvements and Automation Fund for capital projects. Any residual balances outstanding at year end are reported as due from/to other funds and advances to/from other funds. While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements.

Furthermore, certain activity occurs during the year involving transfers of resources between funds. In fund financial statements, these amounts are reported at gross amounts as transfers in/out. While reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Transfers between the funds included in governmental activities are eliminated so that only the net amount is included as transfers in the governmental activities column.

Basis of Accounting

The governmental funds use the current financial resources measurement focus and the modified accrual basis of accounting. This basis of accounting is intended to better demonstrate accountability for how the Library has spent its resources.

Expenditures are reported when the goods are received or the services are rendered. Capital outlays are reported as expenditures (rather than as capital assets) because they reduce the ability to spend resources in the future; conversely, employee benefit costs that will be funded in the future (such as pension and retiree health care-related costs or sick and vacation pay) are not counted until they come due for payment. In addition, debt service expenditures, claims, and judgments are recorded only when payment is due.

Revenue is not recognized until it is collected or collected soon enough after the end of the year that it is available to pay for obligations outstanding at the end of the year. For this purpose, the Library considers amounts collected within 60 days of year end to be available for recognition. The following major revenue sources meet the availability criterion: state aid, penal fines, service contract revenue, and interest associated with the current fiscal period.

Specific Balances and Transactions

Cash and Investments

Cash and investments include cash on hand, demand deposits, and investments in investment pools. Investments are stated at fair value except for certain investments in external investment pools, which are valued at amortized cost.

Note 1 - Significant Accounting Policies (Continued)

Capital Assets

Capital assets, which include property, equipment, and library collection, are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the Library as assets with an initial individual cost of more than \$2,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation.

Capital assets are depreciated using the straight-line method over the following useful lives:

<u>Asset Type</u>	<u>Depreciable Life - Years</u>
Buildings	50
Building improvements	20
Shelving	15
Furniture	10
Equipment	8
Library collection	7
Computers	5

Long-term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities statement of net position. In the fund financial statements, debt service payments are recognized during the current period. The face amount of debt issued is reported as other financing sources. As of March 31, 2024, the Library had no outstanding long-term obligations.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position and/or balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expense/expenditure) until then. The Library has one item that qualified for this related to the changes in assumptions of the OPEB plan.

In addition to liabilities, the statement of net position and/or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to future periods and will not be recognized as an inflow of resources (revenue) until that time. The Library has three items that qualify for this related to the difference between expected, net difference between projected and actual earnings on OPEB plan investments, and actual experience and changes in assumptions of the OPEB plan.

Net Position

Net position of the Library is classified in three components. Net investment in capital assets consists of capital assets net of accumulated depreciation and is reduced by the current balances of any outstanding borrowings used to finance the purchase or construction of those assets. The restricted component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Unrestricted net position is the remaining net position that does not meet the definition of invested in capital or restricted.

Note 1 - Significant Accounting Policies (Continued)

Net Position Flow Assumption

The Library will sometimes fund outlays for a particular purpose from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide and proprietary fund financial statements (as applicable), a flow assumption must be made about the order in which the resources are considered to be applied. It is the Library's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

Fund Balance Flow Assumptions

The Library will sometimes fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Library's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Furthermore, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Fund Balance Policies

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The Library itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the Library's highest level of decision-making authority. The library board is the highest level of decision-making authority for the Library that can, by passing a resolution prior to the end of the fiscal year, commit fund balance. Once passed, the limitation imposed by the resolution remains in place until a similar action is taken (the passing of another resolution) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The Library has, by resolution, authorized the library director to assign fund balance. The library board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally exist only temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment.

Property Tax Revenue

Property taxes are levied on each December 1 and become an enforceable lien at that time; the tax is based on the taxable valuation of property as of the preceding December 31. Taxes are considered delinquent on March 1 of the following year, at which time penalties and interest are assessed.

The Library's 2024 property tax revenue was levied and collectible on December 1, 2023 and is recognized as revenue in the year ended March 31, 2024 when the proceeds of the levy are budgeted and available for the financing of operations.

The 2023 taxable valuation of the Library totaled \$4.5 billion, on which taxes levied consisted of 1.3257 mills for operating purposes. This resulted in approximately \$6.0 million for operations. These amounts are recognized in the General Fund financial statements as tax revenue.

March 31, 2024

Note 1 - Significant Accounting Policies (Continued)

The Library has no tax abatements outstanding. There are no other units of government that have abated library taxes.

Other Postemployment Benefit Costs

The Library offers retiree health care benefits to retirees. The Library receives an actuarial valuation to compute the net OPEB asset, calculated as the difference between the total OPEB liability and the OPEB plan's fiduciary net position. For the purpose of measuring the net OPEB asset, deferred outflows and deferred inflows of resources related to OPEB, and OPEB expense, information about fiduciary net position of the Library's OPEB plan and additions to/deductions from the OPEB plan's fiduciary net position have been determined on the same basis as they are reported in the OPEB plan. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Compensated Absences (Vacation and Sick Leave)

It is the Library's policy to permit employees to accumulate earned but unused sick and vacation pay benefits. There is no liability for unpaid accumulated sick leave since the Library does not have a policy to pay any amounts when employees separate from service with the Library. All vacation pay is accrued when incurred in the government-wide financial statements. A liability for this amount is reported in governmental funds only for employee terminations as of year end. The General Fund is used to liquidate this obligation.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

Upcoming Accounting Pronouncements

In June 2022, the Governmental Accounting Standards Board issued Statement No. 101, *Compensated Absences*, which updates the recognition and measurement guidance for compensated absences under a unified model. This statement requires that liabilities for compensated absences be recognized for leave that has not been used and leave that has been used but not yet paid in cash or settled through noncash means and establishes guidance for measuring a liability for leave that has not been used. It also updates disclosure requirements for compensated absences. The provisions of this statement are effective for the Library's financial statements for the year ending March 31, 2025.

In December 2023, the Government Accounting Standards Board issued Statement No. 102, *Certain Risk Disclosures*, which requires governments to assess whether a concentration or constraint makes the government vulnerable to the risk of a substantial impact. It also requires governments to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued. If certain criteria are met for a concentration or constraint, disclosures are required in the notes to the financial statements. The provisions of this statement are effective for the Library's financial statements for the year ending March 31, 2026.

March 31, 2024

Note 2 - Reconciliation of Individual Fund Columns of the Statement of Net Position/Statement of Activities

Net position reported in the statement of net position column is different than the fund balances reported in the individual fund columns because of the different measurement focus and basis of accounting, as discussed in Note 1. Below is a reconciliation of the differences:

Fund Balances Reported in Governmental Funds	\$ 11,485,166
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and are not reported in the funds	11,677,132
Employee compensated absences are payable over a long period of years and do not represent a claim on current financial resources; therefore, they are not reported as fund liabilities	(79,915)
Other postemployment benefit assets and related deferred outflows and deferred inflows are not a financial resource and are not reported in the funds	<u>585,894</u>
Net Position of Governmental Activities	<u>\$ 23,668,277</u>

The change in net position reported in the statement of activities column is different than the change in fund balances reported in the individual fund columns because of the different measurement focus and basis of accounting, as discussed in Note 1. Below is a reconciliation of the differences:

Net Change in Fund Balances Reported in Governmental Funds	\$ (284,744)
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures; however, in the statement of activities, these costs are allocated over their estimated useful lives as depreciation:	
Capital outlay	1,760,162
Depreciation expense	(1,069,465)
Net book value of disposed assets is not recorded in the funds	(1,774)
Some employee costs (OPEB or compensated absences) do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds	<u>74,717</u>
Change in Net Position of Governmental Activities	<u>\$ 478,896</u>

Note 3 - Deposits and Investments

Michigan Compiled Laws Section 129.91 (Public Act 20 of 1943, as amended) authorizes local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The law also allows investments outside the state of Michigan when fully insured. The local unit is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications that matures no more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions that are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan.

Note 3 - Deposits and Investments (Continued)

The Library has designated a bank for the deposit of its funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in bonds and securities of the United States government and bank accounts and CDs but not the remainder of state statutory authority, as listed above. The Library's deposits and investments are in accordance with statutory authority.

The Library's cash and investments are subject to several types of risk, which are examined in more detail below:

Custodial Credit Risk of Bank Deposits

Custodial credit risk is the risk that, in the event of a bank failure, the Library's deposits may not be returned to it. The Library does not have a deposit policy for custodial credit risk. At year end, the Library had bank deposits of \$67,233 that were uninsured or uncollateralized deposits. The Library believes that, due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all deposits.

Interest Rate Risk

Interest rate risk is the risk that the value of investments will decrease as a result of a rise in interest rates. The Library's investment policy does not restrict investment maturities other than commercial paper, which can only be purchased with a 270-day maturity.

At year end, the Library had the following investments:

Investment	Carrying Value	Weighted-average Maturity (Years)
Primary Government		
Oakland County Local Government Investment Pool	\$ 4,760,327	0.65
Comerica J Fund	<u>6,866,353</u>	0.10
Total	<u>\$ 11,626,680</u>	

Credit Risk

State law limits investments in commercial paper to the top two ratings issued by nationally recognized statistical rating organizations. The Library has no investment policy that would further limit its investment choices. As of March 31, 2024, the credit quality ratings of debt securities (other than the U.S. government) are as follows:

Investment	Carrying Value	Rating	Rating Organization
Primary Government			
Oakland County Local Government Investment Pool	\$ 4,760,327	No rating	N/A
Comerica J Fund	<u>6,866,353</u>	No rating	N/A
Total	<u>\$ 11,626,680</u>		

Concentration of Credit Risk

The Library places no limit on the amount it may invest in any one issuer. Bank pools totaling \$6,866,353 are recorded at amortized cost in accordance with GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, and are not included in the fair value paragraphs below. These investments are held in the Comerica J Fund and are not subject to any limitations or restrictions on withdrawals.

Note 3 - Deposits and Investments (Continued)

Fair Value Measurements

The Library categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, and Level 3 inputs are significant unobservable inputs. Investments that are measured at fair value using net asset value per share (or its equivalent) as a practical expedient are not classified in the fair value hierarchy below.

In instances where inputs used to measure fair value fall into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation. The Library's assessment of the significance of particular inputs to these fair value measurements requires judgment and considers factors specific to each asset.

The Library has the following recurring fair value measurements as of March 31, 2024:

- Oakland County Local Government Investment Pool of \$4,760,327 is an investment measured at net asset value (NAV).
- Municipal Employees' Retirement System of Michigan (MERS) Total Market Fund of \$1,766,338 is an investment measured at net asset value.

The valuation method for investments measured at net asset value per share (or its equivalent) is presented in the table below.

Investments in Entities that Calculate Net Asset Value per Share

The Library holds shares or interests in investment companies where the fair value of the investments is measured on a recurring basis using net asset value per share (or its equivalent) of the investment companies as a practical expedient.

At March 31, 2024, the fair value, unfunded commitments, and redemption rules of those investments are as follows:

	Carrying Value	Unfunded Commitments	Redemption Frequency, if Eligible	Redemption Notice Period
Oakland County Local Government Investment Pool	\$ 4,760,327	\$ -	No restrictions	None
MERS Total Market Fund	1,766,338	-	N/A	N/A

The Oakland County Local Government Investment Pool (LGIP) is not registered with the SEC and does not issue a separate report. The pool does not meet the requirements under GASB Statement No. 79 to report its value for financial reporting purposes at amortized costs. Accordingly, the investment is reported at fair value. The fair value of the position in the pool is not the same as the value of the pool shares because the pool redeems shares at \$1 per share, regardless of current fair value.

The MERS Total Market Fund is a fully diversified portfolio combining traditional stocks and bonds with alternative asset classes, including real estate, private equity, and commodities. The objective is to provide current income and capital appreciation while minimizing the volatility of the capital markets. MERS manages the asset allocation and monitors the underlying investment managers of the MERS Total Market Fund.

March 31, 2024

Note 4 - Capital Assets

Capital asset activity of the Library's governmental activities was as follows:

Governmental Activities

	Balance April 1, 2023	Additions	Disposals	Balance March 31, 2024
Capital assets not being depreciated:				
Land and land improvements	\$ 143,593	\$ -	\$ -	\$ 143,593
Construction in progress	175,012	839,077	-	1,014,089
Subtotal	318,605	839,077	-	1,157,682
Capital assets being depreciated:				
Buildings and improvements	15,976,260	154,629	-	16,130,889
Computers, furniture, and equipment	4,674,532	300,622	(54,607)	4,920,547
Library books and audiovisual materials	3,533,252	465,834	(509,894)	3,489,192
Subtotal	24,184,044	921,085	(564,501)	24,540,628
Accumulated depreciation:				
Buildings and improvements	7,552,566	370,874	-	7,923,440
Computers, furniture, and equipment	3,921,101	200,135	(52,833)	4,068,403
Library books and audiovisual materials	2,040,773	498,456	(509,894)	2,029,335
Subtotal	13,514,440	1,069,465	(562,727)	14,021,178
Net capital assets being depreciated	10,669,604	(148,380)	(1,774)	10,519,450
Net capital assets	<u>\$ 10,988,209</u>	<u>\$ 690,697</u>	<u>\$ (1,774)</u>	<u>\$ 11,677,132</u>

Capital assets, including library books, are recorded at cost. Depreciation expense was \$1,069,465 for the year ended March 31, 2024.

Construction Commitments

The Library has two active construction projects at year end. The projects relate to work done to replace the chiller at the Library as well as renovations done to the learning lab. At year end, the Library spent to date \$1,011,562 with a remaining commitment for this project of \$508,409.

Note 5 - Long-term Debt

Outstanding Debt

The long-term debt of the Library consists of accumulated employee benefits of \$79,915.

The accumulated employee benefits represent the estimated liability to be paid to employees under the Library's vacation pay policy. Under the Library's policy, employees earn vacation time based on length of service with the Library.

Change in Compensated Absences

The following is a summary of long-term debt transactions of the Library for the year ended March 31, 2024:

	Beginning Balance	Additions	Reductions	Ending Balance	Due within One Year
Accumulated compensated absences	\$ 68,726	\$ 79,915	\$ (68,726)	\$ 79,915	\$ 79,915

Note 6 - Risk Management

The Library is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation), as well as medical benefits provided to employees. The Library has purchased commercial insurance for workers' compensation, health, and disability claims and participates in the state pool program of the Michigan Municipal Risk Management Authority for claims relating to general liability and property. The Library is uninsured for unemployment claims. There were no claims made during the fiscal year ended March 31, 2024, and the Library has no liability as of March 31, 2024 for unemployment claims incurred to date. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

The Michigan Municipal Risk Management Authority (the "Authority") risk pool program operates as a claims servicing pool for amounts up to member retention limits and operates as a common risk-sharing management program for losses in excess of member retention amounts. Although premiums are paid annually to the Authority that it uses to pay claims up to the retention limits, the ultimate liability for those claims remains with the Library.

Note 7 - Defined Contribution Pension Plan

The Library provides pension benefits to professional employees and department heads through a defined contribution plan administered by Empower Retirement. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Employees are eligible to participate after one year of service. Participating employees are required to contribute 5 percent of their gross earnings. As established by the West Bloomfield Township Library Pension Trust, the Library makes discretionary contributions based on a percentage of employee gross earnings. In accordance with these requirements, the Library contributed approximately \$137,000 during the current year, and the employees contributed approximately \$72,000.

Note 8 - Other Postemployment Benefit Plan

Plan Description

The Library provides retiree health care benefits to all full-time employees hired before December 11, 2006 who retire at age 65 with 25 or more years of continuous full-time service. For employees hired between December 11, 2006 and April 1, 2012, 30 years of continuous full-time service are required to receive the benefits. Currently, one employee is eligible. Employees hired after April 1, 2012 are not eligible for the retiree group health care coverage. Benefits are provided at the discretion of the Library. This is a single-employer defined benefit plan. All investments are held in the Municipal Employees' Retirement System of Michigan Retiree Health Funding Vehicle (the "System"). The System issues a publicly available financial report that includes financial statements and required information for the System. That report may be obtained by writing to the System at 1134 Municipal Way, Lansing, MI 48917.

Management of the plan is vested in the library board.

Benefits Provided

The Library provides health care benefits for retirees. Benefits are provided through a third-party insurer, and the full cost of the benefits is covered by the plan. As of April 1, 2012, the plan was closed to new entrants.

Benefit terms provide for annual cost of living adjustments to each employee's OPEB benefits subsequent to the employee's retirement date. The annual adjustments are based on an inflation rate of 2.5 percent.

The library board grants the authority to establish and amend the benefit terms.

March 31, 2024

Note 8 - Other Postemployment Benefit Plan (Continued)

Employees Covered by Benefit Terms

The following members were covered by the benefit terms:

Date of member count	April 1, 2023
Inactive plan members or beneficiaries currently receiving benefits	2
Active plan members	<u>5</u>
Total plan members	<u><u>7</u></u>

Contributions

The Library's policy includes retirees in its insured health care plan, with no contribution required by the participants hired before April 1, 1992. Employees hired after April 1, 1992 and before April 1, 2012 must contribute 5 percent of the premium. Effective April 1, 2019, retiree health care costs are paid by the Library's OPEB trust. For the fiscal year ended March 31, 2024, the Library's OPEB trust made payments for postemployment health benefit premiums of \$22,104.

Net OPEB Asset

The Library has chosen to use the March 31 measurement date as its measurement date for the net OPEB asset. The March 31, 2024 fiscal year end reported net OPEB asset was determined using a measure of the total OPEB liability and the OPEB net position as of the March 31, 2024 measurement date. The March 31, 2024 total OPEB asset was determined by an actuarial valuation performed as of April 1, 2023, which used update procedures to roll forward the estimated liability to March 31, 2024.

Changes in the net OPEB asset during the measurement year were as follows:

Changes in Net OPEB Asset	Increase (Decrease)		
	Total OPEB Liability	Plan Net Position	Net OPEB Asset
Balance at April 1, 2023	\$ 872,868	\$ 1,615,436	\$ (742,568)
Changes for the year:			
Service cost	18,933	-	18,933
Interest	51,091	-	51,091
Differences between expected and actual experience	(62,235)	-	(62,235)
Changes in assumptions	2,398	-	2,398
Net investment income	-	176,436	(176,436)
Benefit payments, including refunds	(22,104)	(22,104)	-
Administrative expenses	-	(3,430)	3,430
Net changes	<u>(11,917)</u>	<u>150,902</u>	<u>(162,819)</u>
Balance at March 31, 2024	<u><u>\$ 860,951</u></u>	<u><u>\$ 1,766,338</u></u>	<u><u>\$ (905,387)</u></u>

The plan's fiduciary net position represents 205.2 percent of the total OPEB liability.

March 31, 2024

Note 8 - Other Postemployment Benefit Plan (Continued)

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended March 31, 2024, the Library recognized OPEB recovery of \$85,905.

At March 31, 2024, the Library reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ -	\$ (225,512)
Changes in assumptions	8,422	(76,774)
Net difference between projected and actual earnings on OPEB plan investments	-	(25,629)
Total	\$ 8,422	\$ (327,915)

Amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Years Ending March 31	Amount
2025	\$ (87,286)
2026	(18,589)
2027	(22,537)
2028	(53,531)
2029	(39,078)
Thereafter	(98,472)
Total	\$ (319,493)

Actuarial Assumptions

The total OPEB liability in the March 31, 2024 actuarial valuation was determined using an inflation assumption of 2.5 percent; assumed salary increases (including inflation) of 3.0 percent to 9.7 percent; an investment rate of return (net of investment expenses) of 6.5 percent; an initial health care cost trend rate of 8.89 percent for year 1 then year 2 at 5.5 percent, decreasing 0.25 percent per year to an ultimate rate of 4.5 percent after six years; and the Pub-2010 mortality tables using scale MP-2021.

Discount Rate

The discount rate used to measure the total OPEB liability was 6.5 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that library contributions will be made at rates equal to the difference between actuarially determined contribution rates and the employee rate.

Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

Note 8 - Other Postemployment Benefit Plan (Continued)

Investment Rate of Return

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and adding expected inflation. Best estimates of arithmetic real rates of return as of the March 31, 2024 measurement date for each major asset class included in the OPEB plan's target asset allocation, as disclosed in the investment note, are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Global equity	60.00 %	4.00 %
Global fixed income	20.00	1.78
Private assets	20.00	6.22

Sensitivity of the Net OPEB Asset to Changes in the Discount Rate

The following presents the net OPEB asset of the Library, calculated using the discount rate of 6.5 percent, as well as what the Library's net OPEB asset would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	1 Percentage Point Decrease (5.5%)	Current Discount Rate (6.5%)	1 Percentage Point Increase (7.5%)
Net OPEB asset of the OPEB plan	\$ 770,347	\$ 905,387	\$ 1,016,822

Sensitivity of the Net OPEB Asset to Changes in the Health Care Cost Trend Rate

The following presents the net OPEB asset of the Library, calculated using the health care cost trend rate of 5.5 percent down to 4.5 percent, as well as what the Library's net OPEB asset would be if it were calculated using a health care cost trend rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	1 Percentage Point Decrease (3.5% - 4.5%)	Current Health Care Cost Trend Rate (4.5% - 5.5%)	1 Percentage Point Increase (5.5% - 6.5%)
Net OPEB asset of the OPEB plan	\$ 1,039,072	\$ 905,387	\$ 735,680

Rate of Return

For the year ended March 31, 2024, the annual money-weighted rate of return on Retiree Health Care Benefits Plan Fund plan investments, net of OPEB plan investment expense, was a gain of 10.98 percent. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Assumption Changes

The immediate health care cost trend rate as of the measurement date was increased from 5.25 percent to 5.50 percent.

Required Supplementary Information

West Bloomfield Township Public Library

Required Supplementary Information Budgetary Comparison Schedule General Fund

Year Ended March 31, 2024

	Original Budget	Amended Budget	Actual	Variance with Amended Budget
Revenue				
Property taxes	\$ 5,681,212	\$ 5,915,000	\$ 5,981,235	\$ 66,235
State aid -				
State-shared revenue:				
State aid	73,118	74,152	89,774	15,622
Penal fines	105,000	97,400	97,401	1
Charges for services	148,000	185,000	188,064	3,064
Fines and forfeitures	61,650	73,135	77,809	4,674
Investment income	40,000	242,200	379,816	137,616
Contributions	21,000	107,525	111,976	4,451
Total revenue	6,129,980	6,694,412	6,926,075	231,663
Expenditures				
Personnel services	2,904,200	3,037,250	2,934,670	102,580
Supplies	137,525	123,600	110,338	13,262
Professional and contractual services	534,935	504,100	468,271	35,829
Communications	38,000	33,300	31,028	2,272
Staff development and transportation	31,600	35,300	27,749	7,551
Community promotion	82,350	87,000	77,729	9,271
Insurance and bonds	51,000	55,000	54,050	950
Utilities	236,500	236,000	225,211	10,789
Repairs and maintenance	559,160	572,000	462,492	109,508
Rentals	8,415	10,000	9,001	999
Online catalog services	10,815	8,550	8,543	7
Capital outlay	1,376,655	1,338,300	1,289,308	48,992
Total expenditures	5,971,155	6,040,400	5,698,390	342,010
Excess of Revenue Over Expenditures	158,825	654,012	1,227,685	573,673
Other Financing Uses - Interfund transfers out	(158,825)	(1,154,012)	(1,158,463)	(4,451)
Net Change in Fund Balance	-	(500,000)	69,222	569,222
Fund Balance - Beginning of year	4,726,101	4,726,101	4,726,101	-
Fund Balance - End of year	<u>\$ 4,726,101</u>	<u>\$ 4,226,101</u>	<u>\$ 4,795,323</u>	<u>\$ 569,222</u>

West Bloomfield Township Public Library

Required Supplementary Information Schedule of Changes in the Net OPEB Asset and Related Ratios

	Last Six Fiscal Years					
	2024	2023	2022	2021	2020	2019
Total OPEB Liability						
Service cost	\$ 18,933	\$ 21,573	\$ 20,883	\$ 21,851	\$ 22,464	\$ 26,403
Interest	51,091	53,295	50,155	53,511	52,403	64,425
Differences between expected and actual experience	(62,235)	(7,636)	(20,097)	-	(256,579)	-
Changes in assumptions	2,398	7,620	(55,113)	(23,218)	(36,294)	-
Benefit payments, including refunds	(22,104)	(22,267)	(30,194)	(19,639)	(18,235)	(20,794)
Net Change in Total OPEB Liability	(11,917)	52,585	(34,366)	32,505	(236,241)	70,034
Total OPEB Liability - Beginning of year	872,868	820,283	854,649	822,144	1,058,385	988,351
Total OPEB Liability - End of year	\$ 860,951	\$ 872,868	\$ 820,283	\$ 854,649	\$ 822,144	\$ 1,058,385
Plan Fiduciary Net Position						
Contributions - Employer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,794
Net investment income (loss)	176,436	(46,153)	85,429	422,964	(74,769)	14,116
Administrative expenses	(3,430)	(2,850)	(3,108)	(2,634)	(2,473)	(2,963)
Benefit payments, including refunds	(22,104)	(22,267)	(30,194)	(19,639)	(18,235)	(20,794)
Net Change in Plan Fiduciary Net Position	150,902	(71,270)	52,127	400,691	(95,477)	11,153
Plan Fiduciary Net Position - Beginning of year	1,615,436	1,686,706	1,634,579	1,233,888	1,329,365	1,318,212
Plan Fiduciary Net Position - End of year	\$ 1,766,338	\$ 1,615,436	\$ 1,686,706	\$ 1,634,579	\$ 1,233,888	\$ 1,329,365
Net OPEB Asset - Ending	\$ (905,387)	\$ (742,568)	\$ (866,423)	\$ (779,930)	\$ (411,744)	\$ (270,980)
Plan Fiduciary Net Position as a Percentage of Total OPEB Liability	205.16 %	185.07 %	205.62 %	191.26 %	150.08 %	125.60 %
Covered-employee Payroll	\$ 347,638	\$ 470,196	\$ 453,829	\$ 416,615	\$ 517,227	\$ 368,548
Net OPEB Asset as a Percentage of Covered-employee Payroll	(260.44)%	(157.93)%	(190.91)%	(187.21)%	(79.61)%	(73.53)%

West Bloomfield Township Public Library

Required Supplementary Information Schedule of OPEB Investment Returns

**Last Six Fiscal Years
Years Ended March 31**

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Annual money-weighted rate of return - Net of investment expense	10.98 %	(2.75)%	5.25 %	34.57 %	(5.67)%	1.07 %

West Bloomfield Township Public Library

Notes to Required Supplementary Information

March 31, 2024

Budgetary Information

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for the General Fund and all special revenue funds. The Library adopts each fund's budget individually, so budgeted amounts in the General Fund include only General Fund activity, not including the Accrued Employee Benefits Fund activity rolled into the combining General Fund as a result of GASB Statement No. 54. As a result, the revenue and expenditures of that fund are not included in the General Fund budget.

The annual budget is prepared by the Library's department heads and finance department. It is approved by the library budget committee and adopted by the library board; subsequent amendments are approved by the library board.

Unexpended appropriations lapse at year end; encumbrances are not included as expenditures. The amount of encumbrances outstanding at March 31, 2024 has not been calculated. During the current year, the budget was amended in a legally permissible manner.

	Total Revenue	Total Expenditures	Total Transfers Out
Amounts per General Fund operating statement	\$ 6,819,574	\$ 5,698,390	\$ 1,051,962
Endowment income reported in Endowment Fund for reporting purposes	106,501	-	106,501
Amounts per General Fund budget statement	<u>\$ 6,926,075</u>	<u>\$ 5,698,390</u>	<u>\$ 1,158,463</u>

Excess of Expenditures Over Appropriations in Budgeted Funds

During the year, the Library incurred transfers out that were in excess of the amounts budgeted, as follows:

	Budget	Actual	Variance
Transfers out	\$ 1,154,012	\$ 1,158,463	\$ (4,451)

OPEB Information

Changes in Assumptions - March 31, 2020

The impact of potential future excise taxes on high-cost (Cadillac) plan benefits on the total OPEB liability was removed due to the repeal of the tax as of December 20, 2019.

The immediate health care cost trend rate as of the measurement date was reduced from 10 percent to 6.5 percent.

The mortality assumption was updated to reflect the current Pub-2010 tables.

Changes in Assumptions - March 31, 2021

The immediate health care cost trend rate as of the measurement date was reduced from 6.5 percent to 5.75 percent.

Changes in Assumptions - March 31, 2022

The immediate health care cost trend rate as of the measurement date was reduced from 5.75 percent to 5.50 percent.

The annual wage increase rate as of the measurement date was reduced from 3.50 percent to 3.00 percent.

Changes in Assumptions - March 31, 2024

The immediate health care cost trend rate as of the measurement date was increased from 5.25 percent to 5.50 percent.

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Special Meeting on
July 16, 2024
Held in the Main Library Conference Room

Present: Michael Dorfman
Carol Kravetz
Kari Eickemeyer (arrived 6:35 pm)
Ken Macon
Rhonda Orr
Raman Singh

Cathy Russ, Library Director
Victoria Edwards, Marketing Coordinator
Aya Shahin, Marketing Intern

Amber Baker, West Bloomfield resident
Deb Macon, West Bloomfield resident
Cory Nummer, West Bloomfield resident

Call to Order

President Kravetz called the meeting to order at 6:30 PM. An attendance roll call vote was taken by Secretary Singh. A quorum of five Board members were present.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE JULY 16 2024 MEETING WITH ONE CHANGE (12E will be a discussion, not an approval).

Moved: Singh
Second: Orr
Ayes: Dorfman, Kravetz, Macon, Orr, Singh
Nays: None

MOTION CARRIED.

Presentation—Kelly Hyer, Executive Director of WB Parks, gave a presentation about WB Parks proposed bond, which will appear on the August 6, 2024 ballot. This would fund the expansion of the existing WB Parks building and improvements to several parks.

Correspondence – Russ is applying for the State Librarian’s Award of Excellence and has received several letters of support from community members. She will share the nomination packet at a future board meeting.

Public Comment – Cory Nummer introduced herself; she is running for a seat on the Library Board of Trustees in November. She is a former library employee and also worked for the Greater West Bloomfield Historical Society.

Approval of Minutes

**MOTION:
MOVE TO APPROVE THE MINUTES OF THE JUNE 12, 2024 BOARD MEETING.**

Moved: Eickemeyer
Second: Dorfman
Ayes: Dorfman, Eickemeyer, Kravetz, Macon, Orr, Singh
Nays: None
MOTION CARRIED.

Financial Reports - were received and filed.

Director’s Report

Russ invited board members to the reception for Awaji City students on July 29, from 6-9 pm. Please let her know if you are able to attend by July 18. The library received a \$64,000 bequest from Mr. Neubacher. She and Carol Kravetz met with Mr. Neubacher’s family and it was decided to use the funds to renovate the Youth Terrace (see #12D).

Accounts Payable

**MOTION:
MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$260,459.24 AND RATIFY EXPENSES INCURRED SINCE JUNE 12, 2024 IN THE AMOUNT OF \$235,604.43.**

Moved: Orr
Second: Singh
Ayes: Dorfman, Eickemeyer, Kravetz, Macon, Orr, Singh
Nays: None
MOTION CARRIED.

Old Business—Victoria Edwards reviewed the publicity plan and presented the draft of public information and website pages pertaining to the library’s November 2024 millage.

New Business

APPROVAL OF REVISIONS TO LIBRARY POLICY #15, LIBRARY PROGRAMS AND REGISTRATION, AND LIBRARY POLICY #21, SALE OF ARTIST, PERFORMER OR AUTHOR’S WORKS

**MOTION:
MOVE TO APPROVE LIBRARY POLICIES #15 AND #21 AS PRESENTED**

Moved: Eickemeyer
Second: Orr
Ayes: Dorfman, Eickemeyer, Kravetz, Macon, Orr, Singh
Nays: None
MOTION CARRIED.

APPROVAL OF REVISION TO PERSONNEL POLICY #9, WORKING CONDITIONS

**MOTION:
MOVE TO APPROVE THE REVISION TO PERSONNEL POLICY #9 AS PRESENTED**

Moved: Eickemeyer
Second: Macon
Ayes: Dorfman, Eickemeyer, Kravetz, Macon, Orr, Singh
Nays: None
MOTION CARRIED.

APPROVAL OF REVISIONS TO LIBRARY BOARD BYLAWS TO CLARIFY TERMS OF OFFICE

**MOTION:
MOVE TO APPROVE THE REVISIONS TO LIBRARY BOARD BYLAWS AS PRESENTED**

Moved: Singh
Second: Dorfman
Ayes: Dorfman, Eickemeyer, Kravetz, Macon, Orr, Singh
Nays: None
MOTION CARRIED.

**APPROVAL OF SPENDING \$64,000 FROM COMMITTED ENDOWMENT
FUND MONIES FOR RENOVATIONS TO YOUTH TERRACE**

**MOTION:
MOVE TO APPROVE SPENDING \$64,000 FROM COMMITTED ENDOWMENT
FUND MONIES FOR RENOVATIONS TO YOUTH TERRACE**

Moved: Macon
Second: Orr
Ayes: Dorfman, Eickemeyer, Kravetz, Macon, Orr, Singh
Nays: None
MOTION CARRIED.

**DISCUSSION ABOUT POSSIBILITY OF SPECIAL MEETING TO APPROVE
MAIN ROOF REPLACEMENT BID SPECS**—the board was open to the
possibility of holding a special meeting for this purpose, in order to meet the
timeline, if necessary.

Board Comments – Singh asked about progress with the previously proposed
Cultural Coordinator position. The job description is being retooled.

The meeting adjourned at 7:55 PM.

Raman Singh, Secretary

WEST BLOOMFIELD TWSP LIBRARY

Balance Sheet
As of July 31, 2024

Assets

Cash

Petty Cash	250.00
Cash - Checking	141,073.50
Cash - Premium Business M/M	292,580.19
Cash - J Fund	3,741,585.95
Cash - J Fund (Endowment)	1,089,987.86
Cash - Investment Pool	4,790,054.89
Total Cash	10,055,532.39

Other Assets

Total Assets

10,055,532.39

Liabilities & Equity

Current Liabilities

Accounts Payable - current	(260.86)
Deferred Revenue	74,624.71
Total Current Liabilities	74,363.85

Long Term Debt

Liab. Due to Accr. Benefit Fund	0.00
Liab. Due to Endowment Fund	1,089,986.86
Liab. Due to Cap.Imp/Automation	5,650,397.44
Total Long Term Debt	6,740,384.30

Total Liabilities

6,814,748.15

Shareholders' Equity

Fund Balance (Operating)	4,795,322.04
YTD Net Income	(1,554,537.80)
Total Shareholders' Equity	3,240,784.24

Total Liabilities & Shareholders' Equity

10,055,532.39

WEST BLOOMFIELD TWSP LIBRARY

Income Statement

For the 4 Months

Ending July 31, 2024

	Jul 2024		YTD	
	Actual	%	Actual	%
Income				
Sylvan Lake Contract	0.00	0.00%	10,113.06	3.91%
Property Tax	55.85	0.05%	(2,403.37)	-0.93%
Fines	1,165.55	1.13%	4,089.56	1.58%
Meeting Room Rental	892.50	0.86%	2,205.00	0.85%
Miscellaneous Income	27,935.44	27.02%	28,136.08	10.87%
Copy Revenue	1,404.90	1.36%	8,101.80	3.13%
Interest	29,837.32	28.85%	93,613.57	36.17%
Other State Sources	37,547.16	36.31%	37,547.16	14.51%
Memorials & Gifts	0.00	0.00%	25.00	0.01%
Book Tributes	25.00	0.02%	125.00	0.05%
Endowment Gift	4,543.35	4.39%	77,286.46	29.86%
Gross Operating Income	103,407.07	100.00%	258,839.32	100.00%
Operating Expenses				
Wages - Main	169,967.23	164.37%	637,474.10	246.28%
Wages - Branch	24,502.30	23.69%	91,686.12	35.42%
Wages-Sunday	7,767.00	7.51%	32,414.76	12.52%
FICA	15,160.20	14.66%	57,090.94	22.06%
MESC	0.00	0.00%	0.00	0.00%
Medical Insurance - Admin.	13,696.71	13.25%	54,344.68	21.00%
Medical Insurance-Retirees	1,939.22	1.88%	7,756.88	3.00%
Dental Insurance	0.00	0.00%	4,774.34	1.84%
Optical Insurance	328.54	0.32%	657.08	0.25%
Disability Insurance	0.00	0.00%	4,483.25	1.73%
Life Insurance	0.00	0.00%	1,065.47	0.41%
Retirement Annuity	37,133.34	35.91%	37,133.34	14.35%
Longevity & Awards	0.00	0.00%	0.00	0.00%
Total Salary Related	270,494.54	261.58%	928,880.96	358.86%
General Expenses				
Supplies	10,448.85	10.10%	23,485.96	9.07%
Professional & Contractual	33,089.02	32.00%	132,743.57	51.28%
Staff Develop. & Transportation	3,032.25	2.93%	12,327.19	4.76%
Community Promotion	5,997.99	5.80%	17,559.54	6.78%
Insurance & Bonds	2,989.00	2.89%	4,995.75	1.93%
Telephone	4,377.79	4.23%	11,632.66	4.49%
Electricity	19,188.56	18.56%	49,626.35	19.17%
Gas	46.63	0.05%	5,219.65	2.02%
Sewer/Water/Fire Line	571.45	0.55%	3,507.27	1.35%
Repair & Maintenance	36,184.87	34.99%	140,641.07	54.34%
Rentals	656.42	0.63%	3,030.14	1.17%
Cataloging Services	0.00	0.00%	0.00	0.00%
Capital Outlay	74,470.81	72.02%	314,776.55	121.61%
Total General Expenses	191,053.64	184.76%	719,545.70	277.99%
Total Operating Expense	461,548.18	446.34%	1,648,426.66	636.85%
Net Operating Income	(358,141.11)	-346.34%	(1,389,587.34)	-536.85%
Other Expenses				
Transfer to Accr. Benefits Fund	0.00		0.00	
Transfer to C.I.A. Fund	0.00	0.00%	87,864.00	33.95%
Transfer to Endowment	4,343.35	4.20%	77,086.46	29.78%
Total Other Expenses	4,343.35	4.20%	164,950.46	63.73%

WEST BLOOMFIELD TWSP LIBRARY

Income Statement

For the 4 Months

Ending July 31, 2024

	Jul 2024		YTD	
	Actual	%	Actual	%
Income After Transfers	<u>(362,484.46)</u>	<u>-350.54%</u>	<u>(1,554,537.80)</u>	<u>-600.58%</u>

WEST BLOOMFIELD TWSP LIBRARY

**Income Statement
For the 4 Months
Ending July 31, 2024**

	Jul 2024	YTD	Annual		% of Budget
	Actual	Actual	Budget	Variance	Used
INCOME					
Orchard Lake Contract	0.00	0.00	120,000.00	(120,000.00)	0.00%
Keego Harbor Contract	0.00	0.00	28,000.00	(28,000.00)	0.00%
Sylvan Lake Contract	0.00	10,113.06	21,000.00	(10,886.94)	48.16%
Property Tax	55.85	(2,403.37)	5,988,413.00	(5,990,816.37)	-0.04%
Fines	1,165.55	4,089.56	18,000.00	(13,910.44)	22.72%
Book Rental	0.00	0.00	650.00	(650.00)	0.00%
Meeting Room Rental	892.50	2,205.00	1,500.00	705.00	147.00%
Miscellaneous Income	27,935.44	28,136.08	25,000.00	3,136.08	112.54%
Copy Revenue	1,404.90	8,101.80	18,000.00	(9,898.20)	45.01%
Penal Fines	0.00	0.00	97,400.00	(97,400.00)	0.00%
Interest	29,837.32	93,613.57	85,000.00	8,613.57	110.13%
State Aid	37,547.16	37,547.16	74,152.00	(36,604.84)	50.64%
Memorials & Gifts	0.00	25.00	1,000.00	(975.00)	2.50%
Book Tributes	25.00	125.00	0.00	125.00	
Friends of the Library-Gifts	0.00	0.00	5,000.00	(5,000.00)	0.00%
Endowment Gift	4,543.35	77,286.46	0.00	77,286.46	
GROSS OPERATING INCOME	103,407.07	258,839.32	6,483,115.00	(6,224,275.68)	3.99%
OPERATING EXPENSES					
Wages-Main	169,967.23	637,474.10	2,200,000.00	(1,562,525.90)	28.98%
Wages-Branch	24,502.30	91,686.12	300,000.00	(208,313.88)	30.56%
Wages-Sunday	7,767.00	32,414.76	100,000.00	(67,585.24)	32.41%
FICA	15,160.20	57,090.94	200,000.00	(142,909.06)	28.55%
Medical Insurance	13,696.71	54,344.68	166,000.00	(111,655.32)	32.74%
Medical Insurance-Retirees	1,939.22	7,756.88	0.00	7,756.88	
Dental Insurance	0.00	4,774.34	16,000.00	(11,225.66)	29.84%
Optical Insurance	328.54	657.08	1,600.00	(942.92)	41.07%
Long Term Disability	0.00	976.86	4,500.00	(3,523.14)	21.71%
Short Term Disability	0.00	3,506.39	11,000.00	(7,493.61)	31.88%
Life Insurance	0.00	1,065.47	4,500.00	(3,434.53)	23.68%
Retirement Annuity	37,133.34	37,133.34	150,000.00	(112,866.66)	24.76%
Longevity & Awards	0.00	0.00	31,000.00	(31,000.00)	0.00%
TOTAL SALARY RELATED	270,494.54	928,880.96	3,184,600.00	(2,255,719.04)	29.17%
GENERAL EXPENSES					
Supplies	10,448.85	23,485.96	122,805.00	(99,319.04)	19.12%
Professional & Contractual	33,089.02	132,743.57	509,885.00	(377,141.43)	26.03%
Staff Develop. & Transportation	3,032.25	12,327.19	51,450.00	(39,122.81)	23.96%
Community Promotion	5,997.99	17,559.54	77,100.00	(59,540.46)	22.78%
Insurance & Bonds	2,989.00	4,995.75	51,000.00	(46,004.25)	9.80%
Telephone	4,377.79	11,632.66	34,500.00	(22,867.34)	33.72%
Electricity	19,188.56	49,626.35	196,000.00	(146,373.65)	25.32%
Gas	46.63	5,219.65	39,000.00	(33,780.35)	13.38%
Sewer/Water/Fire Line	571.45	3,507.27	28,000.00	(24,492.73)	12.53%
Repair & Maintenance	36,184.87	140,641.07	631,131.00	(490,489.93)	22.28%
Rentals	656.42	3,030.14	9,430.00	(6,399.86)	32.13%
Cataloging Services	0.00	0.00	11,000.00	(11,000.00)	0.00%
Capitlay Outlay	74,470.81	314,776.55	1,449,350.00	(1,134,573.45)	21.72%
TOTAL GENERAL EXPENSES	191,053.64	719,545.70	3,210,651.00	(2,491,105.30)	22.41%
TOTAL OPERATING EXP.	461,548.18	1,648,426.66	6,395,251.00	(4,746,824.34)	25.78%
NET OPERATING INCOME	(358,141.11)	(1,389,587.34)	87,864.00	(1,477,451.34)	-1,581.52%
OTHER EXPENSES					

WEST BLOOMFIELD TWSP LIBRARY
Income Statement
For the 4 Months
Ending July 31, 2024

	Jul 2024	YTD	Annual		% of Budget
	Actual	Actual	Budget	Variance	Used
Transfer to Accr. Benefits Fund	0.00	0.00	0.00	0.00	
Transfer to CIA Fund	0.00	87,864.00	87,864.00	0.00	100.00%
Transfer to Endowment	4,343.35	77,086.46	0.00	77,086.46	
TOTAL OTHER EXPENSES	4,343.35	164,950.46	87,864.00	77,086.46	187.73%
INCOME AFTER TRANSFERS	(362,484.46)	(1,554,537.80)	0.00	(1,554,537.80)	

West Bloomfield Township Public Library
Monthly Financial Report
Premium Business M/M
July 31, 2024

Balance as of June 30, 2024	\$ 251,254.71
Interest	211.75 (Avg. Yield 1.00%)
Transfer to J Fund	
Transfer to Endowment	
Transfer to Checking	
Deposits	41,113.73
Balance as of July 31, 2024	<u>\$ 292,580.19</u>

West Bloomfield Township Public Library
Monthly Financial Report
Comerica J Fund
July 31, 2024

Balance as of June 30, 2024	\$ 4,328,617.41
Interest	19,055.09 (Avg Yield 5.127)
Transfer from Checking	
Transfer to Checking	(605,000.00)
Transfer from Premium Biz	
Transfer from Endowment	1,997.90
Transfer to Endowment	(3,084.45)
Balance as of July 31, 2024	<u><u>\$ 3,741,585.95</u></u>

West Bloomfield Township Public Library
Monthly Financial Report
Endowment J Fund
July 31, 2024

Balance as of June 30, 2024	\$ 1,084,557.96
Interest	4,343.35 (Avg Yield 5.127)
Transfer to Jfund	(1,997.90)
Receipts	3,084.45
Balance as of July 31, 2024	<u>\$ 1,089,987.86</u>

West Bloomfield Township Public Library
Monthly Financial Report
Investment Pool Account Oakland County
July 31, 2024

Balance as of June 30, 2024 \$ 4,779,484.41
(balance includes adjustment to FMV at
3/31/20, 3/31/21, 3/31/23, 3/31/24)

Interest 10,570.48 (Avg. Yield 2.4863)

Balance as of July 31, 2024 \$ 4,790,054.89

WEST BLOOMFIELD TWSP LIBRARY
Budget versus Actual
For the 4 Months
Ending July 31, 2024

	Jul 2024	YTD	Annual	Variance
	Actual	Actual	Budget	
INCOME				
101-000-628-Orchard Lake Contract	0.00	0.00	120,000.00	(120,000.00)
101-000-629-Keego Harbor Contract	0.00	0.00	28,000.00	(28,000.00)
101-000-630-Sylvan Lake Contract	0.00	10,113.06	21,000.00	(10,886.94)
CHARGES FOR SERVICES	0.00	10,113.06	169,000.00	(158,886.94)
101-000-402-Property Tax	55.85	(2,403.37)	5,988,413.00	(5,990,816.37)
TOTAL PROPERTY TAX	55.85	(2,403.37)	5,988,413.00	(5,990,816.37)
101-000-658-Fines	1,165.55	4,089.56	18,000.00	(13,910.44)
101-000-677-Book Rental	0.00	0.00	650.00	(650.00)
101-000-667-Meeting Room Rental	892.50	2,205.00	1,500.00	705.00
101-000-675-Miscellaneous Income	27,935.44	28,136.08	25,000.00	3,136.08
101-000-678-Copy Revenue	1,404.90	8,101.80	18,000.00	(9,898.20)
TOTAL FINES/FEES	31,398.39	42,532.44	63,150.00	(20,617.56)
101-000-659-Penal Fines	0.00	0.00	97,400.00	(97,400.00)
101-000-665-Interest	29,837.32	93,613.57	85,000.00	8,613.57
TOTAL INTEREST	29,837.32	93,613.57	85,000.00	8,613.57
101-000-540-State Aid	37,547.16	37,547.16	74,152.00	(36,604.84)
TOTAL STATE & FEDERAL SOURCES	37,547.16	37,547.16	74,152.00	(36,604.84)
101-000-674-Memorials & Gifts	0.00	25.00	1,000.00	(975.00)
101-000-682-Book Tribute-Adult & YA	0.00	25.00	0.00	25.00
101-000-683-Book Tribute-Youth	25.00	100.00	0.00	100.00
101-000-676-Friends of the Library-Gifts	0.00	0.00	5,000.00	(5,000.00)
101-000-679-Endow Gift Unrestricted	4,158.92	76,075.27	0.00	76,075.27
101-000-680-Endow Gift Youth	367.03	1,156.36	0.00	1,156.36
101-000-681-Endow Gift Senior	17.40	54.83	0.00	54.83
TOTAL CONTRIBUTIONS	4,568.35	77,436.46	6,000.00	71,436.46
TOTAL INCOME	103,407.07	258,839.32	6,483,115.00	(6,224,275.68)
OPERATING EXPENSES				
101-790-702-Wages-Main	169,967.23	637,474.10	2,200,000.00	(1,562,525.90)
101-790-702-Wages-Branch	24,502.30	91,686.12	300,000.00	(208,313.88)
101-790-703-Wages-Sunday	7,767.00	32,414.76	100,000.00	(67,585.24)
101-790-710-FICA	15,160.20	57,090.94	200,000.00	(142,909.06)
101-790-712-Medical Insurance	13,696.71	54,344.68	166,000.00	(111,655.32)
101-790-713-Medical Insurance-Retirees	1,939.22	7,756.88	0.00	7,756.88
101-790-714-Dental Insurance	0.00	4,774.34	16,000.00	(11,225.66)
101-790-715-Optical Insurance	328.54	657.08	1,600.00	(942.92)
101-790-716-Long Term Disability	0.00	976.86	4,500.00	(3,523.14)
101-790-717-Short Term Disability	0.00	3,506.39	11,000.00	(7,493.61)
101-790-718-Life Insurance	0.00	1,065.47	4,500.00	(3,434.53)
101-790-719-Retirement Annuity	37,133.34	37,133.34	150,000.00	(112,866.66)
101-790-720-Longevity & Awards	0.00	0.00	31,000.00	(31,000.00)
TOTAL PERSONNEL SERVICES	270,494.54	928,880.96	3,184,600.00	(2,255,719.04)
GENERAL EXPENSES				
101-790-727-Office Supplies	2,113.82	6,457.83	17,900.00	(11,442.17)
101-790-728-Postage	0.00	10.63	4,000.00	(3,989.37)
101-790-729-Processing Supplies	162.13	748.93	12,000.00	(11,251.07)
101-790-730-Circulation Supplies	44.97	44.97	7,550.00	(7,505.03)
101-790-731-Building & Mainten. Supplies	8,127.93	15,170.17	60,600.00	(45,429.83)

WEST BLOOMFIELD TWSP LIBRARY
Budget versus Actual
For the 4 Months
Ending July 31, 2024

	Jul 2024	YTD	Annual	Variance
	Actual	Actual	Budget	
101-790-732-Youth Department Supplies	0.00	1,053.43	17,400.00	(16,346.57)
101-790-733-Other Supplies	0.00	0.00	3,355.00	(3,355.00)
TOTAL SUPPLIES	10,448.85	23,485.96	122,805.00	(99,319.04)
101-790-933-Building Maintenance Contract-Main	8,985.00	32,460.00	152,025.00	(119,565.00)
101-790-933-Building Maintenance Contract-Branch	1,630.00	5,870.00	30,850.00	(24,980.00)
101-790-802-Professional & Consultant Fees	6,747.58	20,011.57	110,000.00	(89,988.43)
101-790-955-Cooperative Fees	0.00	4,874.50	17,800.00	(12,925.50)
101-790-956-Printing Fees	2,076.00	11,270.25	64,300.00	(53,029.75)
101-790-967-Programs	13,650.44	58,257.25	134,910.00	(76,652.75)
TOTAL PROF/CONTRACT	33,089.02	132,743.57	509,885.00	(377,141.43)
101-790-721-Staff Development	2,465.57	8,732.01	36,800.00	(28,067.99)
101-790-803-Dues & Memberships	497.00	3,360.00	9,500.00	(6,140.00)
101-790-860-Mileage	69.68	235.18	5,150.00	(4,914.82)
TOTAL STAFF DEVEL/TRANS	3,032.25	12,327.19	51,450.00	(39,122.81)
101-790-850-Telephone-Main	4,038.09	10,953.26	31,000.00	(20,046.74)
101-790-850-Telephone-Branch	339.70	679.40	3,500.00	(2,820.60)
TOTAL COMMUNICATIONS	4,377.79	11,632.66	34,500.00	(22,867.34)
101-790-920-Electricity-Main	16,249.38	42,361.17	168,000.00	(125,638.83)
101-790-920-Electricity-Branch	2,939.18	7,265.18	28,000.00	(20,734.82)
101-790-921-Gas-Main	0.00	4,791.53	33,000.00	(28,208.47)
101-790-921-Gas-Branch	46.63	428.12	6,000.00	(5,571.88)
101-790-922-Sewer/Water/Fire Line-Main	0.00	2,935.82	22,000.00	(19,064.18)
101-790-922-Sewer/Water/Fire Line-Branch	571.45	571.45	6,000.00	(5,428.55)
TOTAL UTILITIES	19,806.64	58,353.27	263,000.00	(204,646.73)
101-790-930-Repair & Maintenance-Main	27,063.22	101,294.32	278,241.00	(176,946.68)
101-790-930-Repair & Maintenance-Branch	5,039.80	18,981.46	81,200.00	(62,218.54)
101-790-804-Alarm Service	3,926.85	13,694.94	12,000.00	1,694.94
101-790-931-Automation Maint/Develop.	155.00	6,670.35	259,690.00	(253,019.65)
TOTAL REPAIR/MAINT	36,184.87	140,641.07	631,131.00	(490,489.93)
101-790-880-Community Promotion	5,997.99	17,559.54	77,100.00	(59,540.46)
101-790-806-Insurance & Bonds	2,989.00	4,995.75	51,000.00	(46,004.25)
101-790-940-Rentals	656.42	3,030.14	9,430.00	(6,399.86)
101-790-807-Cataloging Services	0.00	0.00	11,000.00	(11,000.00)
101-790-971-Books--Adult-Main	13,168.14	33,007.34	179,480.00	(146,472.66)
101-790-971-Books--Adult-Branch	2,663.47	7,375.96	37,700.00	(30,324.04)
101-790-972-Lease Books	0.00	98,695.80	118,800.00	(20,104.20)
101-790-973-eMedia - Adult	15,333.80	39,252.51	233,000.00	(193,747.49)
101-790-974-eMedia - Youth	3,911.58	4,973.66	32,800.00	(27,826.34)
101-790-975-Books--Youth-Main	4,551.56	13,291.34	130,280.00	(116,988.66)
101-790-975-Books--Youth-Branch	1,460.37	3,349.63	27,500.00	(24,150.37)
101-790-976-Magazines/Newspapers-Main	0.00	116.73	24,900.00	(24,783.27)
101-790-976-Magazines/Newspapers-Branch	0.00	(44.00)	7,610.00	(7,654.00)
101-790-977-Reference - Adult-Main	154.99	760.52	5,500.00	(4,739.48)
101-790-977-Reference - Adult-Branch	0.00	0.00	100.00	(100.00)
101-790-978-Online Subscription Services	12,508.96	54,862.71	304,260.00	(249,397.29)
101-790-979-Media - Games Adult-Main	0.00	0.00	13,000.00	(13,000.00)
101-790-979-Media - Games Adult-Branch	0.00	0.00	5,000.00	(5,000.00)
101-790-980-Media - Games Youth-Main	252.87	252.87	10,620.00	(10,367.13)
101-790-980-Media - Games Youth-Branch	130.47	3,165.95	9,000.00	(5,834.05)
101-790-981-CD - Books - Adult-Main	1,952.18	4,704.38	28,300.00	(23,595.62)

WEST BLOOMFIELD TWSP LIBRARY

**Budget versus Actual
For the 4 Months
Ending July 31, 2024**

	Jul 2024	YTD	Annual	
	Actual	Actual	Budget	Variance
101-790-981-CD - Books - Adult-Branch	320.36	1,222.39	3,000.00	(1,777.61)
101-790-982-Media - AV Adult-Main	1,663.58	4,935.89	87,000.00	(82,064.11)
101-790-982-Media - AV Adult-Branch	1,054.61	1,823.68	18,450.00	(16,626.32)
101-790-983-Media - AV Youth-Main	570.65	570.65	6,050.00	(5,479.35)
101-790-983-Media - AV Youth-Branch	320.84	320.84	2,500.00	(2,179.16)
101-790-984-Compact Discs - Adult & Youth-Main	407.48	522.03	6,100.00	(5,577.97)
101-790-984-Compact Discs - Adult & Youth-Branch	60.95	97.81	1,600.00	(1,502.19)
101-790-985-Adult Realia-Main	0.00	0.00	4,000.00	(4,000.00)
101-790-985-Adult Realia-Branch	0.00	154.33	2,500.00	(2,345.67)
101-790-986-Games/Realia/Other--Youth-Main	868.77	5,139.35	7,300.00	(2,160.65)
101-790-986-Games/Realia/Other--Youth-Branch	0.00	360.20	3,500.00	(3,139.80)
101-790-987-Software--Adult & Youth	13,046.19	31,713.46	71,700.00	(39,986.54)
101-790-989-Capital Assets-Main	0.00	0.00	44,000.00	(44,000.00)
101-790-989-Capital Assets-Branch	0.00	2,895.00	10,400.00	(7,505.00)
101-790-932-IT Capital Assets-Main	68.99	1,255.52	5,000.00	(3,744.48)
101-790-932-IT Capital Assets-Branch	0.00	0.00	8,400.00	(8,400.00)
TOTAL MATERIALS	74,470.81	314,776.55	1,449,350.00	(1,134,573.45)
 OTHER EXPENSES				
101-790-995-Transfer to C.I.A. Fund	0.00	87,864.00	87,864.00	0.00
101-790-995-Transfer to Endowment	4,343.35	77,086.46	0.00	77,086.46
TOTAL OTHER EXPENSES	4,343.35	164,950.46	87,864.00	77,086.46
 TOTAL EXPENSES	 465,891.53	 1,813,377.12	 6,483,115.00	 (4,669,737.88)
INCOME AFTER TRANSFERS	(362,484.46)	(1,554,537.80)	0.00	(1,554,537.80)

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement - Income Portion
For the 4 Months
Ending July 31, 2024

	Current Period			Prior Year		
	Jul 2024	YTD	Jul 2023	YTD	Jul 2023	YTD
	Actual	Actual	Actual	Actual	Actual	Actual
		%		%		%
INCOME						
101-000-630-Sylvan Lake Contract	0.00	0.00%	10,113.06	3.91%	0.00	0.00%
CHARGES FOR SERVICES	0.00	0.00%	10,113.06	3.91%	0.00	0.00%
101-000-402-Property Tax	55.85	0.05%	(2,403.37)	-0.93%	1,038.04	1.89%
TOTAL PROPERTY TAX	55.85	0.05%	(2,403.37)	-0.93%	1,038.04	1.89%
101-000-658-Fines	1,165.55	1.13%	4,089.56	1.58%	1,933.47	3.51%
101-000-677-Book Rental	0.00	0.00%	0.00	0.00%	66.45	0.12%
101-000-667-Meeting Room Rental	892.50	0.86%	2,205.00	0.85%	40.00	0.07%
101-000-675-Miscellaneous Income	27,935.44	27.02%	28,136.08	10.87%	24,398.00	44.31%
101-000-678-Copy Revenue	1,404.90	1.36%	8,101.80	3.13%	1,558.85	2.83%
TOTAL FINES/FEES	31,398.39	30.36%	42,532.44	16.43%	27,996.77	50.84%
101-000-665-Interest	29,837.32	28.85%	93,613.57	36.17%	21,827.04	39.64%
TOTAL INTEREST	29,837.32	28.85%	93,613.57	36.17%	21,827.04	39.64%
101-000-540-State Aid	37,547.16	36.31%	37,547.16	14.51%	0.00	0.00%
TOTAL STATE & FEDERAL SOURCES	37,547.16	36.31%	37,547.16	14.51%	0.00	0.00%
101-000-674-Memorials & Gifts	0.00	0.00%	25.00	0.01%	0.00	0.00%
101-000-682-Book Tribute-Adult & YA	0.00	0.00%	25.00	0.01%	0.00	0.00%
101-000-683-Book Tribute-Youth	25.00	0.02%	100.00	0.04%	0.00	0.00%
101-000-679-Endow Gift Unrestricted	4,158.92	4.02%	76,075.27	29.39%	3,847.82	6.99%
101-000-680-Endow Gift Youth	367.03	0.35%	1,156.36	0.45%	340.29	0.62%
101-000-681-Endow Gift Senior	17.40	0.02%	54.83	0.02%	16.14	0.03%
TOTAL CONTRIBUTIONS	4,568.35	4.42%	77,436.46	29.92%	4,204.25	7.63%
TOTAL INCOME	103,407.07	100.00%	258,839.32	100.00%	55,066.10	100.00%
					173,116.94	100.00%

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement - Expense Portion
For the 4 Months
Ending July 31, 2024

	Current Period			Prior Year		
	Jul 2024	YTD		Jul 2023	YTD	
	Actual	%	Actual	%	Actual	%
OPERATING EXPENSES						
101-790-702-Wages-Main	169,967.23	36.48%	637,474.10	35.15%	155,394.08	36.96%
101-790-702-Wages-Branch	24,502.30	5.26%	91,686.12	5.06%	21,667.82	5.15%
101-790-703-Wages-Sunday	7,767.00	1.67%	32,414.76	1.79%	7,609.87	1.81%
101-790-710-FICA	15,160.20	3.25%	57,090.94	3.15%	13,896.72	3.30%
101-790-711-MESC	0.00	0.00%	0.00	0.00%	0.00	0.00%
101-790-712-Medical Insurance	13,696.71	2.94%	54,344.68	3.00%	11,753.16	2.80%
101-790-713-Medical Insurance-Retirees	1,939.22	0.42%	7,756.88	0.43%	1,780.84	0.42%
101-790-714-Dental Insurance	0.00	0.00%	4,774.34	0.26%	953.04	0.23%
101-790-715-Optical Insurance	328.54	0.07%	657.08	0.04%	119.17	0.03%
101-790-716-Long Term Disability	0.00	0.00%	976.86	0.05%	463.53	0.11%
101-790-717-Short Term Disability	0.00	0.00%	3,506.39	0.19%	1,756.60	0.42%
101-790-718-Life Insurance	0.00	0.00%	1,065.47	0.06%	522.02	0.12%
101-790-719-Retirement Annuity	37,133.34	7.97%	37,133.34	2.05%	28,910.97	6.88%
TOTAL PERSONNEL SERVICES	270,494.54	58.06%	928,880.96	51.22%	244,827.82	58.23%
GENERAL EXPENSES						
101-790-727-Office Supplies	2,113.82	0.45%	6,457.83	0.36%	1,538.79	0.37%
101-790-728-Postage	0.00	0.00%	10.63	0.00%	0.00	0.00%
101-790-729-Processing Supplies	162.13	0.03%	748.93	0.04%	0.00	0.00%
101-790-730-Circulation Supplies	44.97	0.01%	44.97	0.00%	0.00	0.00%
101-790-731-Building & Mainten. Supplies	8,127.93	1.74%	15,170.17	0.84%	689.24	0.16%
101-790-732-Youth Department Supplies	0.00	0.00%	1,053.43	0.06%	1,047.02	0.25%
TOTAL SUPPLIES	10,448.85	2.24%	23,485.96	1.30%	3,275.05	0.78%
101-790-933-Building Maintenance Contract-Main	8,985.00	1.93%	32,460.00	1.79%	8,965.00	2.13%
101-790-933-Building Maintenance Contract-Branch	1,630.00	0.35%	5,870.00	0.32%	3,023.75	0.72%
101-790-802-Professional & Consultant Fees	6,747.58	1.45%	20,011.57	1.10%	3,452.85	0.82%
101-790-955-Cooperative Fees	0.00	0.00%	4,874.50	0.27%	4,591.55	1.09%
101-790-956-Printing Fees	2,076.00	0.45%	11,270.25	0.62%	5,474.00	1.30%
101-790-967-Programs	13,650.44	2.93%	58,257.25	3.21%	4,674.02	1.11%
TOTAL PROF/CONTRACT	33,089.02	7.10%	132,743.57	7.32%	30,181.17	7.18%
101-790-721-Staff Development	2,465.57	0.53%	8,732.01	0.48%	1,056.25	0.25%
101-790-803-Dues & Memberships	497.00	0.11%	3,360.00	0.19%	977.00	0.23%
101-790-860-Mileage	69.68	0.01%	235.18	0.01%	39.30	0.01%
TOTAL STAFF DEVELOP/TRANS	3,032.25	0.65%	12,327.19	0.68%	2,072.55	0.49%
101-790-850-Telephone-Main	4,038.09	0.87%	10,953.26	0.60%	2,778.08	0.66%
101-790-850-Telephone-Branch	339.70	0.07%	679.40	0.04%	259.90	0.06%
TOTAL	448,850.00		1,518,850.00		448,850.00	
TOTAL	839,905.17	44.46%	3,399,905.17	44.46%	839,905.17	44.46%

	4,377.79	0.94%	11,632.66	0.64%	3,037.98	0.72%	10,955.59	0.58%
TOTAL COMMUNICATIONS								
101-790-920-Electricity-Main	16,249.38	3.49%	42,361.17	2.34%	13,901.32	3.31%	38,942.51	2.06%
101-790-920-Electricity-Branch	2,939.18	0.63%	7,265.18	0.40%	2,246.80	0.53%	6,198.23	0.33%
101-790-921-Gas-Main	0.00	0.00%	4,791.53	0.26%	1,183.16	0.28%	4,871.17	0.26%
101-790-921-Gas-Branch	46.63	0.01%	428.12	0.02%	43.03	0.01%	487.33	0.03%
101-790-922-Sewer/Water/Fire Line-Main	0.00	0.00%	2,935.82	0.16%	0.00	0.00%	2,384.05	0.13%
101-790-922-Sewer/Water/Fire Line-Branch	571.45	0.12%	571.45	0.03%	1,404.56	0.33%	1,404.56	0.07%
TOTAL UTILITIES	19,806.64	4.25%	58,353.27	3.22%	18,778.87	4.47%	54,287.85	2.87%
101-790-930-Repair & Maintenance-Main	27,063.22	5.81%	101,294.32	5.59%	11,451.63	2.72%	38,341.63	2.03%
101-790-930-Repair & Maintenance-Branch	5,039.80	1.08%	18,981.46	1.05%	1,093.00	0.26%	13,553.94	0.72%
101-790-804-Alarm Service	3,926.85	0.84%	13,694.94	0.76%	3,560.11	0.85%	10,307.75	0.55%

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement - Expense Portion
For the 4 Months
Ending July 31, 2024

	Current Period		Prior Year	
	Jul 2024	YTD	Jul 2023	YTD
	Actual	%	Actual	%
101-790-931-Automation Maint/Develop.	155.00	0.03%	6,670.35	0.37%
TOTAL REPAIR/MAINT	36,184.87	7.77%	140,641.07	7.76%
101-790-880-Community Promotion	5,997.99	1.29%	17,559.54	0.97%
101-790-806-Insurance & Bonds	2,989.00	0.64%	4,995.75	0.28%
101-790-940-Rentals	656.42	0.14%	3,030.14	0.17%
101-790-807-Cataloging Services	0.00	0.00%	0.00	0.00%
101-790-971-Books--Adult-Main	13,168.14	2.83%	33,007.34	1.82%
101-790-971-Books--Adult-Branch	2,663.47	0.57%	7,375.96	0.41%
101-790-972-Lease Books	0.00	0.00%	98,695.80	5.44%
101-790-973-eMedia - Adult	15,333.80	3.29%	39,252.51	2.16%
101-790-974-eMedia - Youth	3,911.58	0.84%	4,973.66	0.27%
101-790-975-Books--Youth-Main	4,551.56	0.98%	13,291.34	0.73%
101-790-975-Books--Youth-Branch	1,460.37	0.31%	3,349.63	0.18%
101-790-976-Magazines/Newspapers-Main	0.00	0.00%	116.73	0.01%
101-790-976-Magazines/Newspapers-Branch	0.00	0.00%	(44.00)	0.00%
101-790-977-Reference - Adult-Main	154.99	0.03%	760.52	0.04%
101-790-978-Online Subscription Services	12,508.96	2.68%	54,862.71	3.03%
101-790-979-Media - Games Adult-Main	0.00	0.00%	0.00	0.00%
101-790-979-Media - Games Adult-Branch	0.00	0.00%	0.00	0.00%
101-790-980-Media - Games Youth-Main	252.87	0.05%	252.87	0.01%
101-790-980-Media - Games Youth-Branch	130.47	0.03%	3,165.95	0.17%
101-790-981-CD - Books - Adult-Main	1,952.18	0.42%	4,704.38	0.26%
101-790-981-CD - Books - Adult-Branch	320.36	0.07%	1,222.39	0.07%
101-790-982-Media - AV Adult-Main	1,663.58	0.36%	4,935.89	0.27%
101-790-982-Media - AV Adult-Branch	1,054.61	0.23%	1,823.68	0.10%
101-790-983-Media - AV Youth-Main	570.65	0.12%	570.65	0.03%
101-790-983-Media - AV Youth-Branch	320.84	0.07%	320.84	0.02%
101-790-984-Compact Discs - Adult & Youth-Main	407.48	0.09%	522.03	0.03%
101-790-984-Compact Discs - Adult & Youth-Branch	60.95	0.01%	97.81	0.01%
101-790-985-Adult Realia-Main	0.00	0.00%	0.00	0.00%
101-790-985-Adult Realia-Branch	868.77	0.19%	5,139.35	0.28%
101-790-986-Games/Realia/Other--Youth-Main	0.00	0.00%	360.20	0.02%
101-790-986-Games/Realia/Other--Youth-Branch	13,046.19	2.80%	31,713.46	1.75%
101-790-987-Software--Adult & Youth	0.00	0.00%	2,895.00	0.16%
101-790-989-Capital Assets-Branch	68.99	0.01%	1,255.52	0.07%
101-790-932-IT Capital Assets-Main				
TOTAL MATERIALS	74,470.81	15.98%	314,776.55	17.36%
			75,926.68	18.06%
			340,101.23	18.00%

OTHER EXPENSES

Transfer to Accr. Benefits Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to C.I.A. Fund	0.00	87,864.00	4.85%	0.00	0.00	158,825.00	8.41%	0.00%	0.00%
Transfer to Endowment	4,343.35	77,086.46	4.25%	4,204.25	1.00%	44,221.04	2.34%	1.00%	1.00%
TOTAL OTHER EXPENSES	4,343.35	164,950.46	9.10%	4,204.25	1.00%	203,046.04	10.75%	100.00%	100.00%
TOTAL EXPENSES	465,891.53	1,813,377.12	100.00%	420,484.10	100.00%	1,888,985.35	100.00%	100.00%	100.00%

WEST BLOOMFIELD TWSW LIBRARY
Comparative Income Statement
For the 4 Months
Ending July 31, 2024

	Current Period		Jul 2023		Prior Year		
	Jul 2024	YTD	Jul 2023	YTD	%	Actual	
	Actual	%	Actual	%	%	Actual	
INCOME							
101-000-630-Sylvan Lake Contract	0.00	0.00%	10,113.06	3.91%	0.00%	9,381.44	5.42%
CHARGES FOR SERVICES	0.00	0.00%	10,113.06	3.91%	0.00%	9,381.44	5.42%
101-000-402-Property Tax	55.85	0.05%	(2,403.37)	-0.93%	1.89%	1,038.04	0.60%
TOTAL PROPERTY TAX	55.85	0.05%	(2,403.37)	-0.93%	1.89%	1,038.04	0.60%
101-000-658-Fines	1,165.55	1.13%	4,089.56	1.58%	3.51%	7,616.09	4.40%
101-000-677-Book Rental	0.00	0.00%	0.00	0.00%	0.12%	228.85	0.13%
101-000-667-Meeting Room Rental	892.50	0.86%	2,205.00	0.85%	0.07%	540.00	0.31%
101-000-675-Miscellaneous Income	27,935.44	27.02%	28,136.08	10.87%	44.31%	24,676.84	14.25%
101-000-678-Copy Revenue	1,404.90	1.36%	8,101.80	3.13%	2.83%	6,865.70	3.97%
TOTAL FINES/FEES	31,398.39	30.36%	42,532.44	16.43%	50.84%	39,927.48	23.06%
101-000-665-Interest	29,837.32	28.85%	93,613.57	36.17%	39.64%	78,433.94	45.31%
TOTAL INTEREST	29,837.32	28.85%	93,613.57	36.17%	39.64%	78,433.94	45.31%
101-000-540-State Aid	37,547.16	36.31%	37,547.16	14.51%	0.00%	0.00	0.00%
TOTAL STATE & FEDERAL SOURCES	37,547.16	36.31%	37,547.16	14.51%	0.00%	0.00	0.00%
101-000-674-Memorials & Gifts	0.00	0.00%	25.00	0.01%	0.00%	0.00	0.00%
101-000-682-Book Tribute-Adult & YA	0.00	0.00%	25.00	0.01%	0.00%	65.00	0.04%
101-000-683-Book Tribute-Youth	25.00	0.02%	100.00	0.04%	0.00%	50.00	0.03%
101-000-679-Endow Gift Unrestricted	4,158.92	4.02%	76,075.27	29.39%	6.99%	43,151.93	24.93%
101-000-680-Endow Gift Youth	367.03	0.35%	1,156.36	0.45%	0.62%	1,020.70	0.59%
101-000-681-Endow Gift Senior	17.40	0.02%	54.83	0.02%	0.03%	48.41	0.03%
TOTAL CONTRIBUTIONS	4,568.35	4.42%	77,436.46	29.92%	7.63%	44,336.04	25.61%
TOTAL INCOME	103,407.07	100.00%	258,839.32	100.00%	100.00%	173,116.94	100.00%
OPERATING EXPENSES							
101-790-702-Wages-Main	169,967.23	164.37%	637,474.10	246.28%	282.20%	577,713.31	333.71%
101-790-702-Wages-Branch	24,502.30	23.69%	91,686.12	35.42%	39.35%	81,276.94	46.95%
101-790-703-Wages-Sunday	7,767.00	7.51%	32,414.76	12.52%	13.82%	29,047.71	16.78%
101-790-710-FICA	15,160.20	14.66%	57,090.94	22.06%	25.24%	51,967.28	30.02%
101-790-711-MESC	0.00	0.00%	0.00	0.00%	0.00%	589.61	0.34%
101-790-712-Medical Insurance	13,696.71	13.25%	54,344.68	21.00%	21.34%	46,760.11	27.01%
101-790-713-Medical Insurance-Retirees	1,939.22	1.88%	7,756.88	3.00%	3.23%	7,123.36	4.11%
101-790-714-Dental Insurance	0.00	0.00%	4,774.34	1.84%	1.73%	4,765.20	2.75%
101-790-715-Optical Insurance	328.54	0.32%	657.08	0.25%	0.22%	479.57	0.28%

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement
For the 4 Months
Ending July 31, 2024

	Current Period			Prior Year		
	Jul 2024		YTD	Jul 2023		YTD
	Actual	%	Actual	Actual	%	Actual
101-790-716-Long Term Disability	0.00	0.00%	976.86	463.53	0.84%	1,114.01
101-790-717-Short Term Disability	0.00	0.00%	3,506.39	1,756.60	3.19%	4,345.17
101-790-718-Life Insurance	0.00	0.00%	1,065.47	522.02	0.95%	1,270.63
101-790-719-Retirement Annuity	37,133.34	35.91%	37,133.34	28,910.97	52.50%	33,452.27
TOTAL PERSONNEL SERVICES	270,494.54	261.58%	928,880.96	244,827.82	444.61%	839,905.17
GENERAL EXPENSES						
101-790-727-Office Supplies	2,113.82	2.04%	6,457.83	1,538.79	2.79%	6,361.85
101-790-728-Postage	0.00	0.00%	10.63	0.00	0.00%	0.00
101-790-729-Processing Supplies	162.13	0.16%	748.93	0.00	0.00%	463.53
101-790-730-Circulation Supplies	44.97	0.04%	44.97	0.00	0.00%	442.63
101-790-731-Building & Mainten. Supplies	8,127.93	7.86%	15,170.17	689.24	1.25%	13,065.59
101-790-732-Youth Department Supplies	0.00	0.00%	1,053.43	1,047.02	1.90%	4,400.39
TOTAL SUPPLIES	10,448.85	10.10%	23,485.96	3,275.05	5.95%	24,733.99
101-790-933-Building Maintenance Contract-Main	8,985.00	8.69%	32,460.00	8,965.00	16.28%	32,510.00
101-790-933-Building Maintenance Contract-Branch	1,630.00	1.58%	5,870.00	3,023.75	5.49%	7,188.75
101-790-802-Professional & Consultant Fees	6,747.58	6.53%	20,011.57	3,452.85	6.27%	30,292.02
101-790-955-Cooperative Fees	0.00	0.00%	4,874.50	4,591.55	8.34%	4,785.71
101-790-956-Printing Fees	2,076.00	2.01%	11,270.25	5,474.00	9.94%	13,114.87
101-790-967-Programs	13,650.44	13.20%	58,257.25	4,674.02	8.49%	39,972.40
TOTAL PROF/CONTRACT	33,089.02	32.00%	132,743.57	30,181.17	54.81%	127,863.75
101-790-721-Staff Development	2,465.57	2.38%	8,732.01	1,056.25	1.92%	4,048.00
101-790-803-Dues & Memberships	497.00	0.48%	3,360.00	977.00	1.77%	4,382.00
101-790-860-Mileage	69.68	0.07%	235.18	39.30	0.07%	539.63
TOTAL STAFF DEVEL/TRANS	3,032.25	2.93%	12,327.19	2,072.55	3.76%	8,969.63
101-790-850-Telephone-Main	4,038.09	3.91%	10,953.26	2,778.08	5.04%	10,306.79
101-790-850-Telephone-Branch	339.70	0.33%	679.40	259.90	0.47%	648.80
TOTAL COMMUNICATIONS	4,377.79	4.23%	11,632.66	3,037.98	5.52%	10,955.59
101-790-920-Electricity-Main	16,249.38	15.71%	42,361.17	13,901.32	25.24%	38,942.51
101-790-920-Electricity-Branch	2,939.18	2.84%	7,265.18	2,248.80	4.08%	6,198.23
101-790-921-Gas-Main	0.00	0.00%	4,791.53	1,183.16	2.15%	4,871.17
101-790-921-Gas-Branch	46.63	0.05%	428.12	43.03	0.08%	487.33
101-790-922-Sewer/Water/Fire Line-Main	0.00	0.00%	2,935.82	0.00	0.00%	2,384.05
101-790-922-Sewer/Water/Fire Line-Branch	571.45	0.55%	571.45	1,404.56	2.55%	1,404.56
TOTAL UTILITIES	19,806.64	19.15%	58,353.27	18,778.87	34.10%	54,287.85
101-790-930-Repair & Maintenance-Main	27,063.22	26.17%	101,294.32	11,451.63	20.80%	38,341.63
101-790-930-Repair & Maintenance-Branch	5,039.80	4.87%	18,981.46	1,093.00	1.98%	13,553.94

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement
For the 4 Months
Ending July 31, 2024

	Current Period			Prior Year		
	Jul 2024	YTD		Jul 2023	YTD	
	Actual	%	Actual	Actual	%	Actual
101-790-804-Alarm Service	3,926.85	3.80%	13,694.94	3,560.11	6.47%	10,307.75
101-790-931-Automation Maint/Develop.	155.00	0.15%	6,670.35	13,239.50	24.04%	154,081.17
TOTAL REPAIR/MAINT	36,184.87	34.99%	140,641.07	29,344.24	53.29%	216,284.49
101-790-880-Community Promotion	5,997.99	5.80%	17,559.54	5,201.59	9.45%	26,241.60
101-790-806-Insurance & Bonds	2,989.00	2.89%	4,995.75	2,989.00	5.43%	25,066.00
101-790-940-Rentals	656.42	0.63%	3,030.14	644.90	1.17%	2,987.06
101-790-807-Cataloging Services	0.00	0.00%	0.00	0.00	0.00%	8,542.95
101-790-971-Books--Adult-Main	13,168.14	12.73%	33,007.34	18,331.03	33.29%	29,673.37
101-790-971-Books--Adult-Branch	2,663.47	2.58%	7,375.96	2,555.89	4.64%	4,778.26
101-790-972-Lease Books	0.00	0.00%	98,695.80	0.00	0.00%	116,424.00
101-790-973-eMedia - Adult	15,333.80	14.83%	39,252.51	16,507.63	29.98%	36,494.57
101-790-974-eMedia - Youth	3,911.58	3.78%	4,973.66	70.47	0.13%	744.92
101-790-975-Books--Youth-Main	4,551.56	4.40%	13,291.34	21,331.29	38.74%	29,608.22
101-790-975-Books--Youth-Branch	1,460.37	1.41%	3,349.63	1,335.72	2.43%	2,477.86
101-790-976-Magazines/Newspapers-Main	0.00	0.00%	116.73	608.38	1.10%	293.40
101-790-976-Magazines/Newspapers-Branch	0.00	0.00%	(44.00)	541.20	0.98%	391.20
101-790-977-Reference - Adult-Main	154.99	0.15%	760.52	(218.33)	-0.40%	96.64
101-790-978-Online Subscription Services	12,508.96	12.10%	54,862.71	0.00	0.00%	67,561.65
101-790-979-Media - Games Adult-Main	0.00	0.00%	0.00	1,442.95	2.62%	4,741.73
101-790-979-Media - Games Adult-Branch	0.00	0.00%	0.00	619.19	1.12%	2,002.50
101-790-980-Media - Games Youth-Main	252.87	0.24%	252.87	553.25	1.00%	3,361.85
101-790-980-Media - Games Youth-Branch	130.47	0.13%	3,165.95	239.15	0.43%	1,124.10
101-790-981-CD - Books - Adult-Main	1,952.18	1.89%	4,704.38	2,478.32	4.50%	5,008.05
101-790-981-CD - Books - Adult-Branch	320.36	0.31%	1,222.39	658.01	1.19%	1,217.60
101-790-982-Media - AV Adult-Main	1,663.58	1.61%	4,935.89	2,923.48	5.31%	7,355.87
101-790-982-Media - AV Adult-Branch	1,054.61	1.02%	1,823.68	1,386.16	2.52%	3,019.31
101-790-983-Media - AV Youth-Main	570.65	0.55%	570.65	0.00	0.00%	158.07
101-790-983-Media - AV Youth-Branch	320.84	0.31%	320.84	0.00	0.00%	73.81
101-790-984-Compact Discs - Adult & Youth-Main	407.48	0.39%	522.03	735.64	1.34%	953.93
101-790-984-Compact Discs - Adult & Youth-Branch	60.95	0.06%	97.81	421.59	0.77%	478.37
101-790-985-Adult Realia-Main	0.00	0.00%	0.00	231.52	0.42%	1,295.95
101-790-985-Adult Realia-Branch	868.77	0.84%	5,139.35	732.63	1.33%	732.63
101-790-986-Games/Realia/Other--Youth-Main	0.00	0.00%	154.33	0.00	0.00%	683.10
101-790-986-Games/Realia/Other--Youth-Branch	0.00	0.00%	360.20	0.00	0.00%	858.79
101-790-987-Software--Adult & Youth	13,046.19	12.62%	31,713.46	2,441.51	4.43%	18,491.48
101-790-989-Capital Assets-Branch	0.00	0.00%	2,895.00	0.00	0.00%	0.00
101-790-932-IT Capital Assets-Main	68.99	0.07%	1,255.52	0.00	0.00%	0.00
101-790-932-IT Capital Assets-Branch	0.00	0.00%	0.00	0.00	0.00%	0.00

WEST BLOOMFIELD TWP LIBRARY
Comparative Income Statement
For the 4 Months
Ending July 31, 2024

	Current Period		Jul 2023		Prior Year			
	Jul 2024 Actual	%	YTD Actual	%	Actual	%		
TOTAL MATERIALS	74,470.81	72.02%	314,776.55	121.61%	75,926.68	137.88%	340,101.23	196.46%
OTHER EXPENSES								
101-790-995-Transfer to C.I.A. Fund	0.00	0.00%	87,864.00	33.95%	0.00	0.00%	158,825.00	91.74%
101-790-995-Transfer to Endowment	4,343.35	4.20%	77,086.46	29.78%	4,204.25	7.63%	44,221.04	25.54%
TOTAL OTHER EXPENSES	<u>4,343.35</u>	<u>4.20%</u>	<u>164,950.46</u>	<u>63.73%</u>	<u>4,204.25</u>	<u>7.63%</u>	<u>203,046.04</u>	<u>117.29%</u>
TOTAL EXPENSES	<u>465,891.53</u>	<u>450.54%</u>	<u>1,813,377.12</u>	<u>700.58%</u>	<u>420,484.10</u>	<u>763.60%</u>	<u>1,888,985.35</u>	<u>1,091.16%</u>
INCOME AFTER TRANSFERS	<u>(362,484.46)</u>	<u>-350.54%</u>	<u>(1,554,537.80)</u>	<u>-600.58%</u>	<u>(365,418.00)</u>	<u>-663.60%</u>	<u>(1,715,868.41)</u>	<u>-991.16%</u>

**Endowment Fund Allocation Detail
Fiscal Year 2024-2025**

	General		Senior Services/ Materials		Tech & Facilities		Youth Services/ Materials		Endowment Fund Total
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
Total as of 3/31/24	\$ 809,022.16	\$ 111,132.82	\$ 3,824.59	\$ 588.79	\$ -	\$ -	\$ 80,651.57	\$ 12,763.82	\$ 1,017,983.75
April Deposits:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total as of 4/30/24	\$ 809,022.16	\$ 111,132.82	\$ 3,824.59	\$ 588.79	\$ -	\$ -	\$ 80,651.57	\$ 12,763.82	\$ 1,017,983.75
May Deposits:									
April Interest		\$ 3,886.59		\$ 18.37				\$ 387.45	
Office Depot - Community Commons Coffee Machine	(299.99)								
	(299.99)	\$ 3,886.59		\$ 18.37				\$ 387.45	\$ 3,992.42
Sub Total as of 5/31/24	\$ 808,722.17	\$ 115,019.41	\$ 3,824.59	\$ 607.16	\$ -	\$ -	\$ 80,651.57	\$ 13,151.27	\$ 1,021,976.17
June Deposits:									
Neubacher Trust	64,000.00								
May Interest		4,029.76		19.06				401.88	
OmniTech Lectern Balance	(2,784.46)								
	61,215.54	\$ 4,029.76		\$ 19.06		\$ -	\$ -	\$ 401.88	\$ 65,686.24
Sub Total as of 6/30/24	\$ 869,937.71	\$ 119,049.17	\$ 3,824.59	\$ 626.22	\$ -	\$ -	\$ 80,651.57	\$ 13,553.15	\$ 1,087,642.41
July Deposits:									
Amazon Community Commons Supplies	(1,998.90)	\$ 3,958.92		\$ 17.40				\$ 367.03	
June Interest	(1,998.90)	\$ 3,958.92		\$ 17.40		\$ -	\$ -	\$ 367.03	\$ 2,344.45
	867,938.81	\$ 123,008.08	\$ 3,824.59	\$ 643.62	\$ -	\$ -	\$ 80,651.57	\$ 13,920.18	\$ 1,089,986.86

**Capital Improvement/Automation Development Fund
Allocation Detail
Fiscal Year 2024-2025**

	Building Projects	Computer/ Information Technology Replacement	Replacement/ Repair Reserve	Fund Total
Balance March 2024	\$ 515.61	\$ 1,385,395.77	\$ 4,245,205.33	\$ 5,631,116.71
Transfer from Budget	\$ 87,864.00	\$ 1,385,395.77	\$ 4,245,205.33	\$ 87,864.00
	\$ 88,379.61	\$ -	\$ -	\$ -
April Expenses:				
Sub Total April	\$ 88,379.61	\$ 1,385,395.77	\$ 4,245,205.33	\$ 5,718,980.71
May Expenses:				
Johnson Controls - Server Room	\$ 2,526.70			\$ -
Ground Affects - Stone Path	\$ 8,100.00			\$ 2,526.70
Reverse FY2023-24 Retainage Accruals	\$ (81,278.40)			\$ 8,100.00
	\$ (70,651.70)	\$ -	\$ -	\$ -
Sub Total May	\$ 159,031.31	\$ 1,385,395.77	\$ 4,245,205.33	\$ 5,789,632.41
June Expenses:				
Rewold Learning Lab App 5	\$ 50,687.43			\$ 50,687.43
Rewold Chiller App 13	\$ 42,246.47			\$ 42,246.47
Barking Dog Storywalk	\$ 6,010.76			\$ 6,010.76
	\$ 98,944.66	\$ -	\$ -	\$ -
Sub Total June	\$ 60,086.65	\$ 1,385,395.77	\$ 4,245,205.33	\$ 5,690,687.75
July Expenses:				
Johnson Controls Hardware and Install	\$ 14,278.59			\$ -
Rewold Learning Lab 6	\$ 19,027.72			\$ 14,278.59
Detroit Pump - 2 Sump Pumps	\$ 6,984.00			\$ 19,027.72
	\$ 40,290.31	\$ -	\$ -	\$ 6,984.00
Sub Total July	\$ 19,796.34	\$ 1,385,395.77	\$ 4,245,205.33	\$ 5,650,397.44



Date: August 14, 2024
To: Library Board of Trustees
From: Cathleen Russ, Library Director and Kati Vogel, Finance Manager
Re: Report on Investments for 2023-2024 Fiscal Year

The Library primarily used two types of investment instruments during the 2023-2024 fiscal year--the governmental money market fund and the local government investment pool.

These two types of investments are authorized within the Library's investment policy and have historically been viewed by the Library Board as highly secure vehicles for the investment of public funds. Up until 1991, a certificate of deposit was the only investment tool authorized by the Library Board. On July 10, 1991, the Board approved the governmental money market fund as an investment instrument. Investment options were further expanded in 1998 as a result of Public Act 20. At that time, the Board chose to list all the possible investments allowed by the Act in the library's policy, although the certificate of deposit and governmental money market fund were still perceived as the safest options. The Library established a premium business money market account on July 14, 2010. The Library entered into a contract with Oakland County to use the Oakland County Governmental Investment Pool in September 2012 under the Local Government Investment Pool Act 121 of 1985. The Library's Investment of Surplus Funds Policy was revised to include this new investment vehicle.

The Library earned a total of \$273,061.71 in interest from investments during the fiscal year, which is \$135,847.71 more than last fiscal year due to an ongoing significant increase in interest rates. The interest was entered into the general operating fund, as is our standard practice.

In addition, the endowment fund earned a total of \$52,714.98, which is \$29,020.45 more than last fiscal year, again due to the ongoing significant increase in interest rates. The interest was credited directly to the endowment fund rather than the general operating fund, as is our standard practice.

Governmental Money Market Fund

The governmental money market fund, better known as the J Fund, is used to invest some of the Library's operating funds. The Township wires all property tax collected directly into the Library's checking account, where it is then transferred by the Director into either the J Fund or the Premium Business Money Market account in order to obtain interest.

For the 2022-2023 fiscal year, the monthly average yield ranged from 0.188% to 4.466%. For the 2023-2024 fiscal year, the monthly average yield range can be seen in the chart below.

A monthly review of the balance, activity, interest earned and average yield from the J Fund is included in the monthly financial statement. During the 2023-2024 fiscal year, the following occurred:

J FUND

MONTH/YEAR	ENDING BALANCE	INT. EARNED	MONTHLY AVERAGE YIELD
April-23	\$ 5,388,790.63	\$ 21,275.52	4.610%
May-23	\$ 4,930,066.15	\$ 20,626.38	4.761%
June-23	\$ 4,480,692.53	\$ 18,510.36	4.841%
July-23	\$ 4,019,202.89	\$ 17,446.05	4.970%
August-23	\$ 3,516,648.94	\$ 15,976.46	5.159%
September-23	\$ 3,187,498.40	\$ 14,062.87	5.169%
October-23	\$ 2,755,561.27	\$ 12,791.97	5.153%
November-23	\$ 2,281,353.24	\$ 10,370.60	5.183%
December-23	\$ 1,808,304.84	\$ 8,748.59	5.187%
January-24	\$ 4,408,070.37	\$ 13,827.06	5.164%
February-24	\$ 4,683,392.43	\$ 17,762.61	5.146%
March-24	\$ 5,848,368.92	\$ 22,581.82	5.136%
		\$ 193,980.29	

Oakland County Investment Pool

This investment was established in November 2012. It is administered by the Oakland County Finance Department. Numerous municipal entities from around the County participate in this fund.

A monthly review of the balance, activity and interest earned for the investment pool is included in the monthly financial statement. During the 2023-2024 fiscal year the following occurred:

INVESTMENT POOL

MONTH/YEAR	ENDING BALANCE	INT. EARNED	MONTHLY AVERAGE YIELD
April-23	\$ 4,773,329.27	\$ 9,864.12	2.521%
May-23	\$ 4,587,213.43	\$ 4,194.74	1.057%
June-23	\$ 4,591,408.17	\$ 3,030.68	0.797%
July-23	\$ 4,594,438.85	\$ 1,361.56	0.367%
August-23	\$ 4,595,800.41	\$ 3,411.55	0.865%
September-23	\$ 4,599,211.96	\$ 9,770.70	2.486%
October-23	\$ 4,608,982.66	\$ 8,107.62	2.000%
November-23	\$ 4,617,090.28	\$ 6,984.79	1.781%
December-23	\$ 4,624,075.07	\$ 6,833.83	1.686%
January-24	\$ 4,630,908.90	\$ 7,073.87	1.742%
February-24	\$ 4,637,982.77	\$ 7,282.17	1.910%
March-24	\$ 4,760,326.76	\$ 8,307.09	2.033%
		\$ 76,222.72	

Premium Business Money Market Account

The Premium Business Money Market account was established during the 2010-2011 fiscal year as a counterpart to the checking account, which doesn't earn interest. A monthly review of the balance, activity, interest earned, and fixed yield from the Premium Business Money Market account is included in the monthly financial statement. During the 2023-2024 fiscal year, the following occurred:

PREMIUM BUSINESS

MONTH/YEAR	ENDING BALANCE	INT. EARNED	MONTHLY AVERAGE YIELD
April-23	\$ 364,136.53	\$ 334.43	1.00%
May-23	\$ 371,237.95	\$ 311.71	1.00%
June-23	\$ 252,601.83	\$ 286.00	1.00%
July-23	\$ 254,277.45	\$ 215.27	1.00%
August-23	\$ 310,969.40	\$ 260.18	1.00%
September-23	\$ 217,400.37	\$ 241.79	1.00%
October-23	\$ 220,790.97	\$ 185.37	1.00%
November-23	\$ 225,218.70	\$ 182.34	1.00%
December-23	\$ 264,015.12	\$ 205.75	1.00%
January-24	\$ 265,993.12	\$ 224.51	1.00%
February-24	\$ 275,013.89	\$ 211.90	1.00%
March-24	\$ 314,832.42	\$ 199.45	1.00%
		\$ 2,858.70	

Endowment Fund

The Library has a second J Fund for endowment gifts and donations. Using a separate J Fund for the endowment allows the Library to easily return the interest earned directly to the fund and maintain a separate record. A monthly review of the balance, activity and interest earned for the endowment fund is contained in the monthly financial statement. The following occurred during the 2023-2024 fiscal year:

ENDOWMENT

MONTH/YEAR	ENDING BALANCE	INT. EARNED	MONTHLY AVERAGE YIELD
April-23	\$ 1,019,606.77	\$ 3,862.67	4.610%
May-23	\$ 1,024,705.44	\$ 4,139.12	4.761%
June-23	\$ 1,059,623.56	\$ 4,134.25	4.841%
July-23	\$ 1,063,757.81	\$ 4,489.88	4.970%
August-23	\$ 1,068,317.69	\$ 4,680.46	5.159%
September-23	\$ 1,053,125.15	\$ 4,522.32	5.169%
October-23	\$ 1,057,647.47	\$ 4,628.35	5.153%
November-23	\$ 1,062,275.82	\$ 4,525.48	5.183%
December-23	\$ 1,045,220.30	\$ 4,616.97	5.187%
January-24	\$ 1,013,895.33	\$ 4,526.02	5.164%
February-24	\$ 1,011,926.35	\$ 4,162.17	5.146%
March-24	\$ 1,017,983.75	\$ 4,427.29	5.136%
		\$ 52,714.98	

Approved Financial Institutions

The Board's current list of approved banking institutions includes: Comerica Bank, Chase Bank, Huntington Bank, Bank of America, Flagstar Bank, and Fifth Third Bank.

Director's Report For the Library Board Meeting of August 14, 2024

Gifts and Memorials:

The Library received the following book tribute in July:

Dr. & Mrs. Jay Daitch, in honor of the birth of Finn Rosenberg: \$25.00

Operations Highlights:

On July 29, the Sister Library Committee hosted the first youth delegation from Awaji City since 2018. Ten students and two chaperones visited for an afternoon and evening with a tour of sites in Detroit, a visit with the Consul General of Japan in Detroit, and dinner and a reception in the evening at the library. Civic Center TV covered the event: <https://civiccentertv.com/west-bloomfield-library-welcomes-quests-from-japan-for-a-special-celebration/>. Everyone had a wonderful time.

An FAQ document with notary information and best practices was created and shared with staff since the demand for notary services is increasing.

In July, we conducted a communications audit to understand how to improve consistency and satisfaction across all communications, especially internal and frontline communications. The results have been shared with the Administrative Team, and will be shared with staff at the August 6 training and in November at the All-Staff Meeting. Work has begun on recommending best practices for staff.

Alyson Lobert, director of Commerce Township Community Library and adjunct professor of Library Administration & Management at Wayne State University School of Library & Information Science, reported to me that 3 of her 21 students interviewed WBTPPL staff for a recent class project. She was impressed that so many chose WBTPPL and that their reports reflected our excellent staff.

Westacres:

The Summer Reading Midsummer Party was held at the Branch on July 18. This is the second year we have held this program. Activities included a petting zoo, glitter tattoos, 360 photo booth, tie-die, crafts, and more. It was attended by 660 people, which was 100 more attendees than last year.

The seed library continues to be popular. 524 seed packets were distributed during the month of July.

The new youth playaway collection, which debuted in June, has been circulating well thus far. Two-thirds of Westacres' playaway collection are currently checked out.

Facilities:

The blank hallway walls near the fireplace which lead to the Reflection Room and Quiet Study have been converted to a small gallery space. Cherry wood picture rails were made and installed by

maintenance staff. For better lighting control in the space, recessed light fixtures were replaced with recessed spotlights and a dimmer switch was added. Signage will be added soon.

The screen on the main control for the chillers was found to be defective. It will be replaced under warranty.

During last quarter's preventative maintenance, a generator was found to have a nonfunctioning engine block heater and some of the hoses were starting to look weak. During this quarter's preventative maintenance, all of those parts were replaced.

The cause of recent chiller alarms and shutdowns seems to be resolved. The glycol feeder needed a repair and was shutdown. When the temperatures increased, the system called for more glycol and since it could not receive glycol, the chillers shut down. The glycol feeder has been repaired and the system is functioning as expected.

Additional house plants were added to the lobby, clerestory, staff lounge, and Administrative Suite.

Additional pest treatments were performed in the Administrative Suite and on the roof.

Patron Feedback/Behavioral Issues

The library received one five-star and five testimonials this month. The testimonials were complimentary of the collection, programming, and staff.

Friends of the Library:

The Friends of the Library participated in the reception for Awaji City students and chaperones on July 29 and gave everyone gift bags with Michigan-made products. The BOOKTalk discussion program celebrated its 40th anniversary with an open house event on Thursday, August 8 from 6:30-8:30 pm.

West Bloomfield Township Public Library

July 2024

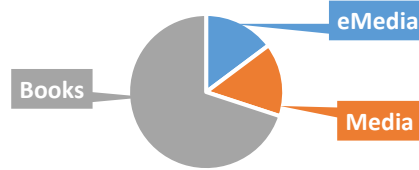
74,658



Library Visits

2024: 60,481 Main | 14,177 Branch
2023: 54,339 Main | 13,651 Branch

125,454



Items Checked Out

2024: 108,635 Main | 16,819 Branch
2023: 108,398 Main | 18,675 Branch

2,765

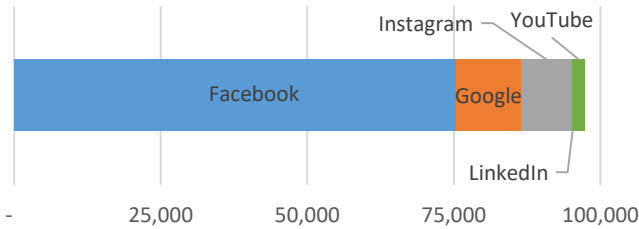


Outreach Attendance

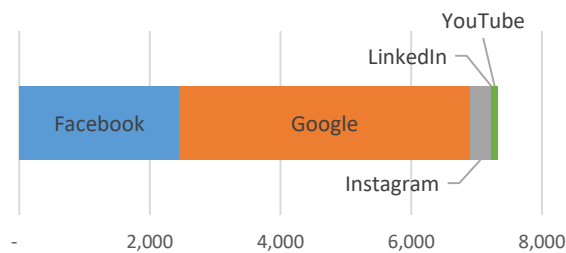
1,086 Adult | 0 Young Adult
1,679 Youth

Social Media

Impressions



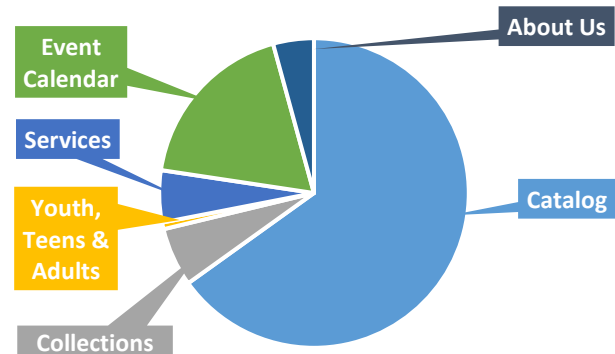
Engagement



Top Databases Used

1. ABCmouse
2. New York Times
3. Wall Street Journal
4. Udemy
5. Morningstar

Homepage Usage



1,655



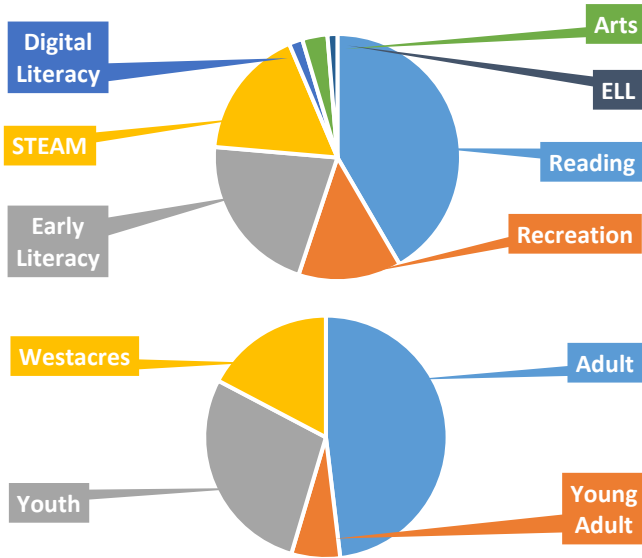
Room Usage

404 Meeting Room | 113 Conference Room
759 Group Studies | 379 Quiet Studies

Top Subpage Visits

1. Collections/Ebooks
2. Collections/Eresources
3. Services/Library-Card
4. Services/Reading Programs
5. Services/Technology

Program Attendance 5,387



2024: 115 programs @ 5,387 attendance
2023: 155 programs @ 3,606 attendance

Feature



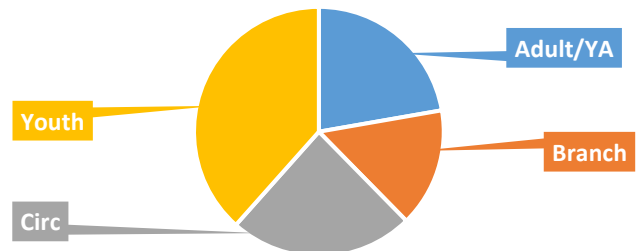
The Sister Library Committee hosted the first youth delegation from Awaji City since 2018. Ten students and two chaperones visited for an afternoon and evening with a tour of sites in Detroit, a visit with the Consul General of Japan in Detroit, and dinner and a reception in the evening at the library.

In Our Customers' Words

We love everything you do! The children's programs are top notch and have built such a love of reading in our kids!

-Jessica Szkrybalo
West Bloomfield Resident

Patrons Assisted 25,920



2024: 683 Online | 22,907 In-Person | 2,330 Telephone
2023: 638 Online | 20,688 In-Person | 2,054 Telephone

Most Popular Titles

Adult & Young Adult

1. *Camino Ghosts*
by John Grisham
2. *A Death in Cornwall*
by Daniel Silva
3. *A Calamity of Souls*
by David Baldacci
4. *The Women*
by Kristin Hannah
5. *Think Twice*
by Harlan Coben

Youth

1. *Doggo and Pupper*
by Katherine Applegate
2. *Diary of a Wimpy Kid: Wrecking Ball*
by Jeff Kinney
3. *The Wild Robot*
by Peter Brown
4. *Diary of a Wimpy Kid: No Brainer*
by Jeff Kinney
5. *Dog Man: Lord of the Flees*
by Dav Pilkey



*Recipient of the National Medal,
the nation's highest honor for libraries*

To: Board of Trustees, West Bloomfield Twp Public Library
From: Kati Vogel, Finance Manager
Date: August 14, 2024
Re: Accounts Payable Processed for August 14, 2024

Suggested Motion: Move to approve payment of all bills and accounts due in the amount of \$489,757.64 and ratify expenses incurred since July 10th as approved on July 16th in the amount of \$264,277.68.

7/19/2024	\$ 129,445.89
8/2/2024	\$ 134,831.79
	<u>\$ 264,277.68</u>

AP Payment Register

Company/Branch: 101-

From Period: 04-2024
To Period: 04-2024

Page: 1 of 2
Date: 7/17/2024 10:21 AM
User: Kati Vogel

OK 7/18/24
ADD 7/17/24

Account	Description	Currency	Payment Method							
101	Cash - Checking	USD	CHECK							
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Description	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000358	52555 ✓	Closed	7/19/2024	GL00002343	V000001364	BLUE CARE NETWORK ✓	0.00	3,690.39 ✓	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid		
Bill	APB0001569	101-	241770002203	BCN Insurance 7/20-8/19	3,690.39	USD	0.00	3,690.39	Document Total: 3,690.39	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Description	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000353	52552 ✓	Closed	7/19/2024	GL00002338	V000000327	DTE ENERGY ✓	0.00	16,249.38 ✓	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid		
Bill	APB0001570	101-	910014972376	DTE Main 5/30-6/28	16,249.38	USD	0.00	16,249.38	Document Total: 16,249.38	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Description	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000354	52553 ✓	Closed	7/19/2024	GL00002339	V000000926	PAYROLL ✓	0.00	107,273.52 ✓	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid		
Bill	APB0001571	101-	pe 7/1-7/14/24	Payroll pe 7/14/24	107,273.52	USD	0.00	107,273.52	Document Total: 107,273.52	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Description	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000355	52554 ✓	Closed	7/19/2024	GL00002340	V000001221	T-MOBILE ✓	0.00	994.73 ✓	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid		
Bill	APB0001572	101-	968700103 6/24	T-Mobile 5/25-6/24/24	994.73	USD	0.00	994.73	Document Total: 994.73	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Description	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000356	52555 ✓	Closed	7/19/2024	GL00002341	V000001225	TOSHIBA FINANCIAL SERVICES ✓	0.00	666.42 ✓	

AP Payment Register

Company/Branch: 101-

From Period: 04-2024
To Period: 04-2024

Page: 2 of 2
Date: 7/17/2024 10:21 AM
User: Kati Vogel

Account	Description	Currency	Payment Method	Original Amount	Currency	Discount Taken	Amount Paid
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description			
Bill	APB0001573	101-	533226338	Toshiba Copier Lease	666.42	USD	666.42
Document Total: 666.42							
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name
Payment	APP0000357	52556	Closed	7/19/2024	GL00002342	V000001299	WEST BLOOMFIELD TWP WATER ✓
Doc. Balance 0.00							
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description			
Bill	APB0001574	101-	157-054	WB Water WACR 3/1-6/1/24	571.45	USD	571.45
Document Total: 571.45							
Payment Method Total: 129,445.89							
Cash Account Total: 129,445.89							

Doc. Type	Count	Amount Paid (USD)
Payment	6	129,445.89
Prepayment	0	0.00
Refund	0	0.00
Voided Payment	0	0.00
Company Total:	6	129,445.89

AP Payment Register

Company/Branch: 101-

From Period: 05-2024
To Period: 05-2024

Page: 1 of 3
Date: 7/30/2024 11:21 AM
User: Kati Vogel

V4C-7/31/2024
180 M-31-24

Account	Description	Currency	Payment Method
101	Cash - Checking	USD	CHECK

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000359	52557	Closed	8/2/2024	GL00002514	V000000119	BLUE CROSS BLUE SHIELD OF MI	0.00	15,366.36

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001842	101-	7011836 0000	BCBS Insurance 8/20-9/19	15,366.36	USD	0.00	15,366.36
Document Total: 15,366.36								

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000360	52558	Closed	8/2/2024	GL00002515	V000000119	BLUE CROSS BLUE SHIELD OF MI	0.00	1,939.22

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001843	101-	7011836 0001	BCBS Insurance 8/20-9/19	1,939.22	USD	0.00	1,939.22
Document Total: 1,939.22								

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000361	52559	Closed	8/2/2024	GL00002516	V000000262	CLEAR RATE COMMUNICATIONS	0.00	317.86

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001844	101-	3802470	Clear Rate 7/22-8/21	317.86	USD	0.00	317.86
Document Total: 317.86								

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000362	52560	Closed	8/2/2024	GL00002517	V000000271	COMCAST	0.00	169.85

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001845	101-	8529102510354	Comcast WACR 7/25-8/24	169.85	USD	0.00	169.85
Document Total: 169.85								

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000363	52561	Closed	8/2/2024	GL00002518	V000000278	CONSUMERS ENERGY	0.00	839.21

AP Payment Register

Company/Branch: 101-

From Period: 05-2024
To Period: 05-2024

Page: 2 of 3
Date: 7/30/2024 11:21 AM
User: Kati Vogel

Account	Description	Currency	Payment Method	Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Date	Batch Nbr.	Vendor	Vendor Name	Original Amount	Currency	Discount Taken	Amount Paid
Debit Adj.	APB0001147	101-	VOID Credit	Consumers Cr for WACR Void Check 52208									-554.46	USD	0.00	-554.46
Bill	APB0000224	101-	100 1561 9404	WACR 2/24-3/25									533.18	USD	0.00	533.18
Bill	APB0000225	101-	1000 7836 1589	WACR GENERATOR 2/24-3/25									21.28	USD	0.00	21.28
Bill	APB0001846	101-	1000 0010 6680	Consumers Main 6/12-7/11									839.21	USD	0.00	839.21
Document Total:																
1,160.12																
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Original Amount <td>Currency <td>Discount Taken <td>Amount Paid</td> </td></td>	Currency <td>Discount Taken <td>Amount Paid</td> </td>	Discount Taken <td>Amount Paid</td>	Amount Paid				
Payment	APP0000364	52562	X	Closed	8/2/2024	GL00002519	V000000319	DELTA DENTAL	1,160.12	USD	0.00	1,160.12				
Document Total:																
1,160.12																
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Original Amount <td>Currency <td>Discount Taken <td>Amount Paid</td> </td></td>	Currency <td>Discount Taken <td>Amount Paid</td> </td>	Discount Taken <td>Amount Paid</td>	Amount Paid				
Payment	APP0000365	52563	X	Closed	8/2/2024	GL00002520	V000000327	DTE ENERGY	2,795.62	USD	0.00	2,795.62				
Document Total:																
2,795.62																
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Original Amount <td>Currency <td>Discount Taken <td>Amount Paid</td> </td></td>	Currency <td>Discount Taken <td>Amount Paid</td> </td>	Discount Taken <td>Amount Paid</td>	Amount Paid				
Payment	APP0000366	52564	X	Closed	8/2/2024	GL00002521	V000000485	GUARDIAN	1,464.81	USD	0.00	1,464.81				
Document Total:																
1,464.81																
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Original Amount <td>Currency <td>Discount Taken <td>Amount Paid</td> </td></td>	Currency <td>Discount Taken <td>Amount Paid</td> </td>	Discount Taken <td>Amount Paid</td>	Amount Paid				
Bill	APB0001849	101-	49716 7/18	Guardian Aug LTD, STD, Life					1,464.81	USD	0.00	1,464.81				
Document Total:																
1,464.81																
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Original Amount <td>Currency <td>Discount Taken <td>Amount Paid</td> </td></td>	Currency <td>Discount Taken <td>Amount Paid</td> </td>	Discount Taken <td>Amount Paid</td>	Amount Paid				
Payment	APP0000367	52565	X	Closed	8/2/2024	GL00002522	V000000926	PAYROLL	107,785.97	USD	0.00	107,785.97				
Document Total:																
107,785.97																

AP Payment Register

From Period: 05-2024
To Period: 05-2024

Page: 3 of 3
Date: 7/30/2024 11:21 AM
User: Kati Vogel

Company/Branch: 101-

Account	Description	101-	pe 7/28/24	Currency	Payment Method	107,785.97	USD	0.00	107,785.97
Bill	APB0001851	101-	pe 7/28/24	Payroll pe 7/28/24		107,785.97	USD	0.00	107,785.97
						Document Total:			107,785.97

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000368	52566	Closed	8/2/2024	GL00002523	V000001380	PRINTWELL INC	0.00	2,992.77

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001850	101-	Fall Newsletter	Printwell Postage for Fall Newsletter	2,992.77	USD	0.00	2,992.77
						Document Total:		2,992.77
						Payment Method Total:		134,831.79
						Cash Account Total:		134,831.79

Doc. Type	Count	Amount Paid (USD)
Payment	10	134,831.79
Prepayment	0	0.00
Refund	0	0.00
Voided Payment	0	0.00
Company Total:	10	134,831.79

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Account	Description	Currency	Payment Method	Doc. Balance	Orig. Doc. Amount				
101	Cash - Checking	USD	CHECK						
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000369	52567	Closed	8/14/2024	GL00002818	V000000009	A & R SEALCOATING	0.00	7,200.00
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0001481	101-	20240671	A&R Main Parking lot	7,200.00	USD	0.00	7,200.00	
Document Total:									7,200.00
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000374	52568	Closed	8/14/2024	GL00002823	V000001404	AFTER-MOUSE.COM NEW YORK	0.00	13,170.00
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0001865	101-	1081	After Mouse Play Screen	13,170.00	USD	0.00	13,170.00	
Document Total:									13,170.00
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000370	52569	Closed	8/14/2024	GL00002819	V000000033	AIM SOLUTIONS	0.00	1,546.25
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0001866	101-	307141	AIM Acumatica Customizations	946.25	USD	0.00	946.25	
Bill	APB0001867	101-	307207	AIM Acumatica Customizations	600.00	USD	0.00	600.00	
Document Total:									1,546.25
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000371	52570	Closed	8/14/2024	GL00002820	V000000048	AMAZON CAPITAL SERVICES	0.00	4,656.18
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0001482	101-	13LP-XVLX-	Amazon - IT Supplies	333.76	USD	0.00	333.76	
Bill	APB0001483	101-	1V74-RWL1-	Amazon Program Supplies	56.08	USD	0.00	56.08	
Bill	APB0001638	101-	19R4-RYTT-	Amazon Adult Books	405.32	USD	0.00	405.32	
Bill	APB0001639	101-	1NLF-C11Q-	Amazon Adult Books WACR	11.99	USD	0.00	11.99	
Bill	APB0001640	101-	1KC1-CPMM-	Amazon Office Supplies	121.53	USD	0.00	121.53	

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Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Vendor	Batch Nbr.	Vendor Name	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001484	101-	16190	AMPS Borrowing Basics				450.00	USD	0.00	450.00
Bill	APB0001872	101-	16369	AMPS Judge a Book				85.00	USD	0.00	85.00
Document Total:											535.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Vendor	Batch Nbr.	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000373	52572	Closed	8/14/2024	V000001363	GL00002822	ARTSCAPE INC ✓	0.00	1,266.24

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Vendor	Batch Nbr.	Vendor Name	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001873	101-	56608A	Artscape - Interior Plants				1,020.50	USD	0.00	1,020.50
Bill	APB0001874	101-	56941	Artscape monthly services				208.00	USD	0.00	208.00
Bill	APB0001875	101-	56784	Artscape Monthly Services				37.74	USD	0.00	37.74
Document Total:											1,266.24

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Vendor	Batch Nbr.	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000375	52573	Closed	8/14/2024	V000000096	GL00002824	BAKER AND TAYLOR ✓	0.00	32,047.93

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Vendor	Batch Nbr.	Vendor Name	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001461	101-	2038378375	BAKER & TAYLOR				30.78	USD	0.00	30.78
Bill	APB0001462	101-	2038378376	BAKER & TAYLOR				14.39	USD	0.00	14.39
Bill	APB0001463	101-	2038378377	BAKER & TAYLOR				32.60	USD	0.00	32.60
Bill	APB0001464	101-	2038378378	BAKER & TAYLOR				63.50	USD	0.00	63.50
Bill	APB0001465	101-	2038378379	BAKER & TAYLOR				15.14	USD	0.00	15.14
Bill	APB0001466	101-	2038378380	BAKER & TAYLOR				13.10	USD	0.00	13.10
Bill	APB0001467	101-	2038378381	BAKER & TAYLOR				5.15	USD	0.00	5.15
Bill	APB0001468	101-	2038378382	BAKER & TAYLOR				165.07	USD	0.00	165.07
Bill	APB0001469	101-	2038378383	BAKER & TAYLOR				17.27	USD	0.00	17.27
Bill	APB0001470	101-	2038378384	BAKER & TAYLOR				27.14	USD	0.00	27.14
Bill	APB0001471	101-	2038378385	BAKER & TAYLOR				11.15	USD	0.00	11.15
Bill	APB0001472	101-	2038357275	BAKER & TAYLOR				34.68	USD	0.00	34.68
Bill	APB0001473	101-	2038357274	BAKER & TAYLOR				23.85	USD	0.00	23.85
Bill	APB0001474	101-	2038357273	BAKER & TAYLOR				439.17	USD	0.00	439.17
Bill	APB0001475	101-	2038382861	BAKER & TAYLOR				27.50	USD	0.00	27.50
Bill	APB0001476	101-	20383882862	BAKER & TAYLOR				33.62	USD	0.00	33.62

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Account	Description		Currency	Payment Method		
Bill	APB0001524	101-	2038363846	BAKER & TAYLOR	19.90	USD 19.90
Bill	APB0001525	101-	2038363847	BAKER & TAYLOR	26.04	USD 26.04
Bill	APB0001526	101-	2038363848	BAKER & TAYLOR	317.14	USD 317.14
Bill	APB0001527	101-	2038363849	BAKER & TAYLOR	80.93	USD 80.93
Bill	APB0001528	101-	2038363850	BAKER & TAYLOR	24.20	USD 24.20
Bill	APB0001529	101-	2038363851	BAKER & TAYLOR	7.90	USD 7.90
Bill	APB0001530	101-	2038371634	BAKER & TAYLOR	63.72	USD 63.72
Bill	APB0001531	101-	2038371635	BAKER & TAYLOR	40.52	USD 40.52
Bill	APB0001532	101-	2038378278	BAKER & TAYLOR	96.64	USD 96.64
Bill	APB0001533	101-	2038364151	BAKER & TAYLOR	406.61	USD 406.61
Bill	APB0001534	101-	2038392613	BAKER & TAYLOR	36.31	USD 36.31
Bill	APB0001535	101-	2038392602	BAKER & TAYLOR	107.63	USD 107.63
Bill	APB0001536	101-	2038392599	BAKER & TAYLOR	53.67	USD 53.67
Bill	APB0001537	101-	2038392600	BAKER & TAYLOR	37.69	USD 37.69
Bill	APB0001538	101-	2038392603	BAKER & TAYLOR	119.82	USD 119.82
Bill	APB0001539	101-	2038392601	BAKER & TAYLOR	11.15	USD 11.15
Bill	APB0001540	101-	2038392604	BAKER & TAYLOR	28.91	USD 28.91
Bill	APB0001541	101-	2038392605	BAKER & TAYLOR	32.39	USD 32.39
Bill	APB0001542	101-	2038392606	BAKER & TAYLOR	62.34	USD 62.34
Bill	APB0001543	101-	2038392607	BAKER & TAYLOR	43.67	USD 43.67
Bill	APB0001544	101-	2038392608	BAKER & TAYLOR	115.61	USD 115.61
Bill	APB0001545	101-	2038392609	BAKER & TAYLOR	139.82	USD 139.82
Bill	APB0001546	101-	2038392610	BAKER & TAYLOR	132.27	USD 132.27
Bill	APB0001547	101-	2038392611	BAKER & TAYLOR	164.41	USD 164.41
Bill	APB0001548	101-	2038392612	BAKER & TAYLOR	17.20	USD 17.20
Bill	APB0001549	101-	2038364144	BAKER & TAYLOR	18.70	USD 18.70
Bill	APB0001550	101-	2038364145	BAKER & TAYLOR	50.99	USD 50.99
Bill	APB0001551	101-	2038364146	BAKER & TAYLOR	16.30	USD 16.30
Bill	APB0001552	101-	2038364147	BAKER & TAYLOR	478.52	USD 478.52
Bill	APB0001553	101-	2038364148	BAKER & TAYLOR	231.52	USD 231.52
Bill	APB0001554	101-	2038364149	BAKER & TAYLOR	33.63	USD 33.63
Bill	APB0001555	101-	2038364150	BAKER & TAYLOR	158.92	USD 158.92
Bill	APB0001556	101-	2038364152	BAKER & TAYLOR	390.02	USD 390.02
Bill	APB0001557	101-	2038386308	BAKER & TAYLOR	17.92	USD 17.92
Bill	APB0001558	101-	2038386309	BAKER & TAYLOR	16.27	USD 16.27
Bill	APB0001559	101-	2038386310	BAKER & TAYLOR	18.45	USD 18.45
Bill	APB0001560	101-	2038386311	BAKER & TAYLOR	18.18	USD 18.18

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Account	Description		Currency	Payment Method	
Bill	APB0001604	101-	2038371569	BAKER & TAYLOR	107.34 USD
Bill	APB0001605	101-	2038394442	BAKER & TAYLOR	218.64 USD
Bill	APB0001606	101-	2038394443	BAKER & TAYLOR	18.43 USD
Bill	APB0001607	101-	2038394444	BAKER & TAYLOR	12.35 USD
Bill	APB0001608	101-	2038394432	BAKER & TAYLOR	34.45 USD
Bill	APB0001609	101-	2038394433	BAKER & TAYLOR	19.51 USD
Bill	APB0001610	101-	2038394434	BAKER & TAYLOR	17.35 USD
Bill	APB0001611	101-	2038394435	BAKER & TAYLOR	32.83 USD
Bill	APB0001612	101-	2038394436	BAKER & TAYLOR	16.55 USD
Bill	APB0001613	101-	2038394437	BAKER & TAYLOR	29.35 USD
Bill	APB0001614	101-	2038394438	BAKER & TAYLOR	16.26 USD
Bill	APB0001615	101-	2038394439	BAKER & TAYLOR	27.42 USD
Bill	APB0001616	101-	2038394440	BAKER & TAYLOR	25.54 USD
Bill	APB0001617	101-	2038394441	BAKER & TAYLOR	67.89 USD
Bill	APB0001618	101-	2038366240	BAKER & TAYLOR	14.64 USD
Bill	APB0001619	101-	2038366241	BAKER & TAYLOR	31.83 USD
Bill	APB0001620	101-	2038366242	BAKER & TAYLOR	30.78 USD
Bill	APB0001621	101-	2038366243	BAKER & TAYLOR	27.12 USD
Bill	APB0001622	101-	2038366244	BAKER & TAYLOR	30.78 USD
Bill	APB0001623	101-	2038366245	BAKER & TAYLOR	16.14 USD
Bill	APB0001624	101-	2038366246	BAKER & TAYLOR	15.10 USD
Bill	APB0001625	101-	2038366247	BAKER & TAYLOR	54.28 USD
Bill	APB0001626	101-	2038399736	BAKER & TAYLOR	29.28 USD
Bill	APB0001627	101-	2038399737	BAKER & TAYLOR	34.20 USD
Bill	APB0001628	101-	2038399738	BAKER & TAYLOR	18.20 USD
Bill	APB0001629	101-	2038399739	BAKER & TAYLOR	30.28 USD
Bill	APB0001630	101-	2038399740	BAKER & TAYLOR	15.14 USD
Bill	APB0001631	101-	2038399741	BAKER & TAYLOR	30.78 USD
Bill	APB0001632	101-	2038399742	BAKER & TAYLOR	12.58 USD
Bill	APB0001633	101-	2038399743	BAKER & TAYLOR	28.09 USD
Bill	APB0001634	101-	2038399744	BAKER & TAYLOR	15.39 USD
Bill	APB0001635	101-	2038399745	BAKER & TAYLOR	40.30 USD
Bill	APB0001636	101-	2038399746	BAKER & TAYLOR	37.88 USD
Bill	APB0001637	101-	2038399747	BAKER & TAYLOR	14.39 USD
Bill	APB0001642	101-	2038399748	BAKER & TAYLOR	26.97 USD
Bill	APB0001643	101-	2038399749	BAKER & TAYLOR	15.39 USD
Bill	APB0001644	101-	2038399750	BAKER & TAYLOR	16.30 USD

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Bill	APB0001773	101-	BAKER & TAYLOR	2038392520	31.78 USD
Bill	APB0001774	101-	BAKER & TAYLOR	2038392521	14.24 USD
Bill	APB0001775	101-	BAKER & TAYLOR	2038392522	60.43 USD
Bill	APB0001776	101-	BAKER & TAYLOR	2038392523	15.39 USD
Bill	APB0001777	101-	BAKER & TAYLOR	2038392524	28.99 USD
Bill	APB0001778	101-	BAKER & TAYLOR	2038392525	11.60 USD
Bill	APB0001779	101-	BAKER & TAYLOR	2038392526	57.21 USD
Bill	APB0001780	101-	BAKER & TAYLOR	2038392527	188.98 USD
Bill	APB0001781	101-	BAKER & TAYLOR	2038392528	249.04 USD
Bill	APB0001782	101-	BAKER & TAYLOR	2038392529	15.14 USD
Bill	APB0001783	101-	BAKER & TAYLOR	2038371712	17.45 USD
Bill	APB0001784	101-	BAKER & TAYLOR	2038371713	5.50 USD
Bill	APB0001785	101-	BAKER & TAYLOR	2038371714	200.94 USD
Bill	APB0001786	101-	BAKER & TAYLOR	2038371715	139.24 USD
Bill	APB0001787	101-	BAKER & TAYLOR	2038371716	123.80 USD
Bill	APB0001788	101-	BAKER & TAYLOR	2038399808	36.70 USD
Bill	APB0001789	101-	BAKER & TAYLOR	2038399809	32.25 USD
Bill	APB0001790	101-	BAKER & TAYLOR	2038399810	183.27 USD
Bill	APB0001791	101-	BAKER & TAYLOR	2038399811	16.51 USD
Bill	APB0001792	101-	BAKER & TAYLOR	2038399812	30.32 USD
Bill	APB0001793	101-	BAKER & TAYLOR	2038399813	90.16 USD
Bill	APB0001794	101-	BAKER & TAYLOR	2038399814	38.52 USD
Bill	APB0001795	101-	BAKER & TAYLOR	2038386285	22.80 USD
Bill	APB0001796	101-	BAKER & TAYLOR	2038386286	29.00 USD
Bill	APB0001797	101-	BAKER & TAYLOR	2038386287	18.15 USD
Bill	APB0001798	101-	BAKER & TAYLOR	2038386288	32.54 USD
Bill	APB0001799	101-	BAKER & TAYLOR	2038386289	26.00 USD
Bill	APB0001800	101-	BAKER & TAYLOR	2038386290	9.10 USD
Bill	APB0001801	101-	BAKER & TAYLOR	2038386291	287.10 USD
Bill	APB0001802	101-	BAKER & TAYLOR	2038386292	97.83 USD
Bill	APB0001803	101-	BAKER & TAYLOR	2038386722	29.28 USD
Bill	APB0001804	101-	BAKER & TAYLOR	2038386723	22.56 USD
Bill	APB0001805	101-	BAKER & TAYLOR	2038386724	44.40 USD
Bill	APB0001806	101-	BAKER & TAYLOR	2038386725	12.11 USD
Bill	APB0001807	101-	BAKER & TAYLOR	2038386726	24.10 USD
Bill	APB0001808	101-	BAKER & TAYLOR	2038386727	35.32 USD
Bill	APB0001809	101-	BAKER & TAYLOR	2038386728	344.06 USD

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Bill	APB0001979	101-	2038435379 BAKER & TAYLOR
Bill	APB0001980	101-	2038435380 BAKER & TAYLOR
Bill	APB0001981	101-	2038435381 BAKER & TAYLOR
Bill	APB0001982	101-	2038435818 BAKER & TAYLOR
Bill	APB0001983	101-	2038435819 BAKER & TAYLOR
Bill	APB0001984	101-	2038435820 BAKER & TAYLOR
Bill	APB0001985	101-	038435821 BAKER & TAYLOR
Bill	APB0001986	101-	2038435822 BAKER & TAYLOR
Bill	APB0001987	101-	2038435823 BAKER & TAYLOR
Bill	APB0001988	101-	2038435824 BAKER & TAYLOR
Bill	APB0001989	101-	2038435825 BAKER & TAYLOR
Bill	APB0001990	101-	2038435826 BAKER & TAYLOR
Bill	APB0001991	101-	2038435827 BAKER & TAYLOR
Bill	APB0001992	101-	2038435828 BAKER & TAYLOR
Bill	APB0001993	101-	2038435829 BAKER & TAYLOR
Bill	APB0001994	101-	2038435830 BAKER & TAYLOR
Bill	APB0001995	101-	2038435831 BAKER & TAYLOR
Bill	APB0001996	101-	2038433064 BAKER & TAYLOR
Bill	APB0001997	101-	2038433065 BAKER & TAYLOR
Bill	APB0001998	101-	2038433066 BAKER & TAYLOR
Bill	APB0001999	101-	2038433067 BAKER & TAYLOR
Bill	APB0002000	101-	2038433068 BAKER & TAYLOR
Bill	APB0002001	101-	2038433069 BAKER & TAYLOR
Bill	APB0002002	101-	2038415592 BAKER & TAYLOR
Bill	APB0002003	101-	2038415593 BAKER & TAYLOR
Bill	APB0002004	101-	2038415594 BAKER & TAYLOR
Bill	APB0002005	101-	2038413577 BAKER & TAYLOR
Bill	APB0002006	101-	2038413578 BAKER & TAYLOR
Bill	APB0002007	101-	2038413579 BAKER & TAYLOR
Bill	APB0002008	101-	2038413580 BAKER & TAYLOR
Bill	APB0002009	101-	2038413581 BAKER & TAYLOR
Bill	APB0002010	101-	2038413582 BAKER & TAYLOR
Bill	APB0002011	101-	2038413583 BAKER & TAYLOR
Bill	APB0002012	101-	2038413584 BAKER & TAYLOR
Bill	APB0002013	101-	2038413585 BAKER & TAYLOR
Bill	APB0002014	101-	2038413586 BAKER & TAYLOR
Bill	APB0002015	101-	2038428330 BAKER & TAYLOR

16.25	USD	0.00	16.25
27.65	USD	0.00	27.65
117.95	USD	0.00	117.95
22.65	USD	0.00	22.65
16.40	USD	0.00	16.40
7.40	USD	0.00	7.40
11.69	USD	0.00	11.69
13.65	USD	0.00	13.65
5.75	USD	0.00	5.75
11.40	USD	0.00	11.40
11.15	USD	0.00	11.15
19.06	USD	0.00	19.06
30.78	USD	0.00	30.78
43.92	USD	0.00	43.92
30.90	USD	0.00	30.90
139.83	USD	0.00	139.83
637.47	USD	0.00	637.47
15.45	USD	0.00	15.45
19.90	USD	0.00	19.90
21.72	USD	0.00	21.72
9.28	USD	0.00	9.28
12.20	USD	0.00	12.20
184.14	USD	0.00	184.14
52.05	USD	0.00	52.05
23.34	USD	0.00	23.34
165.54	USD	0.00	165.54
20.60	USD	0.00	20.60
30.78	USD	0.00	30.78
31.78	USD	0.00	31.78
9.10	USD	0.00	9.10
12.70	USD	0.00	12.70
21.36	USD	0.00	21.36
15.39	USD	0.00	15.39
15.39	USD	0.00	15.39
63.64	USD	0.00	63.64
15.39	USD	0.00	15.39
53.08	USD	0.00	53.08

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Bill	APB0001877	101-	2012768	Brainfuse Online Tutoring				19,900.00	USD	0.00	19,900.00
Document Total:											
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	
Payment	APP0000381	52577	X	Closed	8/14/2024	GL00002830	V000001406	BRANDEIS BELL	0.00	30.00	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Date	Batch Nbr.	Vendor	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001735	101-	Refund	Bell Meeting Room Refund				30.00	USD	0.00	30.00
Document Total:											
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	
Payment	APP0000377	52578	X	Closed	8/14/2024	GL00002826	V000000182	BRODART CO	0.00	565.16	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Date	Batch Nbr.	Vendor	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001680	101-	641885	Brodart Support Supplies				565.16	USD	0.00	565.16
Document Total:											
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	
Payment	APP0000378	52579	X	Closed	8/14/2024	GL00002827	V000000189	BUDS LOCKS INC	0.00	24,100.00	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Date	Batch Nbr.	Vendor	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001967	101-	39316	Door Switches, Mortise Bodies, Hinges				24,100.00	USD	0.00	24,100.00
Document Total:											
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	
Payment	APP0000382	52580	X	Closed	8/14/2024	GL00002831	V000000213	CAPFINANCIAL PARTNERS, LLC	0.00	6,474.26	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Date	Batch Nbr.	Vendor	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001878	101-	LT117487	Captrust Quarterly Fees				1,682.73	USD	0.00	1,682.73
Bill	APB0001879	101-	LT117544	Captrust Quarterly Fees				4,791.53	USD	0.00	4,791.53
Document Total:											
										6,474.26	

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APP0000386	52584	Closed	GL00002835 V000000301
Payment		0.00	CUMMINS BRIDGEWAY

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001712	101-	S6-28470	Cummins Replace Block Heater on Generator #1	617.06	USD	0.00	617.06
Bill	APB0001887	101-	S6-28553	Westacres Generator Inspection	273.11	USD	0.00	273.11
Bill	APB0001888	101-	S6-28551	MAIN GENERATOR (1 & 2) INSPECTION	273.11	USD	0.00	273.11
Bill	APB0001889	101-	S-28552	Cummins PM Maintenance	273.11	USD	0.00	273.11
Document Total:								1,436.39

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000387	52585	Closed	8/14/2024	GL00002836	V000000308	DALTON COMMERCIAL CLEANING	0.00	1,455.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001890	101-	242675	Dalton July Maintenance	1,000.00	USD	0.00	1,000.00
Bill	APB0001891	101-	242674	Dalton July Maintenance	455.00	USD	0.00	455.00
Document Total:								1,455.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000388	52586	Closed	8/14/2024	GL00002837	V000000312	DAVE'S ELECTRIC SERVICES, INC.	0.00	11,558.77

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001713	101-	18953	Dave's Repair Meeting Room Lights	3,563.41	USD	0.00	3,563.41
Bill	APB0001892	101-	18994	Dave's Electric Recessed Lighting Work	3,140.36	USD	0.00	3,140.36
Bill	APB0001893	101-	18992	Dave's Electric - Convert Meeting Room Lighting to	4,855.00	USD	0.00	4,855.00
Document Total:								11,558.77

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000389	52587	Closed	8/14/2024	GL00002838	V000000313	DAVEY TREE EXPERT COMPANY	0.00	864.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001894	101-	918739685	Main Tree Inspection, Treatment, and Fertilization	864.00	USD	0.00	864.00
Document Total:								864.00

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Account	Description	Currency	Payment Method
Bill	APB0001968 101-	9100 149 7237 DTE Main 6/29-7/30	14,264.37 USD
			14,264.37
Document Total:			14,264.37

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000394	52592	Closed	8/14/2024	GL00002843	V000000360	DTE ENERGY COMPANY	0.00	125.30

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001902	101-	90401036	DTE Pole Rental	125.30	USD	0.00	125.30
Document Total:								125.30

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000395	52593	Closed	8/14/2024	GL00002844	V000000368	DYKEMA GOSSETT PLLC	0.00	537.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001903	101-	3597272	Dykema June Legal	537.00	USD	0.00	537.00
Document Total:								537.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000396	52594	Closed	8/14/2024	GL00002845	V000000378	EBSCO PUBLISHING	0.00	34,340.36

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Debit Adj.	APB0000178	101-	2405079	EBSCO	-93.88	USD	0.00	-93.88
Debit Adj.	APB0000262	101-	2402834	EBSCO CREDIT	-74.90	USD	0.00	-74.90
Debit Adj.	APB0000263	101-	2403575	EBSCO CREDIT	-36.00	USD	0.00	-36.00
Debit Adj.	APB0000264	101-	2404201	EBSCO CREDIT	-186.22	USD	0.00	-186.22
Debit Adj.	APB0000670	101-	2406336	EBSCO	-44.00	USD	0.00	-44.00
Debit Adj.	APB0001905	101-	2500254	EBSCO	-65.00	USD	0.00	-65.00
Bill	APB0000144	101-	2404649	EBSCO PUBLISHING	29.56	USD	0.00	29.56
Bill	APB0000145	101-	2404649	EBSCO PUBLISHING	27.85	USD	0.00	27.85
Bill	APB0000310	101-	2405534	EBSCO	116.73	USD	0.00	116.73
Bill	APB0001904	101-	1744171	EBSCO	247.60	USD	0.00	247.60
Bill	APB0001906	101-	1744170	EBSCO	34,418.62	USD	0.00	34,418.62
Document Total:								34,340.36

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Bill	APB0001718 101- 7242	2,189.65 USD	Ground Affects Weekly, Flowers, and Trees
Bill	APB0001719 101- 7243	1,099.80 USD	Ground Affects Weekly and Pruning
Document Total:		3,289.45	

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000398	52600	Closed	8/14/2024	GL00002847	V000000373	HEATHER EARNLEY	0.00	300.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001911	101-	Program 8/24/24	Earnley Program 8/24/24	300.00	USD	0.00	300.00
Document Total:					300.00			300.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000399	52601	Closed	8/14/2024	GL00002848	V000000373	HEATHER EARNLEY	0.00	300.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001912	101-	Program 9/14/24	Earnley Program 9/14/24	300.00	USD	0.00	300.00
Document Total:					300.00			300.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000405	52602	Closed	8/14/2024	GL00002854	V000000524	HOME DEPOT CREDIT SERVICES	0.00	504.52

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001913	101-	7395787	Home Depot Maint Supplies	9.97	USD	0.00	9.97
Bill	APB0001914	101-	6354154	Home Depot	9.97	USD	0.00	9.97
Bill	APB0001915	101-	7900957	Home Depot	75.90	USD	0.00	75.90
Bill	APB0001916	101-	7913777	Home Depot	29.66	USD	0.00	29.66
Bill	APB0001917	101-	7952881	Home Depot	19.72	USD	0.00	19.72
Bill	APB0001918	101-	7833355	Home Depot	44.97	USD	0.00	44.97
Bill	APB0001919	101-	7461220	Home Depot	44.07	USD	0.00	44.07
Bill	APB0001920	101-	7223218	Home Depot	39.23	USD	0.00	39.23
Bill	APB0001921	101-	7566359	Home Depot	184.60	USD	0.00	184.60
Bill	APB0001922	101-	7903351	Home Depot	24.95	USD	0.00	24.95
Bill	APB0001923	101-	6787951	Home Depot Clock	21.48	USD	0.00	21.48
Document Total:					504.52			504.52

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Payment	APP0000412 52607	8/14/2024	GL00002861 V000001244
		Closed	JOHNSON CONTROLS SECURITY
		0.00	13,275.90

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001488	101-	40287197	Johnson Chts Hardware for Door Access Readers	9,519.07	USD	0.00	9,519.07
Bill	APB0001489	101-	40286775	Johnson Chts Pro Rated Service	3,756.83	USD	0.00	3,756.83
				Document Total:				13,275.90

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000409	52608	Closed	8/14/2024	GL00002858	V000000603	KANOPI LLC	0.00	408.85

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001665	101-	406394-PPU	KANOPI	408.85	USD	0.00	408.85
				Document Total:				408.85

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000410	52609	Closed	8/14/2024	GL00002859	V000000604	KAPLAN EARLY LEARNING	0.00	1,190.15

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001721	101-	6941758	Kaplan Program Supplies	114.77	USD	0.00	114.77
Bill	APB0001722	101-	6932940	Kaplan Lego Duplo Sets for WACR	413.83	USD	0.00	413.83
Bill	APB0001723	101-	6932950	Kaplan Shiny Dinosaur Memory Game	59.69	USD	0.00	59.69
Bill	APB0001724	101-	6942267	Kaplan Youth Supplies	155.08	USD	0.00	155.08
Bill	APB0001725	101-	6947184	Kaplan Youth Supplies	446.78	USD	0.00	446.78
				Document Total:				1,190.15

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000411	52610	Closed	8/14/2024	GL00002860	V000000649	LAKESHORE LEARNING MATERIALS	0.00	1,151.96

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001726	101-	621506062624	Lakeshore Youth Supplies	570.15	USD	0.00	570.15
Bill	APB0001969	101-	672188071724	Lakeshore WACR Supplies	331.11	USD	0.00	331.11
Bill	APB0001970	101-	672178071724	Lakeshore Youth Supplies	250.70	USD	0.00	250.70
				Document Total:				1,151.96

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Payment	APP0000418	52615	Closed	8/14/2024	GL00002867	V000000785	MIDWEST TAPE		11,834.02	USD	0.00	22,326.07
Bill	APB0001668	101-	505700539	MIDWEST TAPE				11,834.02	USD	0.00		11,834.02
Bill	APB0001669	101-	505619194	MIDWEST TAPE				72.23	USD	0.00		72.23
Bill	APB0001670	101-	505652434	MIDWEST TAPE				1,545.26	USD	0.00		1,545.26
Bill	APB0001671	101-	505652436	MIDWEST TAPE				527.03	USD	0.00		527.03
Bill	APB0001672	101-	505681383	MIDWEST TAPE				35.68	USD	0.00		35.68
Bill	APB0001673	101-	505730315	MIDWEST TAPE				192.61	USD	0.00		192.61
Bill	APB0001674	101-	505730312	MIDWEST TAPE				383.26	USD	0.00		383.26
Bill	APB0001675	101-	505730136	MIDWEST TAPE				120.08	USD	0.00		120.08
Bill	APB0001676	101-	505730314	MIDWEST TAPE				459.28	USD	0.00		459.28
Bill	APB0001685	101-	505730311	MIDWEST TAPE				1,101.34	USD	0.00		1,101.34
Bill	APB0001686	101-	505571007	MIDWEST TAPE				9.99	USD	0.00		9.99
Bill	APB0001687	101-	505618975	MIDWEST TAPE				1,396.71	USD	0.00		1,396.71
Bill	APB0001688	101-	505652435	MIDWEST TAPE				889.83	USD	0.00		889.83
Bill	APB0001689	101-	505681389	MIDWEST TAPE				1,519.70	USD	0.00		1,519.70
Bill	APB0001690	101-	505730313	MIDWEST TAPE				790.84	USD	0.00		790.84
Bill	APB0001691	101-	505618973	MIDWEST TAPE				137.91	USD	0.00		137.91
Bill	APB0001692	101-	505652432	MIDWEST TAPE				29.23	USD	0.00		29.23
Bill	APB0001693	101-	505681387	MIDWEST TAPE				11.99	USD	0.00		11.99
Bill	APB0001694	101-	505716199	MIDWEST TAPE				74.95	USD	0.00		74.95
Bill	APB0001695	101-	505748881	MIDWEST TAPE				332.94	USD	0.00		332.94
Bill	APB0001696	101-	505748880	MIDWEST TAPE				29.74	USD	0.00		29.74
Bill	APB0001697	101-	505744899	MIDWEST TAPE				48.38	USD	0.00		48.38
Bill	APB0001698	101-	505744897	MIDWEST TAPE				128.92	USD	0.00		128.92
Bill	APB0001938	101-	505777191	MIDWEST TAPE				87.06	USD	0.00		87.06
Bill	APB0001939	101-	505777192	MIDWEST TAPE				108.02	USD	0.00		108.02
Bill	APB0001940	101-	505777193	MIDWEST TAPE				294.93	USD	0.00		294.93
Bill	APB0001941	101-	505776319	MIDWEST TAPE				164.14	USD	0.00		164.14
Document Total:											22,326.07	

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000420	52616	Closed	8/14/2024	GL00002869	V000000869	NICHOLS - IMPERIAL DADE	0.00	582.23

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Bill	APB0001944 101- 721CO24214006OVERDRIVE	304.92 USD	
Bill	APB0001945 101- 721CO24216734OVERDRIVE	1,026.06 USD	
Bill	APB0001946 101- 721CO24216502OVERDRIVE	899.10 USD	
Document Total:		7,175.27	

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Vendor	Batch Nbr.	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000424	52620	Closed	8/14/2024	V000000959	GL00002873	PLANTE & MORAN	0.00	22,420.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001947	101-	10281636	Plante Moran 3/31/24 Financials	22,420.00	USD	0.00	22,420.00
Document Total:					22,420.00			

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Vendor	Batch Nbr.	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000425	52621	Closed	8/14/2024	V000000964	GL00002874	PLAYAWAY	0.00	4,752.75

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001709	101-	465846	PLAYAWAY PRODUCTS	53.03	USD	0.00	53.03
Bill	APB0001710	101-	465658	PLAYAWAY PRODUCTS	2,334.86	USD	0.00	2,334.86
Bill	APB0001711	101-	465662	PLAYAWAY PRODUCTS	2,364.86	USD	0.00	2,364.86
Document Total:					4,752.75			

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Vendor	Batch Nbr.	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000436	52622	Closed	8/14/2024	V000001328	GL00002885	RICHARD WINSTEAD	0.00	35.18

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001734	101-	?	Mileage 6/4-7/17 Winstead Mileage 6/4-7/17	35.18	USD	0.00	35.18
Document Total:					35.18			

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Vendor	Batch Nbr.	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000426	52623	Closed	8/14/2024	V000001050	GL00002875	ROSE PEST SOLUTIONS	0.00	1,813.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001728	101-	31135038	Rose Main Pest Control	259.00	USD	0.00	259.00

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Bill	APB0001934	101-	Program 8/18/24 Taste Program 8/18/24										350.00	USD	0.00	0.00		350.00
Document Total: 350.00																		
Payment	APP000430	52628	Closed	8/14/2024	GL00002879	V000001144						TASTE: A COOK'S PLACE	300.00	USD	0.00	0.00		300.00
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount	Amount Paid				
Bill	APB0001935	101-	Program 9/4/24	Program 9/4/24	Taste Program 9/4/24				300.00	USD	0.00	0.00		300.00	Document Total: 300.00			
Payment	APP000431	52629	Closed	8/14/2024	GL00002880	V000001144						TASTE: A COOK'S PLACE	350.00	USD	0.00	0.00		350.00
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount	Amount Paid				
Bill	APB0001936	101-	Program 9/15/24	Program 9/15/24	Taste Program 9/15/24				350.00	USD	0.00	0.00		350.00	Document Total: 350.00			
Payment	APP000415	52630	Closed	8/14/2024	GL00002864	V000000285						The Cornell Lab of Ornithology	799.00	USD	0.00	0.00		799.00
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount	Amount Paid				
Bill	APB0001886	101-	3180-02024	3180-02024	Cornell Birds of the World				799.00	USD	0.00	0.00		799.00	Document Total: 799.00			
Payment	APP000437	52631	Closed	8/14/2024	GL00002886	V000001405						THE INTERIOR GROUP	1,650.00	USD	0.00	0.00		1,650.00
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount	Amount Paid				
Bill	APB0001720	101-	9636	9636	Interior Group Storage Fee				1,650.00	USD	0.00	0.00		1,650.00	Document Total: 1,650.00			

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Bill	APB0001955 101- 1390301703 Unifirst Mat & Towel Service	46.00 USD	46.00
Bill	APB0001956 101- 1390302895 Unifirst Mat & Towel Service	47.72 USD	47.72
Bill	APB0001957 101- 1390303325 Unifirst Mat & Towel Service	49.90 USD	49.90
Bill	APB0001958 101- 1390305088 Unifirst Mat & Towel Service	38.33 USD	38.33
Document Total:			325.57

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0000435	52635	Closed	8/14/2024	GL00002884	V000001296	WEST BLOOMFIELD PARKS & REC.	0.00	1,100.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0001959	101-	2024-1	WB Parks Lily Pad Springs Rental	1,100.00	USD	0.00	1,100.00
Document Total:								1,100.00
Payment Method Total:								489,757.64
Cash Account Total:								489,757.64

Doc. Type	Count	Amount Paid (USD)
Payment	69	489,757.64
Prepayment	0	0.00
Refund	0	0.00
Voided Payment	0	0.00
Company Total:		69
		489,757.64

Memo

To: Library Board of Trustees
From: Cathleen Russ, Library Director
Victoria Edwards, Marketing/Communications Specialist
Date: August 1, 2024
Re: Old Business #11A: Library Millage Communications Updates

Following the July 16, 2024 Board Meeting, library administration and the marketing team has taken steps to ensure timely and effective communication for the November 2024 millage proposal.

Direct Mailing Update

The Marketing Team requested a quote from a current vendor for printing and mailing postcards to West Bloomfield addresses. The estimated cost for this mailing is approximately \$5,700. The timeline for millage communications has been adjusted to include a direct mailing in late September to be most relevant for absentee voters.

Communications Schedule

Initial millage communications are on track with the proposed timeline:

- **Staff Training:** Will be conducted on Tuesday, August 6.
- **Webpage:** Publishes on Friday, August 23, providing the public with more details and coinciding with print publications.
- **Fliers:** Printed and sent to library service desks ahead of print publications.
- ***West Bloomfield Today:*** Distribution to homes the week of August 26.
- **Fall Newsletter:** Distribution to homes just after Labor Day.
- **Social Media:** Creating graphics and videos for posts beginning in September.
- **Direct Mailing:** Signed agreement with vendor for September 28 distribution.

Public Information Sessions

The library has scheduled four information sessions for the public to learn more about the millage proposal:

- **Saturday, September 21 at 1 PM:** Meeting Room (coinciding with an Open House event showcasing new library spaces)
- **Monday, September 30 at 11 AM:** Community Commons
- **Monday, October 7 at 6:30 PM:** Online via Zoom
- **Tuesday, October 29 at 10 AM:** Community Commons

Additional information sessions may be scheduled as needed. Additional offsite information sessions may also be held at Connect, Senior Living Homes, and with community groups as requested.

These efforts aim to ensure that the community is well-informed about the millage proposal and has ample opportunity to engage with the library regarding this important issue.



West Bloomfield Township Public Library Millage Proposal

Continuing Excellence: Ensuring Library Services for the Next Decade

A millage representing nearly half of the library's revenue is set to end in 2026. The Library Board of Trustees is proposing a repeal and replacement of that millage in November 2024 in anticipation of its expiration.

Why Now?

If library administrators waited until 2025, the library would incur special election costs of approximately \$100,000, per the Township Clerk's Office. Library administrators would rather put those taxpayer dollars towards providing you with great services, programs, and collections, which is why the proposal is on the November 2024 ballot.

The Proposal

The Main Library and Westacres Branch are both nearing 25 years old and will require significant infrastructure replacements over the next 10 years. Though operating expenses are stable, capital needs are driving increased expenses in 10-year financial projections.

The previous library millage was authorized **at a rate of 0.6586 in 2010**. The new proposal would replace this millage **at a rate of 0.70 beginning in 2024 through 2033**. *The new rate will cost approximately \$8.92 more per \$100,000 of your home's taxable value in the first year.*

What to Expect...

If a Majority Votes "Yes"

- Replacement of aging building components
- Updates to technology infrastructure, including 24/7 holds pickup lockers
- Improvements to programming areas, including the Community Meeting Room and outdoor spaces
- Expanded digital collections (eBooks, eAudiobooks, etc.)
- No need to run a special election, saving \$100,000
- Continuation of excellence in services, programs, and collections

If a Majority Votes "No"

- Cuts to programs, collections, and services, including digital collections, as publishers continue to increase costs
- Possible reduction of hours of operation to offset the cost of necessary infrastructure replacements
- The library would incur the cost of a special election in 2025

West Bloomfield Loves Its Library

Library use last year outpaced national and state averages.



22
Circulations
per Capita

West Bloomfield Library circulates 4X as many materials as the average American library.



207
Visitors
per Hour
Open

West Bloomfield Library sees 3X as many visits as Michigan libraries of a similar size.



1 in 2
Households
Regularly Use
their Library Card

West Bloomfield Library has 2X as many active households as comparable libraries.

71%
Growth in
Event
Offerings

West Bloomfield Library added 71% more events last year to meet higher demand, exceeding pre-pandemic numbers.



OTE ON NOVEMBER 5, 2024 Learn more at wplib.org/millage.

Ballot Language

The proposal would:

- repeal the previous library millage authorization of 0.6586 mills approved in 2010 for tax years 2012 through 2026;
- authorize the West Bloomfield Township Public Library to levy a new additional millage for library purposes permitted by law, including maintenance and operations of the Main Library and Westacres Branch for future capital improvements;
- authorize the new additional millage to be levied at the rate of 0.7000 mills (\$0.700 for each \$1,000 of taxable value) beginning with the December 1, 2024 levy, subject to future annual rate reductions required by Section 31 of Article 9 of the Michigan Constitution in 1963;
- for a period of 10 years beginning in 2024 and continuing through 2033;
- that may not be increased, renewed, or used for other purposes without voter approval.

If the new additional millage is approved, revenue will be disbursed to the West Bloomfield Township Public Library. An estimated \$3,376,817 will be collected in the first year that the millage is levied.

Should this proposal be approved?

Yes No

Information Sessions:

Saturday, September 21 at 1 PM
Main Library Meeting Room

Monday, September 30 at 11 AM
Main Library Community Commons

Monday, October 7 at 6:30 PM
Online via Zoom

Tuesday, October 29 at 10 AM
Main Library Community Commons



Frequently Asked Questions

Is this a tax increase?

Yes, it is a small increase of approximately \$8.92 per \$100,000 of your home's taxable value.

Much like your home, costs to run the library, such as utilities, maintenance, supplies, and materials, have increased since the current library millage was approved by voters in 2010. Library administrators want to maintain the library to the high standard of excellence this community expects. This small increase will allow them to do that.

Why is the library asking for more funding when local property values have grown?

The library is subject to Michigan's Headlee Rollback Amendment, which requires a local unit of government to reduce its millage when annual growth on existing property is greater than the rate of inflation. The library's millage rate is "rolled back" so that the resulting growth in property tax revenue is no more than the rate of inflation. This rollback reduces the revenue that would have been generated from increased property values.

The millage under consideration for replacement was originally approved by voters in 1997 at 0.70 mills. It was rolled back to 0.6586 mills by 2010 and renewed at the rolled back rate. This year, the millage rate has rolled down to 0.6108 mills. If the millage is replaced at 0.70 mills, it will continue to roll back each year, as well. The Township's Assessor estimates it will roll back to the 2010 rate by 2031.

Why did the library go fine free if it's seeking more revenue?

Fines were not a sustainable source of library revenue. The library estimated that it spent more than it received to collect fines due to IT costs and staff time. Due to the rise in eLibrary checkouts, automated renewals, and other factors, less than 0.5% of the library's revenue last year was from fines, whereas the current millage is responsible for almost half of the library's operating revenue (\$3.1 million). Learn more about the library's decision to go fine free at wblib.org/fine-free/.

✓ VOTE ON NOVEMBER 5, 2024 Learn more at wblib.org/millage.



The nation's highest honor for libraries.

MAIN LIBRARY
4600 Walnut Lake Road
(248) 682-2120
TDD: (248) 232-2292

WESTACRES BRANCH
7321 Commerce Road
(248) 363-4022

EMAIL & TEXT
Email: wbrref@wblib.org
wacref@wblib.org
Text: (248) 648-3368

wblib.org

HOURS OF SERVICE:
Monday – Thursday: 9 AM – 9 PM
Friday & Saturday: 9 AM – 6 PM
Sunday (Main): Noon – 6 PM
Sunday (Main, Summer): Noon – 5 PM
Sunday (Westacres): Noon – 5 PM

/WestBloomLib
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 @WestBloomLib

**West Bloomfield
Township
Public Library**

Memo

To: Library Board of Trustees
From: Cathleen Russ, Library Director
Date: August 3, 2024
Subject: New Business #12A: Approval of FY 2024-2025 Mid-year Operating and Capital Budget Adjustments

Operating Budget:

I have attached the mid-year operating budget adjustments for your review and approval, which reflect a \$6,960,390 balanced budget.

Revenue: There is an overall increase of \$477,275 primarily due to increases in property tax revenue from West Bloomfield and the contract communities, along with a slight increase in Penal fines.

- Fines and Fees and Interest remain relatively on par with our original projections.
- The Friends of the Library approved a \$39,270 donation to the library to support the materials budget, adult and youth programming, staff awards and other items. They are going to pay many invoices for these items directly; however, we anticipate that \$5,000 of the total donation will be donated to the Library.
- We have also received \$75,000 in contributions to the Endowment Fund, which had been budgeted at -0-. These contributions are from various donations along with the generous bequest from the estate of James H. Neubacher.

Expenditures: The overall materials budget increased by \$44,682 because we are putting more money into eBooks, popular materials and software. However, this increase was offset by an overall decrease of \$39,350 in operating expenses. Cost savings for printing and automation maintenance have been realized, and we are also projecting that we will not spend as much as originally anticipated on utilities.

Capital Budget:

The attached Capital budget shows the known Capital projects the Library plans to complete this year. Of most significance, we expect the Main Library's Roof to be replaced this fall. We also plan to redo the carpeting and flooring in the Adult and Administration area; repair concrete sidewalks and curbs; continue to make HVAC component replacements; purchase needed replacement technology including RFID pads and accessibility stations; and continue to update our security system and safety measures for public and staff. While we expect to spend \$1,947,150.74, we are fortunate that \$4,376,318.96 will remain in the CIAD account for future building and technology repairs and improvements.

If you have any questions, I am happy to answer them at the Board meeting.

Suggested Motion: Move to approve the mid-year adjustments to the 2024-2025 Operating and Capital Budgets as presented.

West Bloomfield Township Public Library
Fiscal Year 2024-2025 Budget
 Approved January 10, 2024
 Amended August 14, 2024

	2021-2022 FY Actual	2022-2023 FY Actual	2023-2024 FY Approved	2023-2024 FY Actual	2024-2025 FY Approved	2024-2025 Mid-Yr Adj	Difference	Budget Percent
REVENUE								
Property Tax Total	\$ 5,340,120	\$ 5,588,144	\$ 5,915,000	\$ 5,981,235	\$ 5,988,413	\$ 6,366,747	\$ 378,334	91.47%
State Revenue Sources	\$ 66,980	\$ 86,437	\$ 74,152	\$ 89,774	\$ 74,152	\$ 75,000	\$ 848	1.08%
Federal Revenue Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contract for Services	\$ 160,950	\$ 176,642	\$ 185,000	\$ 188,064	\$ 169,000	\$ 185,000	\$ 16,000	2.66%
Fines and Fees Total	\$ 52,100	\$ 66,966	\$ 73,135	\$ 77,809	\$ 63,150	\$ 68,700	\$ 5,550	0.99%
Penal Fines	\$ 126,700	\$ 108,503	\$ 97,400	\$ 97,401	\$ 97,400	\$ 99,743	\$ 2,343	1.43%
Interest	\$ 23,800	\$ (58,766)	\$ 242,200	\$ 379,816	\$ 85,000	\$ 85,000	\$ -	1.22%
Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contributions Total	\$ 40,480	\$ 241,663	\$ 107,525	\$ 111,975	\$ 6,000	\$ 80,200	\$ 74,200	1.15%
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Revenue Grand Total	\$ 5,811,130	\$ 6,209,590	\$ 6,694,412	\$ 6,926,074	\$ 6,483,115	\$ 6,960,390	\$ 477,275	100.00%

	2021-2022 FY Actual	2022-2023 FY Actual	2023-2024 FY Approved	2023-2024 FY Actual	2024-2025 FY Approved	2024-2025 Mid-Yr Adj	Difference	Budget Percent	Operating Percent
Expenditures									
Personnel Services Total	\$ 2,451,720	\$ 2,719,180	\$ 3,037,250	\$ 2,934,671	\$ 3,184,600	\$ 3,158,350	\$ (26,250)	45.38%	49.69%
Supplies Total	\$ 122,350	\$ 95,127	\$ 123,600	\$ 110,341	\$ 122,805	\$ 115,300	\$ (7,505)	1.66%	1.81%
Professional/Contractual Total	\$ 423,550	\$ 493,538	\$ 504,100	\$ 468,271	\$ 509,885	\$ 524,845	\$ 14,960	7.54%	8.26%
Communications Total	\$ 32,500	\$ 31,148	\$ 33,300	\$ 31,028	\$ 34,500	\$ 47,350	\$ 12,850	0.68%	0.74%
Staff Development/Transportation	\$ 32,300	\$ 15,316	\$ 35,300	\$ 27,749	\$ 51,450	\$ 45,900	\$ (5,550)	0.66%	0.72%
Community Promotion	\$ 54,000	\$ 56,819	\$ 87,000	\$ 77,729	\$ 77,100	\$ 72,100	\$ (5,000)	1.04%	1.13%
Insurance/Bonds	\$ 50,000	\$ 48,478	\$ 55,000	\$ 54,050	\$ 51,000	\$ 55,000	\$ 4,000	0.79%	0.87%
Utilities Total	\$ 215,800	\$ 233,361	\$ 236,000	\$ 225,213	\$ 263,000	\$ 236,575	\$ (26,425)	3.40%	3.72%
Repairs/Maintenance Total	\$ 389,100	\$ 415,601	\$ 572,000	\$ 462,491	\$ 631,131	\$ 596,521	\$ (34,610)	8.57%	9.39%
Rentals	\$ 9,600	\$ 8,368	\$ 10,000	\$ 9,001	\$ 9,430	\$ 9,713	\$ 283	0.14%	0.15%
Online Cataloging Services	\$ 9,000	\$ 9,254	\$ 8,550	\$ 8,543	\$ 11,000	\$ 10,815	\$ (185)	0.16%	0.17%
Capital Outlay Total	\$ 1,347,515	\$ 1,321,607	\$ 1,338,300	\$ 1,289,306	\$ 1,449,350	\$ 1,483,432	\$ 34,082	21.31%	23.34%
Expenditures Subtotal	\$ 5,137,435	\$ 5,447,797	\$ 6,040,400	\$ 5,698,392	\$ 6,395,251	\$ 6,355,901	\$ (39,350)	91.32%	100.00%
Transfer to AB Fund	\$ -	\$ (82,062)	\$ (500,000)	\$ (500,000)	\$ -	\$ -	\$ -	0.00%	
Transfer to CIAD Fund	\$ 664,805	\$ 532,093	\$ 1,051,962	\$ 1,051,962	\$ 87,864	\$ 604,489	\$ 516,625	8.68%	
Transfer to Endowment Fund	\$ 8,890	\$ 224,304	\$ 102,050	\$ 106,500	\$ -	\$ -	\$ -	0.00%	
Transfer to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Expenditures Grand Total	\$ 5,811,130	\$ 6,122,132	\$ 6,694,412	\$ 6,356,854	\$ 6,483,115	\$ 6,960,390	\$ 477,275	100.00%	

**West Bloomfield Township Public Library
Fiscal Year 2024-2025 Budget
Worksheet Detail**

	2021-2022 FY Actual	2022-2023 FY Actual	2023-2024 FY Approved	2023-2024 FY Actual	2024-2025 FY Approved	2024-2025 Mid-Yr Adj	Dollar Difference	Budget Percent
REVENUE								
Property Tax Total	\$ 5,340,120	\$ 5,588,144	\$ 5,915,000	\$ 5,981,235	\$ 5,988,413	\$ 6,366,747	\$ 378,334	91.47%
State Revenue Sources	\$ 66,980	\$ 86,437	\$ 74,152	\$ 89,774	\$ 74,152	\$ 75,000	\$ 848	1.08%
Federal Revenue Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Orchard Lake Village	\$ 111,000	\$ 126,347	\$ 132,000	\$ 132,152	\$ 120,000	\$ 130,000	\$ 10,000	1.87%
Keego Harbor	\$ 28,950	\$ 28,444	\$ 32,000	\$ 32,524	\$ 28,000	\$ 33,000	\$ 5,000	0.47%
Sylvan Lake	\$ 21,000	\$ 21,851	\$ 21,000	\$ 23,388	\$ 21,000	\$ 22,000	\$ 1,000	0.32%
Contract for Services	\$ 160,950	\$ 176,642	\$ 185,000	\$ 188,064	\$ 169,000	\$ 185,000	\$ 16,000	2.66%
Fines	\$ 25,500	\$ 28,611	\$ 21,500	\$ 22,886	\$ 18,000	\$ 12,000	\$ (6,000)	0.17%
Copy Fees	\$ 10,000	\$ 16,992	\$ 18,100	\$ 19,811	\$ 18,000	\$ 24,000	\$ 6,000	0.34%
Book Rental	\$ 750	\$ 680	\$ 690	\$ 729	\$ 650	\$ -	\$ (650)	0.00%
Meeting Room Rental	\$ 110	\$ 840	\$ 1,910	\$ 2,119	\$ 1,500	\$ 5,200	\$ 3,700	0.07%
Miscellaneous	\$ 15,740	\$ 19,843	\$ 30,935	\$ 32,264	\$ 25,000	\$ 27,500	\$ 2,500	0.40%
Fines and Fees Total	\$ 52,100	\$ 66,966	\$ 73,135	\$ 77,809	\$ 63,150	\$ 68,700	\$ 5,550	0.99%
Penal Fines	\$ 126,700	\$ 108,503	\$ 97,400	\$ 97,401	\$ 97,400	\$ 99,743	\$ 2,343	1.43%
Interest	\$ 23,800	\$ (58,766)	\$ 242,200	\$ 379,816	\$ 85,000	\$ 85,000	\$ -	1.22%
Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Memorials and Gifts	\$ 830	\$ 1,009	\$ 515	\$ 515	\$ 1,000	\$ 200	\$ (800)	0.00%
Friends' Gift	\$ 30,760	\$ 16,351	\$ 4,960	\$ 4,960	\$ 5,000	\$ 5,000	\$ -	0.07%
Endowment	\$ 8,890	\$ 224,304	\$ 102,050	\$ 106,500	\$ -	\$ 75,000	\$ 75,000	1.08%
Contributions Total	\$ 40,480	\$ 241,663	\$ 107,525	\$ 111,975	\$ 6,000	\$ 80,200	\$ 74,200	1.15%
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Revenue Grand Total	\$ 5,811,130	\$ 6,209,590	\$ 6,694,412	\$ 6,926,074	\$ 6,483,115	\$ 6,960,390	\$ 477,275	100.00%

	2021-2022 FY Actual	2022-2023 FY Actual	2023-2024 FY Approved	2023-2024 FY Actual	2024-2025 FY Approved	2024-2025 Mid-Yr Adj	Dollar Difference	Budget Percent	Operating Percent
Expenditures									
Salaries--Work Week	\$ 1,915,000	\$ 2,138,765	\$ 2,400,000	\$ 2,308,881	\$ 2,500,000	\$ 2,480,000	\$ (20,000)	35.63%	39.02%
Salaries--Sunday	\$ 105,000	\$ 99,748	\$ 110,000	\$ 103,916	\$ 100,000	\$ 100,000	\$ -	1.44%	1.57%
Salaries Subtotal	\$ 2,020,000	\$ 2,238,513	\$ 2,510,000	\$ 2,412,797	\$ 2,600,000	\$ 2,580,000	\$ (20,000)	37.07%	40.59%
Benefits--FICA	\$ 154,060	\$ 171,892	\$ 185,000	\$ 182,794	\$ 200,000	\$ 180,000	\$ (20,000)	2.59%	2.83%
Benefits--MESC	\$ -	\$ 717	\$ 600	\$ 590	\$ -	\$ -	\$ -	0.00%	0.00%
Benefits--Medical	\$ 102,450	\$ 128,862	\$ 146,000	\$ 144,890	\$ 166,000	\$ 175,000	\$ 9,000	2.51%	2.75%
Benefits--Dental	\$ 8,255	\$ 10,743	\$ 12,000	\$ 11,821	\$ 16,000	\$ 16,000	\$ -	0.23%	0.25%
Benefits--Optical	\$ 1,085	\$ 1,207	\$ 1,650	\$ 1,599	\$ 1,600	\$ 1,850	\$ 250	0.03%	0.03%
Benefits--Disability	\$ 6,860	\$ 9,859	\$ 13,500	\$ 12,873	\$ 15,500	\$ 15,500	\$ -	0.22%	0.24%
Benefits--Life	\$ 2,510	\$ 3,117	\$ 3,500	\$ 3,037	\$ 4,500	\$ 4,000	\$ (500)	0.06%	0.06%
Benefits--Retirement	\$ 125,000	\$ 122,000	\$ 137,000	\$ 136,909	\$ 150,000	\$ 155,000	\$ 5,000	2.23%	2.44%
Benefits--Longevity	\$ 31,500	\$ 32,269	\$ 28,000	\$ 27,359	\$ 31,000	\$ 31,000	\$ -	0.45%	0.49%
Benefits Subtotal	\$ 431,720	\$ 480,667	\$ 527,250	\$ 521,873	\$ 584,600	\$ 578,350	\$ (6,250)	8.31%	9.10%
Personnel Services Total	\$ 2,451,720	\$ 2,719,180	\$ 3,037,250	\$ 2,934,671	\$ 3,184,600	\$ 3,158,350	\$ (26,250)	45.38%	49.69%
Office Supplies	\$ 22,800	\$ 16,826	\$ 30,000	\$ 24,151	\$ 17,900	\$ 25,400	\$ 7,500	0.36%	0.40%
Postage	\$ 500	\$ 2,656	\$ 2,500	\$ 2,190	\$ 4,000	\$ 4,000	\$ -	0.06%	0.06%
Processing Supplies	\$ 6,400	\$ 8,309	\$ 6,600	\$ 3,621	\$ 12,000	\$ 12,000	\$ -	0.17%	0.19%
Circulation Supplies	\$ 5,700	\$ 4,593	\$ 3,600	\$ 3,507	\$ 7,550	\$ 8,050	\$ 500	0.12%	0.13%
Building Supplies	\$ 59,000	\$ 48,804	\$ 63,700	\$ 61,607	\$ 60,600	\$ 60,600	\$ -	0.87%	0.95%
Youth Supplies	\$ 24,200	\$ 11,824	\$ 16,000	\$ 14,112	\$ 17,400	\$ 3,750	\$ (13,650)	0.05%	0.06%
Other Supplies	\$ 3,750	\$ 2,115	\$ 1,200	\$ 1,153	\$ 3,355	\$ 1,500	\$ (1,855)	0.02%	0.02%
Supplies Total	\$ 122,350	\$ 95,127	\$ 123,600	\$ 110,341	\$ 122,805	\$ 115,300	\$ (7,505)	1.66%	1.81%
Building Contracts	\$ 165,000	\$ 168,694	\$ 172,000	\$ 167,059	\$ 182,875	\$ 182,875	\$ -	2.63%	2.88%
Programming	\$ 57,000	\$ 116,558	\$ 104,900	\$ 93,735	\$ 134,910	\$ 162,110	\$ 27,200	2.33%	2.55%
Prof./Consultant Fees	\$ 118,400	\$ 118,899	\$ 137,000	\$ 128,096	\$ 110,000	\$ 109,200	\$ (800)	1.57%	1.72%
Cooperative Fee	\$ 16,150	\$ 16,374	\$ 17,200	\$ 17,158	\$ 17,800	\$ 16,960	\$ (840)	0.24%	0.27%
Printing Services	\$ 67,000	\$ 73,013	\$ 73,000	\$ 62,224	\$ 64,300	\$ 53,700	\$ (10,600)	0.77%	0.84%
Professional/Contractual Total	\$ 423,550	\$ 493,538	\$ 504,100	\$ 468,271	\$ 509,885	\$ 524,845	\$ 14,960	7.54%	8.26%
Telecommunications--Main	\$ 30,000	\$ 29,242	\$ 31,000	\$ 29,014	\$ 31,000	\$ 44,150	\$ 13,150	0.63%	0.69%
Telecommunications--Branch	\$ 2,500	\$ 1,905	\$ 2,300	\$ 2,014	\$ 3,500	\$ 3,200	\$ (300)	0.05%	0.05%
Communications Total	\$ 32,500	\$ 31,148	\$ 33,300	\$ 31,028	\$ 34,500	\$ 47,350	\$ 12,850	0.68%	0.74%
Mileage	\$ 2,000	\$ 2,422	\$ 3,000	\$ 2,231	\$ 5,150	\$ 5,150	\$ -	0.07%	0.08%
Staff Development	\$ 25,000	\$ 7,743	\$ 22,800	\$ 18,465	\$ 36,800	\$ 31,250	\$ (5,550)	0.45%	0.49%
Dues/Memberships	\$ 5,300	\$ 5,151	\$ 9,500	\$ 7,053	\$ 9,500	\$ 9,500	\$ -	0.14%	0.15%
Staff Development/Transportation	\$ 32,300	\$ 15,316	\$ 35,300	\$ 27,749	\$ 51,450	\$ 45,900	\$ (5,550)	0.66%	0.72%

	2021-2022 FY Actual	2022-2023 FY Actual	2023-2024 FY Approved	2023-2024 FY Actual	2024-2025 FY Approved	2024-2025 Mid-Yr Adj	Dollar Difference	Budget Percent	Operating Percent
Community Promotion	\$ 54,000	\$ 56,819	\$ 87,000	\$ 77,729	\$ 77,100	\$ 72,100	\$ (5,000)	1.04%	1.13%
Insurance/Bonds	\$ 50,000	\$ 48,478	\$ 55,000	\$ 54,050	\$ 51,000	\$ 55,000	\$ 4,000	0.79%	0.87%
Electricity--Main	\$ 150,000	\$ 153,989	\$ 151,000	\$ 148,558	\$ 168,000	\$ 156,000	\$ (12,000)	2.24%	2.45%
Electricity--Branch	\$ 21,000	\$ 22,116	\$ 28,000	\$ 25,244	\$ 28,000	\$ 26,500	\$ (1,500)	0.38%	0.42%
Gas--Main	\$ 20,000	\$ 28,868	\$ 23,000	\$ 21,070	\$ 33,000	\$ 22,125	\$ (10,875)	0.32%	0.35%
Gas--Branch	\$ 6,300	\$ 5,267	\$ 5,000	\$ 3,743	\$ 6,000	\$ 4,000	\$ (2,000)	0.06%	0.06%
Water/Sewer--Main	\$ 9,500	\$ 17,622	\$ 25,000	\$ 23,946	\$ 22,000	\$ 25,150	\$ 3,150	0.36%	0.40%
Water/Sewer--Branch	\$ 9,000	\$ 5,501	\$ 4,000	\$ 2,650	\$ 6,000	\$ 2,800	\$ (3,200)	0.04%	0.04%
Utilities Total	\$ 215,800	\$ 233,361	\$ 236,000	\$ 225,213	\$ 263,000	\$ 236,575	\$ (26,425)	3.40%	3.72%
Repairs/Maintenance	\$ 250,000	\$ 265,141	\$ 317,000	\$ 251,783	\$ 359,441	\$ 367,056	\$ 7,615	5.27%	5.78%
Security Alarm System	\$ 4,100	\$ 7,215	\$ 12,000	\$ 11,157	\$ 12,000	\$ 22,000	\$ 10,000	0.32%	0.35%
Automation Maintenance	\$ 135,000	\$ 143,246	\$ 243,000	\$ 199,551	\$ 259,690	\$ 207,465	\$ (52,225)	2.98%	3.26%
Repairs/Maintenance Total	\$ 389,100	\$ 415,601	\$ 572,000	\$ 462,491	\$ 631,131	\$ 596,521	\$ (34,610)	8.57%	9.39%
Rentals	\$ 9,600	\$ 8,368	\$ 10,000	\$ 9,001	\$ 9,430	\$ 9,713	\$ 283	0.14%	0.15%
Online Cataloging Services	\$ 9,000	\$ 9,254	\$ 8,550	\$ 8,543	\$ 11,000	\$ 10,815	\$ (185)	0.16%	0.17%
Books--Main--Adult	\$ 164,660	\$ 159,630	\$ 155,000	\$ 151,701	\$ 179,480	\$ 190,880	\$ 11,400	2.74%	3.00%
Books--Branch--Adult	\$ 30,710	\$ 27,593	\$ 27,180	\$ 25,986	\$ 37,700	\$ 39,588	\$ 1,888	0.57%	0.62%
Books--Main--Youth	\$ 115,475	\$ 116,767	\$ 113,630	\$ 108,584	\$ 130,280	\$ 129,568	\$ (712)	1.86%	2.04%
Books--Branch--Youth	\$ 22,140	\$ 20,231	\$ 20,035	\$ 19,155	\$ 27,500	\$ 28,282	\$ 782	0.41%	0.44%
Books--Electronic--Adult/YA	\$ 158,000	\$ 153,819	\$ 219,000	\$ 211,153	\$ 233,000	\$ 235,000	\$ 2,000	3.38%	3.70%
Book-Electronic-Youth	\$ 24,200	\$ 26,834	\$ 35,000	\$ 29,537	\$ 32,800	\$ 22,800	\$ (10,000)	0.33%	0.36%
Lease Books	\$ 116,425	\$ 116,424	\$ 116,500	\$ 116,424	\$ 118,800	\$ 98,700	\$ (20,100)	1.42%	1.55%
Mag/News--Main	\$ 28,600	\$ 23,696	\$ 24,900	\$ 24,654	\$ 24,900	\$ 24,900	\$ -	0.36%	0.39%
Mag/News--Branch	\$ 8,365	\$ 7,661	\$ 7,610	\$ 7,629	\$ 7,610	\$ 7,610	\$ -	0.11%	0.12%
Reference Books--Main--Adult	\$ 5,500	\$ 6,145	\$ 5,500	\$ 5,242	\$ 5,500	\$ 5,500	\$ -	0.08%	0.09%
Reference Books--Branch	\$ 50	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ (100)	0.00%	0.00%
Reference Books--Main--Youth	\$ 50	\$ 32	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Online Services	\$ 281,120	\$ 272,026	\$ 307,370	\$ 307,807	\$ 304,260	\$ 311,175	\$ 6,915	4.47%	4.90%
Downloadable Audiobooks--Adult/YA	\$ 57,000	\$ 53,330	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Downloadable Audiobooks--Youth	\$ 7,400	\$ 7,943	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Digital Media--Main--Adult	\$ 18,500	\$ 12,817	\$ 13,300	\$ 12,458	\$ 13,000	\$ 13,000	\$ -	0.19%	0.20%
Digital Media--Branch--Adult	\$ 5,000	\$ 4,378	\$ 5,200	\$ 4,806	\$ 5,000	\$ 5,000	\$ -	0.07%	0.08%
Digital Media--Main--Youth	\$ 10,120	\$ 5,471	\$ 8,120	\$ 7,668	\$ 10,620	\$ 25,620	\$ 15,000	0.37%	0.40%
Digital Media--Branch--Youth	\$ 3,500	\$ 3,024	\$ 2,155	\$ 2,150	\$ 9,000	\$ 9,000	\$ -	0.13%	0.14%
Media--Main--Adult--AV	\$ 90,000	\$ 83,257	\$ 87,000	\$ 81,332	\$ 87,000	\$ 87,000	\$ -	1.25%	1.37%
Media--Branch--Adult--AV	\$ 26,000	\$ 24,671	\$ 22,000	\$ 20,815	\$ 18,450	\$ 18,450	\$ -	0.27%	0.29%
Media--Main--Youth--AV	\$ 9,750	\$ 6,272	\$ 4,550	\$ 3,783	\$ 6,050	\$ 3,050	\$ (3,000)	0.04%	0.05%

	2021-2022 FY Actual	2022-2023 FY Actual	2023-2024 FY Approved	2023-2024 FY Actual	2024-2025 FY Approved	2024-2025 Mid-Yr Adj	Dollar Difference	Budget Percent	Operating Percent
Media--Branch--Youth--AV	\$ 5,600	\$ 3,504	\$ 2,300	\$ 2,089	\$ 2,500	\$ 1,900	\$ (600)	0.03%	0.03%
Media--Main--Adult--CD Music	\$ 6,700	\$ 6,032	\$ 6,600	\$ 6,396	\$ 6,100	\$ 6,100	\$ -	0.09%	0.10%
Media--Branch--Adult--CD Music	\$ 3,300	\$ 2,719	\$ 2,800	\$ 2,539	\$ 1,600	\$ 1,600	\$ -	0.02%	0.03%
Media--Main--Youth--CD Music	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Media--Branch--Youth--CD Music	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Media--Main--Adult--CD Books	\$ 43,800	\$ 27,257	\$ 26,300	\$ 24,161	\$ 28,300	\$ 28,300	\$ -	0.41%	0.45%
Media--Branch--Adult--CD Books	\$ 9,300	\$ 8,049	\$ 5,600	\$ 5,369	\$ 3,000	\$ 3,000	\$ -	0.04%	0.05%
Media--Main--Youth--CD Books	\$ 420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Media--Branch--Youth--CD Books	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Media--Main--Youth--CD/Book Kit	\$ 11,500	\$ 11,473					\$ -	0.00%	0.00%
Media--Branch--Youth--CD/Book Kit	\$ 1,500	\$ 2,878					\$ -	0.00%	0.00%
Media--Main--Adult--Software	\$ 50,000	\$ 57,107	\$ 85,000	\$ 76,514	\$ 71,700	\$ 108,209	\$ 36,509	1.55%	1.70%
Media--Main--Youth--Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Realia--Main--Adult/YA	\$ 3,500	\$ 3,598	\$ 3,000	\$ 2,336	\$ 4,000	\$ 6,000	\$ 2,000	0.09%	0.09%
Realia--Branch--Adult/YA	\$ 1,400	\$ 389	\$ 1,100	\$ 1,035	\$ 2,500	\$ 2,500	\$ -	0.04%	0.04%
Realia--Main--Youth	\$ 17,500	\$ 7,561	\$ 7,400	\$ 7,359	\$ 7,300	\$ 10,000	\$ 2,700	0.14%	0.16%
Realia--Branch--Youth	\$ 2,700	\$ 6,108	\$ 2,700	\$ 2,646	\$ 3,500	\$ 3,500	\$ -	0.05%	0.06%
Miscellaneous--Strategic Coll Dev	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Materials Subtotal	\$ 1,340,085	\$ 1,268,697	\$ 1,316,850	\$ 1,271,326	\$ 1,381,550	\$ 1,426,232	\$ 44,682	20.49%	22.44%
Gifts and Memorials	\$ 830	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
IT Capital Assets	\$ 6,600	\$ 3,690	\$ -	\$ -	\$ 13,400	\$ 13,300	\$ (100)	0.19%	0.21%
Capital Assets	\$ -	\$ 49,220	\$ 21,450	\$ 17,980	\$ 54,400	\$ 43,900	\$ (10,500)	0.63%	0.69%
Capital Outlay Total	\$ 1,347,515	\$ 1,321,607	\$ 1,338,300	\$ 1,289,306	\$ 1,449,350	\$ 1,483,432	\$ 34,082	21.31%	23.34%
Expenditures Subtotal	\$ 5,137,435	\$ 5,447,797	\$ 6,040,400	\$ 5,698,392	\$ 6,395,251	\$ 6,355,901	\$ (39,350)	91.32%	100.00%
Transfer to AB Fund	\$ -	\$ (82,062)	\$ (500,000)	\$ (500,000)	\$ -	\$ -	\$ -	0.00%	0.00%
Transfer to CIAD Fund	\$ 664,805	\$ 532,093	\$ 1,051,962	\$ 1,051,962	\$ 87,864	\$ 604,489	\$ 516,625	8.68%	8.68%
Transfer to Endowment Fund	\$ 8,890	\$ 224,304	\$ 102,050	\$ 106,500	\$ -	\$ -	\$ -	0.00%	0.00%
Transfer to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Expenditures Grand Total	\$ 5,811,130	\$ 6,122,132	\$ 6,694,412	\$ 6,356,854	\$ 6,483,115	\$ 6,960,390	\$ 477,275	100.00%	100.00%

**Capital Improvement/Automation Development Fund
Monthly Spending - Projected
Fiscal Year 2024-2025**

Beginning Balance	5,631,116.71
Transfer from Budget	87,864.00
Total FY 2024-25	5,718,980.71

		Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Annual Spend
Rewold & Sons	Learning Lab			50,687.43	19,027.72									69,715.15
Rewold & Sons	Chiller Replacement			42,246.47										42,246.47
Johnson Controls	Server Room & Door Access		2,526.70		14,278.59	9,519.07								26,324.36
Metro Security	Door Access						7,000.00							7,000.00
Bud's Locks	Door Access					24,100.00								24,100.00
Ground Affects	Stone Path		8,100.00											8,100.00
Barking Dog	Storywalk Trail			6,010.76										6,010.76
Detroit Pump	Sump Pumps				6,984.00									6,984.00
After Mouse	Touch Play Screen					13,170.00								13,170.00
TBD	Flooring-Carpet Adult/Admin Area									250,000.00				250,000.00
TBD	Flooring-LVT Closets, server, receiving Rms									25,000.00				25,000.00
TBD	Roofing, Siding, Lobby, Comfort Room									1,000,000.00				1,000,000.00
TBD	Concrete repairs									40,000.00				40,000.00
TBD	Air Handler Fan Replacements									56,000.00				56,000.00
Bibliotheca	Initial Self-Check/pads						45,500.00				283,000.00			328,500.00
T-Mobile	New Phone system								24,000.00					24,000.00
TBD	Server Replacements									20,000.00				20,000.00
													81,278.40	-
Reversal of YE Retainage Accruals <i>(will be invoiced at project completion)</i>			(81,278.40)											-
Budget Transfer						604,489.00								604,489.00
	Monthly Spend	-	(70,651.70)	98,944.66	40,290.31	46,789.07	52,500.00	-	24,000.00	1,391,000.00	283,000.00	-	81,278.40	1,947,150.74
	Remaining Balance	5,718,980.71	5,789,632.41	5,690,687.75	5,650,397.44	6,208,097.37	6,155,597.37	6,155,597.37	6,131,597.37	4,740,597.37	4,457,597.37	4,457,597.37	4,376,318.97	4,376,318.97

**West Bloomfield
Township
Public Library**

Memo

To: Library Board of Trustees
From: Cathleen Russ, Library Director
Date: August 1, 2024
Subject: New Business #12B: Approval of Resolution to set 2024 Millage Levy

At the board meeting on June 12, 2024, the Library Board approved Form L-4029, 2024 Tax Rate Request.

I now need to submit this form, along with the original and amended budgets for 2024-2025, and the attached resolution, to the Township to authorize them to collect the 2024 taxes on the library's behalf.

Please note that if the proposed library millage passes on November 5, 2024, we will need to submit a revised 2024 L-4029 form, which the current library board can approve at the November 13, 2024 board meeting OR at a special meeting prior to November 13, depending on the Township's deadline.

Suggested Motion: Move to approve the Tax Levy Resolution as presented, which sets the collection of the 2024 taxes at 1.7 Mills, subject to the Headlee Rollback.

**WEST BLOOMFIELD TOWNSHIP
PUBLIC LIBRARY BOARD
CERTIFICATION OF TAX LEVY**

RESOLUTION

Excerpt from minutes of the regular meeting of the Board of the West Bloomfield Township Public Library Board held on the 14th day of August 2024 at West Bloomfield Township Main Library, 4600 Walnut Lake Road, West Bloomfield Township, Michigan 48323.

Present: Dorfman, Kravetz, Macon, Orr, Singh

Absent: Eickemeyer

Moved:

Seconded:

Ayes: Five

Nays: -0-

**WEST BLOOMFIELD TOWNSHIP
RESOLUTION CERTIFYING RATE FOR TAX LEVY**

WHEREAS, the West Bloomfield Township Public Library Board did on January 10, 2024 conduct a public hearing on its proposed budget for the Fiscal Year ending March 31, 2025 and,

WHEREAS, after the conclusion of said hearing, the West Bloomfield Township Public Library Board did, on January 10, 2024 adopt a budget for the Fiscal Year ending March 31, 2025, in the total amount of \$6,483,115, a copy of which budget is attached hereto; and,

WHEREAS, the West Bloomfield Township Public Library Board did at its regular meeting on August 14, 2024, at West Bloomfield Township Main Library, 4600 Walnut Lake Road, West Bloomfield Township, Michigan, 48323 revise the budget as previously adopted for

the Fiscal Year ending March 31, 2025 in the total amount of \$6,960,390, a copy of said revised budget being attached hereto; and

WHEREAS, taxes for the said Fiscal Year will be collected in December, 2024 and,

WHEREAS, the West Bloomfield Township Public Library is in need of \$6,366,747 in tax funds to support the library as set forth in the attached budget;

NOW, THEREFORE, BE IT RESOLVED that a certified copy of said budget for the Fiscal year ending March 31, 2025 as revised, and of this resolution, be transmitted to the Township Supervisor of West Bloomfield Township no later than September 1, 2024 for levy and collection of 1.7 mill (1 mill and an additional .7 mill), as reduced by law, for the West Bloomfield Township Public Library, which rate is hereby certified pursuant to Section 10, 1877 PA 164, as amended, and governing tax law.

It is hereby certified that the attached budget was adopted by the West Bloomfield Township Public Library Board at its regular meeting of August 14, 2024, at which FIVE members were present and FIVE members voted to adopt such a revised budget;

It is further certified that the sum of \$6,366,747 is the amount of tax funds required to support said library for the Fiscal Year April 1, 2024 to March 31, 2025, and that 1.7 mill (1 mill and an additional .7 mill), as reduced by law, is the rate necessary to be levied to produce said amount required by the library.

Raman Singh, Secretary

West Bloomfield Township Public Library Board of
Trustees

Date: August 14, 2024

Memo

To: Library Board of Trustees
From: Cathleen Russ, Library Director & Lauren Douglass, Head of IT and Support Service
Date: 8/2/2024
Re: New Business #12C: Recommendation and Request for Accessibility Station, RFID pad and software purchase

The library's self-checkout stations are outdated, lack updated accessibility features and are in need of replacement. After a review of the library's existing self-checkout infrastructure and hearing feedback from patrons and staff, the Technology Committee began a search for upgraded self-checkout technology in early 2024. Committee members welcomed vendors to the library to showcase their products and services, visited local libraries to talk to library staff about their self-checkout systems, and scanned the vendor ecosystem for the best self-checkouts available to public libraries. In June the Technology Committee recommended to library administration that Bibliotheca was the best choice of vendor partner to replace and upgrade the library's self-checkout stations.

The library's existing self-checkout equipment is partially supplied by Bibliotheca so they are a known and trusted vendor. Bibliotheca's software and hardware is considered best in class self-checkout technology by libraries around the world. Technology Committee members appreciated Bibliotheca's proven track record in intuitive design, inclusiveness for multiple languages – offering the most languages of any self-checkout product – and commitment to accessibility. Accessibility compliance is especially important, not only for inclusivity in customer service, but because of increasing attention to accessibility compliance at the state and federal levels of governmental oversight.

Bibliotheca is also a sole source supplier of Novelist integration which provides reading recommendations to patrons using self-checkout equipment, as well as a sole source provider of cloudLibrary integration at the point of self-checkout. This cloudLibrary integration enables patrons to check out and place holds on eBooks and eAudiobooks at the self-checkout stations.

Because Bibliotheca provides the highest level of accessibility compliance in the marketplace, and because they are a sole source provider of Novelist integration and cloudLibrary connectivity, **the Technology Committee is recommending that Bibliotheca be selected as a sole source provider to the library.**

Attached is a quote from Bibliotheca for an initial purchase of two accessibility stations as well as replacement RFID pads and software; and a sole source letter from Bibliotheca in support of the committee's recommendation. We recommend the purchase of these products so we can improve patron accessibility to the online catalog immediately; should the millage pass in November, we would request the purchase of additional stations to replace the remaining older self-checkout stations.

Suggested Motion: Move to approve the purchase of Self-check Accessibility Stations, RFID pads, software, and a service and maintenance package from Bibliotheca for a cost of \$45,435.04.



Bill To
 West Bloomfield Township Public Library
 Lauren Douglass
 4600 Walnut Lake Rd.
 West Bloomfield MI 48323-2557 United States

Ship To
 West Bloomfield Township Public Library
 Lauren Douglass
 4600 Walnut Lake Rd.
 West Bloomfield MI 48323-2557 United States

Quote QUO-US18254

Date 07/25/2024

Customer: C0000268-US

Payment Terms: 50% on Order, 50% on Ship Net30

Quote Expiration: 8/30/2024

Sales Rep: Kyle Kigin

Memo (External): Revised quote is based off our meeting on 7/17 with quantities shared by Lauren on 7/18.

Pricing includes (2) selfCheck 3000 kiosks to introduce new self-service model and accessibility for patrons and (8) new RFID pads to replace aging and malfunctioning 3M RFID pads in the library and 4 years of pre-paid service and maintenance with price incentive for long term commitment.

Item	Quantity	Net Price	Net Extended
Freight White Glove Service SHP000002-000	1	1,910.00	1,910.00
selfCheck™ 3000 - base kiosk/Desktop SCK800000-000	2	9,645.43	19,290.86
Service and Maintenance for: selfCheck 3000 base kiosk, desktop - Pre-Paid 4 years S&M x 2 kiosks, qty 8 SCK800000-000-SER	8	1,440.00	11,520.00
RFID workstation shielded NA STF000017-001	2	1,029.15	2,058.30
Support & Maintenance for: RFID workstation shielded - Pre-Paid 4 years S&M x 2 pads, qty 8 STF000017-001-SER	8	192.00	1,536.00
bibliotheca RFID workstation™ USB STF313202-000	6	751.98	4,511.88
Support & Maintenance for: bibliotheca RFID workstation™ USB - Pre-Paid 4 years S&M x 6 pads, qty 24 STF313202-000-SER	24	192.00	4,608.00
		Total:	45,435.04
		Currency:	US Dollar

Terms and Conditions:



After 60 days, Bibliotheca, reserves the right to revise quote.
Freight charges are estimated, actual charges will be billed.
Invoiced at 50% order placement, 50% shipment at acceptance
Taxes are not finalized until invoiced based on shipping jurisdiction, taxability, and rates at that time.
A copy of Tax Exemption Certificate is required with purchase order for all tax exempt customers
A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

<https://www.bibliotheca.com/terms-of-sale-agreement/>

Submit Purchase Order by fax to 877-689-2269 or by email to orders-us@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

May 28, 2024

Lauren Douglass, Director of IT and Support Services
West Bloomfield Township Public Library
4600 Walnut Lake Road
West Bloomfield, MI 48323-2557

RE: Bibliotheca Sole Source Letter

Dear Lauren:

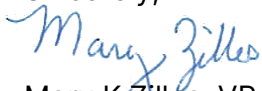
This sole source letter is to confirm that Bibliotheca provides certain products that are unique to the library market, and as such, can only be acquired through Bibliotheca; namely the selfCheck™ 3000 and quickConnect™ software; remoteLocker outdoor and quickConnect™ software; uniFi+ library communication platform; RFID workstation™ shielded; and libraryConnect™ devices central management solution. These solutions are designed and manufactured exclusively by Bibliotheca and are part of an integrated ecosystem of library solutions.

quickConnect™, the patron interface for selfCheck™ and remoteLocker solutions, has integrations that are exclusive to Bibliotheca:

- Using the uniFi+ communication platform integrated with quickConnect™, a library can display relevant content, such as digital bookshelves, event calendars, programs, library hours or other messages, throughout the library. Idle selfCheck™ and remoteLocker screens, public PCs and wayfinding screens, can be used to show content, allowing libraries to have a cohesive marketing message.
- The NoveList integration with quickConnect™ is exclusive to Bibliotheca. NoveList's recommendations are available on any Bibliotheca solution running quickConnect software, including the **selfCheck** and **remoteLocker** self-service solutions, as long as the library has an active subscription to NoveList Select. No other kiosk vendor can offer this integration.
- Accessing cloudLibrary™ digital content during self-checkout is only available with Bibliotheca's selfCheck™ kiosks. cloudLibrary™ Content can be viewed and placed on hold at the selfCheck™, introducing more of your library patrons to the digital collections.
- Bringing it all together is the libraryConnect™ devices central management portal, a web-based solution that allows you to view all connected Bibliotheca solutions. Libraries can view health status of equipment, set up alerts, and schedule and create reports that allow you to make data-driven decisions.

We look forward to continuing to support the West Bloomfield Township Public Library for all its library automation goals.

Sincerely,



Mary K. Zilles, VP of Sales Operations
m.zilles@bibliotheca.com | 678-336-7980 X 310

**West Bloomfield
Township
Public Library**

Memo

To: Library Board of Trustees
From: Jeff Crocker, Assistant Library Director
Date: July 31, 2024
Subject: New Business #12D: Roof & Space Remodeling Bid Specification Approval Request

The bid specifications for several renovations to the Main Library are attached.

Most of the renovations are centered on work necessary to keep the building weather-tight. The largest part of the project is to replace the aging roof. The roof is original and has experienced an increasing amount of failures in recent years requiring ongoing repairs. During the summer of 2022, a roof evaluation and moisture survey was performed by Roofing Technology Associates who was recommended by TMP Architecture. The findings indicated that the roof membrane was at or near the end of its service life but that the copper shingles could last up to 50 years if they are properly refastened to the building.

The copper shingles on both the roof and walls of the building are detached in many places. Shingles will be removed and refastened with new clips and screws. Additionally, the roofing report noted other issues with the siding and caulking. The wood siding is in decent shape but there are some missing pieces and areas that have become detached from the building. The missing pieces will be replaced and the damaged areas refastened and refinished. The specifications also request pricing for power washing, re-staining, and re-sealing all of the wood siding so that may be completed as well. The caulking mentioned in the roofing report was beginning to fail around some of the clerestory windows. Some areas have been caulked to repair leaks in recent years but it is time to re-caulk around all of the windows and doors as most of the caulking is still original.

There are also two interior projects included in this remodeling project. Unfortunately, the worst area of the roof, as far as water intrusion, is the lobby roof. Due to leaks over the years, the acoustic ceiling panels need to be replaced. Once the new panels are in place, the walls will also be repainted.

The other interior project is repurposing an unused office in the Youth Services Room into a Comfort Room. Staff in the Youth Department are frequently asked if there is a private area for breastfeeding. Currently, the only truly private option is the youth bathrooms, which are not set up for that use. The unused office is next to the existing restrooms so converting it to a Comfort

Room is straightforward--the windows can be replaced with walls and the door moved to the same wall as the bathroom doors. A sink and countertop will be added along with adjustable lighting and acoustic wall panels. This Comfort Room will be a great place for caretakers to feed their babies, nursing mothers to pump, and for neurodivergent children to take a sensory break, as it will be quiet and comfortable.

There will be several different trades involved in this remodeling project as well as our architect, TMP Architecture and our construction manager, Frank Rewold and Sons so there is lengthy documentation attached. **The project manual and bid form from Rewold will likely be of the most interest to you as they contain the project deadlines and bid categories.** The full set of construction documents and drawings will be housed on Rewold's online portal. Bids will be obtained through the sealed bid process with a public opening at the Main Library.

Assuming approval from the Library Board, this project will be bid out immediately. We expect to have a bid recommendation for you at the September 11, 2024, Library Board meeting.

Suggested Motion: Move to approve bid specifications for the remodeling project.



BID PROPOSAL FORM

PROJECT:

TO:

FROM:

(Company Name)

Pursuant to and in compliance with the Instructions To Bidders and other documents relating thereto, the undersigned proposes and agrees to furnish equipment, materials, and labor and perform all work necessary to complete that portion of work indicated below as identified on the drawings. Unless specifically excluded, Contractor includes the work as described in the individual bid category descriptions without exception.

Base Bid

Note: The amounts for base bids shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern. Base bid shall include sales tax.

Bid Category:

Lump Sum Amount (written):

Dollars: \$

Cost of Performance and Labor Bond: \$

Multiple Award Discount

The Owner may choose to award more than one bid category to a Bidder. If your firm is submitting proposals on more than one bid category and are offering a discount if multiple awards are made to your firm, clearly describe the discount below (percentage, lump sum, etc.):

List Bid Categories:

Total Discount: \$

Taxes

This project is not exempt from state sales tax. The undersigned understands that state and local sales and use taxes and federal taxes on materials used in construction are applicable to this work and are included in this base bid.

Addenda and Bid Memorandum

The undersigned acknowledges the receipt of the following addenda and Bid Memorandum and includes the cost of the work in this proposal.

Addendum #:	Dated:	Bid Memorandum #:	Dated:
Addendum #:	Dated:	Bid Memorandum #:	Dated:
Addendum #:	Dated:	Bid Memorandum #:	Dated:
Addendum #:	Dated:	Bid Memorandum #:	Dated:

Bid Security

Bid security is not required for this project.

Withdrawal of Bids

The undersigned agrees that their proposal shall not be withdrawn for a period of sixty (60) days after the day set for receipt of proposal.

Document Information Discrepancy

If discrepancies occur between the bid category scope of work, individual specifications, drawings, or details, the bidding contractors will notify FRS prior to submitting a proposal. Should no clarification be issued, all bidding contractors will assume the most costly options and include those costs within their proposals. No additional compensation will be granted should these conflicts be encountered through the duration of the project.

Insurance Requirements

Submission of this proposal signifies this Bidder has read, understands, and will comply without exception to insurance requirements of the AIA Contract Documents. A current Certificate of Insurance **must** be on file at our office before purchase orders will be issued.

Bidder acknowledges they can meet or exceed the insurance requirements

Contract Requirements

Submission of this proposal signifies this Bidder has read, understands, and will comply without exception to the Subcontract Agreement.

Bidder acknowledges they accept the contract documents.

Scope Requirements

Submission of this proposal signifies this Bidder has read, understands, and will comply without exception the general notes to Bidders, the project specific notes to Bidder, and the project bid scope for this bid category.

Bidder acknowledges they accept the scope requirements.

Schedule

The schedule is of utmost importance to the award of this contract so to help with decision making please provide the following:

Material and Equipment Lead Times Material / Equipment	Time for Submittals	Delivery After Approvals
	Weeks	Weeks
	Weeks	Weeks
	Weeks	Weeks
	Weeks	Weeks
	Weeks	Weeks
	Weeks	Weeks
	Weeks	Weeks
	Weeks	Weeks
	Weeks	Weeks
	Weeks	Weeks

Please provide any thoughts on schedule, coordination, or logistics to help with the award of the project contracts

Subcontractors and Suppliers

Please provide a list of major suppliers and subcontractors proposed for this project:

Scope of Work	Supplier / Subcontractor

Schedule

Submission of this proposal signifies this Bidder has read, understands, and will comply with the project schedule provided in the FRS Project Manual.

Yes, Bidder will comply with schedule

No, Bidder can not comply with schedule

Bidders average daily crew size:

Bidders estimated labor hours:

Acceptance

The undersigned agrees to execute a contract for the work covered by this proposal, provided he/she is notified of its acceptance within sixty (60) days of the bid due date. This contractor also agrees to comply with the information provided within as it relates to schedule, overtime, extra work, bid category descriptions, etc.

Authority to Sign

The individual signing this proposal warrants they have the authority to obligate the company to the provisions and requirements of the project documents.

Company Name:

Address:

City:

State:

Zip Code:

Telephone Number:

Email Address:

Signature:

(Form must be printed and signed)

Date:

Other Items

Our current EMR Rating is:

-Bidder Clarifications – if required by bidder attach and submit with bid from.

PROVIDE ONLY (1) COPY OF ALL PROPOSAL DOCUMENTS



PROJECT MANUAL

FOR

**West Bloomfield Township Public Library
Remodeling**

(7-29-2024)

TABLE OF CONTENTS

- A. Advertisement for Bids
- B. Instructions to Bidders
- C. General Notes to Bidders
- D. Project Specific Notes to Bidders
- E. Project Bid Scopes
- F. Project Milestone Schedule

The following documents are part of this bid package; however, they are only available for viewing and printing on the portal. The link to the portal is provided on the Advertisement for Bids (Page 3 of the front-end documents)

- G. Bid Proposal Form
- H. Insurance (sample certificate)
- I. Roof - Evaluation and Moisture Survey Report



ADVERTISEMENT FOR BIDS

Project: West Bloomfield Township Public Library - Remodeling
Description: Renovation and Roofing

Architect TMP Architecture
1191 West Square Lake Road, Bloomfield Hills, MI 48302

Construction Manager: Frank Rewold and Sons Inc.
303 E. Third St., Suite 300, Rochester, MI 48307

Estimator: Matthew DeSchutter
(248) 310-0825
mdeschutter@frankrewold.com
Questions addressed ONLY to Matthew DeSchutter

Bid Documents: Bid documents including bid forms may be obtained from Frank Rewold and Son Portal at <https://www.dropbox.com/scl/fo/e4a0rxbkrijxv1ixq5rbf/AJaTx1sFWl6h0NzSazoYZA?rlkey=lengo6xjo14s3ndvbl2j5tir&st=m9fofor6&dl=0>
Bid documents will be available on or after August 15th.

Non-Mandatory Prebid Walk-Through: **10:00 a.m., Thursday, August 22nd, 2024** – Meet at the West Bloomfield Township Library main entrance.

Bid Due Date: **10:00 a.m., Friday, August 30th, 2024**
Bids will only be accepted on forms provided. Please deliver to the following in a SEALED Envelope, include Bid Category on face of the envelope:

**Library Director
West Bloomfield Township Public Library
4600 Walnut Lake Road
West Bloomfield, MI 48323**

Labor and Material and Performance Bond: Required for this project. Please exclude from base bid, provide in field on bid form.

Bid Security: Not required

Prevailing Wage Rates: Not required

Nonexempt: This project is not tax exempt for state sales tax and/or use tax. All materials and supplies incorporated and used in construction and becoming a permanent part of this project will not be exempt from state sales tax and/or tax

Disclosure Statements: Not required



BID CATEGORIES

- A Selective Demolition
- B Masonry
- C Carpentry
- D Millwork
- E Joint Sealants
- F Roofing
- G Carpet and Resilient
- H Painting and Wall Coverings
- I Fire Suppression
- J Plumbing
- K HVAC
- L Electrical



INSTRUCTIONS TO BIDDERS West Bloomfield Township Library Remodeling

Bid Documents Availability

FRS will make the bid documents available for reviewing on or after August 15th, 2024 at these locations:

FRS Office: 303 E. Third Street, Suite 300
Rochester, MI 48307

FRS Portal: <https://www.dropbox.com/scl/fo/e4a0rxbkrjixv1ixq5rbf/AJaTxi1sFWI6h0NzSazoYZA?rlkey=1engo6xjol4s3ndvbl2j5tir&st=m9fofor6&dl=0>

Prospective bidders will notify FRS by email at mdeschutter@frankrewold.com of their intent to bid and intended bid categories. Bid documents will be available only in the following manner: FRS Portal.

BIDDERS SHALL NOT CONTACT THE OWNER OR ARCHITECT FOR DOCUMENTS.

Drawings and specifications remain the property of the Architect.

Pre-bid Meeting

A non-mandatory walk-through is scheduled for Thursday, August 22nd, 2024 at 10:00 a.m. The pre-bid meeting will be held at West Bloomfield Township Library. Meet at the West Bloomfield Township Library Main entrance Lobby.

Bond Requirements

Payment and Performance Bonds are required for this project.

Equal Opportunity – Employment Policies

The Bidder agrees that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin or age. The contractor shall take affirmative action to ensure that applicants are hired, and that employees are treated during employment without regard to race, religion, color, sex, or national origin.

Bidder Qualifications

Bidders under consideration for award of the work shall provide evidence demonstrating a minimum of five (5) years' experience of successfully completing work of similar category and scope. Bidder shall provide evidence of financial ability to perform the work. Bidder shall provide evidence of bonding capability, regardless if bonding is required or not.

The Owner and Construction Manager shall be the sole determiner of the acceptability of the evidence presented.

Provision for Bidder Qualification does not supersede or negate Owner's rights.

Method of Bidding

Bids will be accepted only on forms provided.

Bid forms are to be delivered to the Library in a sealed envelope and addressed as follows (Please include Bid Category on the face of the envelope):

**Library Director
Remodeling Project
West Bloomfield Township Public Library
4600 Walnut Lake Road
West Bloomfield, MI 48323**

Bids must be for complete work within a single bid category. Partial bids are sufficient reason for rejection of the bid. If a bidder is bidding multiple bid categories, a proposal must be submitted for each individual bid category. At the bidder's option, the bid form allows for a multiple bid category award discount.

Please provide the bid category printed on the face of the sealed envelope.

Proposals shall be based upon all the bid documents, including the Advertisement for Bids, the Instructions to Bidders, The AIA Contract Documents, Construction Drawings, Project Manual, Technical Specifications, and subsequent bid memorandums and addendums.

Bid Form

In order to receive consideration, make bids in strict accordance with the following:

Submit bids upon the forms provided, properly signed and with all items filled out. Do not change the wording of the bid form, and do not add words to the bid form. Unauthorized conditions, limitations, or provisions attached to the bid may be cause for rejection of the bid. If alterations by erasure or interlineation are made for any reason, explain over such erasure or interlineation with a signed statement from the Bidder.

The Owner reserves the right to keep all information concerning such bids confidential as permitted by law.

Examination of Documents and Site of Work

Before submitting a bid, each Bidder shall examine the drawings carefully, shall read the specifications and all other proposed contract documents, and shall visit the site of the work. Each Bidder shall fully inform himself prior to bidding as to existing conditions and limitations under which the work is to be performed, and shall include in his bid a sum to cover the cost of items necessary to perform the work as set forth in the proposed contract documents. No allowance will be made to a Bidder because of lack of such examination or knowledge. The submission of a bid will be considered as conclusive evidence that the Bidder has made such examination.

Withdrawal of Bids

A Bidder may withdraw his bid by requesting the withdrawal in writing at any time prior to the scheduled time for opening bids.

No Bidder may withdraw his bid for a period of sixty (60) calendar days after the date set for opening thereof, and bids shall be subject to acceptance by the Owner during this period.

Execution of Agreement

The Form of Agreement, which the successful Bidder will be required to execute, is the Construction Managers' Contractor-Subcontractor Agreement.

The Bidder to whom the contract is awarded, shall, within five (5) calendar days after notice of award and receipt of Contract Forms from FRS, sign and deliver required copies to FRS.

At or prior to delivery of the signed Agreement, the Bidder to whom the contract is awarded shall deliver to FRS those Certificates of Insurance required by the Owner. FRS shall approve certificates of insurance before the successful Bidder may proceed with the work. Failure or refusal to provide certificates of insurance in a form satisfactory to the Owner shall subject the successful Bidder to loss of time from the allowable construction period equal to the time of delay in furnishing the required material.

Interpretation of Contract Documents Prior to Bidding

If any company contemplating submitting a bid is in doubt as to the true meaning of any part of the contract documents, or finds any discrepancies or omissions in any part of the contract documents, they shall submit to FRS a written request for interpretation a minimum of 3 days prior to the bid due date. The person submitting the request shall be responsible for its prompt delivery.

Interpretation or correction of proposed contract documents will be made only by addendum or written correspondence and will be mailed or delivered to all who are known by FRS to have received a complete set of bidding documents. Neither the Owner, Architect, Engineer, nor the FRS will be responsible for any oral explanations or interpretations of the proposed contract documents.

Each Bidder shall ascertain prior to submitting his bid that he has received all addenda issued and shall acknowledge their receipt on the Bid Form.

Taxes

All bids in original contract work, and for all other work thereunder, shall include all applicable taxes, including social security, unemployment, and any local, township, state, or federal government taxes, except real property taxes on the site.

Proposal shall also include all premiums, assessments, and other like payments, charges, and costs incidental to the work covered by the contract documents.

This entire project is not exempt from state sales tax.

Post Bid Information

Bidders to whom award of a contract is under consideration shall submit to FRS, upon request, a properly executed AIA Document A305, Contractor's Qualification Statement.

Bidders to whom award of a contract is under consideration shall submit to FRS a schedule of values that separately defines basic groups of material as well as their labor and generally limits line items to no greater than \$50,000.

Bidders to whom award of a contract is under consideration shall submit to FRS a list of proposed subcontractors and suppliers.

Bid results will be posted at the discretion of the Construction Manager. Bidders shall not contact the Owner or Architect for bid results.

Schedule of Work

The project will begin early October 2024 and conclude no later than Early Winter 2025. **See Section G Project Milestone Schedule.**

Permits

The Owner will pay for the building permit, tap-in or usage fees, right-of-way, and soil erosion permits levied by the township, county or state agencies. All other trade permits, including plumbing, HVAC, fire suppression, fire alarm, electrical, etc. will be obtained and paid for by the installing contractors.

Bid Opening

The bid opening will occur at the Library on **August 30th, 2024 at 10:00am right after bid due date time**. Sealed bids for the West Bloomfield Township Remodeling project will be publicly opened and read in the Conference Room, located at 4600 Walnut Lake Road, West Bloomfield. Low bidders will be notified afterwards. All bids will be made publicly available as soon as appropriate. Bids received after the due date or time as posted by the Advertisement for Bids or subsequent Addendum will be rejected.

Post Bid Conference

Low bidders will be required to attend post-bid interviews. Other bidders may also be requested to attend post-bid interviews.

Bid Documents

The Bid Documents consist of Instructions to Bidders, FRS Project Manual and bid category descriptions, drawings, and project specifications prepared by the architect. Drawings and specifications dated July 12th, 2024 and subsequent bid memorandums and addendums.

Voluntary Alternates

All bids shall comply with the bid documents. If a Bidder wishes to propose an alternative product or method, the alternate is to be identified on the proposal form as a Voluntary Alternate and the deduct value provided on the form with the description of the alternate. Voluntary Alternates shall not be included in the base bid amount. **Voluntary Alternates are encouraged and may be the basis for award of contract.**

Trade Alternates

Required alternates from individual trades are defined within the bid category descriptions. All bidders must provide a response to any and all alternates listed in their bid category in the space provided on the Bid Form.

Mandatory Alternates

At times, portions of the work may be bid as mandatory alternates. These alternates will be defined within the architect's technical specification Section 01-2300 Alternates. All bidders should review this section and are required to provide a response to the mandatory alternates in the space provided on the Bid Form. If this section is not provided in the Specifications, please reference drawings, if shown.

Extra Work

Should extra work or charges occur during the project, each contractor will provide the following.

- An "estimate" of the cost if an exact total is not available
- Time sheets signed by the FRS superintendent at the end of each day. Note names, specific location and description of work.
- Backup from material/equipment suppliers showing copies of invoices, etc.
- Final pricing must be received within one (1) week of request.
- Contractor markup is limited to 10% of all costs

Note: No additional costs will be accepted if this information is not provided.

Required Meetings

All contractors will be required to attend our MOP meeting and a Safety Orientation Presentation prior to beginning work on site.

All contractors will be required to attend weekly job meetings when requested by FRS. Attendees shall be the contractors project superintendent or foreman.

Owner's Rights

The Owner reserves the right to reject any or all bids in whole or in part and waive any informalities herein, when in the opinion of the Owner, such action will serve the best interest of the Owner.

The Owner reserves the right to award the contracts to whomever it elects.

The Owner reserves the right to accept alternates in any order or combination and to determine the low Bidder on the sum of the base bid and the alternates accepted.

The Owner reserves the right to negotiate with any Bidder without re-bidding the project in its entirety or in part.

The Owner reserves the right to accept combination bids for more than one bid category.

Document Information Discrepancy

If discrepancies occur between the bid category scope of work, individual specifications, drawings, or details, the Bidders will notify FRS prior to submitting a proposal. If a clarification is not issued, all Bidders will assume the most costly options and will include those costs within their proposal. No additional compensation will be granted should these conflicts be encountered through the duration of the project.

Insurance Requirements

Submission of this proposal signifies this Bidder has read, understands, and will comply without exception to the project insurance requirements as outlined in Section I of this project manual. A current Certificate of Insurance must be on file at the office of FRS before a purchase order will be issued.

- - General instruction notes to bidders follow - -

GENERAL NOTES TO BIDDERS
Applies to all bid categories and Bidders

- A. FRS has been selected by the Owner as Construction Manager and shall have such authority with regard to each contractor as its agreement with the Owner allows.
- B. Contractor shall coordinate its work all the contractors and Owner's Consultants and shall cooperate for the expedient completion of the project.
- C. Contractor shall include, within their bid proposal, sufficient compensation as part of their scope of work for the following items.
 - 1. All taxes appropriate and payable except property taxes assigned to completed work.
 - 2. All permits, licenses, and fees unless noted otherwise by the specifications. The Owner will obtain the building permit. Contractor to schedule and attend all inspections.
 - 3. Restoration of damaged area outside of the project limits, or within the project limits when deemed by the Owner to be due to negligence.
 - 4. Unloading, movement, hoisting, and placement of material or equipment.
 - 5. Surveying and layout beyond building corner and elevation benchmarks.
 - 6. All layout work, engineering, and field measuring required for the work of the individual trade.
 - 7. Off-site or on-site storage and security of equipment and material.
 - 8. Barricades, traffic controls, and all other safety measures relating to its work.
 - 9. Coring, cutting, and patching as required by the work.
 - 10. Cleanup on a daily basis, including placing of all debris in project dumpsters in an efficient manner. Failure to do so will result in FRS performing cleanup work and back charging the appropriate contractor. There will be no exceptions.
 - 11. Full-time on-site supervision during the performance of this work. The Supervisor will be responsible for coordination, scheduling of labor and equipment, safety, and other activities necessary to achieve the project safety, quality and scheduling requirements. The Supervisor shall not be removed or changed without prior consent and approval of FRS.
 - 12. Protection of all new and existing work as required to prevent damage from contractors or any other work. The installing contractor will make any required repairs to materials or work in place, which is not properly protected, at no cost to the Owner.
- D. All shipping containers, pallets, and other packaging materials to be uniquely identified by each contractor and must include the delivery date in which material was stored on site. This identification process will ensure efficient clean up and proper timely disposal of debris into dumpsters.
- E. Location of material and equipment storage, vehicle parking, and staging areas shall be established only after approval of the FRS field superintendent.

- F. Existing driveways, sidewalks, building entrances are not to be obstructed except with prior written authorization of FRS.
- G. Contractor shall take all necessary safety precautions with respect to its own work and shall comply with all government regulations, Owner rules, and the FRS safety program. The contractor shall immediately report to FRS any injury to any of the contractor's employees.
- H. Marked-up or reproduced Architect's drawings are not to be submitted as shop drawings.
- I. Contractor shall maintain worker compensation insurance during the life of the contract, as required by the state of Michigan. Contractor shall also maintain comprehensive general liability insurance, as described in the Contract Agreement.
- J. Contractor to provide product warranties in a form acceptable to the Owner for a term not less than one year, or as required by the specifications, commencing with substantial completion. Warranties shall be provided prior to final payment.
- K. Contractor shall attend regular and special meetings as deemed necessary by the Owner or FRS.
- L. In the event contractor encounters on-the-site material reasonably believed to be asbestos, polychlorinated biphenyl (PCB), or other hazardous materials that have not been rendered harmless, contractor shall immediately stop work in the area affected and report the condition to FRS in writing.
- M. Contractor shall be responsible to provide Safety Data Sheets (SDS) to FRS for any proposed materials or supplies to be used on site per OSHA Hazard Communications Standard and/or Michigan Right-To-Know Law.
- N. Contractor shall be responsible for compliance with the current requirements, laws and ordinances regulating or prohibiting disposal of any contaminants and contaminated substances.
- P. Prior to mobilizing on site, contractor shall meet with the project team to discuss and resolve any issues relating to material ordering, scheduling, safety, site conditions, site logistics, quality control, and sequencing of work. Prior to this meeting, contractor shall have provided a schedule of values, site specific safety manual, SDS data, insurance certificate, bond (if required), permits (if required), emergency contact information data, and a detailed working schedule to FRS.
- Q. Provide a copy of contractor's site-specific safety program.
- R. Contractor employees must attend FRS project specific safety orientation program, which includes review of our safety video, review of project specific written safety program, sign-in and employee identification requirements.
- S. Contractor shall designate a safety representative(s) who will be working on site. Provide the safety representative's telephone and emergency telephone numbers. Safety rep must be CPR, first aid certified.
- T. No smoking or chewing tobacco allowed anywhere in the building or site.
- U. No radios/i-pod-like devices allowed within areas of construction.

- V. Hard hats, safety glasses, proper footwear, and reflective high visibility top are to be worn 100% all the time.
- W. Hoisting over occupied areas is not be permitted unless areas are vacated or a controlled access program is approved and initiated. A pre-lift plan is required.
- X. Hot work permits shall be obtained from FRS for all cutting, torching, and grinding activities.
- Y. Shutdown notifications shall be obtained from FRS for interruptions to existing Owner operations, including utility shutdowns or modifications.
- Z. 100% fall protection for all exposures 6' or greater will be enforced in all areas of work, for all workers.
- AA. Toolbox safety talks will be completed on a weekly basis by each contractor. Sign-in sheets will be submitted to FRS as a condition of payment.
- BB. Contractor within one (1) week after receiving a notice to proceed, shall start submitting required shop drawings, apply for local permits, submit product data and other required submittals to support project scheduling. Each submittal shall follow submittal procedures as identified.
- CC. Furnish and deliver all materials required by this work, FOB jobsite. All deliveries shall be closely coordinated (minimum 48-hour notification) and approved by FRS prior to shipping. Materials can be delivered and staged on carts within certain areas as long as they are installed within 30 days of being delivered. Excessive, out-of-sequence and early delivery of materials will be prohibited and subject to re-handling and removal off site as directed by FRS.
- DD. Working hours will be defined by FRS and local ordinance. Any deviation from these may result in a back charge for FRS Superintendent overtime.
- EE. Any work that the contractor feels is a change to the contract must be brought to the attention of FRS within 10 calendar days with signed field tickets. Failure to do so will result in forfeiture of any monies owed.
- FF. All punch list items must have completion approved by FRS within 10 business days of issuance of punch list. Failure to do so will result in FRS completing the work and back charging the contractor.
- GG. Contractor proposal IS NOT part of the contract document unless specifically noted with the Contractor Agreement. Any exclusion not specifically written into the Contractor Agreement will not be acknowledged.
- HH. Contractor acknowledges and agrees the work within their contract may not be completed in a single mobilization and that their bid includes as many mobilizations as required to complete the project as scheduled by FRS.
- II. All contractors should note that there will not be any extras allowed except for requested added scope. Any work that can be inferred from the drawings and/or specifications must be included in the base bid.

PROJECT SPECIFIC NOTES TO BIDDERS

Applies to all bid categories and Bidders

1. The terms and conditions of the Rewold contract are being extended to all subcontractors. The contract and all terms and conditions are available with the bid documents.
2. Subcontractor Affidavit – All subcontractors awarded a subcontract will be required to execute a signed and notarized familial relationship affidavit.
3. Daily Cleanup – All on-site personnel will spend a minimum 15 minutes at the end of each day cleaning up the site including picking up trash and debris, sweeping floors, and hauling trash to the appropriate dumpsters.
4. Site Security:
 - a. All persons entering the site will be required to contact the FRS superintendent.
 - b. All persons entering the site shall have proper identification consisting of a visible company badge, company logo clothing, or hard hat with FRS sticker.
 - c. All deliveries entering the site will be required to check in with the FRS Superintendent.
5. The project site is located on a highly visible and public property and requires the utmost care and consideration for the property and its visitors. Therefore:
 - a. There will not be any smoking or tobacco use allowed on the property.
 - b. All personnel will be required to stay within the construction limits at all times. Pre-approval by the owner will be required for any work outside the boundaries.
 - c. Any inappropriate interactions with visitors will be reason for immediate removal from the site.
 - d. The public will be adjacent to the construction activities so all site personnel are expected to act appropriately at all times including no vulgar language, no radios, no inappropriate activities, and no unwanted interactions with the public. Warnings will be provided, but removal from the site will be an option.
 - e. All contractor storage, layout areas, trailers, etc. must be coordinated with FRS to have the least amount of impact on public areas.
 - f. Any interruptions of existing utilities must be planned well in advanced and time frames strictly adhered to so as not to interrupt the owners use of the property.
 - g. Use of the lakefront property is not allowed without specific approval from the property owner.
6. The project base bid is not to include third-party commissioning other than that required directly by the contractors and/or factory and manufacturer reps.
7. Standard work hours for this project are from 7:00 a.m. until 3:30 p.m. Monday through Friday. FRS personnel are to be on site during all work hours so any contractor working outside those hours may be required to reimburse FRS for their additional hours.

8. If any contractor cannot maintain the schedule, they will be required to work overtime at the contractor's expense, including any additional expense for FRS personnel.
9. If any contractor fails to properly staff the project or cannot maintain the schedule, FRS may hire additional companies or labor, at the contractor's expense, to complete the contractor's work any time after 48 hours written notice.
10. Contractors are to have trained and qualified personnel completing all work. Any personnel FRS deems to be unqualified can be removed from the site at any time.
11. Contractor shall provide three hard copies and one electronic copy of all operation and maintenance manuals, as-built drawings and other closeout documents specified by the project documents or as deemed appropriate by the Owner.
12. Any damage to existing facilities, existing site, or new installed work is to be reported immediately by anyone and everyone that notices it. If it is not reported, all contractors on site will split the cost of repairs.
13. All contractors are to include any service and/or maintenance services specifically listed in the specifications.
14. All dumpsters will be provided by Rewold, except as specifically noted in work scopes. There will not be any backcharges to contractors for their use except as specifically mentioned in the appropriate bid scope. All contractors will be responsible for placing all their debris in the dumpsters in an efficient manner.
15. All contractors are to note all delegated-design requirements including engineered sealed drawings listed in the specifications and include those requirements in the base bid.
16. ProCore: The project will be managed via ProCore and all contractors must participate. If needed, FRS will provide training.
17. All project submittals, samples, closeout documents, etc. are to be delivered to FRS corporate office at 303 E. Third St., Suite 300, Rochester, MI 48307
18. All submittals should be delivered as noted in Item 19 above and all billings should be submitted via email to accounting@frankrewold.com.
19. Contractors are not to include any costs for third party inspections in their base bid. However, contractors are to cooperate and coordinate their work with FRS and the inspecting agency as required.
20. Contractors are to include all costs for surveying and layout in their base bid from control points and building corners provided by FRS. All contractors requiring surveying / layout services are to utilize PEA.
21. Contractors are to include all costs for owner training in their base bid. This includes any costs required for subcontractors or suppliers and the contractor's time to coordinate and attend all training sessions.
22. Contractors are to include all factory, manufacturer inspections, start-ups, reports, training, etc. will be required where specifically noted in the specifications.
23. Contractors are not to include any costs for packing, storing, or moving owner furnishings, decorations, equipment, supplies, etc. in their base bid unless specifically noted in the bid scope.

24. Contractors are not to include any allowances in their base bid, even if specifically listed in the project documents, unless specifically noted in the bid scope.
25. Contractors are not to include any costs in their base bid for temporary utility usage costs, temporary heating, cooling, dehumidification, or fire protection equipment unless specifically noted in the bid scope.
26. Contractors are not to include any costs in their base bid for winter conditions, temporary roads, temporary walls or enclosures, temporary facilities, private utility markings, general floor protection, or final cleaning, unless specifically noted in the bid scope.
27. Contractors are not to include any utility company fees or costs within their base bid unless specifically noted in the bid scope. However, contractors are to cooperate and coordinate their work with the respective utilities as required.
28. Contractors are to include all and any costs for drawing and/or CAD fees as specified in the architect's technical specifications. Contractors are to fill out the proper forms and work directly with the architect for any required CAD drawings.
29. Contractors are not to include BIM, however, the cost for BIM per project specifications must be provided as a mandatory trade alternate.
30. Any and all damage to existing facilities, existing trees, or new installed work is to be reported immediately by anyone and everyone that notices it. If it is not reported the cost of repairs will be split by all contractors on site.
31. All contractors are required to provide protection of their installed materials as required for subsequent work except as specifically excluded. Repairs to materials not properly protected will be completed by the installing contractor at no cost.
32. Bid Form:
 - a. All contractors must quote the required project alternates
 - b. All contractors must quote the listed trade alternates
 - c. All contractors are requested to provide as many additional voluntary alternates as possible
 - d. All contractors must provide the requested manpower on the bid form
 - e. All contractors must provide the requested supplier and subcontractor information on the bid form
 - f. All contractors must provide the requested delivery times on the bid form
 - g. All bidders are to provide their billable hourly rates either on the bid form or on a separate attachment. Hourly billable rates are to include overhead, profit, and all office staff.
33. Contractors are not to include any costs for fire watches in their base bid. However, any work that will limit, hinder, or shut down any existing fire alarm, fire protection or other facility safety system, including safe access routes, must provide FRS 48 hours written notice prior to that work beginning. After notification, FRS must give approval prior to this work beginning.
34. Contractor to provide standard one-year labor and workmanship warranty in base bid.
35. The project is a phased project. Multiple mobilizations, deliveries, etc. must be included and accounted for as required. This includes multiple permits and inspections.

36. All contractors should note that there will not be any extras allowed except for requested added scope. Any work that can be inferred from the drawings and/or specifications must be included in the base bid.
37. This project will require a team effort to be successful so we expect cooperation, proper coordination, and constant communication between all contractors.

PROJECT BID SCOPES

The notations on the following pages are specific to the bid category mentioned. These notes are presented to clarify certain portions of the work to be performed under the bid category. The notes are not to be construed as a complete itemization of work included in the bid category or do they relieve the contractor of their responsibility to deliver a complete job in accordance with plans and specifications.

Nothing contained in the bidding documents, including the bid category descriptions, shall be construed as an assignment of work to any construction trade. Each contractor is responsible for its own work assignments when making this proposal. Information regarding scheduling of work is provided within the specific notes. Final complete schedule will be prepared after award of work.

Bid Category A – Selective Demolition

Work for this bid category includes, but is not limited to:

1. The requirements of the General Notes To Bidders Section.
2. Furnishing temporary dust barriers within the existing building during demolition. The objective is to keep the existing occupied or finished areas of building dust free. Include set-up, tear-down and maintenance of dust barriers.
3. No gas powered equipment will be allowed within the existing buildings, even with ventilation. No dry cutting will be allowed within the building.
4. All workers must be trained in asbestos awareness, lead awareness, and dust control.
5. All required protection of materials not being removed, dust control, temporary barricades, and signage as required for work of this bid category. All required cleaning of dust and debris resulting from demolition activities in adjacent areas of the building will be the responsibility of this contractor.
6. It is the intention of this bid category to furnish all demolition work shown on **all** drawings, and described in the specifications. (Work scope is not limited to demolition drawings). Itemization and detailed references are provided as general reference to indicate intent. It is the bidder's responsibility to review **all** of the contract documents and perform a thorough investigation of the site to ensure full scope is provided.
7. Include removal, haul off, legal, and proper disposal of all debris resulting from demolition activities. All debris must be removed from the building at the end of every day's work.
8. All required protective measures required to complete work adjacent to, or over finished surfaces, either existing or installed prior to work of this trade.
9. Coordinate the demolition work with mechanical, plumbing and electrical trades as required.
10. Provide removal and stockpiling of all items to be salvaged or to be reused and reinstalled by others.
11. Provide all temporary safety and security protection for openings left in existing construction after demolition work.
12. Provide watertight protection for all openings left in exterior openings.
13. Provide all shoring required for work of this trade (if needed).
14. Include all costs for dumpsters required for work of this trade. This trade will not be using dumpsters supplied by Frank Rewold and Son Inc.

Project specific work for this bid category includes, but is not limited to:

- A. The requirements of the Project Specific Notes To Bidders.
- B. Work in the lobby is to take place during off hours. All cleanup is to be performed prior to end of the work day/night for public use. Include any sheltering or plastic required to keep dust off all surfaces.
- C. Provide all demolition per Demolition Plan Legend and Demo Keynotes except as specifically excluded.

- D. Provide mechanical, electrical, and plumbing demolition.
- E. Bidder to visit site for existing floor and ceiling finishes for required demolition and include as required for demolition.
- F. Provide sawcutting of existing walls for Masonry.
- G. Provide all ancillary demolition as required to complete the work of this trade.
- H. Remove all wall base and adhesives.

Exclude

1. The exclusions noted in the Project Specific Notes To Bidders
2. Joint sealants and backer rod shown on the exterior of the building.
3. Reinstallation of salvaged items
4. Toothing at new openings in existing masonry walls
5. Cut and cap of plumbing, mechanical, and electrical work
6. Wall demolition for mechanical penetrations
7. Patch and repair of existing surfaces required due to specified/indicated demolition work

Alternates

Mandatory alternates pricing is not required for this bid category.

Trade Alternates

Unit Costs

Mandatory unit cost pricing is required for this bid category.

- A. Labor rate, per hour
- B. 20 YD dumpster, per each

-- End --

Bid Category B – Masonry

Work for this bid category includes, but is not limited to:

1. The requirements of the General Notes To Bidders Section.
2. Installation of access doors in new masonry walls. Access doors will be supplied by other trades.
3. Installation of all embedded items, anchors, sleeves, and openings in masonry for work of other trades.
4. Furnish and install all above-grade and below-grade masonry work.
5. Furnish and install all manufactured stone masonry.
6. Furnish and install all above-grade and below-grade masonry accessories.
7. Furnish and install all reinforcing for work of this trade.
8. Cleaning and incidental dewatering of foundations as required for maintaining the progress of work for this bid category.
9. Labor, equipment, and materials to return after the installation of other construction and infill masonry tight to other construction.
10. Receiving, unloading, inventory, properly storing, and installation of hollow metal frames in masonry walls.
11. Coordinate and guarantee opening dimensions for other trades work in work of this trade.
12. Furnish and install masonry anchors. Attach to structure as required.
13. Furnish and install all flashings associated with masonry work as specified. Do not cover until inspected by FRS.
14. Grout all below-grade masonry and above-grade as noted.
15. Include all temporary bracing of masonry walls per MIOSHA standards.
16. Furnish all labor and material required to properly cover masonry, mortar materials, and work in progress, as required. Take particular caution to cover top of walls daily to eliminate moisture penetrating wall cavity.
17. Protect all installed work, including installed work by others, to be protected by this bid category prior to cleaning of masonry.
18. Scrape and clean mortar off floors, walks, steel and other building components.
19. Include all costs for dumpsters required for work of this trade. This trade will not be using dumpsters supplied by Frank Rewold and Son Inc. Coordinate location of all dumpsters with FRS.

Project specific work for this bid category includes, but is not limited to:

- A. The requirements of the Project Specific Notes To Bidders.

B. Tooth-in and infill existing openings in masonry walls indicated to be infilled.

Exclude

1. The exclusions noted in the Project Specific Notes To Bidders

2. Caulking/joint sealants

Alternates

Mandatory alternates pricing is not required for this bid category.

Trade Alternates

Trade alternate pricing is not required for this bid category.

Unit Costs

Mandatory unit cost pricing is not required for this bid category.

-- End --

Bid Category C – Rough Carpentry, Studs, Gypsum Board, and Acoustical Ceilings

Work for this bid category includes, but is not limited to:

1. The requirements of the General Notes To Bidders Section.
2. It is the intention of this bid category to furnish and install all rough carpentry shown on the drawings, and described in the specifications, except as specifically noted. Itemization and detailed references are provided as general reference to indicate intent. It is the bidder's responsibility to perform a thorough investigation of the documents to ensure full scope is provided.
3. Furnish and install all wood blocking, plywood, and nailers as indicated on drawings, except as specifically noted.
4. Furnish and install all light gauge metal framing including structural cold-formed metal framing.
5. Furnish and install all building insulation, except as specifically noted.
6. Furnish and install all gypsum board work for a complete gypsum board system/assembly, including all finishing.
7. Coordinate with other contractors as required for installation of anchor bolts, straps, and anchoring hardware for work of this trade.
8. Provide all anchors and fasteners for work of this category.
9. Installation of access doors in work of this trade for access to work of other trades. Access doors will be supplied by other trades.

Project specific work for this bid category includes, but is not limited to:

- A. The requirements of the Project Specific Notes To Bidders.
- B. Work in the lobby is to take place during off hours. All cleanup is to be performed prior to end of the work day/night for public use. Include any sheltering or plastic required to keep dust off all surfaces.
- C. Furnish and install metal stud framing, wood blocking, sheathing, and insulation within metal stud framing.
- D. Furnish and install metal stud framing, sheathing, and wood blocking at ceiling and architectural ceiling.
- E. Cut back, re-frame, and patch in metal stud/gypsum work where walls/soffits/ceilings are removed and where new work runs into existing. Reference demolition drawings.
- F. Furnish and install acoustical sealants for Comfort Room. This includes any sealant indicated at base of walls of work of this trade.
- G. Furnish and install blocking for all wall mounted items shown, including owner items.
- H. Provide removal of construction cores and installation of final keyed cores in new hardware.
- I. Furnish and install access doors shown on architectural drawings.
- J. Furnish and install wood studs and plywood for the Roof Ladder Connection. Ladder, brackets and roofing by the roofer.

- K. Furnish, install and remove temporary protection at the Comfort room and bathrooms portion of the work. This is to consist of 10mil plastic hung from the ceiling and taped to the floor with Zip poles to provide rigidity. Floor carpet is to be protected and at least one zipper door is to be provided.
- L. Include an allowance of \$5K for miscellaneous cleanup and temporary protection in your base bid for FRS use only. Unused allowance will be credited back to the owner at the end of the project.

Exclude

- 1. The exclusions noted in the Project Specific Notes To Bidders
- 2. Building expansion joint systems
- 3. Decorative metals
- 4. Caulking/joint sealants, except as specifically noted
- 5. Millwork and casework including
 - a. Running wood base/wall/ceiling trims
 - b. Bathroom counter assemblies including counter sub-plywood
- 6. Surface mounted millwork blocking

Alternates

Mandatory alternates pricing is not required for this bid category.

Trade Alternates

Trade alternate pricing is not required for this bid category.

Unit Costs

Mandatory unit cost pricing is not required for this bid category.

-- End --

Bid Category D – Finish Carpentry and Millwork

Work for this bid category includes, but is not limited to:

1. The requirements of the General Notes To Bidders Section.
2. Furnish and install all millwork and casework.
3. Furnish and install all simulated stone countertops and all required associated work for a complete installation.
4. Furnish and install all surface-mounted blocking as required for a complete scope.
5. Coordinate with carpentry contractor for in-wall blocking required for the scope of work.
6. Provide all caulking and sealants of millwork and casework to dissimilar materials.
7. Provide cutouts in millwork and casework for other work where required.
8. Provide all anchors, fasteners, supports, filler panels, etc. as required for a complete installation.
9. Provide all hardware, locks, inserts and other accessories as required for a complete installation.
10. Coordinate installation of work with all other trades.
11. Provide protection of installed millwork and casework from damage by other trades.

Project specific work for this bid category includes, but is not limited to:

- A. The requirements of the Project Specific Notes To Bidders.
- B. Work in the lobby is to take place during off hours.
- C. Provide all finishing/pre-finishing for work of this trade unless specifically noted within this work scope otherwise.
- D. Furnish and install all running wood wall base/wall trim/ceiling trim. At all rooms with wood trims whether shown in elevation or on finish schedule, provide wood trims on all walls capable of receiving the typical trims. Fill all fastener holes. Provide as primed and prep for field painting by others where specifically noted as painted paint grade.
- M. Furnish and install all wood doors, wood frames and hardware. Include all receiving, unloading, and inventory. Provide removal of construction cores and installation of final keyed cores in new hardware.
- E. Furnish and install all wood casings, cased open jambs, and trim.
- F. Furnish and install decorative metals as an integral component of millwork, such as reveals, etc., as/if shown in future addendum. Include decorative metal as finished.
- G. Furnish and install acoustic wrapped panels.
- H. Furnish and install toilet accessories including all hardware, mounting, etc. Includes all mirrors and frames.
- I. Furnish and install all brackets for millwork counters.

J. Coordinate and include cutouts in bathroom counters for plumbing fixtures with plumbing drawings and plumbing contractor.

Exclude

1. The exclusions noted in the Project Specific Notes To Bidders
2. Decorative metals, except as specifically noted
3. Vinyl wall covering
4. In-wall blocking

Alternates

Mandatory alternate pricing is not required for this bid category.

Trade Alternates

Trade alternate pricing is not required for this bid category.

Unit Costs

Mandatory unit cost pricing is not required for this bid category.

-- End --

Bid Category E – Joint Sealants

Work for this bid category includes, but is not limited to:

1. The requirements of the General Notes To Bidders Section.
2. Furnish and install all backer rod, caulking, and sealant work associated with new masonry work.
3. Furnish and install caulk at all locations where new drywall partitions or ceilings abut dissimilar surfaces, control joints, etc.
4. Provide cleaning and surface prep prior to installation.

Project specific work for this bid category includes, but is not limited to:

- A. The requirements of the Project Specific Notes To Bidders.
- B. Include all joint sealant removal, including backer rod, as noted on the drawings. Clean and install new backer rod and joint sealant for all windows and joints shown on the drawings.
- C. Include an allowance of \$5K for miscellaneous cleanup and temporary protection in your base bid for FRS use only. Unused allowance will be credited back to the owner at the end of the project.

Exclude

1. The exclusions noted in the Project Specific Notes To Bidders
2. Caulking and sealants for roofing and sheet metal work
3. Caulking of plumbing fixtures
4. Caulking of millwork

Alternates

Mandatory alternate pricing is not required for this bid category.

Trade Alternates

Trade alternate pricing is not required for this bid category.

Unit Costs

Mandatory unit cost pricing is required for this bid category.

1. Remove, clean, furnish and install joint sealant and backer rod per foot for a 1/2" joint.
2. Remove, clean, furnish and install joint sealant and backer rod per foot for a 3/4" joint.

-- End --

Bid Category F – Roofing

Work for this bid category includes, but is not limited to:

1. The requirements of the General Notes To Bidders Section.
2. Furnish and install all wood blocking or nailers required by this bid category as required for a complete roofing system except as specifically excluded.
3. Furnish and install roof insulation system as indicated and for proper roof drainage.
4. Furnish and install membrane roofing system complete. Provide all flashings, termination bars, and other miscellaneous items required for a complete installation and obtaining specified warranty. Include work on vertical surfaces where shown.
5. Furnish and install all flashings, counter flashings, metal-drip edge, etc. associated with roofing systems.
6. Furnish and install joint sealants within and between roofing components, at all terminations, at all copings and flashings and all dissimilar materials.
7. Furnish and install all roof specialties and accessories.
8. All labor and materials to flash in new roof curbs or penetrations through roof.
9. All labor and materials to cut existing roofing, insulation, and decking for new roof curbs or penetrations through existing roof. Patch roof and install flashings as required.
10. One hundred percent (100%) fall protection for roof work above (6) foot or in areas where work is within a (6) foot of the leading edge with more than a 3'-0" drop. Including any temporary work required to provide tie-off points; including maintenance of fall protection for the duration of the project.

Project specific work for this bid category includes, but is not limited to:

- A. The requirements of the Project Specific Notes To Bidders.
- B. Provide demolition of existing roof and insulation. The intent of this is where being re-roofed. Include all dumpster costs, barricading and protection for this work.
- C. Furnish and install cover board, tapered insulation, and membrane roofing.
- D. Remove, inspect, and reinstall all copper shingles as noted.
- E. Furnish and install roof expansion joint systems.
- F. Furnish and install a finished roof access ladder. Includes all brackets and penetrations. Sheathing and studs by Carpenter contractor.
- G. Review mechanical and plumbing drawings for associated roof penetrations. Flash all penetrations as required.
- H. As existing roof is removed for re-roofing over existing building, furnish, install, maintain, and remove temporary protection as required to provide weathertightness.
- I. Include an allowance of \$15K for miscellaneous cleanup and temporary protection in your base bid for FRS use only. Unused allowance will be credited back to the owner at the end of the project.

Exclude

1. The exclusions noted in the Project Specific Notes To Bidders
2. Furnish and installation of roof sumps
3. Furnish and installation of roof curbs
4. Louvers

Alternates

Mandatory alternates pricing is not required for this bid category.

Trade Alternates

Trade alternate pricing is not required for this bid category

Unit Costs

Mandatory unit cost pricing is required for this bid category.

1. Remove, furnish and install new sheathing per SF.
2. Remove, furnish and install new tapered insulation per SY.
3. Remove, furnish and install new copper shingles per SY.

-- End --

Bid Category G – Carpet and Resilient

Work for this bid category includes, but is not limited to:

1. The requirements of the General Notes To Bidders Section.
2. Furnish and install all carpet flooring.
3. Furnish and install all vinyl wall base, if called for. Wood base by Finish Carpenter.
4. Furnish and install all adhesives and accessories including all transition strips, etc. as required for a complete flooring system as indicated and specified.
5. Coordinate finish floor elevations with door openings.
6. Review and accept surface prior to installation. Start of installation shall indicate acceptance of area.
7. Provide final cleaning of subfloors prior to installation.

Project specific work for this bid category includes, but is not limited to:

- A. The requirements of the Project Specific Notes To Bidders.

Exclude

1. The exclusions noted in the Project Specific Notes To Bidders
2. Demolition
3. Any other flooring or wall base
4. Floor protection
5. Final cleaning of floors

Alternates

Mandatory alternates pricing is not required for this bid category.

Trade Alternates

Trade alternate pricing is not required for this bid category.

Unit Costs

Mandatory unit cost pricing is not required for this bid category.

-- End --

Bid Category H – Painting and Wall Coverings

Work for this bid category includes, but is not limited to:

1. The requirements of the General Notes To Bidders Section.
2. All required surface preparation, spotting, and touchup of surfaces prior to painting.
3. All required labor and material to protect adjacent surfaces from overspray or other finishes prior to work of this bid category.
4. Prime and paint all surfaces as indicated on the finish plans and/or identified in the project documents.
5. Furnish and install all vinyl wall coverings.
6. Installation of door mutes after final coating of door frames.

Project specific work for this bid category includes, but is not limited to:

- A. The requirements of the Project Specific Notes To Bidders.
- B. Work in the lobby is to take place during off hours. All cleanup is to be performed prior to end of the work day/night for public use. Include any sheltering or plastic required to keep dust off all surfaces.
- C. Paint paint-grade wood trims. These wood trims will be installed primed by others and have holes filled. Prep and final paint.
- D. Furnish and install caulking of all new Wood Frames.
- E. Use both reflected ceiling plans and finish schedule to determine full scope of ceiling painting required. All gypsum ceilings are to be included as painted.
- F. In existing rooms called to be painted, include painting of existing doors and frames.
- G. Paint all gypsum coves, pockets, etc.
- H. Power wash/clean, strip and re-stain/reseal on exterior siding as shown, from corner to corner of sections that are noted.
- I. Include an allowance of \$2.5K for miscellaneous touchups in your base bid for FRS use only. Unused allowance will be credited back to the owner at the end of the project.

Exclude

1. The exclusions noted in the Project Specific Notes To Bidders
2. Finishing of decorative metals
3. Finishing of wood doors, except painted wood doors
4. Finishing of millwork/trim except as specifically noted

Alternates

Mandatory alternates pricing is not required for this bid category.

Trade Alternates

Trade alternate pricing is required for this bid category

1. To provide power wash/clean, strip, re-stain and reseal all wood siding on the building.

Unit Costs

Mandatory unit cost pricing is not required for this bid category.

--End --

Bid Category I – Fire Suppression

Work for this bid category includes, but is not limited to:

1. The requirements of the General Notes To Bidders Section.
2. All required permits and inspection fees for work of this bid category. Contractors are to schedule and attend all inspections.
3. All sprinkler heads shall be centered in ceiling tile in both directions.
4. Furnish and install all hangers, pipe supports, pipe stands, etc. as required for work of this trade.
5. The Contractor represents and warrants and agrees that all drawings and specifications prepared or to be prepared by the Contractor will be suitable for the construction and installation of the fire protection system for Project and shall be in accordance with all applicable code requirements.
6. The fire protection system for the project will be constructed in accordance with such drawings and specifications and upon being thus constructed, will satisfy the design criteria and calculations; and if the system does not meet any of such requirements of criteria, Contractor shall promptly, at its own expense, make such corrections and changes as may be necessary to meet the requirements and criteria.
7. Contractor shall be held substantially informed of all state and local laws, codes, ordinance, building rules and regulations, and other statutory provisions, all as are applicable to the fire protection design work. This shall provide timely notice of changes in state and local laws, codes, ordinance, building rules and regulations and other statutory provisions that affect the fire protection design work. Contractor shall perform its work in accordance with all applicable laws and codes.
8. Contractor fully assumes design responsibility. Owner shall be fully entitled to benefit of and to rely upon the undertakings, representations and warranties of Contractor as a third party beneficiary thereof. Construction Manager, Architect/Engineer, Owner do not assume any responsibility with respect to the adequacy of design of the fire protection.
9. Contractor shall coordinate the development of drawings and specifications for the design of the fire protection work with the architect, plumbing, electric, and HVAC contractors. In the event of the conflict between the drawings and specifications submitted by this Contractor and other Contractors and Architect when approved by the Owner shall be final and the Contractor shall comply therewith.
10. Coordinate installation of all work of this trade with the architectural drawings.

Project specific work for this bid category includes, but is not limited to:

- A. The requirements of the Project Specific Notes To Bidders.
- B. Work in the lobby is to take place during off hours. All cleanup is to be performed prior to end of the work day/night for public use. Include any sheltering or plastic required to keep dust off all surfaces.
- C. Provide fire protection cut and cap. This involves removing fire heads prior to demolition in the Lobby and the New Comfort room.
- D. Move and install, as required, heads in the new comfort room and Lobby.

E. Provide flow testing as required.

Exclude

1. The exclusions noted in the Project Specific Notes To Bidders
2. Fire extinguishers and cabinets
3. Fire alarm system

Alternates

Mandatory alternates pricing is not required for this bid category.

Trade Alternates

Trade alternate pricing is not required for this bid category.

Unit Costs

Mandatory unit cost pricing is not required for this bid category.

-- End --

Bid Category J – Plumbing

Work for this bid category includes, but is not limited to:

1. The requirements of the General Notes To Bidders Section.
2. All required permits and inspection fees for work of this bid category. Contractor is to schedule and attend all inspections.
3. Provide all common work results as specified for work of this trade.
4. Furnish and install all hangers, supports, fasteners, etc. as required for work of this trade.
5. Furnish and deliver all required access doors to provide access to work of this bid category. Access doors will be installed by others.
6. Furnish and install all firestopping for work of this trade.
7. Furnish and install all underground and aboveground plumbing work.
8. Furnish and install all natural gas piping for a complete gas delivery system from meter and provide all final connections.
9. Furnish and install all plumbing fixtures, equipment, and accessories for a complete installation.
10. Coordinate installation of all plumbing work with the architectural drawings.
11. Furnish and install all plumbing systems insulation for work of this trade.
12. Furnish and install all plumbing systems identification for work of this trade.
13. Furnish and install all required caulking and sealant work of this bid category. Include sealing all plumbing fixtures at points of contact with walls and floors.
14. Furnish and install all sleeves and penetrations as required for work of this trade in the work of other trades.

Project specific work for this bid category includes, but is not limited to:

- A. The requirements of the Project Specific Notes To Bidders.
- B. Provide cut and cap of courtyard fountain water piping. Reference civil drawings.
- C. Coordinate cutouts required in bathroom counters for plumbing fixtures with millwork contractor. Furnish and install all sink in millwork.
- D. Furnish and install all ADA trap wraps as indicated and as required by code.
- E. Provide the removal of the PVC drain bowls and installation of the new Cast iron bowls at all roof drains as noted on AC.2

Exclude

1. The exclusions noted in the Project Specific Notes To Bidders

2. Demolition
3. Slab sawcutting/patch

4. Roof sump framing/pans
5. Fire suppression piping including riser
6. Roofing
7. Painting, including gas pipe painting
8. Toilet accessories, except trap guards
9. Wiring of VFDs

Alternates

Mandatory alternates pricing is not required for this bid category.

Trade Alternates

Trade alternate pricing is required for this bid category.

1. To provide coordination for work of this trade with a 3rd party commissioning agent for a fully commissioned HVAC system

Unit Costs

Mandatory unit cost pricing is not required for this bid category.

-- End --

Bid Category K – HVAC

Work for this bid category includes, but is not limited to:

1. The requirements of the General Notes To Bidders Section.
2. All required permits and inspection fees for work of this bid category. Contractors are to schedule and attend all inspections.
3. Provide all common work results as specified for work of this trade.
4. Furnish and install all hangers, supports, fasteners, etc. as required for work of this trade.
5. Furnish and install all ductwork. Including any rework of existing ductwork to accommodate the new architectural ceilings.
6. Provide all required testing and balancing of mechanical systems installed by this bid category including copies of final balance reports.
7. Coordinate installation of all mechanical systems work with the architectural drawings.
8. Furnish and install all grilles, registers, and diffusers and accessories.
9. Filter fabric to be installed in all return-air openings when system is in operation. Cap all openings prior to use. Construction filters shall be installed for use during construction in air handling equipment and changed by this contractor at the time of substantial completion. Final filter shall not be installed until substantial completion. Provide a minimum of two construction filter changes. Provide cleaning and routine maintenance on all air handling equipment during construction.
10. Final cleaning of mechanical units and air handling prior to final filter installation.

Project specific work for this bid category includes, but is not limited to:

- A. The requirements of the Project Specific Notes To Bidders.
- B. Work in the lobby is to take place during off hours.
- C. Provide all duct rework at both the lobby and the comfort room. Provide removal and storage of the grilles/diffusers to be reused and reinstalled by this contractor.
- D. Provide cut and cap of all existing mechanical piping, ductwork, equipment as required for demolition by others prior to Demolition work.
- E. Coordinate with demo contractor for removal of mechanical and HVAC work.

Exclude

1. The exclusions noted in the Project Specific Notes To Bidders
2. Plumbing
3. Roofing/roof framing
4. Conduit for temperature controls work

Alternates

Mandatory alternates pricing is not required for this bid category.

Trade Alternates

Trade alternate pricing is not required for this bid category.

Unit Costs

Mandatory unit cost pricing is not required for this bid category.

-- End --

Bid Category L – Electrical

Work for this bid category includes, but is not limited to:

1. The requirements of the General Notes To Bidders Section.
2. All required permits and inspection fees for work of this bid category. Contractors are to schedule and attend all inspections.
3. Provide all common work results as specified for work of this trade.
4. Furnish and install all hangers, supports, fasteners, etc. as required for work of this trade.
5. Furnish and deliver all required access doors to provide access to work of this bid category. Access doors will be installed by others.
6. Furnish and install all firestopping for work of this trade.
7. Furnishing, installation, maintenance, and removal of temporary power distribution system as required for use by all contractors from existing electrical service. Temporary power to meet MIOSHA standards.
8. Furnishing, installation, maintenance, and removal of temporary lighting as required. Maintain lighting for duration of project; includes changing light bulbs. Temporary lighting to meet MIOSHA standards.
9. Furnish temporary power for construction trailer.
10. Furnish and install all sleeves, raceways, and boxes for low voltage work. Include furnish and install of firestopping at all sleeves; cable and equipment to be installed by others, except where specifically noted. Furnish and install blank covers over all boxes installed by this bid category.
11. Furnish and install power system work and related accessories/specialties for a complete system as required.
12. Furnish and install lighting system work and related accessories/specialties for a complete system as required.
13. Furnish and install lighting control system and related accessories/specialties for a complete system as required.
14. Furnish and install fire alarm work for a complete functioning, AHJ approved system.
15. Installation and wiring of electrical items supplied by others.
16. Coordinate installation of all electrical work with the architectural drawings.

Project specific work for this bid category includes, but is not limited to:

- A. The requirements of the Project Specific Notes To Bidders.
- B. Work in the lobby is to take place during off hours.
- C. Provide electrical cut and cap.
- D. Provide rework and relocations of existing electrical work to remain/be reworked.

- E. Provide blank cover plates on conduits for work by others.
- F. Furnish and install conduits for temperature controls and other low voltage work as indicated. Reference mechanical drawings.

Exclude

1. The exclusions noted in the Project Specific Notes To Bidders
2. Demolition, except as specifically noted
3. Low voltage cabling and equipment except as specifically noted above

Alternates

Mandatory alternates pricing is not required for this bid category.

Trade Alternates

Trade alternate pricing is not required for this bid category.

Unit Costs

Mandatory unit cost pricing is not required for this bid category.

-- End --

West Bloomfield Township Public Library Remodeling

MILESTONE SCHEDULE

Activity	Date
Bids Due	08/30/2024
Letters of Intent Issued	09/13/2024
All Submittals Received By	10/1/2024
Project Start	October 2024
Project Complete	Early Winter 2025

**West Bloomfield
Township
Public Library**

Memo

To: Library Board of Trustees
From: Cathleen Russ, Library Director
Date: August 5, 2024
Subject: New Business #12E: Title and classification change for Assistant Director position

After reviewing the capital needs of the Main and Westacres libraries for the next 10 years, it is clear that the capital projects that will be undertaken by the Assistant Library Director is complex, multi-faceted and highly responsible. The responsibilities for capital improvements and maintaining both buildings to a high standard of excellence is huge, along with oversight of technology maintenance and infrastructure. Given the high level of responsibility of this position, I recommend that the Assistant Library Director position be retitled Associate Library Director, and further recommend that this position be reclassified to be on the same level as that of Library Director. To differentiate between the Associate Library Director position and the Library Director position, I recommend that the Library Director position be retitled Executive Library Director.

I reviewed the Library Director and Assistant Library Director job descriptions with Kati Vogel, the library's HR and Finance Manager. We recommend that oversight of marketing responsibilities be transferred to the Library Director position and oversight of Information Technology be transferred to the Associate Library Director position. Additionally, the Library Director will assume primary responsibility as the liaison to the Friends of the West Bloomfield Township Public Library.

There are several advantages to making this change. First, if the Associate Library Director position is on the same level as the Executive Library Director position, if something were to happen to me, the library board does not need to search for a new director or appoint an Acting Director, as one would already be in place. Next, this move supports succession planning, which is the responsibility of every library director, to plan for the future (see attached article). Finally, it encourages employee retention.

Suggested motion: Move to retitle the Library Director position to Executive Library Director, retitle the Assistant Library Director position to Associate Library Director and reclassify the position on the same scale as the Executive Library Director.

While the “Great Resignation” of recent years had a significant impact across all levels of the workforce, new data suggests that leadership turnover is driving change. A recent report from the Federal Reserve Bank of St. Louis estimated 2.4 million excess retirements—meaning retirements beyond those predicted to occur through an aging workforce—as of June 2023. Among those excess retirements, outplacement firm Challenger, Gray & Christmas cited a record-breaking 748 CEO retirements this year, with government/nonprofit CEOs leading all industries as of May.

In libraries, several recent director retirement announcements may be reflective of a broader trend in leadership transitions that have been concentrated over the past 18 to 24 months. “What I think we’re seeing is some compression,” says June Garcia, an executive search consultant. “People who might have had plans to retire during what turned out to be the height of the pandemic postponed their retirement to help their organizations through that. Now that we’re past it, there is a reset with directors asking themselves, ‘Okay, now am I going to retire?’”

HOW THE JOB HAS CHANGED

For three long-tenured, nationally recognized directors—Pat Losinski of Columbus Metropolitan Library (CML), OH; Vailey Oehlke of Multnomah County Library (MCL), OR; and Ramiro Salazar of San Antonio Public Library (SAPL), TX—this year marks their retirements from a combined 56 years in their most recent roles. From weathering the Great Recession to the launch of Kindle ebook borrowing via OverDrive, their time leading three major public library systems overlapped with advancements in the profession and change in American culture. The jobs they exit are different from the jobs they entered in the early ’00s.

Guiding their organizations through changes to materials and access to digital content represented an important milestone in public libraries—one that remains an issue. According to Oehlke, “I think the issues around digital content cannot be overstated, especially as we continue to see increased use. Onerous terms from the content creators, the publishers, the intermediaries—it’s going to continue to have a very real impact on collection budgets, which means limitations on what libraries are able to provide their communities. That potentially impacts the library’s value to the community.”

The digital shift—not just in terms of content, but also connectivity and digital literacy—has reshaped the information landscape. Reflecting on the ways libraries have broadened their services, Losinski discusses how effectively they have changed over the past two decades. “I think libraries have done an extraordinary job of continuing to evolve and

transition to be what we are today,” he notes. “When we compare ourselves to some other professions—take newspapers, for instance—even though our business model has changed, and we’re not as heavy on circulation, what libraries have become in terms of community anchors is impressive. I think we’re as strong today as during any time in my career.”

Understanding the community’s needs has always been an important part of leading a library organization, but finding a way to balance public service with the unique demands on staff operating through the pandemic was a

WHO’S NEXT?

As library leaders contemplate retirement, are their libraries—and the next generation of leaders—ready for the change?

By Hallie Rich

massive change that will have a long-lasting impact on the profession. “I think the landscape of the library field has changed significantly as a result of COVID,” says Salazar. “The disruption, people working in isolation—I believe folks have been traumatized by it. There’s a big focus now on trauma-informed care or service, and that’s different from when I joined San Antonio Public Library in 2005.”


He explains that SAPL, like many public libraries, has taken the lessons of the pandemic and applied them to better support employee well-being and mental health. “When our city brought forward a trauma-informed service initiative, I understood the significance,” he says. “We now have programs in place to promote good health and respond to the needs of employees, to help them identify what they’re going through and how it may affect their performance and their out-

look and their jobs.” That attention to internal stakeholders is key, in Salazar’s opinion, to being a great library leader.

PREPARING FOR THE TRANSITION

For those who have decided that the time is right to transition out of leadership, retirement is not the last act but, rather, the culmination of a change process through which they must lead their library. Succession planning is a long-term investment in talent with a strategic eye for what the organization will need in the future. “It’s not something you do in the last year of your tenure,” explains library consul-

“Important skills just become easier when you do them more, like navigating a political landscape or understanding how to negotiate with electeds and colleagues. Some people have an innate ability to do that, but I really think you develop those skills through experience.”



VAILEY OEHLKE | MULTNOMAH COUNTY PL

Hallie Rich is Editor-in-Chief, LJ

ENGAGING TRUSTEES IN EXECUTIVE DEVELOPMENT

A collaborative model for succession planning

By Pat Losinski



At Columbus Metropolitan Library

(CML), our commitment to developing our people goes well beyond training and annual performance evaluations. This is especially true at the executive level, where the leadership needs are complex, and training and coaching should be tailored to the individual. Executive leadership development is imperative for the future of any organization, and this was especially pertinent to CML as my retirement announcement grew closer. I decided to strategically tap the expertise of our library board of trustees because of their external organizational perspectives on talent management.

With that timeline in mind, several years ago I engaged our board in the development process of our four highest chief executives (C's), who report directly to me: Chief Financial Officer, Chief Customer Experience Officer, Chief Diversity Equity and Inclusion Officer, and Chief Community Engagement Officer.

SECURING BOARD BUY-IN

During my annual performance evaluation and goal-setting, I asked our seven trustees to reflect upon, and then independently answer, two questions about each of our four C's:

- Based upon your perspective, what are one to three areas of potential growth and development for each C?
- What are the recommended experiences, responsibilities, or resources the CEO could offer to each to address and help with their development opportunities?



PAT LOSINSKI IS THE CHIEF EXECUTIVE OFFICER OF COLUMBUS METROPOLITAN LIBRARY, OH. HE PREVIOUSLY SERVED AS EXECUTIVE DIRECTOR OF PIKES PEAK LIBRARY DISTRICT, CO, AND WAS DIRECTOR AT TWO OTHER PUBLIC LIBRARY SYSTEMS IN ILLINOIS AND OHIO. HE SERVED ON THE STATE LIBRARY BOARDS OF ILLINOIS AND COLORADO, AS BOARD CHAIR OF THE URBAN LIBRARIES COUNCIL, AND AS A GOVERNING BOARD MEMBER OF THE INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS. HE ANNOUNCED HIS RETIREMENT IN APRIL.

I did not define what the trustees' perspective should be; instead, I suggested that their feedback could come from presentations each C had delivered at library board meetings, the overall effectiveness of each leader's assigned areas of responsibility, or even the trustees' observations of their interactions with stakeholders at library functions and community events.

Having the trustees answer these questions independently was intentional, as I wanted to be sure to capture their unique perspectives, even if they diverged from others on the board. Fortunately, we saw consistency in their feedback. Each C was then given a compilation of the trustee input about them: one page describing areas of possible development and one page of recommendations for addressing the collectively perceived development needs.

EXECUTIVE TEAM ENGAGEMENT

Next, I asked each member of my executive team to take a few weeks to reflect on the trustee input and return for a discussion with me. I offered minimal commentary on both the development feedback and the suggested recommendations for growth, because

I wanted each C to contemplate how they could make the input most meaningful to their personal development ideas and plans. We then determined a course of action over the year, which included activities and/or goals such as: attending an executive development program, working with a coach, improving executive presence, honing presentation

tant Martín Gómez. "From almost day one, a good director and leader in a library is going to make sure that they get to know not only who they're working with, but what they have to work with, and where they can help those who are interested in developing their own leadership skills to maybe someday become director or a member of library leadership. Directors have a responsibility in mentorship."

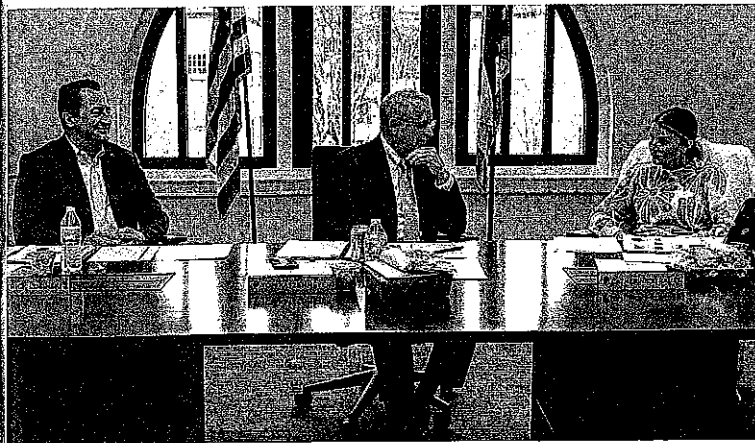
Losinski, who announced his retirement in April, made people development a key focus of his tenure, engaging both his leadership team and board of trustees (see above). "If you have the ability to develop people, you can go into a lot of

leadership positions," he notes. "I see some in the next generation who are reluctant to lead people because they feel it's too difficult. And they're right—it's not easy, but it's critical to an organization being able to move forward. A CEO has to have the ability to give feedback and grow and develop senior people while putting systems in place so that it cascades throughout the entire organization."

WHO WANTS THE GRIEF?

The challenges of being a library director, even in so-called good times, are considerations for those pursuing director-

PHOTOS COURTESY OF COLUMBUS METROPOLITAN LIBRARY



CML'S BOARD OF TRUSTEES (l.-r.) Board members Carla Williams-Scott and Catherine Strauss; Pat Losinski listens in as board members Tom Katzenmeyer and Strauss discuss an issue in a public meeting.

and speaking skills, or obtaining a certification. There were limits on the costs and the time provided for skill development, but as I met with each C we quickly focused on practical and reasonable plans that could fit into our budget and their schedules—without compromising the annual deliverables for their assigned areas of responsibility.

MAKING CONNECTIONS

At the next library board meeting following the completion of the individual development plans, I asked the trustees for one more commitment: individually spend 60 to 90 minutes with each of the four C's over the course of the next 11 months. It could be done over coffee, breakfast, lunch, an office meeting, or some other activity—whatever their preference. I envisioned that during this investment of one-on-one time, they would learn more about our executive team, more about me, and more about CML. While all of that did indeed happen, I could not have anticipated just how much this commitment of time personally meant to each of our C's.

Like most high-performing boards, CML's trustees are accomplished and very busy in their professional roles, civic involvement, and family obligations. One of our trustees is the CFO of a Fortune 100 company with 26,000 employees, and he made the time to participate in the individual meetings. Having 100 percent participation from the trustees was important to me, as it would give each of them and our leadership team an opportunity to really get to know one another, which is valuable to the organization. The meetings helped to strengthen relationships, enhance trust and respect, and expand knowledge for both our trustees and the executive team. Our C's felt more valued and appreciated by individual trustees and the board as a whole. Equally important, the trustees gained a stronger appreciation for the dedication, professionalism, and personalities of our executives.

level roles. Yet it's arguably been not-so-good times in libraries for the past several years. According to Garcia, "The cultural climate has made it an even more difficult job. One thing that's obvious to me that I haven't seen before is reluctance from assistant or deputy directors to apply to be director either in their organization or somewhere else. For a few more dollars, they don't want all that grief. Maybe that'll change in the future, but right now, that's not uncommon."

A challenging political environment may be playing a role in CEO turnover that isn't limited to public libraries—state library agencies are also experiencing leadership transitions.

Throughout the year, I regularly checked in with each C to hear how they were progressing in their development and to offer feedback when appropriate. At year end, each member of my team provided an executive summary of their work on the feedback and suggestions offered by the trustees. I shared the four summaries with our trustees and held a discussion with them on possible next steps.

A FOUNDATION FOR SUCCESS

As a long-tenured CEO, I had the benefit of strong relationships with both trustees and C's. Still, it was important to set the tone with each group, answer questions, and offer strategic facilitation.

Our trustees and C's put in the hard work—I believe my connection with each person helped ease early apprehensions, which ultimately led to a successful overall effort. Admittedly, our table of organization and reporting structure made this exercise possible, since we have four executives who oversee all functional areas such as marketing, property management, finance, and human resources. It would be challenging to replicate this exercise if a CEO had a large executive team with many direct reports.

All of this work aligned with one of CML's internal strategies: Our People—Grow our Team for Maximum Potential. With daily responsibilities and priorities, it can be challenging to consistently demonstrate the investments we make in our team. This trustee-assisted development and succession exercise highlighted our commitment in a meaningful way.

GROWTH FOR THE FUTURE

What will happen next? Our goal is that each member of the executive team will continue to raise their skill level and look for ways to creatively grow their respective teams. Our approach to succession planning has never been about pre-determining who will be promoted for a scheduled or surprise vacancy. Rather, we focus on the individual and prepare them to compete for internal opportunities and, if desired, achieve career growth outside of CML. Former employees often express appreciation for the development opportunities offered at CML even when they have accepted a role elsewhere.

Time will tell how CML's focus on leadership development impacts the career journeys of our C's—and what that might mean for CML. Thanks to the dedication and commitment of our trustees, our C's are better prepared to reach their potential and pursue their career aspirations. For the trustees, the process has made them more attuned to the substantive contributions they can make to strengthen our team and given them deeper insight into the leadership skills and competencies that are most important to CML's future success. ■

Since 2020, fully 50 percent of the chief officers of state and territorial library agencies have retired or transitioned out of their roles. Jeremy Johannesen, executive director of COSLA, notes that the reasons individuals retire or leave their leadership role vary—some seek more direct public service opportunities, others have reached retirement age—but the political climate is an undeniable factor that makes many librarian jobs, regardless of the type of library organization, more challenging than they might have been in the past.

Oehlke, who served as executive director of MCL for 15 years, describes how the political and cultural climate

has challenged the way library leaders exercise foundational values. “Libraries are in this really pivotal moment in terms of not just their history, but their values. We’ve been fortunate for decades to sort of be bathed in nostalgia and sentimentality, and it served us well. But as our social landscape evolves, libraries are in a position where we must simultaneously defend democracy and be an ally fighting some of the biases that exist in our communities. More than ever, it’s important that we uphold rights around free speech and intellectual freedom while walking our talk around equity and inclusion in substantive and meaningful ways. And that is a really hard balance to strike.” One result, as she describes it, is that there are “many folks interested in leadership but where they stop is further down the proverbial ladder because they don’t want their lives consumed by work.”

WHAT LIBRARY BOARDS WANT

For the library boards charged with finding a successor, expectations for leaders are high. “I think that the boards or the city managers that are doing the hiring have come to expect a certain type of leadership based on the culture that the longstanding directors have established. If they’ve had a strong leader, there’s a higher level of quality expectations,” says Gómez.

Those high expectations are often connected to the leader’s ability to engage with the community. “The fact that libraries are out in the community more than they were years ago has made it really important that the director be active in the community,” says Garcia. “Whether that’s in their official role as library director or just being a good citizen, being active in rotary or on the food bank board, people know who the library director is. It may have been just as important to library boards 20 years ago, but it wasn’t one of the first things that came to mind for them back then. Now, that is critical.”

Take Basehor Community Library (BCL), KS, for example. When its board of trustees embarked on a search for a new library director this year, they were looking for someone to be active in city leadership. “We believe that our library director position is one of the top five positions in our city,” says Tom Brown, president of the BCL board of trustees. “The superintendent of schools, the mayor, the president of city council, the city manager, and our library director are the biggest jobs, and we needed to bring in a candidate for director who could lead and work with the municipality and the school system to assist in a community-wide effort to make our city a greater place.”

As respected leaders step back from their roles in large and small library systems, new candidates will have the chance to rise in the ranks of library leadership. Boards and hiring managers that focus on cultivating diverse candidate pools will create opportunities for more candidates from minoritized populations to ultimately step into these leadership positions. Garcia and Gómez, who work with libraries on executive searches, both cite the value and importance of having more diverse library leadership, not just for local

communities but for the library profession at large (for more on building a diverse pipeline to leadership, see “Diversity by Degrees,” pp. 16–18).

THE ESSENTIAL SKILLS

When extending advice to the next generation of library leadership, the directors *LJ* spoke to suggest it all comes down to people. “The job is a lot easier if you like building relationships,” says Losinski. “That doesn’t mean you have to be a high-scoring extrovert, but you’ve really got to like people. You are the voice of the organization out in the community, and you need to be able to speak effectively to your team within the library and be able to hold your own in the community.”

Building relationships and trust at all levels of the organization is the most effective way to lead, says Salazar, whose 19-year term as executive director of SAPL concluded in March. “I don’t believe in decisions from the top down. I believe in engaging those that are impacted by decisions made by leaders to be part of the decision making—at minimum, to provide feedback in those decisions.” He describes his evolution as a library director as becoming “more staff-centered, more focused on interacting and connecting and communicating with our employees at all levels.”

For Oehkle, bringing strong communication and negotiation skills to the job is important, but she acknowledges that those can develop and mature over time. “Important skills just become easier when you do them more, like navigating a political landscape or understanding how to negotiate with electeds and colleagues. Some people have an innate ability to do that, but I really think you develop those skills through experience,” she explains. In addition, living and working in a dynamic environment means being flexible. “The world is complicated, and I think not just being a good lis-


tener, but actively seeking out input and perspectives other than your own, is huge. And being willing to change your mind—if you can’t change your mind, whose mind can you change?”

THE NEXT GENERATION OF LEADERSHIP

While a variety of factors—from high mortgage rates that make relocating difficult to balancing family commitments to the political environment in which a library operates—may affect whether internal or external candidates choose to apply for open director positions, library organizations are finding strong candidate pools.

“Although the size of the pool for many director searches I’ve been involved in is smaller than it was 10 years ago, the quality and caliber of the candidates is really good,” points out Garcia. “There is a lot of talent out there, and they’re doing amazing work. The issue is finding them at a point in their life where they’re able to move or take on a new role. No one should worry or think that today’s new or recent directors aren’t incredibly talented—because they are.”

“I don’t believe in decisions from the top down. I believe in engaging those that are impacted by decisions made by leaders to be part of the decision making.”



RAMIRO SALAZAR | SAN ANTONIO PL

WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY POSITION DESCRIPTION

POSITION TITLE: Executive Director

POSITION SUMMARY: The Executive Director serves as the chief executive officer of the library and is responsible for the administration and daily operations of all library functions within the mission, goals, and policies established by the Library Board. The Executive Director is expected to provide a leadership role within the library, the community, and the library profession.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Administration and Management

1. Formulates and recommends policies to the library board. Ensures implementation of library policies by staff.
2. Prepares and presents the annual budget, reflective of the library's goals and objectives, for library board review and approval. Administers budget expenditures in conformity with approved budget levels and board policies.
3. Assures that all financial accounts are in good order, following generally accepted accounting principles for governmental operations and library board policy. Assures appropriate internal controls are established and followed; authorizes all payables for library board approval; monitors payroll and changes in fixed assets and works with auditors to verify compliance with state and federal laws.
4. Provides monthly financial data to the library board to assist in establishing long and short-term financial priorities.
5. Responsible for library investments in accordance with library board policy.
6. Orients new trustees.
7. Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operations.
8. Communicates and collaborates with the Westacres Branch Manager and other

Executive Library Director
Position Description

members of the administrative team regarding services, programs, resources, and staffing and other issues to ensure uniformity, consistency, and level of quality across both facilities. ~~Directs the capital improvements and maintenance of library buildings and grounds and recommends future space needs.~~

9. Ensures the establishment and maintenance of library procedures in support of effective operations.
10. Serves as an official representative of the library, along with the Library Board, in actions that legally bind the Library.
11. Coordinates the development and implementation of new services, as well as investigates and suggests new services. Suggests and coordinates special events and programs held within and/or outside of the facility and the marketing efforts associated with them.
12. Contributes to a positive working environment and organizational unity through on-going communicating with staff and supervisors in a transparent fashion.

Planning, Organization and Evaluation

1. Plans, organizes, and coordinates a plan of library service to meet the mission and goals of the library established by the library board and the needs of the community through the effective use of resources.
2. Evaluates the effectiveness of library service and the changing needs of the community and recommends appropriate adjustments in service.
3. In coordination with staff, investigates new trends and specific library programs and facilitates testing of new techniques, materials, and equipment to improve library operations.

Personnel Management

1. Develops staff job descriptions, recommends, and administers personnel policies.
2. Establishes and maintains a staff manual of personnel policies approved by the library board.
3. Hires, evaluates, promotes, and terminates staff.

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Position Description

4. Defines expectations for staff performance and sets goals for service and programming. Promotes the well-being and morale of staff.
5. Supervises planning for optimum utilization of personnel.
6. Encourages staff professional growth at all levels by providing employee training and development and supporting participation in professional associations, workshops, seminars, and activities.
7. Prepares for emergencies and helps maintain a safe work environment.

Community and Professional Development

1. Supervises the Marketing Specialist to ensure quality of materials and the adherence to established procedures and deadlines. Approves all print requests and maintains files of all print materials and library publicity. In conjunction with the Marketing Coordinator, responsible for the development of the general library newsletter, guide to services and/or other library-wide publications as assigned by Director.
2. In conjunction with the Marketing Specialist, responsible for the development and implementation of the Library's annual marketing and communications plan.
3. Recommends and administers marketing and public relations programs and activities.
4. Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library.
5. Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public. Participates in community activities. Monitors intergovernmental contracts.
6. Proactively pursues community outreach opportunities for the Library and its staff. May act as a liaison to community groups and organizations or assign others to that role.
7. Supports and facilitates the work of the Friends of the Library. Serves as the library's day-to-day liaison to the Friends of the West Bloomfield Township Public Library and attends their board meetings.

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8. Attends professional and other meetings to maintain contact with other professional and library-related agencies.

9. Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field.

The above is intended to describe the major responsibilities and requirements for the position. It is not an exhaustive statement of all duties, responsibilities, or requirements. There may be other duties as assigned by the library board.

MINIMUM QUALIFICATIONS:

1. Master's degree in library science from an ALA accredited school.
2. A permanent professional certificate from the Library of Michigan as required by state law for a Class VI library.
3. Valid State of Michigan driver's license.
4. Ten years of public library experience, with a minimum of 5 years of high-level administrative experience. Experience at the director or assistant director level.
5. Completion of a successful background check.

ADDITIONAL QUALIFICATIONS AND ABILITIES

6. Thorough knowledge of the philosophy and techniques of all facets of public library service.
7. Demonstrated ability to initiate and implement creative and innovative public library services.
8. Ability to exercise initiative and independent judgment and demonstrate dynamic leadership skills.
9. Experience with financial planning, investments and system-wide budgeting.

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10. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form.
11. Ability to think analytically and develop new or revised systems, procedures, or workflow.
12. Demonstrated ability to make administrative decisions, develop policies, and supervise staff.
13. Effective interpersonal skills consisting of creative and diplomatic leadership abilities.
14. Ability to process information effectively to learn new material, handle complex concepts, and consider issues macrocosmically.
15. A desire to meet and serve the public.
16. Participation in regional, state, and/or national library organizations.
17. Demonstrated knowledge of current principles, trends, concepts, and practices in technology in a library environment.

PHYSICAL ACTIVITY REQUIREMENTS:

(Degree of physical demands (strength) usually associated with the essential functions of the position)

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Light Work usually requires walking or standing to a significant degree. The type of physical demands usually associated with the essential functions of this classification are stooping, kneeling, crouching, reaching overhead and horizontally, handling, fingering, feeling, talking, hearing, and seeing.

REPORTING RELATIONSHIPS:

This position reports to the Library Board.

This position supervises, directly or indirectly, all staff members.

Executive Library Director
Position Description

~~July 2020~~ **August 2024**

JOB TITLE: Assistant ~~Library~~ **Associate** Library Director

DEPARTMENT: Administration

LOCATION: Main Library

JOB SUMMARY: The Assistant ~~Library~~ **Associate** ~~Library~~ Director reports to the **Executive** Library Director and serves as the person in charge in the director's absence. The Assistant **Associate** ~~Library~~ Director is part of the administrative team which leads the library by developing plans and determining the direction, goals and policies of the organization. The Assistant **Associate** Director directly manages the ~~Marketing Coordinator and Maintenance Supervisor and the~~ **Director of IT/Support Services**, and is authorized to direct everything related to the library buildings, grounds, capital expenses, and reports pertaining to them.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists the Executive ~~Library~~ Director in directing, planning, coordinating, organizing, staffing, budgeting and evaluating the entire library to meet the immediate and long-range goals of the library and its community.
2. Is in charge of the Library in the absence of the **Executive** ~~Library~~ Director, including attendance at board meetings, preparing documents for board meetings, approving invoices and banking transfers, and all other aspects of library administration.
3. Helps plan, prepare and implement annual library budget for approval by the Library Board ~~and City Council~~; helps monitor expenditures and operational costs throughout the year.
4. Authorized to direct the capital improvements and maintenance strategy of library buildings and grounds and recommends future space needs.
5. Oversees contractors and manages construction projects to ensure contracted work is completed timely, correctly and in accordance with contractual obligations.
6. Responsible for the overall appearance, maintenance and safety of the facilities and grounds. Provides direct supervision to the maintenance staff to ensure clean, safe and properly maintained facilities at all times.

7. Monitors the progress of all categories of work orders. Creates and administers all building and maintenance related contract bid documents and manages the entire bid process through to the Board report.
8. Responsible for facility-related budgets. Prepares, in conjunction with maintenance staff a monthly facilities maintenance report. Works with Westacres Branch manager to coordinate facility-related work, bids, expenses and budgets.
9. Maintains the capital maintenance and capital replacement schedules for the Main Library and Westacres Branches.
10. Supervises the Director of IT/Support Services and coordinates capital and infrastructure repair, replacement and enhancement with them.
11. Responsible for Risk Management assessment and mitigation for both branches.
12. Plans and sets standards and work rules for the facilities. Works with staff to meet established standards. Of particular importance is the standard of customer service and maintaining a clean, safe, welcoming, uncluttered, functional environment.
13. Suggests policies and policy revision on all aspects of library services to the Director and ensures that all departments within the facility are aware of and follow established library policies, procedures and work rules. Develops, implements and keeps up-to-date branch-wide procedures, such as emergency procedures as needed.
- ~~14. Coordinates the development and implementation of services, as well as investigating and suggesting new services as assigned by the Director. Coordinates special events and programs held within and/or outside of the facility and the marketing efforts associated with them.~~
15. Responsible for the development and completion of branch-wide strategic plan initiatives or other strategic plan initiatives as assigned by the Executive Director.
16. Chairs library-wide or external professional committees as assigned by the Executive Director.
17. Compiles the Library's Annual State Aid report statistics and prepares the State Aid report on behalf of the Library.
18. Monitors departmental scheduling to ensure optimum utilization of personnel, high quality of customer service and adherence to established scheduling guidelines. ~~Develops the librarian weekend schedule for both facilities and the~~

~~weekly librarian-in-charge schedule for the Main Library. Develops the maintenance department schedule.~~

19. Responsible for handling/reviewing patron complaints, comments, compliments or delegating to a department head as appropriate and soliciting testimonials.

20. Responsible for the Branch's fixed asset inventory by reporting new, discarded and changes in location per established procedure to the Finance Manager.

21. Prepares the Board monthly statistical report, in conjunction with the Westacres Branch Manager, and other reports, as requested by the **Executive** Director. Responsible for the organization, implementation and record keeping of yearly output measures and other usage statistics and surveys as requested by **the Executive** Director.

22. Prepares and submits the library's annual insurance report.

~~23. Proactively pursues community outreach opportunities for the Library and its staff. May be assigned to act as a liaison to community groups and organizations.~~

~~24. Serves as the Library's day to day liaison to the Friends of the West Bloomfield Township Public Library and attends their Board meetings. Responsible for Friends' website content updates.~~

~~25. Supervises the Marketing Coordinator to ensure quality of materials and the adherence to established procedures and deadlines. Approves all print requests and maintains files of all print materials and library publicity. In conjunction with the Marketing Coordinator, responsible for the development of the general library newsletter, guide to services and/or other library wide publications as assigned by Director.~~

~~26. In conjunction with the Marketing Coordinator, responsible for the development and implementation of the Library's annual marketing and communications plan.~~

27. Communicates and collaborates with the Westacres Branch Manager on building projects, updates and improvements, and assists in determining capital budget needs, to and other members of the administrative team regarding services, programs, resources, staffing and issues to ensure uniformity, consistency, and level of quality across the both facilities.

28. Serves as the contact person to the police/fire departments and alarm/security companies for the Main Library. Assigns keys, lockers and alarm codes to all branch personnel.

29. Addresses staff safety concerns; coordinates and schedules staff safety training.

30. Assists in all departments as needed during staff shortages.
31. Assumes a leadership role in promoting communications and positive working conditions with peers, subordinates and supervisor.
32. Exercises professional responsibility by maintaining membership in state and national library organizations, attending conferences and workshops, reading professional literature and keeping abreast of legislation, best practices, issues, trends, and research within the profession. Encourages other staff to do the same.
33. Maintains positive and proactive customer service behaviors at all times and encourages all staff to do the same.
34. Other duties as assigned.

QUALIFICATIONS:

1. Master degree in Library and Information Science from an ALA accredited library school or equivalent education/experience required.
2. A minimum of 3-5 years of public library experience required.
3. A minimum of 2-3 years of supervisory experience required.
4. Experience in project management, customer service, vendor relations, preferred.
5. Experience in public speaking
6. Ability to deal effectively with the public in a tactful, courteous manner.
7. Excellent verbal, interpersonal and written communication skills.
8. Must be knowledgeable about and able to make decisions dealing with library security, library policy, patron complaints, emergency procedures and conflict resolution and train others to do the same.
9. Demonstrated competency with information technology including eMedia, mobile devices, electronic resources, online catalogs, social networking, the Internet, etc.
10. Strong organizational and time management skills.

11. Demonstrated ability to use office productivity software, such as Microsoft Word, Excel, and PowerPoint.
12. Advanced knowledge of the philosophy and techniques of all aspects of library service.
13. Ability to work with minimum supervision.
14. Ability to exercise initiative and independent judgment.
15. Ability to promote and maintain positive and effective relationships with other staff and foster a team environment.
16. Positive service attitude.
17. Valid Michigan driver's license.

PHYSICAL ACTIVITY REQUIREMENTS:

(Degree of physical demands (strength) usually associated with the essential functions of the position)

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. Light Work usually requires walking or standing to a significant degree. The type of physical demands usually associated with the essential functions of this classification are: stooping, kneeling, crouching, reaching overhead and horizontally, handling, fingering, feeling, talking, hearing and seeing.

REPORTING RELATIONSHIPS:

This position reports to the **Executive** Director. This position works closely with the members of the Library's Administrative Team, as well as the Head of IT/Support Services ~~Marketing Coordinator~~ and the Maintenance Supervisor.