

AGENDA
West Bloomfield Township Public Library
Sunday, March 30, 2025 4:00 PM
Main Library—Conference Room

1. **Call to Order**
2. **Attendance Roll Call**
3. **Approval of Agenda**
4. **Correspondence**—Letter from Optimists Club
5. **Public Comment**
(Participants to hold all comments to 3 minutes. A participant may speak one time.)
6. **Approval of Minutes** February 13, 2025
7. **Financial Report** February 2025
8. **Director's Report** March 2025
Including Stats, 2024 Annual Report and Winter Reading Program Report
9. **Accounts Payable** March 2025
10. **Old Business**
11. **New Business**
 - A. Approval of Final Budget Adjustments to Fiscal Year 2024-2025
 - B. Approval of Bid Award for Library Carpet Replacement
12. **Board Comment**
13. **Adjournment**



Tuesday, March 12, 2025

Dear Cathy,

On behalf of the Optimist Club of West Bloomfield, I would like to express our sincere gratitude for speaking to our club on Tuesday, March 04, 2025 about the various roles within the library, how modern times with technology have changed libraries, AI's impact and the many unique and family friendly programs and areas offered by the library. Your presentation was not only most informative but also truly inspiring. The knowledge and perspective you shared were highly valuable and deeply appreciated by all in attendance.

It's easy to feel the weight of pressures and anxieties in today's busy world. However, as Optimists, we are reminded that when we focus on "giving to others"—whether through volunteering or creating meaningful events for the younger generation—it can help us redirect our energy to what truly matters. Your presentation beautifully aligned with this spirit and has further inspired us to stay committed to our mission of making a positive impact.

Thank you again for your time, insights, and passion. We are grateful for your contribution to our club and look forward to staying connected. Please feel free to attend any of our First and Third Tuesday of the Month meetings. (Please double-check with Matt Vorce or Dawn Capps (M-248.977.8737, D – 248.613.2928) to ensure we didn't have a change in our schedule. Better yet, think about joining our Club! We'd love to have you. Just contact Bob Schiller Membership Chair, at 248.722.4407!

Warm regards,

Teri Giannetti
President, 2024–2025
Optimist Club of West Bloomfield

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
February 13, 2025
Held in the Main Library Conference Room

Board Members Present: Kari Eickemeyer
Carol Kravetz
Rhonda Orr
Raman Singh
Jennifer Taylor Boykins

Excused: Michael Dorfman

Library Staff Present: Cathy Russ, Library Director
Jeff Crocker, Associate Library Director

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 FEBRUARY 12, 2025
MEETING.

Moved: Eickemeyer
Second: Singh
Ayes: Eickemeyer, Kravetz, Orr, Singh, Taylor Boykins
Nays: None
MOTION CARRIED.

Correspondence – Board members received correspondence from Oakland County Sheriff Michael Bouchard, congratulating them on their election to the library board. Board members also received invitations to the annual Michigan Week breakfast.

Public Comment – none.

Approval of Minutes

**MOTION:
MOVE TO APPROVE THE MINUTES OF THE JANUARY 8, 2025 LIBRARY
BOARD MEETING.**

Moved: Orr
Second: Taylor Boykins
Ayes: Eickemeyer, Kravetz, Orr, Singh, Taylor Boykins
Nays: None
MOTION CARRIED.

Financial Reports – the new “highlights of the financial report” memo was discussed, as well as the recommendations for the changes to the financial reports, which will be reflected on the April financial report (which the board will receive in May). The Financial Report was received and filed.

Director’s Report – was received and filed. The marketing social media report and the Michigan Townships article were discussed.

Accounts Payable

**MOTION:
MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN
THE AMOUNT OF \$573,404.92 AND RATIFY EXPENSES INCURRED SINCE
JANUARY 8, 2025, IN THE AMOUNT OF \$269,719.69.**

Moved: Orr
Second: Eickemeyer
Ayes: Eickemeyer, Kravetz, Orr, Singh, Taylor Boykins
Nays: None
MOTION CARRIED.

Old Business--none

New Business

**APPROVAL OF PERSONNEL POLICY #38, ACCOMMODATION FOR
PREGNANT WORKERS**

**MOTION: MOVE TO APPROVE PERSONNEL POLICY #38,
ACCOMMODATION FOR PREGNANT WORKERS**

Moved: Orr
Second: Taylor Boykins
Ayes: Eickemeyer, Kravetz, Orr, Singh, Taylor Boykins
Nays: None

MOTION CARRIED.

**APPROVAL OF REPLACEMENT OF METROPOLITAN WEST TOTAL
RETURN BOND FUND WITH THE FIDELITY TOTAL BOND FUND**

**MOTION:
MOVE TO APPROVE THE REPLACEMENT OF THE METROPOLITAN WEST
TOTAL RETURN BOND FUND WITH THE FIDELITY TOTAL BOND FUND**

Moved: Eickemeyer
Second: Orr
Ayes: Eickemeyer, Kravetz, Orr, Singh, Taylor Boykins
Nays: None

MOTION CARRIED.

**APPROVAL OF BID SPECIFICATIONS FOR MAIN LIBRARY CARPET
REPLACEMENT**

**MOTION:
MOVE TO APPROVE THE BID SPECIFICATIONS FOR MAIN LIBRARY
CARPET REPLACEMENT**

Moved: Singh
Second: Taylor Boykins
Ayes: Eickemeyer, Kravetz, Orr, Singh, Taylor Boykins
Nays: None

MOTION CARRIED.

Board Comments – none

The meeting adjourned at 6:50 PM.

Raman Singh, Secretary

**West Bloomfield
Township
Public Library**

Memo

To: Library Board of Trustees

From: Cathleen Russ, Executive Library Director
Jeff Crocker, Associate Library Director
Kati Vogel, Finance/HR Director

Date: March 12, 2025

Subject: February 2025 Financial Report Highlights

Here are the highlights of the February 2025 Financial Report:

- The library continues to receive distributions from West Bloomfield Township. We received Distributions #14 and #15 of the Winter Taxes for \$2,294,755.31, for an accumulated total received of \$6,272,701.65. You will see this reflected in the Financial Report.
- Our YTD Net Income/(Loss) is \$1,362,217.11 (income, not loss). We are expecting more payments from West Bloomfield Township through the end of the fiscal year.
- We are winding down spending for the 2024-2025 fiscal year, which ends March 31, 2025. Notable large payments this month include:
 - Bibliotheca self checkout kiosks – \$77,926.74
 - Rewold and Son roofing project - \$350,803.09

WEST BLOOMFIELD TWSP LIBRARY

Balance Sheet

As of February 28, 2025

Assets

Cash	
Petty Cash	250.00
Cash - Checking	1,741,160.16
Cash - Premium Business M/M	176,190.63
Cash - J Fund	3,536,501.19
Cash - J Fund (Endowment)	1,006,701.35
Cash - Investment Pool	4,892,620.08
Total Cash	<u>11,353,423.41</u>
Other Assets	
Total Assets	<u><u>11,353,423.41</u></u>

Liabilities & Equity

Current Liabilities	
Accounts Payable - current	(4,151.50)
Deferred Revenue	74,624.71
Total Current Liabilities	<u>70,473.21</u>
Long Term Debt	
Liab. Due to Accr. Benefit Fund	0.00
Liab. Due to Endowment Fund	1,006,701.35
Liab. Due to Cap.Imp/Automation	4,118,709.70
Total Long Term Debt	<u>5,125,411.05</u>
Total Liabilities	5,195,884.26
Shareholders' Equity	
Fund Balance (Operating)	4,795,322.04
YTD Net Income	1,362,217.11
Total Shareholders' Equity	<u>6,157,539.15</u>
Total Liabilities & Shareholders' Equity	<u><u>11,353,423.41</u></u>

WEST BLOOMFIELD TWSP LIBRARY

Income Statement

For the 11 Months

Ending February 28, 2025

	Feb 2025	%	YTD	%
	Actual		Actual	
Income				
Orchard Lake Contract	0.00	0.00%	28,026.26	0.40%
Keego Harbor Contract	0.00	0.00%	34,532.56	0.50%
Sylvan Lake Contract	0.00	0.00%	22,890.63	0.33%
Property Tax	2,294,755.31	98.90%	6,272,701.65	90.26%
Fines	922.96	0.04%	10,299.75	0.15%
Meeting Room Rental	390.00	0.02%	5,460.00	0.08%
Miscellaneous Income	1,580.01	0.07%	39,269.46	0.57%
Copy Revenue	1,363.10	0.06%	19,480.25	0.28%
Penal Fines	0.00	0.00%	99,743.83	1.44%
Interest	17,642.33	0.76%	262,571.23	3.78%
Other State Sources	0.00	0.00%	37,547.16	0.54%
Memorials & Gifts	0.00	0.00%	25.00	0.00%
Book Tributes	50.00	0.00%	650.00	0.01%
Endowment Gift	3,658.32	0.16%	116,544.46	1.68%
Gross Operating Income	2,320,362.03	100.00%	6,949,742.24	100.00%
Operating Expenses				
Wages - Main	163,893.21	7.06%	1,978,563.21	28.47%
Wages - Branch	23,925.67	1.03%	289,737.47	4.17%
Wages-Sunday	10,076.03	0.43%	108,415.06	1.56%
FICA	14,822.01	0.64%	178,191.10	2.56%
MESC	0.00	0.00%	0.00	0.00%
Medical Insurance - Admin.	12,996.32	0.56%	167,388.07	2.41%
Medical Insurance-Retirees	0.00	0.00%	12,144.60	0.17%
Dental Insurance	968.94	0.04%	13,847.30	0.20%
Optical Insurance	284.36	0.01%	2,051.76	0.03%
Disability Insurance	1,024.66	0.04%	13,970.46	0.20%
Life Insurance	247.14	0.01%	3,150.32	0.05%
Retirement Annuity	0.00	0.00%	113,935.36	1.64%
Longevity & Awards	0.00	0.00%	0.00	0.00%
Total Salary Related	228,238.34	9.84%	2,881,394.71	41.46%
General Expenses				
Supplies	12,995.47	0.56%	74,330.71	1.07%
Professional & Contractual	74,407.42	3.21%	444,273.03	6.39%
Staff Develop. & Transportation	2,648.29	0.11%	33,720.97	0.49%
Community Promotion	7,726.78	0.33%	61,144.52	0.88%
Insurance & Bonds	2,006.75	0.09%	55,876.00	0.80%
Telephone	5,408.46	0.23%	41,637.27	0.60%
Electricity	11,949.63	0.51%	153,281.59	2.21%
Gas	4,509.21	0.19%	20,680.32	0.30%
Sewer/Water/Fire Line	0.00	0.00%	25,095.94	0.36%
Repair & Maintenance	16,712.47	0.72%	448,554.45	6.45%
Rentals	3,037.62	0.13%	11,404.02	0.16%
Cataloging Services	0.00	0.00%	8,970.10	0.13%
Capital Outlay	114,593.87	4.94%	1,122,753.04	16.16%
Total General Expenses	255,995.97	11.03%	2,501,721.96	36.00%
Total Operating Expense	484,234.31	20.87%	5,383,116.67	77.46%
Net Operating Income	1,836,127.72	79.13%	1,566,625.57	22.54%
Other Expenses				
Transfer to Accr. Benefits Fund	0.00		0.00	

WEST BLOOMFIELD TWSP LIBRARY

Income Statement

For the 11 Months

Ending February 28, 2025

	Feb 2025		YTD	
	Actual	%	Actual	%
Transfer to C.I.A. Fund	0.00	0.00%	87,864.00	1.26%
Transfer to Endowment	3,658.32	0.16%	116,544.46	1.68%
Total Other Expenses	3,658.32	0.16%	204,408.46	2.94%
Income After Transfers	1,832,469.40	78.97%	1,362,217.11	19.60%

WEST BLOOMFIELD TWSP LIBRARY

**Income Statement
For the 11 Months
Ending February 28, 2025**

	Feb 2025	YTD	Annual		% of Budget
	Actual	Actual	Budget	Variance	Used
INCOME					
Orchard Lake Contract	0.00	28,026.26	130,000.00	(101,973.74)	21.56%
Keego Harbor Contract	0.00	34,532.56	33,000.00	1,532.56	104.64%
Sylvan Lake Contract	0.00	22,890.63	22,000.00	890.63	104.05%
Property Tax	2,294,755.31	6,272,701.65	6,366,747.00	(94,045.35)	98.52%
Fines	922.96	10,299.75	12,000.00	(1,700.25)	85.83%
Meeting Room Rental	390.00	5,460.00	5,200.00	260.00	105.00%
Miscellaneous Income	1,580.01	39,269.46	27,500.00	11,769.46	142.80%
Copy Revenue	1,363.10	19,480.25	24,000.00	(4,519.75)	81.17%
Penal Fines	0.00	99,743.83	99,743.00	0.83	100.00%
Interest	17,642.33	262,571.23	85,000.00	177,571.23	308.91%
State Aid	0.00	37,547.16	75,000.00	(37,452.84)	50.06%
Memorials & Gifts	0.00	25.00	200.00	(175.00)	12.50%
Book Tributes	50.00	650.00	0.00	650.00	
Friends of the Library-Gifts	0.00	0.00	5,000.00	(5,000.00)	0.00%
Endowment Gift	3,658.32	116,544.46	75,000.00	41,544.46	155.39%
GROSS OPERATING INCOME	2,320,362.03	6,949,742.24	6,960,390.00	(10,647.76)	99.85%
OPERATING EXPENSES					
Wages-Main	163,893.21	1,978,563.21	2,180,000.00	(201,436.79)	90.76%
Wages-Branch	23,925.67	289,737.47	300,000.00	(10,262.53)	96.58%
Wages-Sunday	10,076.03	108,415.06	100,000.00	8,415.06	108.42%
FICA	14,822.01	178,191.10	180,000.00	(1,808.90)	99.00%
Medical Insurance	12,996.32	167,388.07	175,000.00	(7,611.93)	95.65%
Medical Insurance-Retirees	0.00	12,144.60	0.00	12,144.60	
Dental Insurance	968.94	13,847.30	16,000.00	(2,152.70)	86.55%
Optical Insurance	284.36	2,051.76	1,850.00	201.76	110.91%
Long Term Disability	244.75	3,085.51	3,500.00	(414.49)	88.16%
Short Term Disability	779.91	10,884.95	12,000.00	(1,115.05)	90.71%
Life Insurance	247.14	3,150.32	4,000.00	(849.68)	78.76%
Retirement Annuity	0.00	113,935.36	155,000.00	(41,064.64)	73.51%
Longevity & Awards	0.00	0.00	31,000.00	(31,000.00)	0.00%
TOTAL SALARY RELATED	228,238.34	2,881,394.71	3,158,350.00	(276,955.29)	91.23%
GENERAL EXPENSES					
Supplies	12,995.47	74,330.71	115,300.00	(40,969.29)	64.47%
Professional & Contractual	74,407.42	444,273.03	524,845.00	(80,571.97)	84.65%
Staff Develop. & Transportation	2,648.29	33,720.97	45,900.00	(12,179.03)	73.47%
Community Promotion	7,726.78	61,144.52	72,100.00	(10,955.48)	84.81%
Insurance & Bonds	2,006.75	55,876.00	55,000.00	876.00	101.59%
Telephone	5,408.46	41,637.27	47,350.00	(5,712.73)	87.94%
Electricity	11,949.63	153,281.59	182,500.00	(29,218.41)	83.99%
Gas	4,509.21	20,680.32	26,125.00	(5,444.68)	79.16%
Sewer/Water/Fire Line	0.00	25,095.94	27,950.00	(2,854.06)	89.79%
Repair & Maintenance	16,712.47	448,554.45	596,521.00	(147,966.55)	75.20%
Rentals	3,037.62	11,404.02	9,713.00	1,691.02	117.41%
Cataloging Services	0.00	8,970.10	10,815.00	(1,844.90)	82.94%
Capital Outlay	114,593.87	1,122,753.04	1,483,432.00	(360,678.96)	75.69%
TOTAL GENERAL EXPENSES	255,995.97	2,501,721.96	3,197,551.00	(695,829.04)	78.24%
TOTAL OPERATING EXP.	484,234.31	5,383,116.67	6,355,901.00	(972,784.33)	84.69%
NET OPERATING INCOME	1,836,127.72	1,566,625.57	604,489.00	962,136.57	259.17%
OTHER EXPENSES					

WEST BLOOMFIELD TWSP LIBRARY

Income Statement
For the 11 Months
Ending February 28, 2025

	Feb 2025	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	604,489.00	(516,625.00)	14.54%
Transfer to Endowment	3,658.32	116,544.46	0.00	116,544.46	
TOTAL OTHER EXPENSES	3,658.32	204,408.46	604,489.00	(400,080.54)	33.82%
INCOME AFTER TRANSFERS	1,832,469.40	1,362,217.11	0.00	1,362,217.11	

West Bloomfield Township Public Library
Monthly Financial Report
Premium Business M/M
February 28, 2025

Balance as of January 31, 2025	\$	173,658.28
Interest		145.24 (Avg. Yield 1.00%)
Transfer to J Fund		
Transfer to Endowment		
Transfer to Checking		
Deposits		2,387.11
Balance as of February 28, 2025	\$	<u>176,190.63</u>

West Bloomfield Township Public Library
Monthly Financial Report
Comerica J Fund
February 28, 2025

Balance as of January 31, 2025	\$ 1,311,521.66
Interest	1,426.27 (Avg Yield 4.229)
Transfer from Checking	2,220,000.00
Transfer to Checking	
Transfer from Premium Biz	
Transfer from Endowment	3,553.26
Transfer to Endowment	
Balance as of February 28, 2025	<u><u>\$ 3,536,501.19</u></u>

West Bloomfield Township Public Library
Monthly Financial Report
Endowment J Fund
February 28, 2025

Balance as of January 31, 2025	\$ 1,006,596.29
Interest	3,658.32 (Avg Yield 4.229)
Transfer to Jfund	(3,553.26)
Receipts	
Balance as of February 28, 2025	<u>\$ 1,006,701.35</u>

West Bloomfield Township Public Library
Monthly Financial Report
Investment Pool Account Oakland County
February 28, 2025

Balance as of January 31, 2025 \$ 4,876,549.26
(balance includes adjustment to FMV at
3/31/20, 3/31/21, 3/31/23, 3/31/24)

Interest 16,070.82 (Avg. Yield 3.802)

Balance as of February 28, 2025 \$ 4,892,620.08

WEST BLOOMFIELD TWSP LIBRARY

**Budget versus Actual
For the 11 Months
Ending February 28, 2025**

	Feb 2025 Actual	YTD Actual	Annual Budget	Variance
INCOME				
101-000-628-Orchard Lake Contract	0.00	28,026.26	130,000.00	(101,973.74)
101-000-629-Keego Harbor Contract	0.00	34,532.56	33,000.00	1,532.56
101-000-630-Sylvan Lake Contract	0.00	22,890.63	22,000.00	890.63
CHARGES FOR SERVICES	0.00	85,449.45	185,000.00	(99,550.55)
101-000-402-Property Tax	2,294,755.31	6,272,701.65	6,366,747.00	(94,045.35)
TOTAL PROPERTY TAX	2,294,755.31	6,272,701.65	6,366,747.00	(94,045.35)
101-000-658-Fines	922.96	10,299.75	12,000.00	(1,700.25)
101-000-667-Meeting Room Rental	390.00	5,460.00	5,200.00	260.00
101-000-675-Miscellaneous Income	1,580.01	39,269.46	27,500.00	11,769.46
101-000-678-Copy Revenue	1,363.10	19,480.25	24,000.00	(4,519.75)
TOTAL FINES/FEES	4,256.07	74,509.46	68,700.00	5,809.46
101-000-659-Penal Fines	0.00	99,743.83	99,743.00	0.83
101-000-665-Interest	17,642.33	262,571.23	85,000.00	177,571.23
TOTAL INTEREST	17,642.33	262,571.23	85,000.00	177,571.23
101-000-540-State Aid	0.00	37,547.16	75,000.00	(37,452.84)
TOTAL STATE & FEDERAL SOURCES	0.00	37,547.16	75,000.00	(37,452.84)
101-000-674-Memorials & Gifts	0.00	25.00	200.00	(175.00)
101-000-682-Book Tribute-Adult & YA	50.00	100.00	0.00	100.00
101-000-683-Book Tribute-Youth	0.00	550.00	0.00	550.00
101-000-676-Friends of the Library-Gifts	0.00	0.00	5,000.00	(5,000.00)
101-000-679-Endow Gift Unrestricted	3,290.94	112,556.18	75,000.00	37,556.18
101-000-680-Endow Gift Youth	350.75	3,807.73	0.00	3,807.73
101-000-681-Endow Gift Senior	16.63	180.55	0.00	180.55
TOTAL CONTRIBUTIONS	3,708.32	117,219.46	80,200.00	37,019.46
TOTAL INCOME	2,320,362.03	6,949,742.24	6,960,390.00	(10,647.76)
OPERATING EXPENSES				
101-790-702-Wages-Main	163,893.21	1,978,563.21	2,180,000.00	(201,436.79)
101-790-702-Wages-Branch	23,925.67	289,737.47	300,000.00	(10,262.53)
101-790-703-Wages-Sunday	10,076.03	108,415.06	100,000.00	8,415.06
101-790-710-FICA	14,822.01	178,191.10	180,000.00	(1,808.90)
101-790-712-Medical Insurance	12,996.32	167,388.07	175,000.00	(7,611.93)
101-790-713-Medical Insurance-Retirees	0.00	12,144.60	0.00	12,144.60
101-790-714-Dental Insurance	968.94	13,847.30	16,000.00	(2,152.70)
101-790-715-Optical Insurance	284.36	2,051.76	1,850.00	201.76
101-790-716-Long Term Disability	244.75	3,085.51	3,500.00	(414.49)
101-790-717-Short Term Disability	779.91	10,884.95	12,000.00	(1,115.05)
101-790-718-Life Insurance	247.14	3,150.32	4,000.00	(849.68)
101-790-719-Retirement Annuity	0.00	113,935.36	155,000.00	(41,064.64)
101-790-720-Longevity & Awards	0.00	0.00	31,000.00	(31,000.00)
TOTAL PERSONNEL SERVICES	228,238.34	2,881,394.71	3,158,350.00	(276,955.29)
GENERAL EXPENSES				
101-790-727-Office Supplies	3,749.64	15,960.72	25,400.00	(9,439.28)
101-790-728-Postage	0.00	10.63	4,000.00	(3,989.37)
101-790-729-Processing Supplies	649.76	8,509.28	12,000.00	(3,490.72)
101-790-730-Circulation Supplies	125.10	3,040.95	8,050.00	(5,009.05)
101-790-731-Building & Mainten. Supplies	8,217.62	43,709.18	60,600.00	(16,890.82)
101-790-732-Youth Department Supplies	253.35	1,833.88	3,750.00	(1,916.12)

WEST BLOOMFIELD TWSP LIBRARY

**Budget versus Actual
For the 11 Months
Ending February 28, 2025**

	Feb 2025	YTD	Annual	
	Actual	Actual	Budget	Variance
101-790-733-Other Supplies	0.00	1,266.07	1,500.00	(233.93)
TOTAL SUPPLIES	12,995.47	74,330.71	115,300.00	(40,969.29)
101-790-933-Building Maintenance Contract-Main	19,881.36	111,182.04	152,025.00	(40,842.96)
101-790-933-Building Maintenance Contract-Branch	5,520.00	23,227.50	30,850.00	(7,622.50)
101-790-802-Professional & Consultant Fees	9,803.86	102,146.17	109,200.00	(7,053.83)
101-790-955-Cooperative Fees	0.00	17,482.61	16,960.00	522.61
101-790-956-Printing Fees	1,709.00	47,534.24	53,700.00	(6,165.76)
101-790-967-Programs	37,493.20	142,700.47	162,110.00	(19,409.53)
TOTAL PROF/CONTRACT	74,407.42	444,273.03	524,845.00	(80,571.97)
101-790-721-Staff Development	2,240.45	25,355.84	31,250.00	(5,894.16)
101-790-803-Dues & Memberships	295.00	5,129.00	9,500.00	(4,371.00)
101-790-860-Mileage	112.84	3,236.13	5,150.00	(1,913.87)
TOTAL STAFF DEVEL/TRANS	2,648.29	33,720.97	45,900.00	(12,179.03)
101-790-850-Telephone-Main	5,238.61	39,599.07	44,150.00	(4,550.93)
101-790-850-Telephone-Branch	169.85	2,038.20	3,200.00	(1,161.80)
TOTAL COMMUNICATIONS	5,408.46	41,637.27	47,350.00	(5,712.73)
101-790-920-Electricity-Main	9,819.28	127,399.65	156,000.00	(28,600.35)
101-790-920-Electricity-Branch	2,130.35	25,881.94	26,500.00	(618.06)
101-790-921-Gas-Main	3,451.66	17,858.61	22,125.00	(4,266.39)
101-790-921-Gas-Branch	1,057.55	2,821.71	4,000.00	(1,178.29)
101-790-922-Sewer/Water/Fire Line-Main	0.00	21,395.35	25,150.00	(3,754.65)
101-790-922-Sewer/Water/Fire Line-Branch	0.00	3,700.59	2,800.00	900.59
TOTAL UTILITIES	16,458.84	199,057.85	236,575.00	(37,517.15)
101-790-930-Repair & Maintenance-Main	2,474.61	197,957.82	280,741.00	(82,783.18)
101-790-930-Repair & Maintenance-Branch	3,933.68	61,848.56	86,315.00	(24,466.44)
101-790-804-Alarm Service	362.40	18,251.65	22,000.00	(3,748.35)
101-790-931-Automation Maint/Develop.	9,941.78	170,496.42	207,465.00	(36,968.58)
TOTAL REPAIR/MAINT	16,712.47	448,554.45	596,521.00	(147,966.55)
101-790-880-Community Promotion	7,726.78	61,144.52	72,100.00	(10,955.48)
101-790-806-Insurance & Bonds	2,006.75	55,876.00	55,000.00	876.00
101-790-940-Rentals	3,037.62	11,404.02	9,713.00	1,691.02
101-790-807-Cataloging Services	0.00	8,970.10	10,815.00	(1,844.90)
101-790-971-Books--Adult-Main	16,375.83	136,864.46	190,880.00	(54,015.54)
101-790-971-Books--Adult-Branch	3,477.59	25,021.14	39,588.00	(14,566.86)
101-790-972-Lease Books	0.00	98,695.80	98,700.00	(4.20)
101-790-973-eMedia - Adult	27,874.98	163,927.90	235,000.00	(71,072.10)
101-790-974-eMedia - Youth	5,209.90	15,098.04	22,800.00	(7,701.96)
101-790-975-Books--Youth-Main	7,927.96	109,672.87	129,568.00	(19,895.13)
101-790-975-Books--Youth-Branch	846.64	20,522.07	28,282.00	(7,759.93)
101-790-976-Magazines/Newspapers-Main	(99.00)	25,108.91	24,900.00	208.91
101-790-976-Magazines/Newspapers-Branch	0.00	7,777.42	7,610.00	167.42
101-790-977-Reference - Adult-Main	0.00	5,529.10	5,500.00	29.10
101-790-978-Online Subscription Services	29,003.31	228,240.10	311,175.00	(82,934.90)
101-790-979-Media - Games Adult-Main	0.00	10,490.39	13,000.00	(2,509.61)
101-790-979-Media - Games Adult-Branch	0.00	3,932.74	5,000.00	(1,067.26)
101-790-980-Media - Games Youth-Main	1,053.00	16,901.87	25,620.00	(8,718.13)
101-790-980-Media - Games Youth-Branch	4,957.66	11,582.65	9,000.00	2,582.65
101-790-981-CD - Books - Adult-Main	904.75	25,549.45	28,300.00	(2,750.55)
101-790-981-CD - Books - Adult-Branch	53.06	2,987.84	3,000.00	(12.16)
101-790-982-Media - AV Adult-Main	7,282.28	33,916.92	87,000.00	(53,083.08)

WEST BLOOMFIELD TWSP LIBRARY

Budget versus Actual

For the 11 Months

Ending February 28, 2025

	Feb 2025	YTD	Annual	
	Actual	Actual	Budget	Variance
101-790-982-Media - AV Adult-Branch	1,191.15	10,409.11	18,450.00	(8,040.89)
101-790-983-Media - AV Youth-Main	0.00	3,244.68	3,050.00	194.68
101-790-983-Media - AV Youth-Branch	50.68	1,715.72	1,900.00	(184.28)
101-790-984-Compact Discs - Adult & Youth-Main	121.96	2,819.90	6,100.00	(3,280.10)
101-790-984-Compact Discs - Adult & Youth-Branch	63.18	1,067.45	1,600.00	(532.55)
101-790-985-Adult Realia-Main	856.82	2,019.24	6,000.00	(3,980.76)
101-790-985-Adult Realia-Branch	0.00	625.24	2,500.00	(1,874.76)
101-790-986-Games/Realia/Other--Youth-Main	1,099.05	10,951.50	10,000.00	951.50
101-790-986-Games/Realia/Other--Youth-Branch	672.27	2,411.50	3,500.00	(1,088.50)
101-790-987-Software--Adult & Youth	5,034.80	108,562.45	108,209.00	353.45
101-790-989-Capital Assets-Main	0.00	22,034.27	37,000.00	(14,965.73)
101-790-989-Capital Assets-Branch	0.00	3,294.00	6,900.00	(3,606.00)
101-790-932-IT Capital Assets-Main	636.00	6,588.31	11,300.00	(4,711.69)
101-790-932-IT Capital Assets-Branch	0.00	5,190.00	2,000.00	3,190.00
TOTAL MATERIALS	114,593.87	1,122,753.04	1,483,432.00	(360,678.96)
 OTHER EXPENSES				
101-790-995-Transfer to C.I.A. Fund	0.00	87,864.00	604,489.00	(516,625.00)
101-790-995-Transfer to Endowment	3,658.32	116,544.46	0.00	116,544.46
TOTAL OTHER EXPENSES	3,658.32	204,408.46	604,489.00	(400,080.54)
 TOTAL EXPENSES	 487,892.63	 5,587,525.13	 6,960,390.00	 (1,372,864.87)
INCOME AFTER TRANSFERS	1,832,469.40	1,362,217.11	0.00	1,362,217.11

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement - Income Portion
For the 11 Months
Ending February 28, 2025

	Current Period			Prior Year		
	Feb 2025	YTD		Feb 2024	YTD	
	Actual	%	Actual	Actual	%	Actual
INCOME						
101-000-628-Orchard Lake Contract	0.00	0.00%	28,026.26	0.00	0.00%	25,847.41
101-000-629-Keego Harbor Contract	0.00	0.00%	34,532.56	0.00	0.00%	33,959.31
101-000-630-Sylvan Lake Contract	0.00	0.00%	22,890.63	0.00	0.00%	21,365.04
CHARGES FOR SERVICES	0.00	0.00%	85,449.45	0.00	0.00%	81,171.76
101-000-402-Property Tax	2,294,755.31	98.90%	6,272,701.65	2,593,490.27	98.61%	5,641,478.56
TOTAL PROPERTY TAX	2,294,755.31	98.90%	6,272,701.65	2,593,490.27	98.61%	5,641,478.56
101-000-658-Fines	922.96	0.04%	10,299.75	2,314.15	0.09%	21,025.09
101-000-677-Book Rental	0.00	0.00%	0.00	100.29	0.00%	690.21
101-000-667-Meeting Room Rental	390.00	0.02%	5,460.00	577.50	0.02%	1,768.50
101-000-675-Miscellaneous Income	1,580.01	0.07%	39,269.46	1,230.02	0.05%	30,767.49
101-000-678-Copy Revenue	1,363.10	0.06%	19,480.25	1,660.45	0.06%	17,803.81
TOTAL FINES/FEEES	4,256.07	0.18%	74,509.46	5,882.41	0.22%	72,055.10
101-000-659-Penal Fines	0.00	0.00%	99,743.83	0.00	0.00%	97,400.60
101-000-665-Interest	17,642.33	0.76%	262,571.23	21,125.44	0.80%	216,716.67
TOTAL INTEREST	17,642.33	0.76%	262,571.23	21,125.44	0.80%	216,716.67
101-000-540-State Aid	0.00	0.00%	37,547.16	0.00	0.00%	37,075.76
TOTAL STATE & FEDERAL SOURCES	0.00	0.00%	37,547.16	0.00	0.00%	37,075.76
101-000-674-Memorials & Gifts	0.00	0.00%	25.00	0.00	0.00%	100.00
101-000-682-Book Tribute-Adult & YA	50.00	0.00%	100.00	0.00	0.00%	165.00
101-000-683-Book Tribute-Youth	0.00	0.00%	550.00	0.00	0.00%	250.00
101-000-676-Friends of the Library-Gifts	0.00	0.00%	0.00	4,960.00	0.19%	4,960.00
101-000-679-Endow Gift Unrestricted	3,290.94	0.14%	112,556.18	4,102.39	0.16%	73,883.36
101-000-680-Endow Gift Youth	350.75	0.02%	3,807.73	404.45	0.02%	3,749.34
101-000-681-Endow Gift Senior	16.63	0.00%	180.55	19.18	0.00%	177.82
TOTAL CONTRIBUTIONS	3,708.32	0.16%	117,219.46	9,486.02	0.36%	83,285.52
TOTAL INCOME	2,320,362.03	100.00%	6,949,742.24	2,629,984.14	100.00%	6,229,183.97

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement - Expense Portion
For the 11 Months
Ending February 28, 2025

	Current Period		Prior Year			
	Feb 2025		Feb 2024		YTD	
	Actual	%	Actual	%	Actual	%
OPERATING EXPENSES						
101-790-702-Wages-Main	163,893.21	33.59%	1,978,563.21	35.41%	159,835.65	39.19%
101-790-702-Wages-Branch	23,925.67	4.90%	289,737.47	5.19%	23,557.85	5.78%
101-790-703-Wages-Sunday	10,076.03	2.07%	108,415.06	1.94%	9,424.44	2.31%
101-790-710-FICA	14,822.01	3.04%	178,191.10	3.19%	14,449.59	3.54%
101-790-711-MESC	0.00	0.00%	0.00	0.00%	0.00	0.00%
101-790-712-Medical Insurance	12,996.32	2.66%	167,388.07	3.00%	15,558.40	3.81%
101-790-713-Medical Insurance-Retirees	0.00	0.00%	12,144.60	0.22%	1,939.22	0.48%
101-790-714-Dental Insurance	968.94	0.20%	13,847.30	0.25%	1,115.50	0.27%
101-790-715-Optical Insurance	284.36	0.06%	2,051.76	0.04%	480.31	0.12%
101-790-716-Long Term Disability	244.75	0.05%	3,085.51	0.06%	778.74	0.19%
101-790-717-Short Term Disability	779.91	0.16%	10,884.95	0.19%	230.09	0.06%
101-790-718-Life Insurance	247.14	0.05%	3,150.32	0.06%	249.61	0.06%
101-790-719-Retirement Annuity	0.00	0.00%	113,935.36	2.04%	0.00	0.00%
TOTAL PERSONNEL SERVICES	228,238.34	46.78%	2,881,394.71	51.57%	227,619.40	55.81%
GENERAL EXPENSES						
101-790-727-Office Supplies	3,749.64	0.77%	15,960.72	0.29%	1,687.39	0.41%
101-790-728-Postage	0.00	0.00%	10.63	0.00%	5.08	0.00%
101-790-729-Processing Supplies	649.76	0.13%	8,509.28	0.15%	395.19	0.10%
101-790-730-Circulation Supplies	125.10	0.03%	3,040.95	0.05%	179.04	0.04%
101-790-731-Building & Maintn. Supplies	8,217.62	1.68%	43,709.18	0.78%	11,235.29	2.75%
101-790-732-Youth Department Supplies	253.35	0.05%	1,833.88	0.03%	371.61	0.09%
101-790-733-Other Supplies	0.00	0.00%	1,266.07	0.02%	0.00	0.00%
TOTAL SUPPLIES	12,995.47	2.66%	74,330.71	1.33%	13,873.60	3.40%
101-790-933-Building Maintenance Contract-Main	19,881.36	4.07%	111,182.04	1.99%	8,905.00	2.18%
101-790-933-Building Maintenance Contract-Branch	5,520.00	1.13%	23,227.50	0.42%	8,000.00	1.96%
101-790-802-Professional & Consultant Fees	9,803.86	2.01%	102,146.17	1.83%	6,661.12	1.63%
101-790-955-Cooperative Fees	0.00	0.00%	17,482.61	0.31%	0.00	0.00%
101-790-956-Printing Fees	1,709.00	0.35%	47,534.24	0.85%	895.00	0.22%
101-790-967-Programs	37,493.20	7.68%	142,700.47	2.55%	13,707.16	3.36%
TOTAL PROF/CONTRACT	74,407.42	15.25%	444,273.03	7.95%	38,168.28	9.36%
101-790-721-Staff Development	2,240.45	0.46%	25,355.84	0.45%	270.00	0.07%
101-790-803-Dues & Memberships	295.00	0.06%	5,129.00	0.09%	135.00	0.03%
101-790-860-Mileage	112.84	0.02%	3,236.13	0.06%	185.73	0.05%
TOTAL STAFF DEVEL/TRANS	2,648.29	0.54%	33,720.97	0.60%	590.73	0.14%
					24,096.42	0.48%
					1,761,195.06	35.04%
					238,974.93	4.76%
					89,403.28	1.78%
					156,495.33	3.11%
					589.61	0.01%
					131,955.75	2.63%
					9,479.66	0.19%
					11,820.76	0.24%
					1,435.03	0.03%
					3,127.06	0.06%
					8,667.83	0.17%
					2,778.87	0.06%
					101,174.26	2.01%
					2,517,097.43	50.09%

101-790-850-Telephone-Main	5,238.61	1.07%	39,599.07	0.71%	2,237.88	0.55%	25,900.70	0.52%
101-790-850-Telephone-Branch	169.85	0.03%	2,038.20	0.04%	169.85	0.04%	1,844.15	0.04%
TOTAL COMMUNICATIONS	5,408.46	1.11%	41,637.27	0.75%	2,407.73	0.59%	27,744.85	0.55%
101-790-920-Electricity-Main	9,819.28	2.01%	127,399.65	2.28%	10,573.44	2.59%	130,534.62	2.60%
101-790-920-Electricity-Branch	2,130.35	0.44%	25,881.94	0.46%	2,051.59	0.50%	18,809.27	0.37%
101-790-921-Gas-Main	3,451.66	0.71%	17,858.61	0.32%	2,429.22	0.60%	16,280.50	0.32%
101-790-921-Gas-Branch	1,057.55	0.22%	2,821.71	0.05%	803.72	0.20%	2,576.33	0.05%
101-790-922-Sewer/Water/Fire Line-Main	0.00	0.00%	21,395.35	0.38%	0.00	0.00%	21,650.48	0.43%
101-790-922-Sewer/Water/Fire Line-Branch	0.00	0.00%	3,700.59	0.07%	0.00	0.00%	2,536.03	0.05%
TOTAL UTILITIES	16,458.84	3.37%	199,057.85	3.56%	15,857.97	3.89%	192,387.23	3.83%
101-790-930-Repair & Maintenance-Main	2,474.61	0.51%	197,957.82	3.54%	18,181.04	4.46%	167,191.98	3.33%
101-790-930-Repair & Maintenance-Branch	3,933.68	0.81%	61,848.56	1.11%	8,048.25	1.97%	42,800.82	0.85%

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement - Expense Portion
For the 11 Months
Ending February 28, 2025

	Current Period			Prior Year			
	Feb 2025	YTD		Feb 2024	YTD		
	Actual	%	Actual	Actual	%	Actual	
101-790-804-Alarm Service	362.40	0.07%	18,251.65	282.90	0.07%	11,057.24	0.22%
101-790-931-Automation Maint/Develop.	9,941.78	2.04%	170,496.42	839.52	0.21%	185,659.27	3.69%
TOTAL REPAIR/MAINT	16,712.47	3.43%	448,554.45	27,351.71	6.71%	406,709.31	8.09%
101-790-880-Community Promotion	7,726.78	1.58%	61,144.52	3,022.83	0.74%	74,528.54	1.48%
101-790-806-Insurance & Bonds	2,006.75	0.41%	55,876.00	2,041.25	0.50%	54,050.00	1.08%
101-790-940-Rentals	3,037.62	0.62%	11,404.02	0.00	0.00%	7,283.96	0.14%
101-790-807-Cataloging Services	0.00	0.00%	8,970.10	0.00	0.00%	8,542.95	0.17%
101-790-971-Books--Adult-Main	16,375.83	3.36%	136,864.46	6,150.55	1.51%	122,753.53	2.44%
101-790-971-Books--Adult-Branch	3,477.59	0.71%	25,021.14	1,498.36	0.37%	21,679.70	0.43%
101-790-972-Lease Books	0.00	0.00%	98,695.80	0.00	0.00%	116,424.00	2.32%
101-790-973-eMedia - Adult	27,874.98	5.71%	163,927.90	13,320.73	3.27%	155,130.73	3.09%
101-790-974-eMedia - Youth	5,209.90	1.07%	15,098.04	3,208.97	0.79%	20,509.82	0.41%
101-790-975-Books--Youth-Main	7,927.96	1.62%	109,672.87	4,509.69	1.11%	94,542.07	1.88%
101-790-975-Books--Youth-Branch	846.64	0.17%	20,522.07	1,090.76	0.27%	17,062.16	0.34%
101-790-976-Magazines/Newspapers-Main	(99.00)	-0.02%	25,108.91	(92.90)	-0.02%	24,904.42	0.50%
101-790-976-Magazines/Newspapers-Branch	0.00	0.00%	7,777.42	(18.00)	0.00%	7,600.81	0.15%
101-790-977-Reference - Adult-Main	0.00	0.00%	5,529.10	0.00	0.00%	4,816.19	0.10%
101-790-978-Online Subscription Services	29,003.31	5.94%	228,240.10	24,604.80	6.03%	218,475.83	4.35%
101-790-979-Media - Games Adult-Main	0.00	0.00%	10,490.39	208.95	0.05%	11,088.83	0.22%
101-790-979-Media - Games Adult-Branch	0.00	0.00%	3,932.74	121.00	0.03%	4,805.60	0.10%
101-790-980-Media - Games Youth-Main	1,063.00	0.22%	16,901.87	643.06	0.16%	7,344.22	0.15%
101-790-980-Media - Games Youth-Branch	4,957.66	1.02%	11,582.65	0.00	0.00%	2,150.43	0.04%
101-790-981-CD - Books - Adult-Main	904.75	0.19%	25,549.45	1,418.08	0.35%	19,200.41	0.38%
101-790-981-CD - Books - Adult-Branch	53.06	0.01%	2,987.84	271.54	0.07%	4,052.66	0.08%
101-790-982-Media - AV Adult-Main	7,282.28	1.49%	33,916.92	5,204.46	1.28%	43,678.97	0.87%
101-790-982-Media - AV Adult-Branch	1,191.15	0.24%	10,409.11	445.09	0.11%	13,519.43	0.27%
101-790-983-Media - AV Youth-Main	0.00	0.00%	3,244.68	16.18	0.00%	2,239.13	0.04%
101-790-983-Media - AV Youth-Branch	50.68	0.01%	1,715.72	8.09	0.00%	1,222.86	0.02%
101-790-984-Compact Discs - Adult & Youth-Main	121.96	0.02%	2,819.90	753.08	0.18%	5,873.94	0.12%
101-790-984-Compact Discs - Adult & Youth-Branch	63.18	0.01%	1,067.45	310.56	0.08%	2,432.39	0.05%
101-790-985-Adult Realia-Main	856.82	0.18%	2,019.24	202.56	0.05%	2,295.70	0.04%
101-790-985-Adult Realia-Branch	0.00	0.00%	625.24	0.00	0.00%	1,034.98	0.02%
101-790-986-Games/Realia/Other--Youth-Main	1,099.05	0.23%	10,951.50	289.30	0.07%	6,843.71	0.14%
101-790-986-Games/Realia/Other--Youth-Branch	672.27	0.14%	2,411.50	0.00	0.00%	1,381.00	0.03%
101-790-987-Software--Adult & Youth	5,034.80	1.03%	108,562.45	4,888.64	1.20%	65,551.27	1.30%
101-790-989-Capital Assets-Main	0.00	0.00%	22,034.27	3,311.51	0.81%	9,536.51	0.19%
101-790-989-Capital Assets-Branch	0.00	0.00%	3,294.00	0.00	0.00%	6,815.00	0.14%

101-790-932-IT Capital Assets-Main	636.00	0.13%	6,588.31	0.12%	0.00	0.00%	0.00	0.00%
101-790-932-IT Capital Assets-Branch	0.00	0.00%	5,190.00	0.09%	0.00	0.00%	0.00	0.00%
TOTAL MATERIALS	114,593.87	23.49%	1,122,753.04	20.09%	72,365.06	17.74%	1,014,926.30	20.20%
OTHER EXPENSES								
Transfer to Accr. Benefits Fund	0.00		0.00		0.00		(500,000.00)	
Transfer to C.I.A. Fund	0.00	0.00%	87,864.00	1.57%	0.00	0.00%	658,825.00	13.11%
Transfer to Endowment	3,658.32	0.75%	116,544.46	2.09%	4,526.02	1.11%	77,810.52	1.55%
TOTAL OTHER EXPENSES	3,658.32	0.75%	204,408.46	3.66%	4,526.02	1.11%	236,635.52	4.71%
TOTAL EXPENSES	487,892.63	100.00%	5,587,525.13	100.00%	407,824.58	100.00%	5,025,615.05	100.00%

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement
For the 11 Months
Ending February 28, 2025

	Current Period			Prior Year			
	Feb 2025	YTD		Feb 2024	YTD		
	Actual	%	Actual	%	Actual	%	
INCOME							
101-000-628-Orchard Lake Contract	0.00	0.00%	28,026.26	0.40%	0.00	25,847.41	0.41%
101-000-629-Keego Harbor Contract	0.00	0.00%	34,532.56	0.50%	0.00	33,959.31	0.55%
101-000-630-Sylvan Lake Contract	0.00	0.00%	22,890.63	0.33%	0.00	21,365.04	0.34%
CHARGES FOR SERVICES	0.00	0.00%	85,449.45	1.23%	0.00	81,171.76	1.30%
101-000-402-Property Tax	2,294,755.31	98.90%	6,272,701.65	90.26%	2,593,490.27	5,641,478.56	90.57%
TOTAL PROPERTY TAX	2,294,755.31	98.90%	6,272,701.65	90.26%	2,593,490.27	5,641,478.56	90.57%
101-000-658-Fines	922.96	0.04%	10,299.75	0.15%	2,314.15	21,025.09	0.34%
101-000-677-Book Rental	0.00	0.00%	0.00	0.00%	100.29	690.21	0.01%
101-000-667-Meeting Room Rental	390.00	0.02%	5,460.00	0.08%	577.50	1,768.50	0.03%
101-000-675-Miscellaneous Income	1,580.01	0.07%	39,269.46	0.57%	1,230.02	30,767.49	0.49%
101-000-678-Copy Revenue	1,363.10	0.06%	19,480.25	0.28%	1,660.45	17,803.81	0.29%
TOTAL FINES/FEES	4,256.07	0.18%	74,509.46	1.07%	5,882.41	72,055.10	1.16%
101-000-659-Penal Fines	0.00	0.00%	99,743.83	1.44%	0.00	97,400.60	1.56%
101-000-665-Interest	17,642.33	0.76%	262,571.23	3.78%	21,125.44	216,716.67	3.48%
TOTAL INTEREST	17,642.33	0.76%	262,571.23	3.78%	21,125.44	216,716.67	3.48%
101-000-540-State Aid	0.00	0.00%	37,547.16	0.54%	0.00	37,075.76	0.60%
TOTAL STATE & FEDERAL SOURCES	0.00	0.00%	37,547.16	0.54%	0.00	37,075.76	0.60%
101-000-674-Memorials & Gifts	0.00	0.00%	25.00	0.00%	0.00	100.00	0.00%
101-000-682-Book Tribute-Adult & YA	50.00	0.00%	100.00	0.00%	0.00	165.00	0.00%
101-000-683-Book Tribute-Youth	0.00	0.00%	550.00	0.01%	0.00	250.00	0.00%
101-000-676-Friends of the Library-Gifts	0.00	0.00%	0.00	0.00%	4,960.00	4,960.00	0.08%
101-000-679-Endow Gift Unrestricted	3,290.94	0.14%	112,556.18	1.62%	4,102.39	73,883.36	1.19%
101-000-680-Endow Gift Youth	350.75	0.02%	3,807.73	0.05%	404.45	3,749.34	0.06%
101-000-681-Endow Gift Senior	16.63	0.00%	180.55	0.00%	19.18	177.82	0.00%
TOTAL CONTRIBUTIONS	3,708.32	0.16%	117,219.46	1.69%	9,486.02	83,285.52	1.34%
TOTAL INCOME	2,320,362.03	100.00%	6,949,742.24	100.00%	2,629,984.14	6,229,183.97	100.00%
OPERATING EXPENSES							
101-790-702-Wages-Main	163,893.21	7.06%	1,978,563.21	28.47%	159,835.65	1,761,195.06	28.27%
101-790-702-Wages-Branch	23,925.67	1.03%	289,737.47	4.17%	23,557.85	238,974.93	3.84%
101-790-703-Wages-Sunday	10,076.03	0.43%	108,415.06	1.56%	9,424.44	89,403.28	1.44%
101-790-710-FICA	14,822.01	0.64%	178,191.10	2.56%	14,449.59	156,495.33	2.51%
101-790-711-MESC	0.00	0.00%	0.00	0.00%	0.00	589.61	0.01%

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement
For the 11 Months
Ending February 28, 2025

	Current Period			Prior Year		
	Feb 2025		YTD	Feb 2024		YTD
	Actual	%	Actual	Actual	%	Actual
101-790-712-Medical Insurance	12,996.32	0.56%	167,388.07	15,558.40	0.59%	131,955.75
101-790-713-Medical Insurance-Retirees	0.00	0.00%	12,144.60	1,939.22	0.07%	9,479.66
101-790-714-Dental Insurance	968.94	0.04%	13,847.30	1,115.50	0.04%	11,820.76
101-790-715-Optical Insurance	284.36	0.01%	2,051.76	480.31	0.02%	1,435.03
101-790-716-Long Term Disability	244.75	0.01%	3,085.51	778.74	0.03%	3,127.06
101-790-717-Short Term Disability	779.91	0.03%	10,884.95	230.09	0.01%	8,667.83
101-790-718-Life Insurance	247.14	0.01%	3,150.32	249.61	0.01%	2,778.87
101-790-719-Retirement Annuity	0.00	0.00%	113,935.36	0.00	0.00%	101,174.26
TOTAL PERSONNEL SERVICES	228,238.34	9.84%	2,881,394.71	227,619.40	8.65%	2,517,097.43
GENERAL EXPENSES						
101-790-727-Office Supplies	3,749.64	0.16%	15,960.72	1,687.39	0.06%	20,636.23
101-790-728-Postage	0.00	0.00%	10.63	5.08	0.00%	2,183.03
101-790-729-Processing Supplies	649.76	0.03%	8,509.28	395.19	0.02%	1,674.39
101-790-730-Circulation Supplies	125.10	0.01%	3,040.95	179.04	0.01%	1,209.31
101-790-731-Building & Mainten. Supplies	8,217.62	0.35%	43,709.18	11,235.29	0.43%	59,362.80
101-790-732-Youth Department Supplies	253.35	0.01%	1,833.88	371.61	0.01%	13,832.58
101-790-733-Other Supplies	0.00	0.00%	1,266.07	0.00	0.00%	1,152.84
TOTAL SUPPLIES	12,995.47	0.56%	74,330.71	13,873.60	0.53%	100,051.18
101-790-933-Building Maintenance Contract-Main	19,881.36	0.86%	111,182.04	8,905.00	0.34%	106,726.36
101-790-933-Building Maintenance Contract-Branch	5,520.00	0.24%	23,227.50	8,000.00	0.30%	25,327.75
101-790-802-Professional & Consultant Fees	9,803.86	0.42%	102,146.17	6,661.12	0.25%	86,940.20
101-790-955-Cooperative Fees	0.00	0.00%	17,482.61	0.00	0.00%	17,157.66
101-790-956-Printing Fees	1,709.00	0.07%	47,534.24	895.00	0.03%	39,486.16
101-790-967-Programs	37,493.20	1.62%	142,700.47	13,707.16	0.52%	85,923.23
TOTAL PROF/CONTRACT	74,407.42	3.21%	444,273.03	38,168.28	1.45%	361,561.36
101-790-721-Staff Development	2,240.45	0.10%	25,355.84	270.00	0.01%	15,128.56
101-790-803-Dues & Memberships	295.00	0.01%	5,129.00	135.00	0.01%	7,053.00
101-790-860-Mileage	112.84	0.00%	3,236.13	185.73	0.01%	1,914.86
TOTAL STAFF DEVELOPMENT	2,648.29	0.11%	33,720.97	590.73	0.02%	24,096.42
101-790-850-Telephone-Main	5,238.61	0.23%	39,599.07	2,237.88	0.09%	25,900.70
101-790-850-Telephone-Branch	169.85	0.01%	2,038.20	169.85	0.01%	1,844.15
TOTAL COMMUNICATIONS	5,408.46	0.23%	41,637.27	2,407.73	0.09%	27,744.85
101-790-920-Electricity-Main	9,819.28	0.42%	127,399.65	10,573.44	0.40%	130,534.62
101-790-920-Electricity-Branch	2,130.35	0.09%	25,881.94	2,051.59	0.08%	18,809.27
101-790-921-Gas-Main	3,451.66	0.15%	17,858.61	2,429.22	0.09%	16,280.50
101-790-921-Gas-Branch	1,057.55	0.05%	2,821.71	803.72	0.03%	2,576.33
101-790-922-Sewer/Water/Fire Line-Main	0.00	0.00%	21,395.35	0.00	0.00%	21,650.48

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement
For the 11 Months
Ending February 28, 2025

	Current Period			Prior Year		
	Feb 2025	YTD		Feb 2024	YTD	
	Actual	%	Actual	%	Actual	%
101-790-922-Sewer/Water/Fire Line-Branch	0.00	0.00%	3,700.59	0.05%	0.00	0.00%
TOTAL UTILITIES	16,458.84	0.71%	199,057.85	2.86%	15,857.97	0.60%
101-790-930-Repair & Maintenance-Main	2,474.61	0.11%	197,957.82	2.85%	18,181.04	0.69%
101-790-930-Repair & Maintenance-Branch	3,933.68	0.17%	61,848.56	0.89%	8,048.25	0.31%
101-790-804-Alarm Service	362.40	0.02%	18,251.65	0.26%	282.90	0.01%
101-790-931-Automation Maint/Develop.	9,941.78	0.43%	170,496.42	2.45%	839.52	0.03%
TOTAL REPAIR/MAINT	16,712.47	0.72%	448,554.45	6.45%	27,351.71	1.04%
101-790-880-Community Promotion	7,726.78	0.33%	61,144.52	0.88%	3,022.83	0.11%
101-790-806-Insurance & Bonds	2,006.75	0.09%	55,876.00	0.80%	2,041.25	0.08%
101-790-940-Rentals	3,037.62	0.13%	11,404.02	0.16%	0.00	0.00%
101-790-807-Cataloging Services	0.00	0.00%	8,970.10	0.13%	0.00	0.00%
101-790-971-Books--Adult-Main	16,375.83	0.71%	136,864.46	1.97%	6,150.55	0.23%
101-790-971-Books--Adult-Branch	3,477.59	0.15%	25,021.14	0.36%	1,498.36	0.06%
101-790-972-Lease Books	0.00	0.00%	98,695.80	1.42%	0.00	0.00%
101-790-973-eMedia - Adult	27,874.98	1.20%	163,927.90	2.36%	13,320.73	0.51%
101-790-974-eMedia - Youth	5,209.90	0.22%	15,098.04	0.22%	3,208.97	0.12%
101-790-975-Books--Youth-Main	7,927.96	0.34%	109,672.87	1.58%	4,509.69	0.17%
101-790-975-Books--Youth-Branch	846.64	0.04%	20,522.07	0.30%	1,090.76	0.04%
101-790-976-Magazines/Newspapers-Main	(99.00)	0.00%	25,108.91	0.36%	(92.90)	0.00%
101-790-976-Magazines/Newspapers-Branch	0.00	0.00%	7,777.42	0.11%	(18.00)	0.00%
101-790-977-Reference - Adult-Main	0.00	0.00%	5,529.10	0.08%	0.00	0.00%
101-790-978-Online Subscription Services	29,003.31	1.25%	228,240.10	3.28%	24,604.80	0.94%
101-790-979-Media - Games Adult-Main	0.00	0.00%	10,490.39	0.15%	208.95	0.01%
101-790-979-Media - Games Adult-Branch	0.00	0.00%	3,932.74	0.06%	121.00	0.00%
101-790-980-Media - Games Youth-Main	1,053.00	0.05%	16,901.87	0.24%	643.06	0.02%
101-790-980-Media - Games Youth-Branch	4,957.66	0.21%	11,582.65	0.17%	0.00	0.00%
101-790-981-CD - Books - Adult-Main	904.75	0.04%	25,549.45	0.37%	1,418.08	0.05%
101-790-981-CD - Books - Adult-Branch	53.06	0.00%	2,987.84	0.04%	271.54	0.01%
101-790-982-Media - AV Adult-Main	7,282.28	0.31%	33,916.92	0.49%	5,204.46	0.20%
101-790-982-Media - AV Adult-Branch	1,191.15	0.05%	10,409.11	0.15%	445.09	0.02%
101-790-983-Media - AV Youth-Main	0.00	0.00%	3,244.68	0.05%	16.18	0.00%
101-790-983-Media - AV Youth-Branch	50.68	0.00%	1,715.72	0.02%	8.09	0.00%
101-790-984-Compact Discs - Adult & Youth-Main	121.96	0.01%	2,819.90	0.04%	753.08	0.03%
101-790-984-Compact Discs - Adult & Youth-Branch	63.18	0.00%	1,067.45	0.02%	310.56	0.01%
101-790-985-Adult Realia-Main	856.82	0.04%	2,019.24	0.03%	202.56	0.01%
101-790-985-Adult Realia-Branch	0.00	0.00%	625.24	0.01%	0.00	0.00%
101-790-986-Games/Realia/Other--Youth-Main	1,099.05	0.05%	10,951.50	0.16%	289.30	0.01%
TOTAL	192,387.23	3.09%	406,709.31	6.53%	74,528.54	1.20%
TOTAL	192,387.23	3.09%	406,709.31	6.53%	74,528.54	1.20%

**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	\$ (299.99)	\$ 3,886.59	\$ 18.37	\$ 18.37	\$ -	\$ -	\$ 387.45	\$ 387.45	\$ 3,982.42
Office Depot - Community Commons Coffee Machine	\$ (299.99)	\$ 3,886.59	\$ -	\$ 18.37	\$ -	\$ -	\$ -	\$ 387.45	\$ 3,982.42
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			19.06				401.88	
May Interest	\$ (2,784.46)	4,029.76							
OmniTech Lectern Balance									
Sub Total as of 6/30/24	\$ 61,215.54	\$ 4,029.76	\$ -	\$ 19.06	\$ -	\$ -	\$ -	\$ 401.88	\$ 65,666.24
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
Sub Total as of 7/31/24	\$ 667,938.81	\$ 123,008.08	\$ 3,824.59	\$ 643.82	\$ -	\$ -	\$ 80,651.57	\$ 13,920.18	\$ 1,089,986.86
August Deposits:									
Interior Group Storage Fees	\$ (1,650.00)	\$ 4,319.13		19.03				401.35	
July Interest	\$ (1,650.00)	\$ 4,319.13	\$ -	19.03	\$ -	\$ -	\$ -	401.35	\$ 3,089.51
Sub Total as of 8/31/24	\$ 666,288.81	\$ 127,327.21	\$ 3,824.59	\$ 662.65	\$ -	\$ -	\$ 80,651.57	\$ 14,321.53	\$ 1,093,076.37

**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
September Deposits:									
Anonymous	\$ 200.00								
August Interest		\$ 4,323.38		\$ 19.09				\$ 402.50	
Amazon Community Commons Supplies	\$ (4,882.56)								
Bambu Labs Community Commons Supplies	\$ (1,568.96)								
XTool Community Commons Supplies	\$ (1,981.27)								
	\$ (8,232.79)	\$ 4,323.38	\$ -	\$ 19.09	\$ -	\$ -	\$ -	\$ 402.50	\$ (3,487.82)
Sub Total as of 9/30/24	\$ 858,056.02	\$ 131,650.59	\$ 3,824.59	\$ 681.74	\$ -	\$ -	\$ 80,651.57	\$ 14,724.03	\$ 1,089,588.55
October Deposits:									
TMP July Architectural Services	\$ (52,050.00)								
LDA Solstice Cygnus Umbrellas	\$ (21,250.00)								
Schreiber Donation	\$ 5.00								
September Interest		\$ 4,070.43		\$ 18.14				\$ 382.59	
Total Deposits	\$ (73,295.00)	\$ 4,070.43	\$ -	\$ 18.14	\$ -	\$ -	\$ -	\$ 382.59	\$ (68,823.84)
Sub Total as of 10/31/24	\$ 784,761.02	\$ 135,721.02	\$ 3,824.59	\$ 699.88	\$ -	\$ -	\$ 80,651.57	\$ 15,106.62	\$ 1,020,764.71
November Deposits:									
TMP August Architectural Services	\$ (3,583.45)								
LDA Concrete Footing	\$ (1,400.00)								
Amazon Community Commons Supplies	\$ (1,687.51)								
LDA Chaise, Umbrella, Litter Can	\$ (12,712.00)								
Herman	\$ 400.00								
Goyeau	\$ 2,000.00								
October Interest		\$ 3,849.17		\$ 18.76				\$ 395.59	
Total Deposits	\$ (16,982.96)	\$ 3,849.17	\$ -	\$ 18.76	\$ -	\$ -	\$ -	\$ 395.59	\$ (12,719.44)
Sub Total as of 11/30/24	\$ 767,778.06	\$ 139,570.20	\$ 3,824.59	\$ 718.64	\$ -	\$ -	\$ 80,651.57	\$ 15,502.20	\$ 1,008,045.27
December Deposits:									
Cook	\$ 25.00								
Remson	\$ 1,775.00								
Holtz	\$ 2,500.00								
Reddy	\$ 500.00								
Friedman	\$ 18.00								
November Interest		\$ 3,485.66		\$ 17.36				\$ 366.15	
Total Deposits	\$ 4,818.00	\$ 3,485.66	\$ -	\$ 17.36	\$ -	\$ -	\$ -	\$ 366.15	\$ 8,687.17
Sub Total as of 12/31/24	\$ 772,596.06	\$ 143,055.86	\$ 3,824.59	\$ 736.00	\$ -	\$ -	\$ 80,651.57	\$ 15,868.36	\$ 1,016,732.44

**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	
January Deposits:									
Ozobot - Community Commons Kits	\$ (2,408.00)								
Snider Recreation - Youth Terrace Furniture	\$ (14,016.50)								
DFC Woodwords - Giant Adirondack Chair	\$ (2,000.00)								
Kravez	\$ 25.00								
Fox	\$ 2,518.00								
December Interest		\$ 3,376.20		\$ 16.71				\$ 352.44	
Total Deposits	\$ (15,881.50)	\$ 3,376.20	\$ -	\$ 16.71	\$ -	\$ -	\$ -	\$ 352.44	\$ (12,136.15)
Sub Total as of 1/31/25	\$ 756,714.56	\$ 146,432.06	\$ 3,824.59	\$ 752.71	\$ -	\$ -	\$ 80,651.57	\$ 16,220.80	\$ 1,004,596.29
February Deposits:									
American Button - Button Kits	\$ (1,553.26)								
January Interest		\$ 3,290.94		\$ 16.63				\$ 350.75	
Total Deposits	\$ (1,553.26)	\$ 3,290.94	\$ -	\$ 16.63	\$ -	\$ -	\$ -	\$ 350.75	\$ 2,105.06
Sub Total as of 2/28/25	\$ 755,161.30	\$ 149,723.00	\$ 3,824.59	\$ 769.34	\$ -	\$ -	\$ 80,651.57	\$ 16,571.55	\$ 1,006,701.35

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

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

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

	<u>Building Projects</u>	<u>Computer/ Information Technology Replacement</u>	<u>Replacement/ Repair Reserve</u>	<u>Fund Total</u>
Sub Total July	\$ 19,796.34	\$ 1,385,395.77	\$ 4,245,205.33	\$ 5,650,397.44
August Expenses:				
Johnson Controls - Elec Access	\$ 9,519.07			\$ 9,519.07
After Mouse Play Screens		\$ 13,170.00		\$ 13,170.00
Bud's Locks Elect. Access	\$ 9,519.07	\$ 13,170.00	\$ 24,100.00	\$ 24,100.00
Sub Total August	\$ 10,277.27	\$ 1,372,225.77	\$ 4,221,105.33	\$ 5,603,608.37
September Expenses:				
Metro Security Door Scanners	\$ 7,000.00			\$ 7,000.00
	\$ 7,000.00			\$ 7,000.00
Sub Total September	\$ 3,277.27	\$ 1,372,225.77	\$ 4,221,105.33	\$ 5,596,608.37
October:				
October Expenses:				
Bibliotheca Self Check Kiosks		\$ 22,717.52		\$ 22,717.52
Rewold Chiller Replacement			\$ 38,608.39	\$ 38,608.39
Rewold Learning Lab			\$ 43,173.43	\$ 43,173.43
Johnon Ctrls Electronic Access	\$ 2,098.90			\$ 2,098.90
	\$ 2,098.90	\$ 22,717.52	\$ 81,781.82	\$ 104,499.34
Sub Total October	\$ 1,178.37	\$ 1,349,508.25	\$ 4,139,323.51	\$ 5,490,010.13
November Expenses:				
Bibliotheca Self Check Kiosks		\$ 22,717.52		\$ 22,717.52
Rewold Chiller Replacement			\$ 88,829.25	\$ 88,829.25
Rewold Roof & Remodel			\$ 35,021.31	\$ 35,021.31
Network Value Phone Replacement		\$ 8,813.80		\$ 8,813.80
Roofing Technology Quality Control			\$ 2,484.95	\$ 2,484.95
	\$ -	\$ 31,531.32	\$ 126,335.51	\$ 157,866.83
Sub Total November	\$ 1,178.37	\$ 1,317,976.93	\$ 4,012,988.00	\$ 5,332,143.30

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

	<u>Building Projects</u>	<u>Computer/ Information Technology Replacement</u>	<u>Replacement/ Repair Reserve</u>	<u>Fund Total</u>
December Expenses:				
Daniels Zermack Arcitechtural			\$ 3,074.26	\$ 3,074.26
Johnson Ctrls Elec Access - 3 Doors			\$ 4,196.55	\$ 4,196.55
Industrial Elect 75hp Motor Replacement			\$ 20,088.00	\$ 20,088.00
Industrial Elect VFD Replacement			\$ 5,276.00	\$ 5,276.00
Rewold Roof & Remodel 2			\$ 369,231.95	\$ 369,231.95
Rewold Roof & Remodel 3			\$ 477,386.73	\$ 477,386.73
Dave's Elec New Lighting			\$ 4,956.00	\$ 4,956.00
	\$ -	\$ -	\$ 884,209.49	\$ 884,209.49
Sub Total December	\$ 1,178.37	\$ 1,317,976.93	\$ 3,128,778.51	\$ 4,447,933.81
January Expenses:				
Tech Mechanical Chiller Service			\$ 1,671.85	\$ 1,671.85
Roofing Technology Assoc Roofing Consultant			\$ 2,394.95	\$ 2,394.95
			\$ 4,066.80	\$ 4,066.80
			\$ -	\$ -
Sub Total January	\$ 1,178.37	\$ 1,317,976.93	\$ 3,124,711.71	\$ 4,443,867.01
February Expenses:				
Bibliotheca Self Checkout Deposit		\$ 157,334.56		\$ 157,334.56
Bud's Locks Electronic Access			\$ 2,995.00	\$ 2,995.00
Rewold Roof & Remodel 4			\$ 157,870.45	\$ 157,870.45
Roofing Technology Assoc Roofing Consultant			\$ 1,680.60	\$ 1,680.60
Metro Security Electronic Access			\$ 2,000.00	\$ 2,000.00
Johnson Controls Electronic Access			\$ 2,797.70	\$ 2,797.70
Ooma AirDial Box		\$ 479.00		\$ 479.00
		\$ 157,813.56	\$ 167,343.75	\$ 324,678.31
Sub Total February	\$ 1,178.37	\$ 1,160,163.37	\$ 2,957,367.96	\$ 4,118,709.70

Director's Report For the Library Board Meeting of March 19, 2025

Gifts and Memorials:

The Library received the Book Tribute in February:

Mike Goldman, in honor of Ann and Gerald Goldman:	\$50
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Total donations in February:	\$50
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Operations Highlights:

The Winter Reading program ended on February 7. It was extremely successful, with increased participation across all categories. Please see the attached report for more details.

An Evening with Shelby Van Pelt, author of "Remarkably Bright Creatures," was held on Wednesday, March 5 at the Berman Center. We partnered with the Friends of West Bloomfield Library and the Bloomfield Twp Public Library to bring this program to our communities. It was a sold-out program, with 600 people in attendance.

Interviews for the IT Specialist II position were completed; the successful candidate expects to start at the end of March/beginning of April.

Covid tests are back! 89 Covid test kits were distributed in February.

A practicum student from Oakland Community College will be working with the Information Services team on several collections projects during March and April.

On February 13, the community outreach librarian hosted a book tasting at All Seasons senior facility. Each of the 5 tables had a genre and a menu of books with descriptions. Patrons could look at the menu and ask to check out books from the menu. This event hosted 25 patrons.

The Community Outreach Librarian has been working to connect with Sunrise senior living facility in West Bloomfield for outreach and was able to create an outreach connection with this facility.

On February 26, the library, in collaboration with the WBHS Music National Honor Society, hosted the second annual Instrument Zoo. Participants could participate in instrument exploration, music making and games. The event had 45 participants.

Lunchtime outreach at the West Bloomfield Middle School occurred four times in February. The Library's VR headsets were taken to the school for students to use. One hundred and twenty-eight students participated.

Westacres:

Twenty three programs were held at Westacres this month for children, teens, and adults with a total attendance of 513 patrons.

A balance bar was installed in the youth room. This “exploration wall mirror,” which is a balance bar and mirror mounted to the wall, allows crawling children and early walkers to pull themselves up using the sturdy wooden bar while discovering themselves in the variety of mirrors. Mirrors help young children develop their visual senses.

The Seed Library opened for the season on Monday, March 3. The seed library is usually located on the terrace at Westacres and is open 24/7 through September. However, due to the winter weather we are relocating the seeds inside the library until it warms up. For now, patrons can pick up seed packets at the Westacres Information Desk during normal business hours. We have added some new varieties this year and removed less popular varieties to keep the selection fresh. Patrons may take up to three seed packets a week.

The One Seed One State program will be at both branches. The seed this year is "Little Finger" baby carrot. Seeds will be available on a first come first serve basis and usually arrive in March.

Publicity:

The library was featured in:

- **Michigan Township Focus:** [Starting a Conversation—Human Library Brings Local Stories to Life](#) (2/3/25)
- **Civic Center TV:** [The Joy & Excitement of Working with the West Bloomfield Library](#) (2/13/25)
- **Little Guide Detroit:** [Top Things to Do with Kids in Metro Detroit This Week](#) (2/17/25)
- **Civic Center TV:** [WB Library Introducing You to New Businesses & Delicacies](#) (2/17/25)
- **Civic Center TV:** [Big Changes Are Happening with the West Bloomfield Township Public Library](#) (2/20/25)
- **Little Guide Detroit:** [Top \(Free\) Library Events in Metro Detroit This March](#) (2/28/25)

Facilities:

Outstanding Issues:

- The fire alarm panel is due for battery replacement. New batteries have been ordered.
- Chiller #3 is currently inoperable. A new breaker for one of the compressors will be replaced under warranty.
- One of the humidity boilers needs a new ignitor and gaskets. Our mechanical contractor is waiting for the parts to come in.
- One of the circulation pumps has leaks from two of its three valves. The pump will be rebuilt by our mechanical contractor.

- A plumbing joint above the main hot water heater is leaking and will need to be repaired.
- Two exterior plugs have failed and will need to be replaced. A PO has been opened to replace all of them and install better weatherproof outlet covers.
- The heater on generator #2 was damaged from a power surge and was replaced.
- The rubber floor in the Youth Activity center was stripped and refinished.
- The lobby ceiling work was completed. The acoustic panels have been replaced, the drywall was repainted, and the lighting was converted to LED.
- The condensate pump on a server room AC unit failed and was replaced. A refrigerant leak was also found and repaired.
- Five lounge chairs in the magazine area were reupholstered.

Patron Feedback/Behavioral Issues

- Two 5-star Google reviews
- One 1-star Google review, citing frustration with the lighting, study room policy for single users, and inability to reserve study rooms
- One email thanking the library for technology usability even without a library card

Friends of the Library:

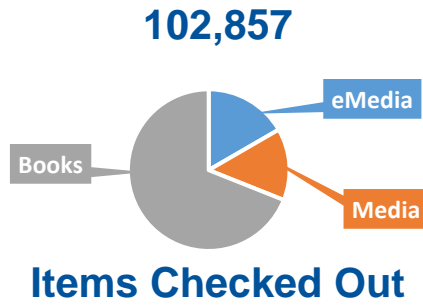
The Friends of the Library's Spring Book Sale is scheduled for Friday, April 4 (Members' Preview Night) through Sunday, April 6. The Friends are in need of donated books and media, so now is a great time to clean off those bookshelves!

West Bloomfield Township Public Library

February 2025



41,155 Main
9,978 Branch



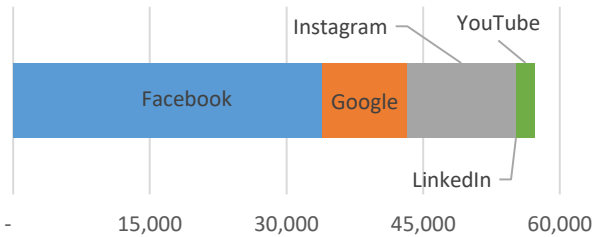
89,089 Main
13,768 Branch



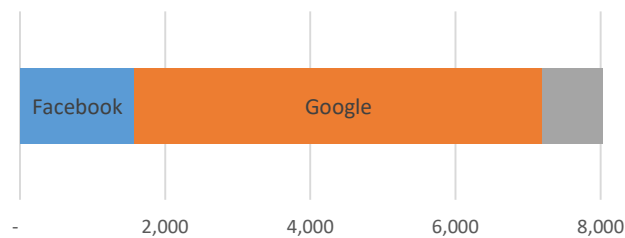
809 Adult | 173 Young Adult
2,113 Youth

Social Media

Impressions



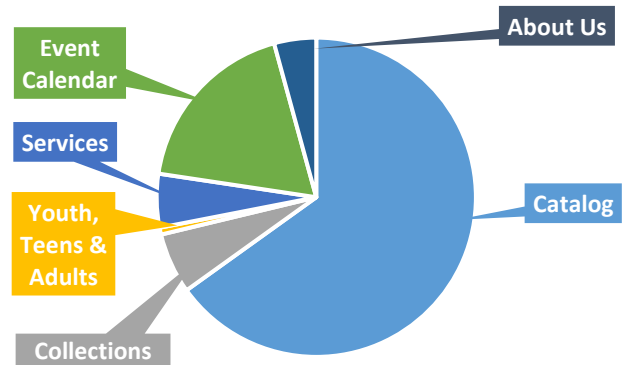
Engagement



Top Databases Used

1. New York Times
2. Wall Street Journal
3. Udemy
4. PressReader
5. ABC Mouse

Homepage Usage



1,658



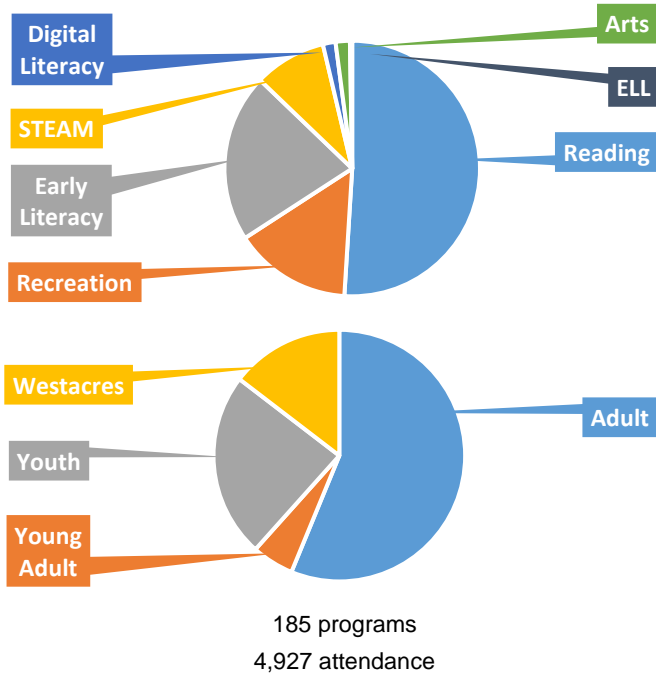
Room Usage

360 Meeting Room | 148 Conference Room
767 Group Studies | 383 Quiet Studies

Top Subpage Visits

1. Collections/Eresources
2. Collections/Ebooks
3. Services/Library-Card
4. About/Employment-Volunteering
5. Collections/Staff Picks

Program Attendance 4,927



Feature



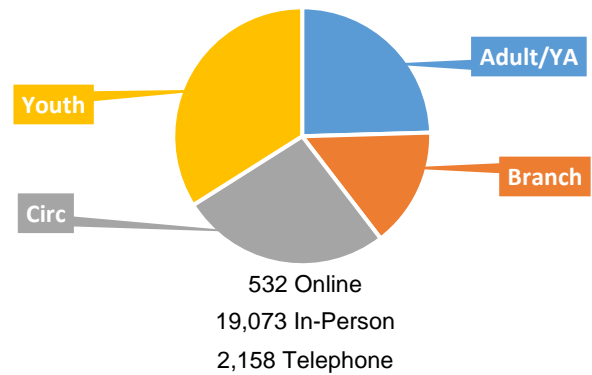
On February 28, the library hosted a delegation of visiting library professionals to discuss library services and spaces and tour the Main Library.

In Our Customers' Words

We are loving the new audiobook collection for upper elementary kiddos (wonderbooks & especially ones in the orange cases). My 4th grader can get lost for hours in them and it's such a great alternative for our reluctant reader. Perfect for on the go, car rides, and free choice at school.

-Marni Katz
West Bloomfield Resident

Patrons Assisted 21,763



Most Popular Titles

Adult & Young Adult

1. *To Die For*
by David Baldacci
2. *Open Season*
by Jonathan Kellerman
3. *James*
by Percival Everett
4. *The Women*
by Kristin Hannah
5. *Holmes is Missing*
by James Patterson

Youth

1. *Don't Trust Cats*
by Dev Petty
2. *Spider in the Well*
by Jess Hannigan
3. *Nat the Cat Takes a Nap*
by Jarrett Lerner
4. *Built to Last*
by Minh Le
5. *Don't Eat Bees*
by Dev Petty

YOUR STORY starts here



The library's mission is to educate, empower, inspire, and entertain our diverse community.

Community Commons Room



Cathy Russ

Cathleen Russ

Letter from the Director

2024 was an eventful year at the West Bloomfield Township Public Library. We continued to implement the recommendations of the Community Needs Assessment by opening two new spaces (the Reflection Room and the Community Commons) and expanded several collections (kits, puzzles, Playaways and eBooks), as well as increased the levels of programming for all ages. One of the highlights of 2024 was the passage of the millage. Thank you, West Bloomfield! This millage represents 42% of the library's overall funding, so we are very grateful for your support. It is a relief to know that we can move forward over the next 10 years with stable funding, continuing the library's tradition of excellence and service.

I want to congratulate Michael Dorfman, Karen Eickemeyer, Carol A. Kravetz, Rhonda Orr and Raman Singh on their re-election to the library board, and welcome Jennifer Taylor Boykins to the board. I would also like to thank Trustee Ken Macon, who retired from the library board at the end of his term in November, for his many years of dedicated service to the library, on the library board as well as on the Friends of the Library's board. You will be missed, Ken!

Retirement



Ken Macon served on the library board for 16 years beginning in 2008. Macon retired in November 2024.

The Library Supports Student Success

95% of residents believe it is important or very important for the library to support students' educational success.¹

Elementary students benefited from twice as many language and comprehension programs compared to the prior year, building essential skills aligned with school success. This included offering more sessions of hit programs like Read to a Dog and Summer Speech. A new program, Rockin' Readers, was also launched in collaboration with local teachers. *Sponsored by the Friends of the Library.*

Over 1,500 elementary students benefited from accessing STEAM (Science, Technology, Engineering, Arts, and Mathematics) programs at the library. STEAM programs more than tripled from the previous calendar year, helping students develop foundational skills for growing 21st century careers.

In response to survey findings, the library expanded programs for teen and homeschool student support. This included monthly Homeschool Hangout sessions and Westacres programs like College Admissions 101.

Library members can now access Adventure Academy, an educational massively multiplayer online game designed for school-aged children. Children can build academic skills through enjoyable quests in an interactive virtual world.



"My family has thoroughly enjoyed all the incredible kids' programming this summer. I think we went to at least 2 programs a week. The time, planning, and talent (both brought in and existing amongst the dedicated library staff) was outstanding. Thank you for all you've done to make this summer not only fun but also impactful."

—Shannon Feliciano, West Bloomfield Resident

The Library Promotes Children's Literacy

94% of residents believe it is important or very important for the library to promote children's literacy.¹

Children can now check out pre-loaded audiobooks from both branches. A new collection of 150 Playaways help kids of all abilities build listening skills, expand vocabulary, and increase comprehension and critical thinking. *Sponsored by the Friends of the Library.*

The library launched Brilliant Baby Kits, a new service for parents and caregivers of infants. Brilliant Baby Kits were designed with materials in mind for new parents of babies 0-6 months. Since the service launched, 43 kits were requested through the website, wplib.org/new-parents. Each kit includes a board book, shaker toy, nursery rhyme booklet, recommended reading list, gift certificate for Friendship children's merchandise and books, and items from Great Start Collaborative, including a baby toothbrush, spoon, and early learning activities. Kits introduce families to the excellent resources their library has to offer. *Sponsored by the Friends of the Library.*



"We are loving the new audiobook collection for upper elementary kiddos. My 4th grader can get lost for hours in them and it's such a great alternative for our reluctant reader. Perfect for on the go, car rides, and free choice at school." —Marni Katz, West Bloomfield Resident

A permanent Storybook Trail was completed in August 2024 in collaboration with West Bloomfield Parks. The trail behind the Main Library features a walkable picture book activity, which is swapped out monthly from March through November. Families are encouraged to start at the trailhead near the Youth Terrace and engage with the displayed story and related prompts as they walk the 0.4 mile trail.

¹Community Needs Assessment. (2023).

The Library Fosters Lifelong Learning and Well-being

90% of residents believe it is important or very important for the library to support lifelong learning for adults and seniors.¹

The Computer Lab was transformed into the Community Commons, a dynamic space for lifelong learning. Since opening in the latter half of 2024, the room has hosted 124 events for teens and adults, drawing over 1000 participants. When not in use for library programs, the room is available as an open study space. *Sponsored by donations made in memory of Dr. Alex Maximovich, as well as a generous bequest from the Ruth S. Elbling Trust.*



“I think the new space is going to be very helpful for all ages, and I look forward to participating and benefiting from some of the classes that will be offered.”
—Jane Maximovich, West Bloomfield Resident

The library became a hub for technology and maker skills. Through new technology classes in the Community Commons, 248 teens and adults improved skills ranging from computer basics to AI and laser cutting to 3D printing. Another 310 participants improved arts and crafts skills in the new room. The Tech Tutoring service also saw an increase in use, with computer assistants providing 506 sessions in 2024.

Nontraditional collections continued to grow in 2024. The library added Citizen Science Kits and Board Games to its collections. Due to popularity, the existing Puzzle collection increased to over 160 boxes.

The library brought craft classes to senior living residences. The acquisition of Cricut equipment enabled outreach staff to take craft programs offsite, making coasters and mugs with over 40 West Bloomfield seniors in 2024.

The library added two new eResources: *The New York Times* all access and Fiero Code. Library members can now access NYT games, news, and more, as well as learn to code through curriculums for ages 8+. *Fiero Code is sponsored by the Friends of the Library.*

The Library Deepens Community Connections

82% of residents believe it is important or very important for the library to connect people to community resources¹

The library’s strong connection with the community was reaffirmed through the passing of the library’s millage proposal in November 2024. This critical funding, passed with 64% of voter support, allows the library to replace aging building components as both branches near 25 years old. The funding will also support updated IT infrastructure, improved programming areas, expanded digital collections, and continued excellence in program, service, and collections offerings over the next 10 years.

The library expanded outreach to contract communities through a new partnership with Keego Harbor Parks and Recreation. The library led a monthly summer storytime at Fran Leaf Park, drawing an average of 52 visitors each time.

The library gave out over 10,400 eclipse glasses ahead of the April 8 solar eclipse. *Sponsored by the Friends of the Library and SEAL (Solar Eclipse Activities for Libraries).*



“The library [...] has made me feel so entirely unified with my community in a way that I have not felt in a very long time, and has also instilled a sense of faith in me in the belief of the existence of authentic, pure goodness in the world.” —Cole Cassar, West Bloomfield Resident

GIFTS FROM THE

Friends of the Library



The Friends of the West Bloomfield Township Public Library raise funds through memberships, Friendship purchases, book sales, and other campaigns to enhance library services and fund special events. In 2024, Friends funding helped:

Celebrate cultural connections through the 25th anniversary of the Sister Library relationship with Awaji City, welcoming the visiting delegation.

Encourage a love of reading through Summer and Winter Reading rewards and the 40th anniversary of BOOKTalks book discussion.

Inspire readers with visits from renowned authors like Bonnie Jo Campbell and Melanie Benjamin.

Promote empathy and understanding with the Human Library program.

Cathy Russ, Executive Library Director
 Jeff Crocker, Associate Library Director

Board of Trustees

- Michael Dorfman
- Kari Eickemeyer
- Carol A. Kravetz
- Rhonda Orr
- Raman Singh
- Jennifer Taylor Boykins



The nation's highest honor for libraries.



A Community of Readers

Circulation 4X Average American Library

The library's circulation per capita is **22**. That's the equivalent of every person in the library's service area checking out 22 titles over one year. The West Bloomfield Library circulates **4X as many materials** as the average American library.



Significant Savings for Residents

The average West Bloomfield household **saved \$362** over the last fiscal year by borrowing library materials rather than purchasing them.



Popularity of Physical & Digital Resources

87% of materials checked out were physical; **13%** were digital, holding steady even as publishers increase the costs of digital materials for libraries.



Expansion of Programs and Outreach

At the community's request, library staff expanded event offerings and community outreach beyond pre-pandemic numbers in the last fiscal year, with **71% more events** offered.



Increase in Library Visits

The library logged **738,835 visits** in the 2023-24 fiscal year, representing **17% growth** from the previous fiscal year. That's the equivalent of every person in the library's service area visiting the library about 10 times over one year.

MAIN LIBRARY

4600 Walnut Lake Road
 (248) 682-2120
 TDD: (248) 232-2292
 Email: wbrief@wblib.org
 Text: (248) 648-3368

WESTACRES BRANCH

7321 Commerce Road
 (248) 363-4022
 Email: wacref@wblib.org

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
- @WestBloomLib
- /company/westbloomlib
- @WestBloomLib

Memorandum

To: West Bloomfield Library Administration

From: Emily Vickers and the Outreach and Engagement Team

Date: 3/1/25

Re: 2025 Winter Reading Highlights

Winter reading ran from Saturday, December 7, 2024 - Friday February 21, 2025. We offered an extended period for this challenge to coincide with school reading programs (Pine Tree, Lone Pine, and RAP). Prizes for this challenge included:

- A winter themed sign up prize in all categories
 - Read to Me: Stuffed Penguin or Snowman, or a West Bloomfield Township Public Library branded light-up snowflake wand
 - Youth: WB branded beanie/hat, or a West Bloomfield Township Public Library branded light-up snowflake wand
 - Teen: WB branded beanie/hat
 - Adult: WB branded beanie/hat
- Book rewards for reading in the Read to Me, Youth, and Teen categories at 3 different hour intervals of reading logged. Participants could earn a total of three books throughout this challenge. Adults earned a \$5 Friendship coupon completion prize at 25 hours of reading logged.

New this year:

- Winter Reading Kickoff was held with Bluey and Bingo characters, games, art, diamond art, and registration which attracted 450 patrons.
- A snowman scavenger hunt was available at both branches for families visiting the library. Upon completion, there were trinkets and stickers to choose as a reward. Scavenger hunts seem to be very well received and a continued fun activity for library patrons.
- Both branches had a selfie station which allowed families to take pictures with props in front of a snow background.
- A community art project, placed in the lobby for patrons of all ages, was a sticker mural to display upon its completion. Sticker murals were created for display at both branches. This community project received yet another great response. Main had to use 3 different sticker murals, while Westacres used 2 sticker murals due to great participation.
- A paper tracker was created for RTM and youth for patrons to use at home, if desired.
- A paper tracker was taken to the West Bloomfield Middle School. Students could log their hours at school and have them verified by the media specialist. A popup book fair

was brought over for students to pick out their rewards. This significantly increased Teen participation.

Participation numbers:

Age Group	2023/2024	2025	Increase
Read to Me	133	177	24.9%
Youth	176	221	20.3%
Read to Me & Youth	349	398	12.3%
Teen	113	124	8.8%
Adult	182	199	8.5%

Age Group	Total Number of Hours Read
Read to Me	71,314
Youth	402,667
Teen	62,851
Adult	218,252

All age groups saw an increase in participants. The Outreach and Engagement team worked to create an interactive experience that encouraged patrons to visit the library. The community art project (sticker mural), snowman scavenger hunt, and snow themed selfie station all provided new interactive experiences for patron visits during winter reading.



*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: March 19, 2025

Re: Accounts Payable Processed for March 19, 2025

Suggested Motion: Move to approve payment of all bills and accounts due in the amount of \$692,748.96 and ratify expenses incurred since February 12 in the amount of \$364,533.70.

2/14/2025	\$ 108,599.83
2/28/2025	\$ 128,213.69
3/14/2025	\$ 127,720.18
	<u>\$ 364,533.70</u>

AP Payment Register

Company/Branch: 101-

From Period: 11-2024
To Period: 11-2024

Page: 1 of 1
Date: 2/11/2025 1:03 PM
User: Jan Savelle

Handwritten: 11-2025
Handwritten: Jan 11/2025

Account	Description	Currency	Payment Method
101	Cash - Checking	USD	CHECK

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001012	53264	✓	Closed	2/14/2025	GL00007257	V000000019	ACCIDENT FUND	0.00	2,006.75 ✓

Doc. Type	Ref. Number	Branch	Vendor Ref.	Status	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0005799	101-	1001358817		AF GROUP	2,006.75	USD	0.00	2,006.75
Document Total:									2,006.75

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001013	53265	✓	Closed	2/14/2025	GL00007258	V000000926	PAYROLL	0.00	105,318.98 ✓

Doc. Type	Ref. Number	Branch	Vendor Ref.	Status	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0005798	101-	pe 2/9/25		Payroll pe 2/9/25	105,318.98	USD	0.00	105,318.98
Document Total:									105,318.98

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001014	53266	✓	Closed	2/14/2025	GL00007259	V000001225	TOSHIBA FINANCIAL SERVICES	0.00	1,274.10 ✓

Doc. Type	Ref. Number	Branch	Vendor Ref.	Status	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0005800	101-	548687623		TOSHIBA FINANCIAL	1,274.10	USD	0.00	1,274.10
Document Total:									1,274.10
Payment Method Total:									108,599.83
Cash Account Total:									108,599.83

Doc. Type	Count	Amount Paid (USD)
Payment	3	108,599.83
Prepayment	0	0.00
Refund	0	0.00
Voided Payment	0	0.00
Company Total:	3	108,599.83

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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	APP0001015	53267	Closed	2/28/2025	GL00007483	V000000119	BLUE CROSS BLUE SHIELD OF MI	0.00	14,290.67
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0006022	101-	7011836 0000	BCBS Insurance 3/20-4/19	14,290.67	USD	0.00	14,290.67	
							Document Total:	14,290.67	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001016	53268	Closed	2/28/2025	GL00007484	V000000271	COMCAST	0.00	169.85
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0006023	101-	8529 10 251	Comcast WACR 2/25-3/24	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	APP0001017	53269	Closed	2/28/2025	GL00007485	V000000278	CONSUMERS ENERGY	0.00	3,451.66
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0006007	101-	1000 0010 6680	Consumers Main 1/12-2/11	3,451.66	USD	0.00	3,451.66	
							Document Total:	3,451.66	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001018	53270	Closed	2/28/2025	GL00007486	V000000319	DELTA DENTAL	0.00	968.94
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0006024	101-	RIS0006247705	Delta Dental March 2025	968.94	USD	0.00	968.94	
							Document Total:	968.94	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001019	53271	Closed	2/28/2025	GL00007487	V000000327	DTE ENERGY	0.00	2,130.35

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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	
Bill	APB0006018	101-	9100 149 7224	DTE WACR 1/17-2/17/28	2/28/2025	GL00007488	V000000485	GUARDIAN	2,130.35	USD	0.00	2,130.35	Document Total:				
Payment	APP0001020	53272	Closed	2/28/2025	GL00007488	V000000485	GUARDIAN	1,271.80	USD	0.00	1,271.80	Document Total:					
Bill	APB0006008	101-	49716	Guardian LTD STD Life March 2025	2/28/2025	GL00007490	V000001438	OOMA INC	884.00	USD	0.00	884.00	Document Total:				
Payment	APP0001022	53273	Closed	2/28/2025	GL00007490	V000001438	OOMA INC	105,046.42	USD	0.00	105,046.42	Document Total:					
Bill	APB0006009	101-	108524	Ooma AirDial Box and Service	2/23/25	pe 2/23/25	Payroll pe 2/23/25	128,213.69	USD	0.00	128,213.69	Document Total:					
Payment	APP0001021	53274	Closed	2/28/2025	GL00007489	V000000926	PAYROLL	105,046.42	USD	0.00	105,046.42	Document Total:					
Bill	APB0006010	101-	pe 2/23/25	Payroll pe 2/23/25	2/23/25	pe 2/23/25	Payroll pe 2/23/25	128,213.69	USD	0.00	128,213.69	Document Total:					
													Payment Method Total:		128,213.69		
													Cash Account Total:		128,213.69		

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Account	Description	Currency	Payment Method	Doc. Type	Count	Amount Paid (USD)
				Payment	8	128,213.69
				Prepayment	0	0.00
				Refund	0	0.00
				Voided Payment	0	0.00

Company Total: 8 128,213.69

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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	APP0001030	53275	Closed	3/14/2025	GL00007784	V000001364	BLUE CARE NETWORK	0.00	3,134.27
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description					
Bill	APB0006174	101-	250560000869	BCN Insurance thru 4/19/25					
									Document Total:
									3,134.27
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001023	53276	Closed	3/14/2025	GL00007777	V000000119	BLUE CROSS BLUE SHIELD OF MI	0.00	2,613.12
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description					
Bill	APB0006173	101-	7011836 0001	BCBS Insurance thru 4/19/25					
									Document Total:
									2,613.12
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001024	53277	Closed	3/14/2025	GL00007778	V000000278	CONSUMERS ENERGY	0.00	24.92
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description					
Bill	APB0006170	101-	1000 7836 1589	Consumers WACR Gen 1/24-2/21					
									Document Total:
									24.92
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001025	53278	Closed	3/14/2025	GL00007779	V000000278	CONSUMERS ENERGY	0.00	847.17
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description					
Bill	APB0006171	101-	1000 1561 9404	Consumers WACR 1/24-2/21					
									Document Total:
									847.17
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001026	53279	Closed	3/14/2025	GL00007780	V000000327	DTE ENERGY	0.00	9,928.36

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Account Description Currency Payment Method

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006215	101-	9100 149 7237	DTE Main 1/29-2/27	9,928.36	USD	0.00	9,928.36
								Document Total:
								9,928.36

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP001027	53280		Closed	3/14/2025	GL00007781	V000000926	PAYROLL	0.00	108,002.06

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006305	101-	PE3925	PAYROLL PE3925	108,002.06	USD	0.00	108,002.06
								Document Total:
								108,002.06

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP001028	53281		Closed	3/14/2025	GL00007782	V000000953	PITNEY BOWES GLOBAL FINL SERVICES	0.00	452.16


Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006214	101-	3320418490	Postage machine lease	452.16	USD	0.00	452.16
								Document Total:
								452.16

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP001031	53283		Closed	3/14/2025	GL00007785	V000001465	WALLED LAKE SCHOOL DISTRICT	0.00	418.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006213	101-	100	Walled Lake SD	418.00	USD	0.00	418.00
								Document Total:
								418.00

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP001029	53282		Closed	3/14/2025	GL00007783	V000001299	WEST BLOOMFIELD TWP WATER	0.00	2,300.12

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006216	101-	549-058 3/1	WB Water Main 11/1-2/3	2,050.12	USD	0.00	2,050.12
Bill	APB0006217	101-	549-063	WB Water Main Fire Line 12/1-2/28	250.00	USD	0.00	250.00
								Document Total:
								2,300.12


 I put the checks in this order 53281, 53283, 53282
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Account	Description	Currency	Payment Method
			Payment Method Total: 127,720.18
			Cash Account Total: 127,720.18

Doc. Type	Count	Amount Paid (USD)
Payment	9	127,720.18
Prepayment	0	0.00
Refund	0	0.00
Voided Payment	0	0.00
Company Total:	9	127,720.18

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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	APP0001032	53284	Closed	3/19/2025	GL00007790	V000000003	21st CENTURY MEDIA - MICHIGAN	0.00	203.60
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0006306	101-	639267	21st Century Carpet Replacement Ad	203.60	USD	0.00	203.60	
Document Total:									203.60
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001033	53285	Closed	3/19/2025	GL00007791	V000000031	AGE OF LEARNING	0.00	2,956.31
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0005930	101-	SI0001354	AGE OF LEARNING	2,956.31	USD	0.00	2,956.31	
Document Total:									2,956.31
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001034	53286	Closed	3/19/2025	GL00007792	V000000048	AMAZON CAPITAL SERVICES	0.00	9,937.68
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Debit Adj.	APB0005868	101-	14RV-Y3GM-	Refund Youth Materials	-38.25	USD	0.00	-38.25	
Debit Adj.	APB0005869	101-	17NW-CXJK-	Amazon Refund Youth Materials	-30.60	USD	0.00	-30.60	
Debit Adj.	APB0005860	101-	1F7J-FQRH-	Amazon Refund Youth Materials	-30.60	USD	0.00	-30.60	
Debit Adj.	APB0005861	101-	1WPP-H61J-	Amazon Refund Youth Materials	-22.95	USD	0.00	-22.95	
Debit Adj.	APB0005862	101-	1NL3-J7QJ-	Amazon Refund Youth Materials	-22.95	USD	0.00	-22.95	
Debit Adj.	APB0005863	101-	1F7J-FQRH-	Amazon Refund Youth Materials	-22.95	USD	0.00	-22.95	
Debit Adj.	APB0005864	101-	1JTG-XC1Q-	Amazon Refund Youth Materials	-22.95	USD	0.00	-22.95	
Debit Adj.	APB0005865	101-	17NW-RNNH-	Amazon Refund Youth Materials	-15.30	USD	0.00	-15.30	
Debit Adj.	APB0005866	101-	14RV-Y3GM-	Amazon Refund Youth Materials	-7.65	USD	0.00	-7.65	
Debit Adj.	APB0005867	101-	1JN6-NHQW-	Amazon Refund Youth Materials	-7.65	USD	0.00	-7.65	
Debit Adj.	APB0005868	101-	1LNR-M63P-	Amazon Refund Youth Materials	-7.65	USD	0.00	-7.65	
Debit Adj.	APB0005869	101-	19T6-WHTT-	Amazon Refund Youth Materials	-7.65	USD	0.00	-7.65	
Debit Adj.	APB0005870	101-	14QX-MLTP-	Amazon Refund Youth Materials	-7.65	USD	0.00	-7.65	
Bill	APB0005801	101-	1NF4-RNNH-	AMAZON - YOUTH BOOKS	1,066.12	USD	0.00	1,066.12	

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Bill	APB0005802	101-	AMAZON - ADULT BOOKS		143.76 USD	143.76
Bill	APB0005803	101-	AMAZON - YOUTH BOOKS		29.97 USD	29.97
Bill	APB0005804	101-	AMAZON - YOUTH BOOKS		177.44 USD	177.44
Bill	APB0005805	101-	AMAZON - YOUTH BOOKS		336.93 USD	336.93
Bill	APB0005818	101-	Amazon Program Supplies		163.55 USD	163.55
Bill	APB0005819	101-	Amazon Collection Materials		1,021.77 USD	1,021.77
Bill	APB0005820	101-	Amazon Tech Supplies		226.41 USD	226.41
Bill	APB0005821	101-	Amazon Tech Supplies		38.58 USD	38.58
Bill	APB0005852	101-	Amazon Youth Materials		101.94 USD	101.94
Bill	APB0005853	101-	Amazon Youth Materials		105.83 USD	105.83
Bill	APB0005854	101-	Amazon Youth Materials		45.57 USD	45.57
Bill	APB0005855	101-	Amazon Adult Materials		17.66 USD	17.66
Bill	APB0005856	101-	Amazon Youth Materials		149.81 USD	149.81
Bill	APB0005857	101-	Amazon Youth Materials		220.86 USD	220.86
Bill	APB0005871	101-	Amazon Youth Materials		6.80 USD	6.80
Bill	APB0005872	101-	Amazon Youth Materials		12.75 USD	12.75
Bill	APB0005873	101-	Amazon Adult Materials		725.74 USD	725.74
Bill	APB0005931	101-	Amazon WACR Realia		97.95 USD	97.95
Bill	APB0005932	101-	Amazon Program Supplies		47.96 USD	47.96
Bill	APB0005933	101-	Amazon Youth Materials		42.42 USD	42.42
Bill	APB0005934	101-	Amazon Youth Materials		26.52 USD	26.52
Bill	APB0005935	101-	Amazon Youth Materials		55.56 USD	55.56
Bill	APB0005936	101-	Amazon Youth Materials		23.98 USD	23.98
Bill	APB0005937	101-	Amazon Youth Materials		45.56 USD	45.56
Bill	APB0005938	101-	Amazon Realia		59.79 USD	59.79
Bill	APB0006045	101-	AMAZON		37.98 USD	37.98
Bill	APB0006046	101-	AMAZON		760.37 USD	760.37
Bill	APB0006098	101-	Amazon Program Supplies		46.05 USD	46.05
Bill	APB0006099	101-	Amazon Program Supplies		26.23 USD	26.23
Bill	APB0006100	101-	Amazon Program Supplies		54.78 USD	54.78
Bill	APB0006101	101-	Amazon Program Supplies		334.18 USD	334.18
Bill	APB0006102	101-	Amazon Program Supplies		19.20 USD	19.20
Bill	APB0006103	101-	AMAZON		66.69 USD	66.69
Bill	APB0006104	101-	AMAZON		123.42 USD	123.42
Bill	APB0006106	101-	Amazon Marketing Supplies		115.16 USD	115.16
Bill	APB0006109	101-	Amazon Program Supplies		267.49 USD	267.49
Bill	APB0006176	101-	AMAZON Maint Supplies		85.07 USD	85.07

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Bill	APB0006177	101-	1LCT-WXJ4-	Closed	3/19/2025	GL00007793	V000000059	AMERICAN PRINTING SERVICES	0.00	3,013.00
Bill	APB0006200	101-	1L1M-K77X-						0.00	856.21
Bill	APB0006201	101-	1LGD-KW3Q-						0.00	14.58
Bill	APB0006202	101-	17NQ-DFNT-						0.00	101.27
Bill	APB0006203	101-	1TTD-MFVL-						0.00	35.98
Bill	APB0006204	101-	1QRQ-QXQ4-						0.00	8.99
Bill	APB0006205	101-	1TFG-K1RG-						0.00	19.99
Bill	APB0006206	101-	1KPT-JQNH-						0.00	125.00
Bill	APB0006207	101-	1WML-WJDF-						0.00	42.96
Bill	APB0006208	101-	11JV-4QGX-						0.00	61.86
Bill	APB0006218	101-	1QDW-CKLQ-						0.00	189.95
Bill	APB0006219	101-	1CTJ-TCDN-						0.00	950.00
Bill	APB0006220	101-	1JMR-YWKG-						0.00	35.37
Bill	APB0006221	101-	11DP-MHYK-						0.00	148.01
Bill	APB0006222	101-	1TRQ-MGH4-						0.00	155.80
Bill	APB0006223	101-	1NWJ-LRTH-						0.00	93.48
Bill	APB0006224	101-	1WHQ-1V1D-						0.00	202.54
Bill	APB0006225	101-	1TYV-FMXR-						0.00	49.66
Bill	APB0006226	101-	1NV6-G931-						0.00	112.00
Bill	APB0006240	101-	1G9F-7TFP-						0.00	22.99
Document Total:										9,937.68

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001035	53287		Closed	3/19/2025	GL00007793	V000000059	AMERICAN PRINTING SERVICES	0.00	3,013.00
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date <td>Batch Nbr.</td> <td>Vendor</td> <td>Vendor Name</td> <td>Doc. Balance</td> <td>Orig. Doc. Amount</td>	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Bill	APB0006115	101-	16901						0.00	85.00
Bill	APB0006117	101-	16887						0.00	2,055.00
Bill	APB0006118	101-	16869						0.00	99.00
Bill	APB0006120	101-	16795						0.00	520.00
Bill	APB0006227	101-	16902						0.00	254.00
Document Total:										3,013.00

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001036	53288		Closed	3/19/2025	GL00007794	V000001363	ARTSCAPE INC	0.00	432.00

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Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Vendor	Batch Nbr.	Vendor Name	Doc. Balance	Orig. Doc. Amount	Amount Paid
Bill	APB0005822	101-	58030	Artscape Monthly Service						216.00 USD
Bill	APB0006178	101-	58195	Artscape Monthly Service						216.00 USD
Document Total:										432.00
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Vendor	Batch Nbr.	Vendor Name	Doc. Balance	Orig. Doc. Amount	Amount Paid
Payment	APP0001037	53289	Closed	3/19/2025	V000000096	GL00007795	BAKER AND TAYLOR	0.00	17,359.17	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid		
Bill	APB0005877	101-	2038840655	BAKER & TAYLOR	120.24	USD	0.00	120.24		
Bill	APB0005878	101-	2038840656	BAKER & TAYLOR	35.56	USD	0.00	35.56		
Bill	APB0005879	101-	2038840658	BAKER & TAYLOR	79.97	USD	0.00	79.97		
Bill	APB0005880	101-	2038840659	BAKER & TAYLOR	22.52	USD	0.00	22.52		
Bill	APB0005881	101-	2038840660	BAKER & TAYLOR	4.06	USD	0.00	4.06		
Bill	APB0005882	101-	2038840661	BAKER & TAYLOR	28.25	USD	0.00	28.25		
Bill	APB0005883	101-	2038840662	BAKER & TAYLOR	17.56	USD	0.00	17.56		
Bill	APB0005884	101-	2038840663	BAKER & TAYLOR	35.02	USD	0.00	35.02		
Bill	APB0005885	101-	2038840664	BAKER & TAYLOR	18.07	USD	0.00	18.07		
Bill	APB0005886	101-	2038840665	BAKER & TAYLOR	80.33	USD	0.00	80.33		
Bill	APB0005887	101-	2038840666	BAKER & TAYLOR	73.57	USD	0.00	73.57		
Bill	APB0005888	101-	2038832595	BAKER & TAYLOR	388.46	USD	0.00	388.46		
Bill	APB0005889	101-	2038832596	BAKER & TAYLOR	341.20	USD	0.00	341.20		
Bill	APB0005890	101-	2038832597	BAKER & TAYLOR	164.39	USD	0.00	164.39		
Bill	APB0005891	101-	2038832598	BAKER & TAYLOR	192.04	USD	0.00	192.04		
Bill	APB0005892	101-	2038832599	BAKER & TAYLOR	102.50	USD	0.00	102.50		
Bill	APB0005893	101-	2038832600	BAKER & TAYLOR	70.68	USD	0.00	70.68		
Bill	APB0005894	101-	2038832601	BAKER & TAYLOR	89.83	USD	0.00	89.83		
Bill	APB0005895	101-	2038832602	BAKER & TAYLOR	35.54	USD	0.00	35.54		
Bill	APB0005896	101-	2038832603	BAKER & TAYLOR	60.12	USD	0.00	60.12		
Bill	APB0005897	101-	2038832604	BAKER & TAYLOR	384.38	USD	0.00	384.38		
Bill	APB0005898	101-	2038832605	BAKER & TAYLOR	364.19	USD	0.00	364.19		
Bill	APB0005899	101-	2038832606	BAKER & TAYLOR	181.68	USD	0.00	181.68		
Bill	APB0005900	101-	2038832607	BAKER & TAYLOR	18.52	USD	0.00	18.52		
Bill	APB0005901	101-	2038832608	BAKER & TAYLOR	8.27	USD	0.00	8.27		
Bill	APB0005902	101-	2038832609	BAKER & TAYLOR	12.37	USD	0.00	12.37		
Bill	APB0005903	101-	2038832610	BAKER & TAYLOR	5.86	USD	0.00	5.86		

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Bill	APB0005904	101-	BAKER & TAYLOR		24.44	USD 24.44
Bill	APB0005905	101-	BAKER & TAYLOR		185.57	USD 185.57
Bill	APB0005906	101-	BAKER & TAYLOR		24.22	USD 24.22
Bill	APB0005907	101-	BAKER & TAYLOR		15.62	USD 15.62
Bill	APB0005908	101-	BAKER & TAYLOR		58.14	USD 58.14
Bill	APB0005909	101-	BAKER & TAYLOR		32.82	USD 32.82
Bill	APB0005910	101-	BAKER & TAYLOR		12.91	USD 12.91
Bill	APB0005911	101-	BAKER & TAYLOR		105.63	USD 105.63
Bill	APB0005912	101-	BAKER & TAYLOR		8.71	USD 8.71
Bill	APB0005913	101-	BAKER & TAYLOR		36.94	USD 36.94
Bill	APB0005914	101-	BAKER & TAYLOR		12.12	USD 12.12
Bill	APB0005914	101-	BAKER & TAYLOR		102.91	USD 102.91
Bill	APB0005950	101-	BAKER & TAYLOR		16.45	USD 16.45
Bill	APB0005951	101-	BAKER & TAYLOR		53.34	USD 53.34
Bill	APB0005952	101-	BAKER & TAYLOR		194.31	USD 194.31
Bill	APB0005952	101-	BAKER & TAYLOR		361.40	USD 361.40
Bill	APB0005953	101-	BAKER & TAYLOR		33.31	USD 33.31
Bill	APB0005954	101-	BAKER & TAYLOR		58.97	USD 58.97
Bill	APB0005955	101-	BAKER & TAYLOR		199.74	USD 199.74
Bill	APB0005956	101-	BAKER & TAYLOR		12.22	USD 12.22
Bill	APB0005957	101-	BAKER & TAYLOR		22.62	USD 22.62
Bill	APB0005958	101-	BAKER & TAYLOR		35.30	USD 35.30
Bill	APB0005959	101-	BAKER & TAYLOR		177.73	USD 177.73
Bill	APB0005960	101-	BAKER & TAYLOR		23.74	USD 23.74
Bill	APB0005961	101-	BAKER & TAYLOR		28.96	USD 28.96
Bill	APB0005962	101-	BAKER & TAYLOR		83.23	USD 83.23
Bill	APB0005963	101-	BAKER & TAYLOR		138.69	USD 138.69
Bill	APB0005964	101-	BAKER & TAYLOR		152.72	USD 152.72
Bill	APB0005965	101-	BAKER & TAYLOR		19.37	USD 19.37
Bill	APB0005966	101-	BAKER & TAYLOR		12.12	USD 12.12
Bill	APB0005967	101-	BAKER & TAYLOR		30.06	USD 30.06
Bill	APB0005968	101-	BAKER & TAYLOR		22.52	USD 22.52
Bill	APB0005969	101-	BAKER & TAYLOR		31.64	USD 31.64
Bill	APB0005970	101-	BAKER & TAYLOR		19.38	USD 19.38
Bill	APB0005971	101-	BAKER & TAYLOR		11.01	USD 11.01
Bill	APB0005972	101-	BAKER & TAYLOR		16.32	USD 16.32
Bill	APB0005973	101-	BAKER & TAYLOR		27.92	USD 27.92
Bill	APB0005974	101-	BAKER & TAYLOR		0.00	USD 0.00
Bill	APB0005975	101-	BAKER & TAYLOR		0.00	USD 0.00

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Bill	APB0005976	101-	2038854356	BAKER & TAYLOR	12.30	USD 12.30
Bill	APB0005977	101-	2038854357	BAKER & TAYLOR	19.35	USD 19.35
Bill	APB0005978	101-	2038857609	BAKER & TAYLOR	68.68	USD 68.68
Bill	APB0005979	101-	2038851770	BAKER & TAYLOR	23.16	USD 23.16
Bill	APB0005980	101-	2038851771	BAKER & TAYLOR	14.82	USD 14.82
Bill	APB0005981	101-	2038842968	BAKER & TAYLOR	9.39	USD 9.39
Bill	APB0005982	101-	2038842969	BAKER & TAYLOR	9.39	USD 9.39
Bill	APB0005983	101-	2038842970	BAKER & TAYLOR	17.22	USD 17.22
Bill	APB0005984	101-	2038840764	BAKER & TAYLOR	40.06	USD 40.06
Bill	APB0005985	101-	2038840765	BAKER & TAYLOR	23.66	USD 23.66
Bill	APB0005986	101-	2038840766	BAKER & TAYLOR	41.88	USD 41.88
Bill	APB0005987	101-	2038821847	BAKER & TAYLOR	96.66	USD 96.66
Bill	APB0005988	101-	2038821848	BAKER & TAYLOR	79.75	USD 79.75
Bill	APB0005989	101-	2038832674	BAKER & TAYLOR	70.09	USD 70.09
Bill	APB0005990	101-	2038832675	BAKER & TAYLOR	31.84	USD 31.84
Bill	APB0005991	101-	2038832677	BAKER & TAYLOR	4.66	USD 4.66
Bill	APB0005992	101-	2038832678	BAKER & TAYLOR	9.32	USD 9.32
Bill	APB0005993	101-	2038832679	BAKER & TAYLOR	14.12	USD 14.12
Bill	APB0005994	101-	2038832680	BAKER & TAYLOR	26.71	USD 26.71
Bill	APB0005995	101-	2038832681	BAKER & TAYLOR	6.21	USD 6.21
Bill	APB0005996	101-	2038832682	BAKER & TAYLOR	24.24	USD 24.24
Bill	APB0005997	101-	2038832676	BAKER & TAYLOR	325.25	USD 325.25
Bill	APB0005998	101-	2038842971	BAKER & TAYLOR	21.08	USD 21.08
Bill	APB0005999	101-	2038842972	BAKER & TAYLOR	34.44	USD 34.44
Bill	APB0006000	101-	2038842973	BAKER & TAYLOR	12.44	USD 12.44
Bill	APB0006001	101-	2038832723	BAKER & TAYLOR	30.38	USD 30.38
Bill	APB0006002	101-	2038832724	BAKER & TAYLOR	103.53	USD 103.53
Bill	APB0006003	101-	2038832725	BAKER & TAYLOR	178.02	USD 178.02
Bill	APB0006004	101-	2038832726	BAKER & TAYLOR	139.14	USD 139.14
Bill	APB0006005	101-	2038832727	BAKER & TAYLOR	35.06	USD 35.06
Bill	APB0006006	101-	2038832728	BAKER & TAYLOR	17.77	USD 17.77
Bill	APB0006011	101-	2038832728	BAKER & TAYLOR	17.77	USD 17.77
Bill	APB0006012	101-	2038832729	BAKER & TAYLOR	53.31	USD 53.31
Bill	APB0006013	101-	2038832730	BAKER & TAYLOR	50.61	USD 50.61
Bill	APB0006014	101-	2038832731	BAKER & TAYLOR	15.03	USD 15.03
Bill	APB0006015	101-	2038832732	BAKER & TAYLOR	112.04	USD 112.04
Bill	APB0006016	101-	2038832733	BAKER & TAYLOR	17.78	USD 17.78

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Bill	APB0006017	101-	BAKER & TAYLOR		31.14	USD
Bill	APB0006019	101-	BAKER & TAYLOR		11.01	USD
Bill	APB0006020	101-	BAKER & TAYLOR		17.23	USD
Bill	APB0006021	101-	BAKER & TAYLOR		106.45	USD
Bill	APB0006025	101-	BAKER & TAYLOR		166.34	USD
Bill	APB0006026	101-	BAKER & TAYLOR		76.92	USD
Bill	APB0006027	101-	BAKER & TAYLOR		15.62	USD
Bill	APB0006028	101-	BAKER & TAYLOR		30.07	USD
Bill	APB0006029	101-	BAKER & TAYLOR		11.27	USD
Bill	APB0006030	101-	BAKER & TAYLOR		47.68	USD
Bill	APB0006031	101-	BAKER & TAYLOR		17.77	USD
Bill	APB0006032	101-	BAKER & TAYLOR		365.86	USD
Bill	APB0006033	101-	BAKER & TAYLOR		23.66	USD
Bill	APB0006034	101-	BAKER & TAYLOR		49.78	USD
Bill	APB0006035	101-	BAKER & TAYLOR		74.68	USD
Bill	APB0006036	101-	BAKER & TAYLOR		84.62	USD
Bill	APB0006037	101-	BAKER & TAYLOR		212.86	USD
Bill	APB0006038	101-	BAKER & TAYLOR		16.61	USD
Bill	APB0006039	101-	BAKER & TAYLOR		707.75	USD
Bill	APB0006040	101-	BAKER & TAYLOR		492.15	USD
Bill	APB0006041	101-	BAKER & TAYLOR		43.83	USD
Bill	APB0006042	101-	BAKER & TAYLOR		27.97	USD
Bill	APB0006043	101-	BAKER & TAYLOR		66.66	USD
Bill	APB0006044	101-	BAKER & TAYLOR		175.52	USD
Bill	APB0006052	101-	BAKER & TAYLOR		21.44	USD
Bill	APB0006053	101-	BAKER & TAYLOR		143.30	USD
Bill	APB0006054	101-	BAKER & TAYLOR		11.27	USD
Bill	APB0006055	101-	BAKER & TAYLOR		57.85	USD
Bill	APB0006056	101-	BAKER & TAYLOR		208.69	USD
Bill	APB0006057	101-	BAKER & TAYLOR		11.59	USD
Bill	APB0006058	101-	BAKER & TAYLOR		12.21	USD
Bill	APB0006059	101-	BAKER & TAYLOR		35.02	USD
Bill	APB0006060	101-	BAKER & TAYLOR		11.26	USD
Bill	APB0006061	101-	BAKER & TAYLOR		16.70	USD
Bill	APB0006062	101-	BAKER & TAYLOR		15.21	USD
Bill	APB0006063	101-	BAKER & TAYLOR		12.46	USD
Bill	APB0006064	101-	BAKER & TAYLOR		18.26	USD

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Bill	APB0006065	101-	BAKER & TAYLOR		17.10	USD 17.10
Bill	APB0006066	101-	BAKER & TAYLOR		24.24	USD 24.24
Bill	APB0006067	101-	BAKER & TAYLOR		402.10	USD 402.10
Bill	APB0006068	101-	BAKER & TAYLOR		55.48	USD 55.48
Bill	APB0006069	101-	BAKER & TAYLOR		296.23	USD 296.23
Bill	APB0006070	101-	BAKER & TAYLOR		7.66	USD 7.66
Bill	APB0006071	101-	BAKER & TAYLOR		11.24	USD 11.24
Bill	APB0006072	101-	BAKER & TAYLOR		88.61	USD 88.61
Bill	APB0006073	101-	BAKER & TAYLOR		7.64	USD 7.64
Bill	APB0006074	101-	BAKER & TAYLOR		51.91	USD 51.91
Bill	APB0006075	101-	BAKER & TAYLOR		34.46	USD 34.46
Bill	APB0006076	101-	BAKER & TAYLOR		33.14	USD 33.14
Bill	APB0006077	101-	BAKER & TAYLOR		50.93	USD 50.93
Bill	APB0006078	101-	BAKER & TAYLOR		17.56	USD 17.56
Bill	APB0006079	101-	BAKER & TAYLOR		19.67	USD 19.67
Bill	APB0006080	101-	BAKER & TAYLOR		12.37	USD 12.37
Bill	APB0006081	101-	BAKER & TAYLOR		45.47	USD 45.47
Bill	APB0006082	101-	BAKER & TAYLOR		13.39	USD 13.39
Bill	APB0006083	101-	BAKER & TAYLOR		219.62	USD 219.62
Bill	APB0006084	101-	BAKER & TAYLOR		128.27	USD 128.27
Bill	APB0006085	101-	BAKER & TAYLOR		70.33	USD 70.33
Bill	APB0006086	101-	BAKER & TAYLOR		17.78	USD 17.78
Bill	APB0006087	101-	BAKER & TAYLOR		12.35	USD 12.35
Bill	APB0006088	101-	BAKER & TAYLOR		170.75	USD 170.75
Bill	APB0006089	101-	BAKER & TAYLOR		18.52	USD 18.52
Bill	APB0006090	101-	BAKER & TAYLOR		12.37	USD 12.37
Bill	APB0006092	101-	BAKER & TAYLOR		18.63	USD 18.63
Bill	APB0006093	101-	BAKER & TAYLOR		48.96	USD 48.96
Bill	APB0006094	101-	BAKER & TAYLOR		178.18	USD 178.18
Bill	APB0006095	101-	BAKER & TAYLOR		30.07	USD 30.07
Bill	APB0006096	101-	BAKER & TAYLOR		173.47	USD 173.47
Bill	APB0006097	101-	BAKER & TAYLOR		217.23	USD 217.23
Bill	APB0006105	101-	BAKER & TAYLOR		30.47	USD 30.47
Bill	APB0006107	101-	BAKER & TAYLOR		11.23	USD 11.23
Bill	APB0006108	101-	BAKER & TAYLOR		21.11	USD 21.11
Bill	APB0006110	101-	BAKER & TAYLOR		112.66	USD 112.66
Bill	APB0006111	101-	BAKER & TAYLOR		16.99	USD 16.99

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Bill	APB0006112	101-	2038871018	12.46 USD
Bill	APB0006113	101-	2038871019	16.98 USD
Bill	APB0006114	101-	2038871020	6.21 USD
Bill	APB0006116	101-	2038871021	49.00 USD
Bill	APB0006119	101-	2038871022	56.58 USD
Bill	APB0006136	101-	2038871023	51.72 USD
Bill	APB0006138	101-	2038871024	82.92 USD
Bill	APB0006140	101-	2038871025	34.48 USD
Bill	APB0006141	101-	2038887649	35.47 USD
Bill	APB0006143	101-	2038887650	12.42 USD
Bill	APB0006144	101-	2038887651	34.77 USD
Bill	APB0006145	101-	2038887652	11.59 USD
Bill	APB0006146	101-	2038887653	46.06 USD
Bill	APB0006147	101-	2038832722	16.98 USD
Bill	APB0006148	101-	2038854333	185.19 USD
Bill	APB0006149	101-	2038840667	19.67 USD
Bill	APB0006150	101-	2038832001	85.84 USD
Bill	APB0006152	101-	2038832002	190.63 USD
Bill	APB0006154	101-	2038832000	437.80 USD
Bill	APB0006155	101-	2038832003	506.77 USD
Bill	APB0006156	101-	2038840668	88.90 USD
Bill	APB0006158	101-	2038840657	212.41 USD
Bill	APB0006230	101-	2038923879	125.86 USD
Bill	APB0006231	101-	2038923880	55.79 USD
Bill	APB0006232	101-	2038923881	33.78 USD
Bill	APB0006233	101-	2038923882	213.47 USD
Bill	APB0006234	101-	2038923883	73.10 USD
Bill	APB0006235	101-	2038923884	21.82 USD
Bill	APB0006236	101-	2038900321	97.21 USD
Bill	APB0006237	101-	2038900322	32.88 USD
Bill	APB0006238	101-	2038900323	91.84 USD
Bill	APB0006239	101-	2038900324	55.27 USD
Bill	APB0006241	101-	2038900325	12.19 USD
Bill	APB0006242	101-	2038900326	12.46 USD
Bill	APB0006243	101-	2038900327	24.86 USD
Bill	APB0006244	101-	2038900328	124.98 USD
Bill	APB0006245	101-	2038900329	53.91 USD

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Bill	APB0006246	101-	2038894951	Closed	3/19/2025	GL00007796	V000000138	USD	BAKER & TAYLOR
Bill	APB0006247	101-	2038894947	Closed	3/19/2025	GL00007796	V000000138	USD	BAKER & TAYLOR
Bill	APB0006249	101-	2038894948	Closed	3/19/2025	GL00007796	V000000138	USD	BAKER & TAYLOR
Bill	APB0006250	101-	2038894949	Closed	3/19/2025	GL00007796	V000000138	USD	BAKER & TAYLOR
Bill	APB0006251	101-	2038894950	Closed	3/19/2025	GL00007796	V000000138	USD	BAKER & TAYLOR
Bill	APB0006252	101-	2038894952	Closed	3/19/2025	GL00007796	V000000138	USD	BAKER & TAYLOR
Bill	APB0006253	101-	2038894953	Closed	3/19/2025	GL00007796	V000000138	USD	BAKER & TAYLOR
Bill	APB0006254	101-	2038894954	Closed	3/19/2025	GL00007796	V000000138	USD	BAKER & TAYLOR
Bill	APB0006256	101-	2038894955	Closed	3/19/2025	GL00007796	V000000138	USD	BAKER & TAYLOR
Bill	APB0006257	101-	2038894956	Closed	3/19/2025	GL00007796	V000000138	USD	BAKER & TAYLOR
Bill	APB0006258	101-	2038894957	Closed	3/19/2025	GL00007796	V000000138	USD	BAKER & TAYLOR
Bill	APB0006266	101-	2038894958	Closed	3/19/2025	GL00007796	V000000138	USD	BAKER & TAYLOR
Bill	APB0006268	101-	2038894959	Closed	3/19/2025	GL00007796	V000000138	USD	BAKER & TAYLOR
Bill	APB0006294	101-	2038923878	Closed	3/19/2025	GL00007796	V000000138	USD	BAKER & TAYLOR
Document Total:									17,359.17

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Currency	Doc. Balance	Orig. Doc. Amount
Payment	APP0001038	53290	Closed	3/19/2025	GL00007796	V000000138	USD	0.00	77,926.74

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006121	101-	INV-US78892	Bibliotheca Self Checkout QUO-US17484	58,095.19	USD	0.00	58,095.19
Bill	APB0006122	101-	INV-US78891	Bibliotheca Self Checkout QUO-US17484	19,831.55	USD	0.00	19,831.55
Document Total:							0.00	77,926.74

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Currency	Doc. Balance	Orig. Doc. Amount
Payment	APP0001039	53291	Closed	3/19/2025	GL00007797	V000000146	USD	0.00	22.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006047	101-	3116004122398E	BLOOMFIELD TOWNSHIP PUBLIC LIBRARY -	22.00	USD	0.00	22.00
Document Total:							0.00	22.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Currency	Doc. Balance	Orig. Doc. Amount
Payment	APP0001045	53292	Closed	3/19/2025	GL00007803	V000001406	USD	0.00	30.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006047	101-	3116004122398E	BLOOMFIELD TOWNSHIP PUBLIC LIBRARY -	22.00	USD	0.00	22.00
Document Total:							0.00	22.00

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Bill	APB0001735 101- Refund	USD	Bell Meeting Room Refund	30.00	USD	0.00	30.00			
				Document Total: 30.00						
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001040	53293		Closed	3/19/2025	GL00007798	V000000177	BRIDGEALL LIBRARIES LIMITED	0.00	13,417.95
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid		
Bill	APB0005502	101-	SIN006916	BRIDGEALL LIBRARIES LIMITED	13,417.95	USD	0.00	13,417.95		
				Document Total: 13,417.95						
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001041	53294		Closed	3/19/2025	GL00007799	V000000254	CINTAS CORPORATION NO 2	0.00	1,294.29
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid		
Bill	APB0005823	101-	5252767409	Cintas First Aid Resupply	112.83	USD	0.00	112.83		
Bill	APB0006179	101-	5256674108	Cintas First Aid Resupply	123.40	USD	0.00	123.40		
Bill	APB0006180	101-	9310907900	CINTAS - MAIN - RENTAL	261.00	USD	0.00	261.00		
Bill	APB0006181	101-	9310839101	CINTAS - WACR - RENTAL	130.50	USD	0.00	130.50		
Bill	APB0006228	101-	5257458802	Cintas First Aid Supplies	121.56	USD	0.00	121.56		
Bill	APB0006229	101-	4222820387	CINTAS Ultraclean	234.00	USD	0.00	234.00		
Bill	APB0006304	101-	4222820457	CINTAS Ultraclean	91.00	USD	0.00	91.00		
Bill	APB0006307	101-	4223476376	CINTAS	220.00	USD	0.00	220.00		
				Document Total: 1,294.29						
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001042	53295		Closed	3/19/2025	GL00007800	V000000260	CLARKSTON INDEP. DIST. LIBRARY	0.00	38.99
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid		
Bill	APB0006051	101-	3463300355525f	CLARKSTON INDEPENDENCE DIST LIB	38.99	USD	0.00	38.99		
				Document Total: 38.99						
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001042	53295		Closed	3/19/2025	GL00007800	V000000260	CLARKSTON INDEP. DIST. LIBRARY	0.00	38.99

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Payment	APP0001043	53296	Closed	3/19/2025	GL00007801	V000000272	COMERICA	0.00	4,558.01				
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid					
Debit Adj.	APB0006175	101-	MCLS Credit	Comerica MCLS Credit	-80.00	USD	0.00	-80.00					
Bill	APB0005824	101-	GVSA OSHA	Comerica GVSA OSHA Training - Nelson	190.00	USD	0.00	190.00					
Bill	APB0005825	101-	MI Central	Comerica The Shop : Michigan Central	62.99	USD	0.00	62.99					
Bill	APB0005826	101-	Northcott ALA	Comerica ALA Membership Northcott	125.00	USD	0.00	125.00					
Bill	APB0005827	101-	LibJournal Russ	Comerica LibJournal Training Russ	209.94	USD	0.00	209.94					
Bill	APB0006151	101-	Last Pass	Comerica Last Pass Renewal	529.20	USD	0.00	529.20					
Bill	APB0006153	101-	Spotify	Spotify Subscription	16.99	USD	0.00	16.99					
Bill	APB0006157	101-	ARC Documents	COMERICA - ARC PRINT	184.78	USD	0.00	184.78					
Bill	APB0006159	101-	ALA Registration	Comerica ALA Registration Rosen	430.00	USD	0.00	430.00					
Bill	APB0006164	101-	4Imprint Power	Comerica - 4Imprint	1,982.28	USD	0.00	1,982.28					
Bill	APB0006182	101-	Batteries Plus	Comerica - Batteries Plus	267.33	USD	0.00	267.33					
Bill	APB0006184	101-	Zogics 400041	Comerica Zogics 400041	322.74	USD	0.00	322.74					
Bill	APB0006185	101-	Zogics 400173	Comerica Zogics 400173	316.76	USD	0.00	316.76					
Document Total:										4,558.01			

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	
Payment	APP0001044	53297	Closed	3/19/2025	GL00007802	V000000301	CUMMINS BRIDGEWAY	0.00	1,315.83	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid		
Bill	APB0006255	101-	S6-250238501	CUMMINS BRIDGEWAY	1,315.83	USD	0.00	1,315.83		
Document Total:										1,315.83

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001046	53298	Closed	3/19/2025	GL00007804	V000000308	DALTON COMMERCIAL CLEANING	0.00	6,410.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0005828	101-	243103	Carpet Cleaning at Westacres	1,000.00	USD	0.00	1,000.00
Bill	APB0005829	101-	243102	Dalton Carpet and Furniture Maintenance	2,075.00	USD	0.00	2,075.00
Bill	APB0005922	101-	243182	Dalton Carpet Cleaning at Westacres	250.00	USD	0.00	250.00
Bill	APB0005923	101-	243181	Dalton Cleaning	1,250.00	USD	0.00	1,250.00
Bill	APB0005924	101-	243180	Dalton Carpet Cleaning at Main	1,835.00	USD	0.00	1,835.00

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Account	Description	Currency	Payment Method	Document Total:	
				6,410.00	

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001047	53299	+	Closed	3/19/2025	GL00007805	V000000312	DAVE'S ELECTRIC SERVICES, INC.	0.00	7,776.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0005830	101-	19485	Dave's Electric Lighting	508.00	USD	0.00	508.00
Bill	APB0005831	101-	19484	Dave's Electric Meeting Room Lights	1,426.00	USD	0.00	1,426.00
Bill	APB0006186	101-	19549	Dave's Electric LED Lighting	1,570.00	USD	0.00	1,570.00
Bill	APB0006187	101-	19556	Dave's Electric LED Lighting	1,818.00	USD	0.00	1,818.00
Bill	APB0006188	101-	19557	Dave's Electric LED Lighting	2,454.00	USD	0.00	2,454.00
Document Total:								7,776.00

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001053	53300	+	Closed	3/19/2025	GL00007811	V000001467	DAVID GARY HOWARD	0.00	12.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0005832	101-	Refund	Howard Fine Refund	12.00	USD	0.00	12.00
Document Total:								12.00

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001048	53301	+	Closed	3/19/2025	GL00007806	V000000321	DEMCO	0.00	884.22

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0005833	101-	7594954	Demco WACR Supplies	517.79	USD	0.00	517.79
Bill	APB0005939	101-	7596895	Demco Realia	92.13	USD	0.00	92.13
Bill	APB0006210	101-	7607079	Demco WACR Supplies	150.76	USD	0.00	150.76
Bill	APB0006259	101-	7607082	DEMCO Processing Supplies	123.54	USD	0.00	123.54
Document Total:								884.22

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001049	53302	+	Closed	3/19/2025	GL00007807	V000000351	DMARCIAIN INC.	0.00	203.90

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Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001054	53306	Closed	3/19/2025	GL00007812	V000000408	FARMINGTON COMMUNITY LIBRARY	0.00	23,805.95
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description			Original Amount	Currency	Amount Paid
Bill	APB0005874	101-	2025-036	Farmington Library Subscription Renewals			13,754.50	USD	13,754.50
Bill	APB0006273	101-	2025-043	FARMINGTON COMMUNITY LIBRARY			10,051.45	USD	10,051.45
							Document Total:		23,805.95
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001060	53307	Closed	3/19/2025	GL00007818	V000001023	FRANK REWOLD & SON	0.00	350,803.09
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description			Original Amount	Currency	Amount Paid
Bill	APB0005835	101-	11498-05	Rewold Roof & Remodel #5			121,209.20	USD	121,209.20
Bill	APB0006189	101-	11498-06	Rewold Roof & Remodel App 6			229,593.89	USD	229,593.89
							Document Total:		350,803.09
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001055	53308	Closed	3/19/2025	GL00007813	V000000483	GREAT OAKS MAINTENANCE	0.00	1,480.00
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description			Original Amount	Currency	Amount Paid
Bill	APB0006190	101-	49699	Great Oaks Westlacs Snow Removal			1,480.00	USD	1,480.00
							Document Total:		1,480.00
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001056	53309	Closed	3/19/2025	GL00007814	V000000524	HOME DEPOT CREDIT SERVICES	0.00	292.69
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description			Original Amount	Currency	Amount Paid
Bill	APB0006261	101-	6475455	HOME DEPOT Building Supplies			56.90	USD	56.90
Bill	APB0006262	101-	5663576	HOME DEPOT Building Supplies			164.88	USD	164.88
Bill	APB0006263	101-	5900545	HOME DEPOT Building Supplies			27.92	USD	27.92
Bill	APB0006264	101-	59900883	HOME DEPOT Building Supplies			42.99	USD	42.99
							Document Total:		292.69

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Account	Description	Currency	Payment Method	Doc. Balance	Orig. Doc. Amount				
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001057	53310	Closed	3/19/2025	GL00007815	V000000575	JAN-PRO DETROIT	0.00	7,035.00
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description					
Bill	APB0006132	101-	61280	Janitorial Services					
				Original Amount	Currency	Discount Taken	Amount Paid		
				7,035.00	USD	0.00	7,035.00		
				Document Total:					
				Document Total:					
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001061	53311	Closed	3/19/2025	GL00007819	V000001409	JEANNE ZLOTOFF	0.00	10.00
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description					
Bill	APB0005876	101-	Refund 2/14	Zlotoff Fee Refund					
				Original Amount	Currency	Discount Taken	Amount Paid		
				10.00	USD	0.00	10.00		
				Document Total:					
				Document Total:					
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001058	53312	Closed	3/19/2025	GL00007816	V000000603	KANOPY LLC	0.00	1,085.45
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description					
Bill	APB0005941	101-	437241-PPU	KANOPY					
Bill	APB0006274	101-	441810-PPU	KANOPY					
				Original Amount	Currency	Discount Taken	Amount Paid		
				616.25	USD	0.00	616.25		
				469.20	USD	0.00	469.20		
				Document Total:					
				Document Total:					
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001059	53313	Closed	3/19/2025	GL00007817	V000000604	KAPLAN EARLY LEARNING	0.00	573.23
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description					
Bill	APB0005837	101-	7102669	Kaplan WACR Program Supplies					
Bill	APB0005942	101-	7102018	Kaplan Youth Materials					
				Original Amount	Currency	Discount Taken	Amount Paid		
				448.11	USD	0.00	448.11		
				125.12	USD	0.00	125.12		
				Document Total:					
				Document Total:					
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001063	53314	Closed	3/19/2025	GL00007821	V000001468	KLATRA PICKETT	0.00	5.84

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Bill	APB0005838	101-	Refund 2/16	Pickett Reissue Refund	5.84	USD							5.84	USD	0.00	5.84	
Document Total:																	
Payment	APP0001062	53315	Closed	3/19/2025	GL00007820	V000001430	KNOWBE4, INC	273.30	USD	0.00	273.30		273.30	USD	0.00	273.30	
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date <td>Batch Nbr.</td> <td>Vendor</td> <td>Vendor Name</td> <td>Original Amount</td> <td>Currency</td> <td>Discount Taken</td> <td>Amount Paid</td> <td colspan="4"></td>	Batch Nbr.	Vendor	Vendor Name	Original Amount	Currency	Discount Taken	Amount Paid					
Bill	APB0006191	101-	INV370443	Closed	3/19/2025	GL00007822	V000001469	KOREENA NELSON	82.74	USD	0.00	82.74		82.74	USD	0.00	82.74
Document Total:																	
Payment	APP0001064	53316	Closed	3/19/2025	GL00007823	V000000649	LAKESHORE LEARNING MATERIALS	2,584.55	USD	0.00	2,584.55		2,584.55	USD	0.00	2,584.55	
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date <td>Batch Nbr.</td> <td>Vendor</td> <td>Vendor Name</td> <td>Original Amount</td> <td>Currency</td> <td>Discount Taken</td> <td>Amount Paid</td> <td colspan="4"></td>	Batch Nbr.	Vendor	Vendor Name	Original Amount	Currency	Discount Taken	Amount Paid					
Bill	APB0006265	101-	Mileage 1/14-	Closed	3/19/2025	GL00007824	V000000659	LIBRARY DESIGN ASSOCIATES, INC	5,000.00	USD	0.00	5,000.00		5,000.00	USD	0.00	5,000.00
Document Total:																	
Payment	APP0001065	53317	Closed	3/19/2025	GL00007824	V000000659	LIBRARY DESIGN ASSOCIATES, INC	5,000.00	USD	0.00	5,000.00		5,000.00	USD	0.00	5,000.00	
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date <td>Batch Nbr.</td> <td>Vendor</td> <td>Vendor Name</td> <td>Original Amount</td> <td>Currency</td> <td>Discount Taken</td> <td>Amount Paid</td> <td colspan="4"></td>	Batch Nbr.	Vendor	Vendor Name	Original Amount	Currency	Discount Taken	Amount Paid					
Bill	APB0005839	101-	90115792	Closed	3/19/2025	GL00007823	V000000649	LAKESHORE LEARNING MATERIALS	228.84	USD	0.00	228.84		228.84	USD	0.00	228.84
Bill	APB0005943	101-	90112831	Closed	3/19/2025	GL00007823	V000000649	LAKESHORE LEARNING MATERIALS	86.22	USD	0.00	86.22		86.22	USD	0.00	86.22
Bill	APB0005944	101-	90115794	Closed	3/19/2025	GL00007823	V000000649	LAKESHORE LEARNING MATERIALS	344.92	USD	0.00	344.92		344.92	USD	0.00	344.92
Bill	APB0006133	101-	90115793	Closed	3/19/2025	GL00007823	V000000649	LAKESHORE LEARNING MATERIALS	861.75	USD	0.00	861.75		861.75	USD	0.00	861.75
Bill	APB0006267	101-	90315130	Closed	3/19/2025	GL00007823	V000000649	LAKESHORE LEARNING MATERIALS	1,033.85	USD	0.00	1,033.85		1,033.85	USD	0.00	1,033.85
Bill	APB0006303	101-	90315129	Closed	3/19/2025	GL00007823	V000000649	LAKESHORE LEARNING MATERIALS	28.97	USD	0.00	28.97		28.97	USD	0.00	28.97
Document Total:																	
Payment	APP0001066	53318	Closed	3/19/2025	GL00007824	V000000659	LIBRARY DESIGN ASSOCIATES, INC	5,000.00	USD	0.00	5,000.00		5,000.00	USD	0.00	5,000.00	
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date <td>Batch Nbr.</td> <td>Vendor</td> <td>Vendor Name</td> <td>Original Amount</td> <td>Currency</td> <td>Discount Taken</td> <td>Amount Paid</td> <td colspan="4"></td>	Batch Nbr.	Vendor	Vendor Name	Original Amount	Currency	Discount Taken	Amount Paid					

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Doc. Type	Ref. Number	Branch	Vendor Ref.
Bill	APB0006302	101-	24-221-01
			LDA - Space Planning
			Original Amount
			5,000.00 USD
			Discount Taken
			0.00
			Amount Paid
			5,000.00
			Document Total:
			5,000.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001074	53319	Closed	3/19/2025	GL00007832	V000001408	LIBRARY JOURNAL LLC	0.00	981.75

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006269	101-	2025-69445	Library Journal AI Training - Ketcham	203.15	USD	0.00	203.15
Bill	APB0006271	101-	2025-69444	Library Journal Accessibility Training - Vickers,	372.30	USD	0.00	372.30
Bill	APB0006272	101-	2025-69443	Library Journal Youth Svcs Training - Vickers,	406.30	USD	0.00	406.30
								Document Total:
								981.75

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001067	53320	Closed	3/19/2025	GL00007825	V000000709	MACOMB MECHANICAL	0.00	6,475.50

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006134	101-	54661-03	Macomb Mech Planned Maintenance	3,546.00	USD	0.00	3,546.00
Bill	APB0006135	101-	54683-02	Macomb Mech Planned Maintenance	1,450.50	USD	0.00	1,450.50
Bill	APB0006192	101-	57176H	MACOMB MECHANICAL	1,023.00	USD	0.00	1,023.00
Bill	APB0006198	101-	57043	MACOMB MECHANICAL	456.00	USD	0.00	456.00
								Document Total:
								6,475.50

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001068	53321	Closed	3/19/2025	GL00007826	V000000719	MANAGED WAY	0.00	1,449.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0005840	101-	Reissue 51671	Managed Way - Reissue Check 51671	1,449.00	USD	0.00	1,449.00
								Document Total:
								1,449.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001069	53322	Closed	3/19/2025	GL00007827	V000000750	MCFMI	0.00	9,102.50

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Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Date	Batch Nbr.	Vendor	Vendor Name	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0005841	101-	2404-JT-IN	MCM - Rework Refrigerant Monitoring Panel Piping					7,350.00	USD	0.00	7,350.00	
Bill	APB0005842	101-	WBL2306-IN	MCM HVAC System Controls Maintenance					1,752.50	USD	0.00	1,752.50	
Document Total:												9,102.50	
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	Doc. Balance	Orig. Doc. Amount	
Payment	APP0001072	53323		Closed	3/19/2025	GL00007830	V000000806	MICHIGAN LIBRARY ASSOCIATION	0.00	50.00	0.00	50.00	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Date	Batch Nbr.	Vendor	Vendor Name	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0005843	101-	20995	MLA Service Animals Training - Vickers					25.00	USD	0.00	25.00	
Bill	APB0005844	101-	20967	MLA Service Animals Training - Russ					25.00	USD	0.00	25.00	
Document Total:												50.00	
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	Doc. Balance	Orig. Doc. Amount	
Payment	APP0001070	53324		Closed	3/19/2025	GL00007828	V000000783	MIDWEST COLLABORATIVE FOR	0.00	10,720.50	0.00	10,720.50	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Date	Batch Nbr.	Vendor	Vendor Name	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0006276	101-	AR-131776	MIDWEST COLLABORATIVE FOR LIBRARY					10,720.50	USD	0.00	10,720.50	
Document Total:												10,720.50	
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	Doc. Balance	Orig. Doc. Amount	
Payment	APP0001071	53325		Closed	3/19/2025	GL00007829	V000000785	MIDWEST TAPE	0.00	46,273.18	0.00	46,273.18	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Date	Batch Nbr.	Vendor	Vendor Name	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0005806	101-	506681458	MIDWEST TAPE					297.92	USD	0.00	297.92	
Bill	APB0005807	101-	506681454	MIDWEST TAPE					487.61	USD	0.00	487.61	
Bill	APB0005808	101-	506649725	MIDWEST TAPE					1,099.28	USD	0.00	1,099.28	
Bill	APB0005809	101-	506681457	MIDWEST TAPE					239.84	USD	0.00	239.84	
Bill	APB0005810	101-	506681453	MIDWEST TAPE					477.44	USD	0.00	477.44	
Bill	APB0005811	101-	506681456	MIDWEST TAPE					84.54	USD	0.00	84.54	
Bill	APB0005812	101-	506608432	MIDWEST TAPE					9.99	USD	0.00	9.99	
Bill	APB0005813	101-	506649726	MIDWEST TAPE					88.98	USD	0.00	88.98	
Bill	APB0005814	101-	506681455	MIDWEST TAPE					291.95	USD	0.00	291.95	

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Account	Description	Payment Ref.	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Currency	Payment Method	Amount
Bill	APB0005815	101-	506681451								14.99 USD		14.99
Bill	APB0005915	101-	506714423								983.45 USD		983.45
Bill	APB0005916	101-	506714426								517.95 USD		517.95
Bill	APB0005917	101-	506714425								32.98 USD		32.98
Bill	APB0005918	101-	506714422								790.30 USD		790.30
Bill	APB0005919	101-	506714427								185.16 USD		185.16
Bill	APB0005920	101-	506714424								263.94 USD		263.94
Bill	APB0005945	101-	506691022								14,051.05 USD		14,051.05
Bill	APB0006160	101-	506714420								1,672.27 USD		1,672.27
Bill	APB0006161	101-	506746071								90.70 USD		90.70
Bill	APB0006162	101-	506746075								152.97 USD		152.97
Bill	APB0006163	101-	506746077								798.20 USD		798.20
Bill	APB0006165	101-	506746076								167.45 USD		167.45
Bill	APB0006166	101-	506746073								483.60 USD		483.60
Bill	APB0006167	101-	506746074								3,056.75 USD		3,056.75
Bill	APB0006277	101-	506822562								12,896.14 USD		12,896.14
Bill	APB0006279	101-	506778038								3,804.60 USD		3,804.60
Bill	APB0006281	101-	506778122								564.37 USD		564.37
Bill	APB0006283	101-	506778121								680.50 USD		680.50
Bill	APB0006285	101-	506778039								60.71 USD		60.71
Bill	APB0006287	101-	506817380								74.48 USD		74.48
Bill	APB0006288	101-	506817368								86.63 USD		86.63
Bill	APB0006289	101-	506817365								874.26 USD		874.26
Bill	APB0006290	101-	506817367								215.96 USD		215.96
Bill	APB0006291	101-	506817363								99.69 USD		99.69
Bill	APB0006292	101-	506849423								262.14 USD		262.14
Bill	APB0006293	101-	506846668								314.39 USD		314.39
Document Total:												46,273.18	

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001073	53326	1	Closed	3/19/2025	GL00007831	V000000814	MONROE COUNTY LIBRARY SYSTEM	0.00	18.99
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid		
Bill	APB0006295	101-	25-0027	MONROE COUNTY LIBRARY SYSTEM	18.99	USD	0.00	18.99		
Document Total:								18.99		

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Account	Description	Currency	Payment Method						
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001075	53327	Closed	3/19/2025	GL00007833	V000000869	NICHOLS - IMPERIAL DADE	0.00	1,492.39

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006193	101-	90081482-00	NICHOLS Maint Supplies	1,492.39	USD	0.00	1,492.39
Document Total:								1,492.39

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001076	53328	Closed	3/19/2025	GL00007834	V000000890	OCLC, INC.	0.00	35,029.97

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0005946	101-	1000421070	OCLC	17,385.71	USD	0.00	17,385.71
Bill	APB0005947	101-	1000421031	OCLC	5,812.34	USD	0.00	5,812.34
Bill	APB0006296	101-	1000424589	OCLC	11,831.92	USD	0.00	11,831.92
Document Total:								35,029.97

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001077	53329	Closed	3/19/2025	GL00007835	V000000915	OVERDRIVE	0.00	5,404.97

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0005817	101-	0072CO2501548	OVERDRIVE	21.55	USD	0.00	21.55
Bill	APB0005921	101-	721CO25043228	OVERDRIVE	695.09	USD	0.00	695.09
Bill	APB0005925	101-	721CO25016536	OVERDRIVE	600.00	USD	0.00	600.00
Bill	APB0005926	101-	721CO25019508	OVERDRIVE	600.00	USD	0.00	600.00
Bill	APB0005927	101-	721CO25023150	OVERDRIVE	1,055.95	USD	0.00	1,055.95
Bill	APB0005948	101-	721CO25029392	OVERDRIVE	214.86	USD	0.00	214.86
Bill	APB0006168	101-	00721CO250499	OVERDRIVE	802.63	USD	0.00	802.63
Bill	APB0006297	101-	00721CO250542	OVERDRIVE	1,056.02	USD	0.00	1,056.02
Bill	APB0006298	101-	00721CO250610	OVERDRIVE	340.88	USD	0.00	340.88
Bill	APB0006299	101-	00721CO250622	OVERDRIVE	17.99	USD	0.00	17.99
Document Total:								5,404.97

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001078	53330	Closed	3/19/2025	GL00007836	V000000964	PLAYAWAY	0.00	6,913.94

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Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Vendor	Doc. Balance	Orig. Doc. Amount
Bill	APB0006212	101-	18398335	SCHULER BOOKS	V000001101	0.00	92.79
Document Total:							92.79
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name
Payment	APP0001082	53335	Closed	3/19/2025	GL00007840	V000001101	SETON
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Vendor	Doc. Balance	Orig. Doc. Amount
Bill	APB0005846	101-	9358249090	Seton Asset Tags	V000001156	0.00	662.30
Bill	APB0006275	101-	9358391136	Seton Asset Tags	V000001156	0.00	1,060.95
Document Total:							1,723.25
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name
Payment	APP0001083	53336	Closed	3/19/2025	GL00007841	V000001156	ST. CLAIR COUNTY LIBRARY
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Vendor	Doc. Balance	Orig. Doc. Amount
Bill	APB0006300	101-	02072025a	ST. CLAIR COUNTY LIBRARY	V000001162	0.00	12.89
Bill	APB0006301	101-	02182025	ST CLAIR COUNTY LIBRARY	V000001162	0.00	13.99
Document Total:							26.88
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name
Payment	APP0001084	53337	Closed	3/19/2025	GL00007842	V000001162	STERLING HEIGHTS PUBLIC LIBRARY
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Vendor	Doc. Balance	Orig. Doc. Amount
Bill	APB0006050	101-	357	STERLING HEIGHTS PUBLIC LIBRARY	V000001457	0.00	17.45
Document Total:							17.45
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name
Payment	APP0001098	53338	Closed	3/19/2025	GL00007856	V000001457	TENTCRAFT LLC
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Vendor	Doc. Balance	Orig. Doc. Amount
Bill	APB0006137	101-	66678	TentCraft Customized Tent	V000001457	0.00	5,918.00
Document Total:							5,918.00

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Account	Description	Currency	Payment Method	Document Total:						
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	
Payment	APP0001086	53339	Closed	3/19/2025	GL00007844	V000000295	THOMAS KLISE/CRIMSON MULTIMEDIA	0.00	1,157.62	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description			Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB00006169	101-	019105	THOMAS KLISE/CRIMSON MULTIMEDIA			1,157.62	USD	0.00	1,157.62
Document Total:										5,918.00
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	
Payment	APP0001096	53340	Closed	3/19/2025	GL00007854	V000001338	THOMAS WRIGHT	0.00	249.74	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description			Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB00006278	101-	Mileage 12/11-	Wright Mileage 12/11-3/7			249.74	USD	0.00	249.74
Document Total:										249.74
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	
Payment	APP0001087	53341	Closed	3/19/2025	GL00007845	V000001212	THOMSON REUTERS - WEST	0.00	32.00	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description			Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB00005928	101-	851101046	THOMSON REUTERS			32.00	USD	0.00	32.00
Document Total:										32.00
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	
Payment	APP0001088	53342	Closed	3/19/2025	GL00007846	V000001221	T-MOBILE	0.00	2,082.06	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description			Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB00006172	101-	201709093	TMobile Dialpad 1/21-2/20			2,082.06	USD	0.00	2,082.06
Document Total:										2,082.06
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount	
Payment	APP0001089	53343	Closed	3/19/2025	GL00007847	V000001221	T-MOBILE	0.00	1,655.80	

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Account	Description	Currency	Payment Method	Original Amount	Currency	Discount Taken	Amount Paid
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Vendor	Doc. Balance	Orig. Doc. Amount
Bill	APB0006309	101-	968700103	TMobile 1/25-2/24/25	TODAY'S BUSINESS SOLUTIONS INC	0.00	1,655.80
Doc. Type	Ref. Number	Branch	Payment Ref.	Date	Batch Nbr.	Doc. Balance	Orig. Doc. Amount
Payment	APP0001090	53344	53344	3/19/2025	GL00007848 V000001224	0.00	150.96
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Vendor	Doc. Balance	Orig. Doc. Amount
Bill	APB0005847	101-	20325-20	TBS Fax Oct - Dec2024	TOSHIBA AMERICA BUSINESS	0.00	269.12
Doc. Type	Ref. Number	Branch	Payment Ref.	Date	Batch Nbr.	Doc. Balance	Orig. Doc. Amount
Payment	APP0001091	53345	53345	3/19/2025	GL00007849 V000001226	0.00	54.00
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Vendor	Doc. Balance	Orig. Doc. Amount
Bill	APB0006280	101-	6500992	Toshiba Printer Maint 2/25-3/24	TUMBLEWEED PRESS INC.	0.00	3,500.00
Doc. Type	Ref. Number	Branch	Payment Ref.	Date	Batch Nbr.	Doc. Balance	Orig. Doc. Amount
Payment	APP0001092	53346	53346	3/19/2025	GL00007850 V000001229	0.00	13.00
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Vendor	Doc. Balance	Orig. Doc. Amount
Bill	APB0006282	101-	6501000	Toshiba Printer Maint 2/25-3/24	TRAVERSE AREA DISTRICT LIBRARY	0.00	13.00
Doc. Type	Ref. Number	Branch	Payment Ref.	Date	Batch Nbr.	Doc. Balance	Orig. Doc. Amount
Payment	APP0001093	53347	53347	3/19/2025	GL00007851 V000001240	0.00	3,500.00
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Vendor	Doc. Balance	Orig. Doc. Amount
Bill	APB0005929	101-	118931	TUMBLEWEED PRESS	TRAVERSE AREA DISTRICT LIBRARY	0.00	13.00

Document Total: 1,655.80

Document Total: 150.96

Document Total: 269.12

Document Total: 54.00

Document Total: 215.12

Document Total: 269.12

Document Total: 13.00

Document Total: 13.00

Document Total: 3,500.00

Document Total: 3,500.00

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Account	Description	Currency	Payment Method	Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001094	53348	Closed	3/19/2025	GL00007852	V000001253	UNIFIRST CORPORATION	0.00				391.67	
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Batch Nbr.	Vendor	Original Amount	Currency	Discount Taken	Amount Paid			
Bill	APB0005848	101-	1390350394	Unifirst Mats and Towels			38.33	USD	0.00	38.33			
Bill	APB0005849	101-	1390351218	Unifirst Mat & Towel Service			49.55	USD	0.00	49.55			
Bill	APB0005850	101-	1390352115	Unifirst Mats & Towels			45.19	USD	0.00	45.19			
Bill	APB0005851	101-	1390353810	Unifirst Towels & Mats			38.30	USD	0.00	38.30			
Bill	APB0006139	101-	1390354791	Unifirst Mat & Towel Service			49.55	USD	0.00	49.55			
Bill	APB0006142	101-	1390355468	Unifirst Mats & Towels Main			42.20	USD	0.00	42.20			
Bill	APB0006197	101-	1390357171	Unifirst Towels & Mats Main			38.30	USD	0.00	38.30			
Bill	APB0006284	101-	1390358008	Unifirst Mat & Towel Service			49.55	USD	0.00	49.55			
Bill	APB0006286	101-	1390358814	Unifirst Mats & Towels			40.70	USD	0.00	40.70			
Document Total:											391.67		

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001095	53349	Closed	3/19/2025	GL00007853	V000001327	WINNING IMPRINTS	0.00	25.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Batch Nbr.	Vendor	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006199	101-	18639	WINNING IMPRINTS			25.00	USD	0.00	25.00
Document Total:										25.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001097	53350	Closed	3/19/2025	GL00007855	V000001354	ZOOBEAN, INC.	0.00	1,793.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Batch Nbr.	Vendor	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0005875	101-	32279	Zoobean Beansstack Subscription			1,793.00	USD	0.00	1,793.00
Document Total:										1,793.00
Payment Method Total:										692,748.96
Cash Account Total:										692,748.96

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Account	Description	Currency	Payment Method	Doc. Type	Count	Amount Paid (USD)
				Payment	67	692,748.96
				Prepayment	0	0.00
				Refund	0	0.00
				Voided Payment	0	0.00
Company Total:					67	692,748.96

Memo

To: Library Board of Trustees
From: Cathleen Russ, Executive Library Director
Jeff Crocker, Associate Library Director
Kati Vogel, Finance Director
Date: March 13, 2025
Re: New Business #11A: FY 2024-2025 Final Budget Adjustments

The FY 2024-2025 final budget adjustments reflect a balanced budget of \$7,520,033.

In terms of revenue, the highlight of the 2024-2025 fiscal year was the passage of the library millage renewal/increase in November 2024. The new millage rate went into effect in December 2024. Millage funds are in the process of being collected with West Bloomfield's Winter Taxes. This is reflected on the Property Tax line on the Revenue side of the budget. You will see that the library received an additional \$383,253 in revenue derived from the millage, as well as an additional \$14,000 in revenue from our contract communities, due to an increase in property values.

As of March 17, 2025, the library had derived \$262,000 in interest over the fiscal year. However, we fully expect to receive a Fair Market Value (FMV) adjustment on our annual audit due to fluctuating interest rates. We have taken this into account and have budgeted \$200,000 for interest, in order to accommodate the anticipated adjustment to this revenue.

We transferred \$119,765 into the Endowment Fund this fiscal year. We received a \$64,000 donation to the Endowment Fund from the James Neubacher Trust; the additional funds were from smaller donations and interest. The Friends purchased all donated items directly.

In terms of expenditures, the operating budget was and is stable. There was only an \$1,850 difference between the mid-year expenditure projections and the year-end expenditure projections, although individual line items may have ended differently than had been projected at mid-year.

In terms of Capital Infrastructure and Development (CIAD), we spent a lot of money to improve the library's technology and building infrastructure, including replacing the roof on the Main Library, creating the Comfort Room, and replacing the library's original, 25-year old phone system. We added LED lighting in many areas and increased building security features. We also did a space plan for future renovations to the Westacres branch.

We need to invest at least \$615,000 per year into CIAD in order to meet upcoming capital expenditures; at the close of this budget year, we expect to transfer \$1,042,517 into CIAD. Additional funds are due to the millage increase and the collection of that millage in our current fiscal year.

To summarize the end of year operating budget, we came within \$1,850 of our mid-year budget expenditure projections, and we collected additional revenue, due to the passage of the library millage in November 2024. The additional revenue will be deposited into the CIAD account to pay for upcoming and future capital projects over the next 10 years, which was the purpose of the millage increase.

Finally, the attached CIAD budget shows what was spent on which project; you will see that we began the fiscal year with \$5.789 million in CIAD; we spent \$2.589 million on the listed projects, and end the fiscal year with a balance of \$4.084 million.

However, we will replenish the CIAD fund with \$1.042 million, for a balance beginning April 2026 of \$5.127 million.

SUGGESTED MOTION: MOVE TO APPROVE THE FY 2024-2025 FINAL BUDGET ADJUSTMENTS.

West Bloomfield Township Public Library
Fiscal Year 2024-2025 Budget
 Approved January 10, 2024
 Amended August 14, 2024
 Amended March 19, 2025

	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	2024-2025 Y/E 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	\$ 6,750,000	\$ 383,253	89.76%
State Revenue Sources	\$ 66,980	\$ 86,437	\$ 74,152	\$ 89,774	\$ 74,152	\$ 75,000	\$ 75,000	\$ -	1.00%
Federal Revenue Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contract for Services	\$ 160,950	\$ 176,642	\$ 185,000	\$ 188,064	\$ 169,000	\$ 185,000	\$ 199,000	\$ 14,000	2.65%
Fines and Fees Total	\$ 52,100	\$ 66,966	\$ 73,135	\$ 77,809	\$ 63,150	\$ 68,700	\$ 75,850	\$ 7,150	1.01%
Penal Fines	\$ 126,700	\$ 108,503	\$ 97,400	\$ 97,401	\$ 97,400	\$ 99,743	\$ 99,743	\$ -	1.33%
Interest	\$ 23,800	\$ (58,766)	\$ 242,200	\$ 379,816	\$ 85,000	\$ 85,000	\$ 200,000	\$ 115,000	2.66%
Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contributions Total	\$ 40,480	\$ 241,663	\$ 107,525	\$ 111,975	\$ 6,000	\$ 80,200	\$ 120,440	\$ 40,240	1.60%
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	\$ 7,520,033	\$ 559,643	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	2024-2025 Y/E 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	\$ 3,236,400	\$ 78,050	43.04%	50.90%
Supplies Total	\$ 122,350	\$ 95,127	\$ 123,600	\$ 110,341	\$ 122,805	\$ 115,300	\$ 94,825	\$ (20,475)	1.26%	1.49%
Professional/Contractual Total	\$ 423,550	\$ 493,538	\$ 504,100	\$ 468,271	\$ 509,885	\$ 524,845	\$ 506,160	\$ (18,685)	6.73%	7.96%
Communications Total	\$ 32,500	\$ 31,148	\$ 33,300	\$ 31,028	\$ 34,500	\$ 47,350	\$ 52,350	\$ 5,000	0.70%	0.82%
Staff Development/Transportation	\$ 32,300	\$ 15,316	\$ 35,300	\$ 27,749	\$ 51,450	\$ 45,900	\$ 39,000	\$ (6,900)	0.52%	0.61%
Community Promotion	\$ 54,000	\$ 56,819	\$ 87,000	\$ 77,729	\$ 77,100	\$ 72,100	\$ 72,500	\$ 400	0.96%	1.14%
Insurance/Bonds	\$ 50,000	\$ 48,478	\$ 55,000	\$ 54,050	\$ 51,000	\$ 55,000	\$ 56,000	\$ 1,000	0.74%	0.88%
Utilities Total	\$ 215,800	\$ 233,361	\$ 236,000	\$ 225,213	\$ 263,000	\$ 236,575	\$ 237,627	\$ 1,052	3.16%	3.74%
Repairs/Maintenance Total	\$ 389,100	\$ 415,601	\$ 572,000	\$ 462,491	\$ 631,131	\$ 596,521	\$ 567,041	\$ (29,480)	7.54%	8.92%
Rentals	\$ 9,600	\$ 8,368	\$ 10,000	\$ 9,001	\$ 9,430	\$ 9,713	\$ 14,700	\$ 4,987	0.20%	0.23%
Online Cataloging Services	\$ 9,000	\$ 9,254	\$ 8,550	\$ 8,543	\$ 11,000	\$ 10,815	\$ 9,970	\$ (845)	0.13%	0.16%
Capital Outlay Total	\$ 1,347,515	\$ 1,321,607	\$ 1,338,300	\$ 1,289,306	\$ 1,449,350	\$ 1,483,432	\$ 1,471,178	\$ (12,254)	19.56%	23.14%
Expenditures Subtotal	\$ 5,137,435	\$ 5,447,797	\$ 6,040,400	\$ 5,698,392	\$ 6,395,251	\$ 6,355,901	\$ 6,357,751	\$ 1,850	84.54%	100.00%
Transfer to AB Fund	\$ -	\$ (82,062)	\$ (500,000)	\$ (500,000)	\$ -	\$ -	\$ -	\$ -	124.79%	
Transfer to CIAD Fund	\$ 664,805	\$ 532,093	\$ 1,051,962	\$ 1,051,962	\$ 87,864	\$ 604,489	\$ 1,042,517	\$ 438,028	124.79%	
Transfer to Endowment Fund	\$ 8,890	\$ 224,304	\$ 102,050	\$ 106,500	\$ -	\$ -	\$ 119,765	\$ 119,765	242.85%	
Transfer to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	367.64%	
Expenditures Grand Total	\$ 5,811,130	\$ 6,122,132	\$ 6,694,412	\$ 6,356,854	\$ 6,483,115	\$ 6,960,390	\$ 7,520,033	\$ 559,643	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	2024-2025 Y/E 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	\$ 6,750,000	\$ 383,253	89.76%
State Revenue Sources	\$ 66,980	\$ 86,437	\$ 74,152	\$ 89,774	\$ 74,152	\$ 75,000	\$ 75,000	\$ -	1.00%
Federal Revenue Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Orchard Lake Village	\$ 111,000	\$ 126,347	\$ 132,000	\$ 132,152	\$ 120,000	\$ 130,000	\$ 140,000	\$ 10,000	1.86%
Keego Harbor	\$ 28,950	\$ 28,444	\$ 32,000	\$ 32,524	\$ 28,000	\$ 33,000	\$ 34,000	\$ 1,000	0.45%
Sylvan Lake	\$ 21,000	\$ 21,851	\$ 21,000	\$ 23,388	\$ 21,000	\$ 22,000	\$ 25,000	\$ 3,000	0.33%
Contract for Services	\$ 160,950	\$ 176,642	\$ 185,000	\$ 188,064	\$ 169,000	\$ 185,000	\$ 199,000	\$ 14,000	2.65%
Fines	\$ 25,500	\$ 28,611	\$ 21,500	\$ 22,886	\$ 18,000	\$ 12,000	\$ 10,300	\$ (1,700)	0.14%
Copy Fees	\$ 10,000	\$ 16,992	\$ 18,100	\$ 19,811	\$ 18,000	\$ 24,000	\$ 20,000	\$ (4,000)	0.27%
Book Rental	\$ 750	\$ 680	\$ 690	\$ 729	\$ 650	\$ -	\$ -	\$ -	0.00%
Meeting Room Rental	\$ 110	\$ 840	\$ 1,910	\$ 2,119	\$ 1,500	\$ 5,200	\$ 6,000	\$ 800	0.08%
Miscellaneous	\$ 15,740	\$ 19,843	\$ 30,935	\$ 32,264	\$ 25,000	\$ 27,500	\$ 39,550	\$ 12,050	0.53%
Fines and Fees Total	\$ 52,100	\$ 66,966	\$ 73,135	\$ 77,809	\$ 63,150	\$ 68,700	\$ 75,850	\$ 7,150	1.01%
Penal Fines	\$ 126,700	\$ 108,503	\$ 97,400	\$ 97,401	\$ 97,400	\$ 99,743	\$ 99,743	\$ -	1.33%
Interest	\$ 23,800	\$ (58,766)	\$ 242,200	\$ 379,816	\$ 85,000	\$ 85,000	\$ 200,000	\$ 115,000	2.66%
Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Memorials and Gifts	\$ 830	\$ 1,009	\$ 515	\$ 515	\$ 1,000	\$ 200	\$ 675	\$ 475	0.01%
Friends' Gift	\$ 30,760	\$ 16,351	\$ 4,960	\$ 4,960	\$ 5,000	\$ 5,000	\$ -	\$ (5,000)	0.00%
Endowment	\$ 8,890	\$ 224,304	\$ 102,050	\$ 106,500	\$ -	\$ 75,000	\$ 119,765	\$ 44,765	1.59%
Contributions Total	\$ 40,480	\$ 241,663	\$ 107,525	\$ 111,975	\$ 6,000	\$ 80,200	\$ 120,440	\$ 40,240	1.60%
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	\$ 7,520,033	\$ 559,643	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	2024-2025 Y/E 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	\$ 2,525,000	\$ 45,000	33.58%	39.72%
Salaries--Sunday	\$ 105,000	\$ 99,748	\$ 110,000	\$ 103,916	\$ 100,000	\$ 100,000	\$ 125,000	\$ 25,000	1.66%	1.97%
Salaries Subtotal	\$ 2,020,000	\$ 2,238,513	\$ 2,510,000	\$ 2,412,797	\$ 2,600,000	\$ 2,580,000	\$ 2,650,000	\$ 70,000	35.24%	41.68%
Benefits--FICA	\$ 154,060	\$ 171,892	\$ 185,000	\$ 182,794	\$ 200,000	\$ 180,000	\$ 200,000	\$ 20,000	2.66%	3.15%
Benefits--MESC	\$ -	\$ 717	\$ 600	\$ 590	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Benefits--Medical	\$ 102,450	\$ 128,862	\$ 146,000	\$ 144,890	\$ 166,000	\$ 175,000	\$ 170,000	\$ (5,000)	2.26%	2.67%
Benefits--Dental	\$ 8,255	\$ 10,743	\$ 12,000	\$ 11,821	\$ 16,000	\$ 16,000	\$ 15,000	\$ (1,000)	0.20%	0.24%
Benefits--Optical	\$ 1,085	\$ 1,207	\$ 1,650	\$ 1,599	\$ 1,600	\$ 1,850	\$ 2,100	\$ 250	0.03%	0.03%
Benefits--Disability	\$ 6,860	\$ 9,859	\$ 13,500	\$ 12,873	\$ 15,500	\$ 15,500	\$ 14,100	\$ (1,400)	0.19%	0.22%
Benefits--Life	\$ 2,510	\$ 3,117	\$ 3,500	\$ 3,037	\$ 4,500	\$ 4,000	\$ 3,200	\$ (800)	0.04%	0.05%
Benefits--Retirement	\$ 125,000	\$ 122,000	\$ 137,000	\$ 136,909	\$ 150,000	\$ 155,000	\$ 151,000	\$ (4,000)	2.01%	2.38%
Benefits--Longevity	\$ 31,500	\$ 32,269	\$ 28,000	\$ 27,359	\$ 31,000	\$ 31,000	\$ 31,000	\$ -	0.41%	0.49%
Benefits Subtotal	\$ 431,720	\$ 480,667	\$ 527,250	\$ 521,873	\$ 584,600	\$ 578,350	\$ 586,400	\$ 8,050	7.80%	9.22%
Personnel Services Total	\$ 2,451,720	\$ 2,719,180	\$ 3,037,250	\$ 2,934,671	\$ 3,184,600	\$ 3,158,350	\$ 3,236,400	\$ 78,050	43.04%	50.90%
Office Supplies	\$ 22,800	\$ 16,826	\$ 30,000	\$ 24,151	\$ 17,900	\$ 25,400	\$ 19,725	\$ (6,675)	0.26%	0.31%
Postage	\$ 500	\$ 2,656	\$ 2,500	\$ 2,190	\$ 4,000	\$ 4,000	\$ 500	\$ (3,500)	0.01%	0.01%
Processing Supplies	\$ 6,400	\$ 8,309	\$ 6,600	\$ 6,621	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.16%	0.19%
Circulation Supplies	\$ 5,700	\$ 4,593	\$ 3,600	\$ 3,507	\$ 7,550	\$ 8,050	\$ 4,000	\$ (4,050)	0.05%	0.06%
Building Supplies	\$ 59,000	\$ 48,804	\$ 63,700	\$ 61,607	\$ 60,600	\$ 60,600	\$ 55,000	\$ (5,600)	0.73%	0.87%
Youth Supplies	\$ 24,200	\$ 11,824	\$ 16,000	\$ 14,112	\$ 17,400	\$ 3,750	\$ 2,100	\$ (1,650)	0.03%	0.03%
Other Supplies	\$ 3,750	\$ 2,115	\$ 1,200	\$ 1,153	\$ 3,355	\$ 1,500	\$ 1,500	\$ -	0.02%	0.02%
Supplies Total	\$ 122,350	\$ 95,127	\$ 123,600	\$ 110,341	\$ 122,805	\$ 115,300	\$ 94,825	\$ (20,475)	1.26%	1.49%
Building Contracts	\$ 165,000	\$ 168,694	\$ 172,000	\$ 167,059	\$ 182,875	\$ 182,875	\$ 165,350	\$ (17,525)	2.20%	2.60%
Programming	\$ 57,000	\$ 116,558	\$ 104,900	\$ 93,735	\$ 134,910	\$ 162,110	\$ 148,500	\$ (13,610)	1.97%	2.34%
Prof./Consultant Fees	\$ 118,400	\$ 118,899	\$ 137,000	\$ 128,096	\$ 110,000	\$ 109,200	\$ 112,500	\$ 3,300	1.50%	1.77%
Cooperative Fee	\$ 16,150	\$ 16,374	\$ 17,200	\$ 17,158	\$ 17,800	\$ 16,960	\$ 17,510	\$ 550	0.23%	0.28%
Printing Services	\$ 67,000	\$ 73,013	\$ 73,000	\$ 62,224	\$ 64,300	\$ 53,700	\$ 62,300	\$ 8,600	0.83%	0.98%
Professional/Contractual Total	\$ 423,550	\$ 493,538	\$ 504,100	\$ 468,271	\$ 509,885	\$ 524,845	\$ 506,160	\$ (18,685)	6.73%	7.96%
Telecommunications--Main	\$ 30,000	\$ 29,242	\$ 31,000	\$ 29,014	\$ 31,000	\$ 44,150	\$ 49,150	\$ 5,000	0.65%	0.77%
Telecommunications--Branch	\$ 2,500	\$ 1,905	\$ 2,300	\$ 2,014	\$ 3,500	\$ 3,200	\$ 3,200	\$ -	0.04%	0.05%
Communications Total	\$ 32,500	\$ 31,148	\$ 33,300	\$ 31,028	\$ 34,500	\$ 47,350	\$ 52,350	\$ 5,000	0.70%	0.82%
Mileage	\$ 2,000	\$ 2,422	\$ 3,000	\$ 2,231	\$ 5,150	\$ 5,150	\$ 4,125	\$ (1,025)	0.05%	0.06%
Staff Development	\$ 25,000	\$ 7,743	\$ 22,800	\$ 18,465	\$ 36,800	\$ 31,250	\$ 29,000	\$ (2,250)	0.39%	0.46%
Dues/Memberships	\$ 5,300	\$ 5,151	\$ 9,500	\$ 7,053	\$ 9,500	\$ 9,500	\$ 5,875	\$ (3,625)	0.08%	0.09%
Staff Development/Transportation	\$ 32,300	\$ 15,316	\$ 35,300	\$ 27,749	\$ 51,450	\$ 45,900	\$ 39,000	\$ (6,900)	0.52%	0.61%

	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	2024-2025 Y/E Adj	Dollar Difference	Budget Percent	Operating Percent
Community Promotion	\$ 54,000	\$ 56,819	\$ 87,000	\$ 77,729	\$ 77,100	\$ 72,100	\$ 72,500	\$ 400	0.96%	1.14%
Insurance/Bonds	\$ 50,000	\$ 48,478	\$ 55,000	\$ 54,050	\$ 51,000	\$ 55,000	\$ 56,000	\$ 1,000	0.74%	0.88%
Electricity--Main	\$ 150,000	\$ 153,989	\$ 151,000	\$ 148,558	\$ 168,000	\$ 156,000	\$ 150,502	\$ (5,498)	2.00%	2.37%
Electricity--Branch	\$ 21,000	\$ 22,116	\$ 28,000	\$ 25,244	\$ 28,000	\$ 26,500	\$ 31,000	\$ 4,500	0.41%	0.49%
Gas--Main	\$ 20,000	\$ 28,868	\$ 23,000	\$ 21,070	\$ 33,000	\$ 22,125	\$ 22,125	\$ -	0.29%	0.35%
Gas--Branch	\$ 6,300	\$ 5,267	\$ 5,000	\$ 3,743	\$ 6,000	\$ 4,000	\$ 5,000	\$ 1,000	0.07%	0.08%
Water/Sewer--Main	\$ 9,500	\$ 17,622	\$ 25,000	\$ 23,946	\$ 22,000	\$ 25,150	\$ 24,000	\$ (1,150)	0.32%	0.38%
Water/Sewer--Branch	\$ 9,000	\$ 5,501	\$ 4,000	\$ 2,650	\$ 6,000	\$ 2,800	\$ 5,000	\$ 2,200	0.07%	0.08%
Utilities Total	\$ 215,800	\$ 233,361	\$ 236,000	\$ 225,213	\$ 263,000	\$ 236,575	\$ 237,627	\$ 1,052	3.16%	3.74%
Repairs/Maintenance	\$ 250,000	\$ 265,141	\$ 317,000	\$ 251,783	\$ 359,441	\$ 367,056	\$ 350,041	\$ (17,015)	4.65%	5.51%
Security Alarm System	\$ 4,100	\$ 7,215	\$ 12,000	\$ 11,157	\$ 12,000	\$ 22,000	\$ 22,000	\$ -	0.29%	0.35%
Automation Maintenance	\$ 135,000	\$ 143,246	\$ 243,000	\$ 199,551	\$ 259,690	\$ 207,465	\$ 195,000	\$ (12,465)	2.59%	3.07%
Repairs/Maintenance Total	\$ 389,100	\$ 415,601	\$ 572,000	\$ 462,491	\$ 631,131	\$ 596,521	\$ 567,041	\$ (29,480)	7.54%	8.92%
Rentals	\$ 9,600	\$ 8,368	\$ 10,000	\$ 9,001	\$ 9,430	\$ 9,713	\$ 14,700	\$ 4,987	0.20%	0.23%
Online Cataloging Services	\$ 9,000	\$ 9,254	\$ 8,550	\$ 8,543	\$ 11,000	\$ 10,815	\$ 9,970	\$ (845)	0.13%	0.16%
Books--Main--Adult	\$ 164,660	\$ 159,630	\$ 155,000	\$ 151,701	\$ 179,480	\$ 190,880	\$ 178,140	\$ (12,740)	2.37%	2.80%
Books--Branch--Adult	\$ 30,710	\$ 27,593	\$ 27,180	\$ 25,986	\$ 37,700	\$ 39,588	\$ 34,225	\$ (5,363)	0.46%	0.54%
Books--Main--Youth	\$ 115,475	\$ 116,767	\$ 113,630	\$ 108,584	\$ 130,280	\$ 129,568	\$ 121,800	\$ (7,768)	1.62%	1.92%
Books--Branch--Youth	\$ 22,140	\$ 20,231	\$ 20,035	\$ 19,155	\$ 27,500	\$ 28,282	\$ 22,740	\$ (5,542)	0.30%	0.36%
Books--Electronic--Adult/YA	\$ 158,000	\$ 153,819	\$ 219,000	\$ 211,153	\$ 233,000	\$ 235,000	\$ 235,000	\$ -	3.12%	3.70%
Book-Electronic-Youth	\$ 24,200	\$ 26,834	\$ 35,000	\$ 29,537	\$ 32,800	\$ 22,800	\$ 22,800	\$ -	0.30%	0.36%
Lease Books	\$ 116,425	\$ 116,424	\$ 116,500	\$ 116,424	\$ 118,800	\$ 98,700	\$ 98,700	\$ -	1.31%	1.55%
Mag/News--Main	\$ 28,600	\$ 23,696	\$ 24,900	\$ 24,654	\$ 24,900	\$ 24,900	\$ 25,600	\$ 700	0.34%	0.40%
Mag/News--Branch	\$ 8,365	\$ 7,661	\$ 7,610	\$ 7,629	\$ 7,610	\$ 7,610	\$ 7,800	\$ 190	0.10%	0.12%
Reference Books--Main--Adult	\$ 5,500	\$ 6,145	\$ 5,500	\$ 5,242	\$ 5,500	\$ 5,500	\$ 5,700	\$ 200	0.08%	0.09%
Reference Books--Branch	\$ 50	\$ -	\$ -	\$ -	\$ 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	\$ 316,230	\$ 5,055	4.21%	4.97%
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	\$ 13,000	\$ -	0.17%	0.20%
Digital Media--Branch--Adult	\$ 5,000	\$ 4,378	\$ 5,200	\$ 4,806	\$ 5,000	\$ 5,000	\$ 4,025	\$ (975)	0.05%	0.06%
Digital Media--Main--Youth	\$ 10,120	\$ 5,471	\$ 8,120	\$ 7,668	\$ 10,620	\$ 25,620	\$ 26,800	\$ 1,180	0.36%	0.42%
Digital Media--Branch--Youth	\$ 3,500	\$ 3,024	\$ 2,155	\$ 2,150	\$ 9,000	\$ 9,000	\$ 8,675	\$ (325)	0.12%	0.14%
Media--Main--Adult--AV	\$ 90,000	\$ 83,257	\$ 87,000	\$ 81,332	\$ 87,000	\$ 87,000	\$ 87,000	\$ -	1.16%	1.37%
Media--Branch--Adult--AV	\$ 26,000	\$ 24,671	\$ 22,000	\$ 20,815	\$ 18,450	\$ 18,450	\$ 18,000	\$ (450)	0.24%	0.28%
Media--Main--Youth--AV	\$ 9,750	\$ 6,272	\$ 4,550	\$ 3,783	\$ 6,050	\$ 3,050	\$ 4,250	\$ 1,200	0.06%	0.07%

	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	2024-2025 Y/E Adj	Dollar Difference	Budget Percent	Operating Percent
Media--Branch--Youth--AV	\$ 5,600	\$ 3,504	\$ 2,300	\$ 2,089	\$ 2,500	\$ 1,900	\$ 2,118	\$ 218	0.03%	0.03%
Media--Main--Adult--CD Music	\$ 6,700	\$ 6,032	\$ 6,600	\$ 6,396	\$ 6,100	\$ 6,100	\$ 5,100	\$ (1,000)	0.07%	0.08%
Media--Branch--Adult--CD Music	\$ 3,300	\$ 2,719	\$ 2,800	\$ 2,539	\$ 1,600	\$ 1,600	\$ 1,325	\$ (275)	0.02%	0.02%
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	\$ 28,300	\$ -	0.38%	0.45%
Media--Branch--Adult--CD Books	\$ 9,300	\$ 8,049	\$ 5,600	\$ 5,369	\$ 3,000	\$ 3,000	\$ 3,025	\$ 25	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	\$ 133,000	\$ 24,791	1.77%	2.09%
Media--Main--Youth--Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Realia--Main--Adult/YA	\$ 3,500	\$ 3,598	\$ 3,000	\$ 2,336	\$ 4,000	\$ 6,000	\$ 3,000	\$ (3,000)	0.04%	0.05%
Realia--Branch--Adult/YA	\$ 1,400	\$ 389	\$ 1,100	\$ 1,035	\$ 2,500	\$ 2,500	\$ 1,425	\$ (1,075)	0.02%	0.02%
Realia--Main--Youth	\$ 17,500	\$ 7,561	\$ 7,400	\$ 7,359	\$ 7,300	\$ 10,000	\$ 11,100	\$ 1,100	0.15%	0.17%
Realia--Branch--Youth	\$ 2,700	\$ 6,108	\$ 2,700	\$ 2,646	\$ 3,500	\$ 3,500	\$ 3,300	\$ (200)	0.04%	0.05%
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	\$ 1,422,178	\$ (4,054)	18.91%	22.37%
Gifts and Memorials	\$ 830		\$ -					\$ -	0.00%	0.00%
IT Capital Assets	\$ 6,600	\$ 3,690	\$ -	\$ -	\$ 13,400	\$ 13,300	\$ 16,000	\$ 2,700	0.21%	0.25%
Capital Assets	\$ -	\$ 49,220	\$ 21,450	\$ 17,980	\$ 54,400	\$ 43,900	\$ 33,000	\$ (10,900)	0.44%	0.52%
Capital Outlay Total	\$ 1,347,515	\$ 1,321,607	\$ 1,338,300	\$ 1,289,306	\$ 1,449,350	\$ 1,483,432	\$ 1,471,178	\$ (12,254)	19.56%	23.14%
Expenditures Subtotal	\$ 5,137,435	\$ 5,447,797	\$ 6,040,400	\$ 5,698,392	\$ 6,395,251	\$ 6,355,901	\$ 6,357,751.10	\$ 1,850	84.54%	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	\$ 1,042,517	\$ 438,028	13.86%	
Transfer to Endowment Fund	\$ 8,890	\$ 224,304	\$ 102,050	\$ 106,500			\$ 119,765	\$ 119,765	1.59%	
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	\$ 7,520,033	\$ 559,643	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			43,173.43						112,888.58
Rewold & Sons Chiller Replacement			42,246.47				38,608.39	88,829.25					169,684.11
Tech Mechanical Chiller Repairs										1,671.85			1,671.85
Rewold & Sons Roof & Remodel Lobby & Comfort Room								35,021.31	846,618.68		157,870.45	350,803.09	1,390,313.53
Roofing Technology Associates Roofing Consultant								2,484.95		2,394.95	1,680.60		6,560.50
ARC Architectural Prints												184.78	184.78
Daniels Zermack Architectural Services							2,098.90		3,074.26				3,074.26
Johnson Controls Environmental Sensors/Door Access		2,526.70		14,278.59	9,519.07				4,196.55		2,797.70		35,417.51
Metro Security Door Access						7,000.00					2,000.00		9,000.00
Bud's Locks Door Access					24,100.00						2,995.00		27,095.00
Ground Affects Storybook Trail		8,100.00											8,100.00
Barking Dog Storybook 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
Dave's Electric LED Lighting Conversion									4,956.00			6,350.00	11,306.00
Industrial Electric Air Handler Fan Replacements									25,364.00				25,364.00
Bibliotheca Self-Check/pads; Hold Lockers							22,717.52	22,717.52			157,334.56	77,926.74	280,696.34
T-Mobile/ Network Value New Phone system								8,813.80			479.00		9,292.80
Services Pending Completion FY24-25													-
Library Design Associates Exterior Signage												7,660.00	7,660.00
Library Design Associates Interior Signage												5,098.00	5,098.00
Roofing Technology Associates Quality Control												2,000.00	2,000.00
National Time Building Clock System												5,900.00	5,900.00
Rewold & Sons Roof & Remodel (AIA Balance)												359,716.32	359,716.32
Rewold & Sons Roof & Remodel (AIA Retainage)												119,253.48	119,253.48
Assa Abloy Automatic Entry Door												15,100.00	15,100.00
Library Design Associates Staff Office Furniture												19,850.00	19,850.00
Dave's Electric LED Lighting Conversion												3,775.00	3,775.00
Macomb Mechanical Rebuild circulation pump												15,215.00	15,215.00
Reversal of YE Retainage Accruals <i>(will be invoiced at project completion)</i>		(81,278.40)											(81,278.40)
Budget Transfer												954,653.00	954,653.00
Monthly Spend	-	(70,651.70)	98,944.66	40,290.31	46,789.07	7,000.00	106,598.24	157,866.83	884,209.49	4,066.80	325,157.31	988,832.41	2,589,103.42
Remaining Balance	5,718,980.71	5,789,632.41	5,690,687.75	5,650,397.44	5,603,608.37	5,596,608.37	5,490,010.13	5,332,143.30	4,447,933.81	4,443,867.01	4,118,709.70	4,084,530.29	4,084,530.29

**West Bloomfield
Township
Public Library**

Memo

To: Library Board of Trustees
From: Jeff Crocker, Associate Library Director
Date: March 11, 2025
Subject: New Business #11B: Approval of Bid Award for Carpet and Moving Services

Library Design Associates was the sole bidder on the carpeting and moving project. They intend to handle the project management and furniture moving components, and to work with SCI Floor Covering on the carpet installation. LDA completed the adult area carpeting and moving project at the Westacres Branch in 2014; the staff area carpeting and moving project at the Main Library in 2015; and has worked on several other projects with SCI at the Main Library including replacing the Meeting Room, clerestory, and Reflection Room carpet.

Moving the furniture and stacks is a monumental task and is also something LDA has a lot of experience with; their list of sites where they've completed similar projects is four pages long. Both companies have done excellent work here in the past.

On February 12, 2025, the Library Board approved bid specs for carpeting for the adult and youth area, and moving and installation services in both areas. Bid packets were distributed to 8 companies and a legal ad ran in the Oakland Press on February 16. Mandatory on-site inspections were conducted on February 25, with only LDA and SCI attending. The library received LDA's bid at the public opening on March 4.

The library recommends approving LDA's bid for carpeting and moving services at the Main Library. The grand total of the bid is \$463,497. The total cost breakdown is as follows: \$211,220 for carpet, \$130,760 for furniture moving, and \$121,517 for carpet installation. Per department it is \$303,257 for the adult area and \$160,240 for the youth area. Carpeting of the adult area will take place August 16-24, 2025. Carpeting of the youth area will take place in August 2026.

Suggested Motion:

Move to award the Carpeting and Moving Services contract for the Main Library to Library Design Associates.

**WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
PROPOSAL FORM**

**CARPETING AND MOVING
MAIN LIBRARY**

PROJECT LOCATION

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

RECEIPT OF PROPOSALS

Proposals shall be submitted to:

Jeff Crocker, Associate Library Director
West Bloomfield Township Public Library
4600 Walnut Lake Road
West Bloomfield, MI 48323

DUE DATE

Proposals shall be received at the Main Library by:

Due Date: Tuesday, March 4, 2025 at 10 AM
Bid opening location: Conference Room at 10 AM

BONDING REQUIREMENT

No bonds required.

PROPOSED COSTS

ADULT AREA CARPET

Lump sum total for all carpet per plans and specifications. Contractor is responsible for field measurements and yardage requirements. Include all required material and freight.

\$ 149,015.00

ADULT AREA INSTALLATION

Lump sum total for all labor and materials associated with installation of carpet.

\$ 71,192.00

ADULT AREA MOVING

Lump sum total for all moving services associated with project.

\$ 83,050.00

YOUTH AREA CARPET

Lump sum total for all carpet per plans and specifications. Contractor is responsible for field measurements and yardage requirements. Include all required material and freight.

\$ 62,205.00

YOUTH AREA INSTALLATION

Lump sum total for all labor and materials associated with installation of carpet.

\$ 50,325.00

YOUTH AREA MOVING

Lump sum total for all moving services associated with project.

\$ 47,710.00

GRAND TOTAL

Grand total for all carpet, installation, and moving expenses associated with the entire project.

\$ 463,497.00

PROPOSED QUANTITIES

Quantity Requirements. Please list below carpet yardages provided for project, not including attic stock.

CPT1: ShawContract, X0234FEL/X510337, Color 510337	Yards Required <u>1,997</u>
CPT2: ShawContract Textile Tile 5T279, Color 79496	Yards Required <u>252</u>
CPT3: ShawContract Plain Weave 5T098, Color 99496	Yards Required <u>204</u>
CPT4A: ShawContract Day Dreamer 5T593, Color 93500	Yards Required <u>800</u>
CPT4B: ShawContract Day Dreamer 5T593, Color 93855	Yards Required <u>30</u>
CPT4C: ShawContract Day Dreamer 5T593, Color 93486	Yards Required <u>30</u>
CPT4D: ShawContract Day Dreamer 5T593, Color 93327	Yards Required <u>30</u>
CPT4E: ShawContract Day Dreamer 5T593, Color 93211	Yards Required <u>30</u>
CPT5A: ShawContract Color Frame 5T081, Color 81856	Yards Required <u>169</u>

West Bloomfield Township Public Library - Proposal Form Page 3

CPT5B: ShawContract Color Frame 5T081, Color 81668	Yards Required	<u>15</u>
CPT5C: ShawContract Color Frame 5T081, Color 81221	Yards Required	<u>15</u>
CPT5D: ShawContract Color Frame 5T081, Color 81375	Yards Required	<u>109</u>
CPT5E: ShawContract Color Frame 5T081, Color 81429	Yards Required	<u>234</u>
CPT5F: ShawContract Color Frame 5T081, Color 81991	Yards Required	<u>25</u>
CPT5G: ShawContract Color Frame 5T081, Color 81436	Yards Required	<u>15</u>
CPT5H: ShawContract Color Frame 5T081, Color 81405	Yards Required	<u>15</u>
CPT6: ShawContract Tru Colours Ultraloc 5A383, Color 00505	Yards Required	<u>167</u>

REFERENCES

Please provide a list of past library carpeting and moving projects which include responsibility for moving books with stack-movers. Provide organization names, contact names, email addresses, phone numbers, and addresses.

1. Please see attached Reference list.
2. _____
3. _____
4. _____
5. _____

ADDENDA

Contractor acknowledges receipt of the following Addenda:

Addendum No. N/A Dated _____
Addendum No. N/A Dated _____

CONTRACTORS ACKNOWLEDGEMENT

The undersigned as bidder, declares that, having examined the sites of the proposed work and informed himself/herself fully in regard to the conditions to be met in the performance of the work, and having read and examined all specifications pertaining to this work, proposes to furnish all materials, tools, equipment, transportation, labor, supervision and all else necessary for the satisfactory and complete performances of these services to the West Bloomfield Township Public Library.

In submitting this bid, it is understood by the undersigned that the West Bloomfield Township Public Library reserves the right to accept or reject any and all bids, to let bids again and to waive any irregularities or informalities in the best interest of the Library. The contractor agrees and understands that failure to meet the requirements of the proposal form and/or specifications, or to submit supplemental information, if requested, may be grounds for automatic disqualification of the proposal.

Company Name: Library Design Associates, Inc.

Representative: Kyle Haning

Address: 1149 S. Main street Plymouth MI 48170

Phone: 734-459-5000 Email: Kyle@librarydesign.com

The full names and residences of all persons interested in the forgoing bid as principals are as follows:

If partnership, give names of:

Partner: _____

Partner: _____

Partner: _____

Partner: _____

If corporation, give names of:

President: Matt Baughman

Secretary: Christi Birchmeier

Treasurer: N/A

Manager: Kyle Haning

Michigan

State in which Incorporated

ATTACHMENT A
WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
INSURANCE REQUIREMENTS

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the West Bloomfield Township Public Library. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. **Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. **Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.
3. **Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. **Excess Liability Insurance:** The Contractor shall procure and maintain during the life of this contract Excess Liability Insurance in the amount of \$1,000,000.00 per occurrence and \$1,000,000.00 aggregate.
5. **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be Additional Insureds: The West Bloomfield Township Public Library, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.
6. **Cancellation Notice:** Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (Cathleen Russ, Executive Library Director, West Bloomfield Township Public Library, 4600 Walnut Lake Road, West Bloomfield, MI 48323.)"
7. **Proof of Insurance Coverage:** Insurance certificates must be supplied within (5) five business days of contract award and sent to: Cathleen Russ, Executive Library Director, West Bloomfield Township Public Library, 4600 Walnut Lake Road, West Bloomfield, MI 48323.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the West Bloomfield Township Public Library at least ten (10) days prior to the expiration date.

HOLD HARMLESS AGREEMENT CLAUSE AND INDEMNIFICATION CLAUSE

The Contractor agrees to defend, pay on behalf of, and hold harmless the West Bloomfield Township Public Library, its elected and appointed officials, employees and volunteers and others working on behalf of the West Bloomfield Township Public Library, against any and all claims, demands, suits, loss, including actual attorney's fees incurred, all cost connected therewith, for any damages which may be asserted, claimed or recovered against or from the West Bloomfield Township Public Library, its elected and appointed officials, employees, volunteers or others working on behalf of the West Bloomfield Township Public Library, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

The undersigned understands the requirements of this attachment:



Signature

03/04/2025
Date

Library Specialist
Title

Library Design Associates, Inc.
Company Name



MEMORANDUM

To: Jeff Crocker, Associate Library Director

From: Kyle Haning - Library Design Associates, Inc.

Date: Tuesday March 4th, 2025

Subject: Bid Proposal for Carpet Replacement and Moving – West Bloomfield Township Public Library

Library Design Associates, Inc. is pleased to submit our bid for the Carpet Replacement and Moving project at the West Bloomfield Township Public Library. With nearly 50 years of experience specializing in library interior planning, furnishings, and collection relocation, we are well-equipped to provide a seamless and efficient solution for this project.

Since our founding in 1976, we have worked exclusively with public and academic libraries across the country, providing services ranging from full-scale renovations to individual furniture and shelving installations. Our 25+ years of expertise in carpet replacement, furniture relocation, and shelving management ensures that all materials are handled with precision and care, minimizing disruption to library operations. Our team is also trained in the use of our company owned stack-moving equipment, allowing for efficient collection relocation without unnecessary handling of individual materials.

We recognize the importance of maintaining an organized and accessible library environment throughout the project, and our team is committed to coordinating closely with library staff to ensure a smooth workflow. Our past experience with similar library projects, along with our comprehensive approach to flooring installation, furniture movement, and collection management, positions us as an ideal partner for this work.

The following project notes should be considered with our bid submission:

- a) Pricing is good for (60) days and is subject to reconfirmation thereafter.
- b) Payment terms are NET-30 days. Invoices will be sent as material is completed and in storage, labor invoices will be sent based on work beginning in a specific area.
- c) Pricing is based on the provided bid documentation and pre-bid walk through details, any changes to quantities, selected materials, or the scope of work, may result in a change to our pricing.
- d) Library staff will be responsible for removing all electronics, items on display, and personal items on staff desk or service desks prior to LDA beginning the relocation process.



- e) Moving pricing is based on all existing furniture and shelving being returned to its original location, changes to the reinstallation location may impact pricing.
- f) Pricing does not include repairs to subfloor, raised flooring, or drywall. If substantial damage is found to the subfloor during the project, LDA will immediately inform the library.
- g) Service desks and any other hardwired equipment will have to be disconnected by the library electrician prior to our arrival, reconnection provided by the library.
- h) A portion of your public flooring is on a raised access floor, this will limit the ability for us to store heavy shelving closely in these spaces.
- i) Any wood base within the affected spaces will remain as is, no repairs or removal included.

We appreciate the opportunity to bid on this project and look forward to the possibility of working with you. Please feel free to reach out if you have any questions or require any additional information.

Sincerely,

Kyle Haning
Library Specialist
Library Design Associates, Inc.



Past Flooring Installation and Moving References

Below is a list of recent projects where Library Design Associates, Inc. has provided flooring installation and moving services for public libraries.

1. Bay County Library System – Sage Branch

- **Project Value:** \$133,967.00
- **Contact Name:** Trish Burns - Director
- **Contact Information:** tburns@baycountylibrary.org

2. Highland Township Public Library

- **Project Value:** \$188,872.00
- **Contact Name:** Brenda Dunseth - Director
- **Contact Information:** bdunseth@highlandlibrary.info

3. Genesee District Library

- **Project Value:** \$79,500.00
- **Contact Name:** Dave Conklin - Director
- **Contact Information:** dconklin@thegdl.org

4. Royal Oak Public Library

- **Project Value:** \$231,688.00
- **Contact Name:** Sandy Irwin - Director
- **Contact Information:** sandy.irwin@romi.gov

5. Rawson Memorial Library

- **Project Value:** \$226,160.00
- **Contact Name:** Ruth Steele - Director
- **Contact Information:** director@rawsonlibrary.org

6. Clinton-Macomb Public Library North Branch

- **Project Value:** \$172,223.00
- **Contact Name:** Larry Neal - Director
- **Contact Information:** lneal@cmpl.org

7. Oxford Public Library

- **Project Value:** \$59,845.00
- **Contact Name:** Bryan Cloutier - Director
- **Contact Information:** bcloutier@miopl.org

If additional details are needed regarding any of these projects, please feel free to reach out.

Kyle Haning
Library Specialist
Library Design Associates, Inc.



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

Library Design Associates, Inc., founded in 1976, is a unique interior design and library equipment firm specializing in the planning, design and equipping of Public, Academic and Special libraries. Our staff consists of accredited Library Building Consultants, Interior Designers and Project Management administrators. The firm is capable of providing functional planning services, building layout, interior design and furniture procurement services.

The following phases of work are provided by the consulting team:

- Program review and development with Owner and Architect
- Analysis of architectural plans
- Evaluation of furniture and equipment requirements based on program
- Planning and preparation of scale layout drawings utilizing computer aided design and database
- Cost estimating and budgeting for furnishings
- Professional interior design services to include finish schedules, selection of carpet and preparation of design color boards including presentation
- Preparation of specifications and bid documents
- Procurement of new furniture and equipment at wholesale cost dealing directly with manufacturers
- Coordination of all furnishings manufacturers including field measuring and electrical coordination with Architect and Owner
- Installation services using trained technicians with over 25 years of experience and supervision by Project Manager



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

Carpeting, Book Moving, and Shelving Relocation Projects

Adrian District Library – Adrian, MI
Allendale Township Library – Allendale, MI
Almont District Library – Almont, MI
Andrews University – Berrien Springs, MI
Ann Arbor District Library – Ann Arbor, MI
Ann Arbor Public Library – Pittsfield Branch – Ann Arbor, MI
Armada Free Public Library – Armada, MI
Athens Community Library – Athens, MI
Auburn Hills Public Library – Auburn Hills, MI
Baker College of Auburn Hills - Auburn Hills, MI
Baker College of Cadillac – Cadillac, MI
Baker College of Clinton Township – Clinton Township, MI
Baldwin Public Library – Birmingham, MI
Benzie Shores District Library – Frankfort, MI
Blair Memorial Library – Clawson, MI
Brandon Township Public Library – Ortonville, MI
Brown City Public Library – Brown City, MI
Canton Public Library – Canton, MI
Capital Area District Library – Dansville Library – Dansville, MI
Capital Area District Library – Haslett Branch – Haslett, MI
Capital Area District Library – Holt-Delhi Library – Holt, MI
Capital Area District Library – Main Branch – Lansing, MI
Capital Area District Library – Mason Branch – Mason, MI
Capital Area District Library – Okemos Library – Okemos, MI
Capital Area District Library – South Lansing Library – Lansing, MI
Capital Area District Library – Williamston Branch – Williamston, MI
Caro Area District Library – Caro, MI
Charlotte Community Library – Charlotte, MI
Chelsea District Library – Chelsea, MI
City of Eastpointe Memorial Library – Eastpointe, MI
Clarkston Independence District Library – Clarkston, MI
Clinton Macomb Public Library – Main Branch - Clinton Township, MI
Clinton Macomb Public Library – South Branch – Clinton Township, MI
Clinton Township Public Library – Clinton, MI
Commerce Township Community Library – Commerce Township, MI
Constantine Township Library – Constantine, MI
Cromaine District Library – Hartland, MI
Davenport University – Warren Campus – Warren, MI
Detroit Catholic Central High School – Novi, MI
Detroit Institute of Arts – Detroit, MI

DeWitt District Library – DeWitt, MI
 Dexter District Library – Dexter, MI
 Dickinson Wright Law Firm – Lansing, MI
 Dickinson Wright Law Firm – Troy, MI
 East Lansing Public Library – East Lansing, MI
 Farmington Branch Library – Farmington, MI
 Farmington Community Library – Farmington Hills, MI
 Ferndale Area District Library – Ferndale, MI
 Flint Public Library – Flint, MI
 Fowlerville District Library – Fowlerville, MI
 Genesee District Library – Davison Branch – Davison, MI
 Genesee District Library - Flushing Area Library – Flushing, MI
 Genesee District Library – Grand Blanc-McFarlen Library – Grand Blanc, MI
 Genesee District Library – Jack R. Winegarden Library – Fenton, MI
 Genesee District Library – Main Branch - Flint, MI
 Grace A. Dow Memorial Library – Midland, MI
 Grand Ledge Area District Library – Grand Ledge, MI
 Grosse Pointe Public Library – Central Library – Grosse Pointe Farms, MI
 Grosse Pointe Public Library – Ewald Branch – Grosse Pointe Park, MI
 Grosse Pointe Public Library – Woods Branch – Grosse Pointe Woods, MI
 Hamburg Township Library – Hamburg, MI
 Hazel Park Memorial Library – Hazel Park, MI
 Henry Ford Centennial Library – Dearborn, MI
 Herrick District Library – Holland, MI
 Highland Township Public Library – Highland, MI
 Hillel Day School of Metro Detroit – Farmington Hills, MI
 Hillsdale College – Hillsdale, MI
 Holly Township Library – Holly, MI
 Holocaust Memorial Library – Farmington Hills, MI
 Houghton Lake Public Library – Houghton Lake, MI
 Howard Miller Library – Zeeland, MI
 Jackson District Library – Meijer Branch – Jackson, MI
 Lake Odessa Community Library – Lake Odessa, MI
 Library for the Blind and Physically Handicapped – Clinton Township, MI
 Livonia Public Library – Alfred Noble Library – Livonia, MI
 Livonia Public Library – Carl Sandburg Library – Livonia, MI
 Lyon Township Public Library – South Lyon, MI
 Macomb Community College – Center Campus – Clinton Township, MI
 Marian High School – Bloomfield Hills, MI
 Marshall District Library – Marshall, MI
 MERS – Lansing, MI
 Michigan State University Undergraduate Library – East Lansing, MI
 Michigan State University College of Law – East Lansing, MI
 Mid-Michigan Medical Center – Midland, MI
 Monroe County Library System – Bedford Branch – Temperance, MI
 Monroe County Library System – Daume Administration Building – Monroe, MI
 Monroe County Library System – Dundee Branch Library – Dundee, MI
 Monroe County Library System – Ellis Library & Reference Center – Monroe, MI
 Monroe County Library System – Ida Branch – Ida, MI
 Monroe County Library System – South Rockwood Branch – South Rockwood, MI
 Monroe County Library System – Summerfield-Petersburg Branch – Petersburg, MI

Niles District Library – Niles, MI
Northfield Township Area Library – Whitmore Lake, MI
Northville District Library – Northville, MI
Northwood University – Midland, MI
Novi Public Library – Novi, MI
Oak Arbor Church and School – Rochester, MI
Oakland University Kresge Library – Rochester, MI
Oakland University – School of Education – Rochester, MI
Oak Park Public Library – Oak Park, MI
Orion Township Public Library – Lake Orion, MI
Otsego County Library – Gaylord, MI
Otsego District Public Library – Otsego, MI
Oxford Public Library – Oxford, MI
Pace Academy – Southfield, MI
Pentwater Township Library – Pentwater, MI
Pinckney Community Public Library – Pinckney, MI
Plymouth District Library – Plymouth, MI
Pontiac Public Library – Pontiac, MI
Potterville Benton Township District Library – Potterville, MI
Public Libraries of Saginaw – Hoyt Library – Saginaw, MI
Ray Township Public Library – Ray Township, MI
Redford Township District Library – Redford, MI
River Rapids District Library – Chesaning, MI
Rochester Hills Public Library – Rochester, MI
Romeo District Library – Washington, MI
Romulus Public Library – Romulus, MI
Royal Oak Public Library – Royal Oak, MI
Ruth Hughes Memorial District Library – Imlay City, MI
Salem-South Lyon District Library – South Lyon, MI
Schoolcraft Community Library – Schoolcraft, MI
Schultz-Holmes Memorial Library – Blissfield, MI
Shiawassee District Library – Owosso, MI
Southfield Christian School – Southfield, MI
Southfield Public Library – Southfield, MI
Spring Arbor University – Spring Arbor, MI
Stair District Library – Morenci, MI
St. Charles District Library – St. Charles, MI
St. Clair County Public Library – Capac Branch, Capac, MI
St. Clair County Public Library – Ida Branch, Ida, MI
St. Clair County Public Library – Marine City Branch, Marine City, MI
St. Clair County Public Library – Port Huron, MI
T.A. Cutler Memorial Library – St. Louis, MI
Taylor Community Library – Taylor, MI
Taylor Parks Elementary School – Taylor, MI
Tecumseh Public Library – Tecumseh, MI
Thomas M. Cooley Law School – Ann Arbor, MI
Thomas M. Cooley Law School – Auburn Hills, MI
Thomas M. Cooley Law School – Grand Rapids, MI
Thomas M. Cooley Law School – Lansing, MI
Three Rivers Public Library – Three Rivers, MI
Troy Public Library – Troy, MI

University of Detroit Mercy - Law Library – Detroit, MI
University of Detroit Mercy – McNichols Campus – Detroit, MI
University of Michigan – Asia Library – Ann Arbor, MI
University of Michigan – Dearborn, MI
Van Buren District Library – Covert Branch – Covert, MI
Vicksburg District Library – Vicksburg, MI
Walled Lake City Library – Walled Lake, MI
Ward Church – Livonia, MI
Warren Public Library – Arthur J. Miller Branch – Warren, MI
Warren Public Library – Dorothy Busch Branch – Warren, MI
Washtenaw Community College – Ann Arbor, MI
Wayne County Community College – Eastern Campus – Detroit, MI
Wayne County Community College – Northwest Campus – Detroit, MI
Wayne State University – Health Sciences Library – Detroit, MI
Wayne State University – Undergraduate Library – Detroit, MI
West Bloomfield Township Public Library – West Bloomfield, MI
West Bloomfield Township Public Library – Westacres Branch – West Bloomfield, MI
Willard Public Library – Battle Creek, MI
Willard Public Library – Helen Warner Branch – Battle Creek, MI
Wixom Public Library – Wixom, MI
Ypsilanti District Library – Ypsilanti, MI
Ypsilanti District Library – Michigan Avenue Branch – Ypsilanti, MI
Ypsilanti District Library – Superior Branch – Ypsilanti, MI

DECEMBER 2022



LIBRDES-01

DBENT

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 9/4/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Finn's J M & J Insurance Agency, Inc. 483 Little Lake Drive Ann Arbor, MI 48103	CONTACT NAME: PHONE (A/C, No, Ext): (734) 668-4050 FAX (A/C, No): (734) 668-1860 E-MAIL ADDRESS: <table style="width: 100%;"> <tr> <td style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center;">NAIC #</td> </tr> <tr> <td>INSURER A : Hartford Insurance Group</td> <td style="text-align: center;">058707</td> </tr> <tr> <td>INSURER B : Auto-Owners Insurance Company</td> <td style="text-align: center;">18988</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Hartford Insurance Group	058707	INSURER B : Auto-Owners Insurance Company	18988	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER E :															
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INSURED Library Design Associates Inc 1149 S Main St Plymouth, MI 48170															

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			35SB AIS5768	9/7/2024	9/7/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/DP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTD OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			4814865000	9/7/2024	9/7/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			35SB AIS5768	9/7/2024	9/7/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	35WECLW3204	9/7/2024	9/7/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Library Design Associates Inc 1149 S Main Street Plymouth, MI 48170	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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