

AGENDA
West Bloomfield Township Public Library
Wednesday, April 9, 2024 6:30 PM
Main Library—Conference Room

1. **Call to Order**
2. **Attendance Roll Call**
3. **Approval of Agenda**
4. **Correspondence--**
5. **Public Comment**
(Participants to hold all comments to 3 minutes. A participant may speak one time.)
6. **CAPTRUST Presentation**—Jeremy Chambers, CAPTRUST
7. **Approval of Minutes** March 30, 2025
8. **Financial Report** March 2025
9. **Director’s Report** April 2025
10. **Marketing Presentation**—Victoria Edwards, Library Marketing Coordinator
11. **Accounts Payable** March 2025
April 2025
12. **Old Business**

A. Marketing Plan FY 2024-2025 Final Accomplishments
B. Strategic Plan FY 2024-2025 Final Accomplishments
13. **New Business**
14. **Board Comment**
15. **Adjournment**

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
March 30, 2025
Held in the Main Library Conference Room

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

Library Staff Present: Cathy Russ, Library Director

Call to Order

President Kravetz called the meeting to order at 4 PM. An attendance roll call vote was taken by Secretary Singh. A quorum of six Board members were present.

Approval of Agenda

MOTION:
MOVE TO APPROVE THE AGENDA FOR THE MARCH 30, 2025 MEETING.

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

Correspondence – the board reviewed the letter from the Optimists' Club

Public Comment – none.

Approval of Minutes

**MOTION:
MOVE TO APPROVE THE MINUTES OF THE FEBRUARY 13, 2025 LIBRARY
BOARD MEETING.**

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

Financial Reports – were received and filed.

Director's Report – was received and filed. The Library's 2024 Annual Report will be in homes this week. The Winter Reading Report was also highlighted.

Accounts Payable

**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, 2025, IN THE AMOUNT OF \$364,533.70.**

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

Old Business--none

New Business

**APPROVAL OF THE FISCAL YEAR 2024-2025 YEAR-END BUDGET
ADJUSTMENTS**

**MOTION: MOVE TO APPROVE THE FISCAL YEAR 2024-2025 YEAR-END
BUDGET ADJUSTMENTS**

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

MOTION CARRIED.

APPROVAL OF BID AWARD FOR MAIN LIBRARY CARPET REPLACEMENT

**MOTION:
MOVE TO AWARD THE BID FOR MAIN LIBRARY CARPET REPLACEMENT
TO LIBRARY DESIGN ASSOCIATES**

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

MOTION CARRIED.

Board Comments – President Kravetz highlighted the library articles in the West Bloomfield Today magazine; The Friends Book Sale is next weekend. Russ gave an overview of the repercussions if the Institute of Museum and Library Services is dismantled. The library is receiving some Michigan Week awards this year; details to follow at the April 9 board meeting.

The meeting adjourned at 4:10 PM.

Raman Singh, Secretary

Memo

To: Library Board of Trustees

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

Date: April 9, 2025

Subject: March 2025 Financial Report Highlights

Here are the highlights of the March 2025 Financial Report:

- The March 2025 Financial Report includes cash receipts and accounts payable paid through 3/31/2025.
 - It does not include the adjustment period transactions, which includes accounts payable paid on 4/9/2025 or year-end adjusting entries. Financial reports inclusive of year-end adjusting entries will be provided at the June Board Meeting.
- The library continues to receive distributions from West Bloomfield Township. We received Distributions #16 of the Winter Taxes for an accumulated total received of \$6,504,588.34.
 - A final settlement historically occurs in May, which is recorded in Fiscal Year 2024-2025 using the adjustment period.
- Our YTD Net Income is \$351,770.35, which will change pending year-end adjustments for items such as payroll, accounts payable, and a final settlement from West Bloomfield Township.

Memo

To: Library Board of Trustees
Cathleen Russ, Executive Library Director
Jeff Crocker, Associate Library Director

From: Kati Vogel, Finance/HR Director

Date: March 31, 2025

Subject: April Financial Reports for the May Board Meeting

I am scheduled to be out of the office starting April 7th for a medical leave, which could extend beyond the May Board Meeting scheduled on May 14^h.

During my absence, Library Administration staff will process accounts payable and payroll. The Board will continue to receive the monthly accounts payable reports to approve outgoing payments.

After consulting with Rhonda Orr, Board Treasurer, it is my suggestion that the pre-audit Financial Reports for March 2025 and April 2025 be provided to the Board at the June Board Meeting after my return to work.

WEST BLOOMFIELD TWSP LIBRARY

Balance Sheet
As of March 31, 2025

Assets

Cash	
Petty Cash	250.00
Cash - Checking	21,451.85
Cash - Premium Business M/M	345,037.77
Cash - J Fund	4,576,193.67
Cash - J Fund (Endowment)	1,010,422.03
Cash - Investment Pool	4,907,793.65
Total Cash	<u>10,861,148.97</u>
Other Assets	
Total Assets	<u><u>10,861,148.97</u></u>

Liabilities & Equity

Current Liabilities	
Accounts Payable - current	(4,088.25)
Deferred Revenue	74,624.71
Total Current Liabilities	<u>70,536.46</u>
Long Term Debt	
Liab. Due to Accr. Benefit Fund	0.00
Liab. Due to Endowment Fund	1,010,422.03
Liab. Due to Cap.Imp/Automation	4,633,098.09
Total Long Term Debt	<u>5,643,520.12</u>
Total Liabilities	5,714,056.58
Shareholders' Equity	
Fund Balance (Operating)	4,795,322.04
YTD Net Income	351,770.35
Total Shareholders' Equity	<u>5,147,092.39</u>
Total Liabilities & Shareholders' Equity	<u><u>10,861,148.97</u></u>

WEST BLOOMFIELD TWSP LIBRARY

**Income Statement
For the 12 Months**

Ending March 31, 2025

	Mar 2025		YTD	
	Actual	%	Actual	%
Income				
Orchard Lake Contract	112,669.49	25.58%	140,695.75	1.90%
Keego Harbor Contract	0.00	0.00%	34,532.56	0.47%
Sylvan Lake Contract	12,962.10	2.94%	35,852.73	0.49%
Property Tax	231,886.69	52.66%	6,504,588.34	88.02%
Fines	1,170.89	0.27%	11,470.64	0.16%
Meeting Room Rental	727.50	0.17%	6,187.50	0.08%
Miscellaneous Income	367.33	0.08%	39,636.79	0.54%
Copy Revenue	1,948.20	0.44%	21,428.45	0.29%
Penal Fines	0.00	0.00%	99,743.83	1.35%
Interest	20,000.20	4.54%	282,571.43	3.82%
Other State Sources	54,427.80	12.36%	91,974.96	1.24%
Memorials & Gifts	0.00	0.00%	25.00	0.00%
Book Tributes	0.00	0.00%	650.00	0.01%
Friends of the Library-Gifts	500.00	0.11%	500.00	0.01%
Endowment Gift	3,720.68	0.84%	120,265.14	1.63%
Gross Operating Income	440,380.88	100.00%	7,390,123.12	100.00%
Operating Expenses				
Wages - Main	165,565.50	37.60%	2,144,128.71	29.01%
Wages - Branch	24,290.41	5.52%	314,027.88	4.25%
Wages-Sunday	10,310.41	2.34%	118,725.47	1.61%
FICA	17,359.03	3.94%	195,550.13	2.65%
MESC	0.00	0.00%	0.00	0.00%
Medical Insurance - Admin.	(2,388.32)	-0.54%	164,999.75	2.23%
Medical Insurance-Retirees	(12,144.60)	-2.76%	0.00	0.00%
Dental Insurance	(94.12)	-0.02%	13,753.18	0.19%
Optical Insurance	0.00	0.00%	2,051.76	0.03%
Disability Insurance	0.00	0.00%	13,970.46	0.19%
Life Insurance	0.00	0.00%	3,150.32	0.04%
Retirement Annuity	0.00	0.00%	113,935.36	1.54%
Longevity & Awards	30,860.30	7.01%	30,860.30	0.42%
Total Salary Related	233,758.61	53.08%	3,115,153.32	42.15%
General Expenses				
Supplies	7,726.52	1.75%	82,057.23	1.11%
Professional & Contractual	28,513.79	6.47%	472,786.82	6.40%
Staff Develop. & Transportation	2,644.75	0.60%	36,365.72	0.49%
Community Promotion	7,133.16	1.62%	68,277.68	0.92%
Insurance & Bonds	0.00	0.00%	55,876.00	0.76%
Telephone	3,737.86	0.85%	45,375.13	0.61%
Electricity	12,039.32	2.73%	165,320.91	2.24%
Gas	3,845.21	0.87%	24,525.53	0.33%
Sewer/Water/Fire Line	2,300.12	0.52%	27,396.06	0.37%
Repair & Maintenance	21,503.17	4.88%	470,057.62	6.36%
Rentals	187.24	0.04%	11,591.26	0.16%
Cataloging Services	0.00	0.00%	8,970.10	0.12%
Capital Outlay	169,064.21	38.39%	1,291,817.25	17.48%
Total General Expenses	258,695.35	58.74%	2,760,417.31	37.35%
Total Operating Expense	492,453.96	111.82%	5,875,570.63	79.51%
Net Operating Income	(52,073.08)	-11.82%	1,514,552.49	20.49%
Other Expenses				

WEST BLOOMFIELD TWSP LIBRARY

Income Statement

For the 12 Months

Ending March 31, 2025

	Mar 2025		YTD	
	Actual	%	Actual	%
Transfer to Accr. Benefits Fund	0.00		0.00	
Transfer to C.I.A. Fund	954,653.00	216.78%	1,042,517.00	14.11%
Transfer to Endowment	3,720.68	0.84%	120,265.14	1.63%
Total Other Expenses	<u>958,373.68</u>	<u>217.62%</u>	<u>1,162,782.14</u>	<u>15.73%</u>
Income After Transfers	<u>(1,010,446.76)</u>	<u>-229.45%</u>	<u>351,770.35</u>	<u>4.76%</u>

WEST BLOOMFIELD TWSP LIBRARY

**Income Statement
For the 12 Months
Ending March 31, 2025**

	Mar 2025	YTD	Annual		% of Budget
	Actual	Actual	Budget	Variance	Used
INCOME					
Orchard Lake Contract	112,669.49	140,695.75	140,000.00	695.75	100.50%
Keego Harbor Contract	0.00	34,532.56	34,000.00	532.56	101.57%
Sylvan Lake Contract	12,962.10	35,852.73	25,000.00	10,852.73	143.41%
Property Tax	231,886.69	6,504,588.34	6,750,000.00	(245,411.66)	96.36%
Fines	1,170.89	11,470.64	10,300.00	1,170.64	111.37%
Meeting Room Rental	727.50	6,187.50	6,000.00	187.50	103.13%
Miscellaneous Income	367.33	39,636.79	39,550.00	86.79	100.22%
Copy Revenue	1,948.20	21,428.45	20,000.00	1,428.45	107.14%
Penal Fines	0.00	99,743.83	99,743.00	0.83	100.00%
Interest	20,000.20	282,571.43	200,000.00	82,571.43	141.29%
State Aid	38,941.32	76,488.48	75,000.00	1,488.48	101.98%
Other State Sources	15,486.48	15,486.48	0.00	15,486.48	
Memorials & Gifts	0.00	25.00	25.00	0.00	100.00%
Book Tributes	0.00	650.00	650.00	0.00	100.00%
Friends of the Library-Gifts	500.00	500.00	0.00	500.00	
Endowment Gift	3,720.68	120,265.14	119,765.00	500.14	100.42%
GROSS OPERATING INCOME	440,380.88	7,390,123.12	7,520,033.00	(129,909.88)	98.27%
OPERATING EXPENSES					
Wages-Main	165,565.50	2,144,128.71	2,200,000.00	(55,871.29)	97.46%
Wages-Branch	24,290.41	314,027.88	325,000.00	(10,972.12)	96.62%
Wages-Sunday	10,310.41	118,725.47	125,000.00	(6,274.53)	94.98%
FICA	17,359.03	195,550.13	200,000.00	(4,449.87)	97.78%
Medical Insurance	(2,388.32)	164,999.75	170,000.00	(5,000.25)	97.06%
Medical Insurance-Retirees	(12,144.60)	0.00	0.00	0.00	
Dental Insurance	(94.12)	13,753.18	15,000.00	(1,246.82)	91.69%
Optical Insurance	0.00	2,051.76	2,100.00	(48.24)	97.70%
Long Term Disability	0.00	3,085.51	3,100.00	(14.49)	99.53%
Short Term Disability	0.00	10,884.95	11,000.00	(115.05)	98.95%
Life Insurance	0.00	3,150.32	3,200.00	(49.68)	98.45%
Retirement Annuity	0.00	113,935.36	151,000.00	(37,064.64)	75.45%
Longevity & Awards	30,860.30	30,860.30	31,000.00	(139.70)	99.55%
TOTAL SALARY RELATED	233,758.61	3,115,153.32	3,236,400.00	(121,246.68)	96.25%
GENERAL EXPENSES					
Supplies	7,726.52	82,057.23	94,825.00	(12,767.77)	86.54%
Professional & Contractual	28,513.79	472,786.82	506,160.00	(33,373.18)	93.41%
Staff Develop. & Transportation	2,644.75	36,365.72	39,000.00	(2,634.28)	93.25%
Community Promotion	7,133.16	68,277.68	72,500.00	(4,222.32)	94.18%
Insurance & Bonds	0.00	55,876.00	56,000.00	(124.00)	99.78%
Telephone	3,737.86	45,375.13	52,350.00	(6,974.87)	86.68%
Electricity	12,039.32	165,320.91	181,502.00	(16,181.09)	91.08%
Gas	3,845.21	24,525.53	27,125.00	(2,599.47)	90.42%
Sewer/Water/Fire Line	2,300.12	27,396.06	29,000.00	(1,603.94)	94.47%
Repair & Maintenance	21,503.17	470,057.62	567,041.00	(96,983.38)	82.90%
Rentals	187.24	11,591.26	14,700.00	(3,108.74)	78.85%
Cataloging Services	0.00	8,970.10	9,970.00	(999.90)	89.97%
Capitol Outlay	169,064.21	1,291,817.25	1,471,178.00	(179,360.75)	87.81%
TOTAL GENERAL EXPENSES	258,695.35	2,760,417.31	3,121,351.00	(360,933.69)	88.44%
TOTAL OPERATING EXP.	492,453.96	5,875,570.63	6,357,751.00	(482,180.37)	92.42%
NET OPERATING INCOME	(52,073.08)	1,514,552.49	1,162,282.00	352,270.49	130.31%
OTHER EXPENSES					

WEST BLOOMFIELD TWSP LIBRARY

**Income Statement
For the 12 Months
Ending March 31, 2025**

	Mar 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	954,653.00	1,042,517.00	1,042,517.00	0.00	100.00%
Transfer to Endowment	3,720.68	120,265.14	119,765.00	500.14	100.42%
TOTAL OTHER EXPENSES	958,373.68	1,162,782.14	1,162,282.00	500.14	100.04%
INCOME AFTER TRANSFERS	(1,010,446.76)	351,770.35	0.00	351,770.35	

West Bloomfield Township Public Library
Monthly Financial Report
Premium Business M/M
March 31, 2025

Balance as of February 28, 2025	\$	176,190.63
Interest		134.15 (Avg. Yield 1.00%)
Transfer to J Fund		
Transfer to Endowment		(500.00)
Transfer to Checking		
Deposits		169,212.99
Balance as of March 31, 2025	\$	<u>345,037.77</u>

West Bloomfield Township Public Library
Monthly Financial Report
Comerica J Fund
March 31, 2025

Balance as of February 28, 2025	\$ 3,536,501.19
Interest	4,692.48 (Avg Yield 4.158)
Transfer from Checking	1,035,000.00
Transfer to Checking	
Transfer from Premium Biz	
Transfer from Endowment	-
Transfer to Endowment	
Balance as of March 31, 2025	<u>\$ 4,576,193.67</u>

West Bloomfield Township Public Library
Monthly Financial Report
Endowment J Fund
March 31, 2025

Balance as of February 28, 2025	\$ 1,006,701.35
Interest	3,220.68 (Avg Yield 4.158)
Transfer from Bus MM	500.00
Receipts	
Balance as of March 31, 2025	<u>\$ 1,010,422.03</u>

West Bloomfield Township Public Library
Monthly Financial Report
Investment Pool Account Oakland County
March 31, 2025

Balance as of February 28, 2025 (balance includes adjustment to FMV at 3/31/20, 3/31/21, 3/31/23, 3/31/24)	\$ 4,892,620.08
Interest	15,173.57 (Avg. Yield 3.956)
Balance as of March 31, 2025	<u>\$ 4,907,793.65</u>

WEST BLOOMFIELD TWSP LIBRARY

**Budget versus Actual
For the 12 Months
Ending March 31, 2025**

	Mar 2025	YTD	Annual	
	Actual	Actual	Budget	Variance
INCOME				
101-000-628-Orchard Lake Contract	112,669.49	140,695.75	140,000.00	695.75
101-000-629-Keego Harbor Contract	0.00	34,532.56	34,000.00	532.56
101-000-630-Sylvan Lake Contract	12,962.10	35,852.73	25,000.00	10,852.73
CHARGES FOR SERVICES	125,631.59	211,081.04	199,000.00	12,081.04
101-000-402-Property Tax	231,886.69	6,504,588.34	6,750,000.00	(245,411.66)
TOTAL PROPERTY TAX	231,886.69	6,504,588.34	6,750,000.00	(245,411.66)
101-000-658-Fines	1,170.89	11,470.64	10,300.00	1,170.64
101-000-667-Meeting Room Rental	727.50	6,187.50	6,000.00	187.50
101-000-675-Miscellaneous Income	367.33	39,636.79	39,550.00	86.79
101-000-678-Copy Revenue	1,948.20	21,428.45	20,000.00	1,428.45
TOTAL FINES/FEES	4,213.92	78,723.38	75,850.00	2,873.38
101-000-659-Penal Fines	0.00	99,743.83	99,743.00	0.83
101-000-665-Interest	20,000.20	282,571.43	200,000.00	82,571.43
TOTAL INTEREST	20,000.20	282,571.43	200,000.00	82,571.43
101-000-540-State Aid	38,941.32	76,488.48	75,000.00	1,488.48
101-000-569-Other State Sources	15,486.48	15,486.48	0.00	15,486.48
TOTAL STATE & FEDERAL SOURCES	54,427.80	91,974.96	75,000.00	16,974.96
101-000-674-Memorials & Gifts	0.00	25.00	25.00	0.00
101-000-682-Book Tribute-Adult & YA	0.00	100.00	100.00	0.00
101-000-683-Book Tribute-Youth	0.00	550.00	550.00	0.00
101-000-676-Friends of the Library-Gifts	500.00	500.00	0.00	500.00
101-000-679-Endow Gift Unrestricted	3,396.65	115,952.83	119,765.00	(3,812.17)
101-000-680-Endow Gift Youth	309.36	4,117.09	0.00	4,117.09
101-000-681-Endow Gift Senior	14.67	195.22	0.00	195.22
TOTAL CONTRIBUTIONS	4,220.68	121,440.14	120,440.00	1,000.14
TOTAL INCOME	440,380.88	7,390,123.12	7,520,033.00	(129,909.88)
OPERATING EXPENSES				
101-790-702-Wages-Main	165,565.50	2,144,128.71	2,200,000.00	(55,871.29)
101-790-702-Wages-Branch	24,290.41	314,027.88	325,000.00	(10,972.12)
101-790-703-Wages-Sunday	10,310.41	118,725.47	125,000.00	(6,274.53)
101-790-710-FICA	17,359.03	195,550.13	200,000.00	(4,449.87)
101-790-712-Medical Insurance	(2,388.32)	164,999.75	170,000.00	(5,000.25)
101-790-713-Medical Insurance-Retirees	(12,144.60)	0.00	0.00	0.00
101-790-714-Dental Insurance	(94.12)	13,753.18	15,000.00	(1,246.82)
101-790-715-Optical Insurance	0.00	2,051.76	2,100.00	(48.24)
101-790-716-Long Term Disability	0.00	3,085.51	3,100.00	(14.49)
101-790-717-Short Term Disability	0.00	10,884.95	11,000.00	(115.05)
101-790-718-Life Insurance	0.00	3,150.32	3,200.00	(49.68)
101-790-719-Retirement Annuity	0.00	113,935.36	151,000.00	(37,064.64)
101-790-720-Longevity & Awards	30,860.30	30,860.30	31,000.00	(139.70)
TOTAL PERSONNEL SERVICES	233,758.61	3,115,153.32	3,236,400.00	(121,246.68)
GENERAL EXPENSES				
101-790-727-Office Supplies	2,690.86	18,651.58	19,725.00	(1,073.42)
101-790-728-Postage	0.00	10.63	500.00	(489.37)
101-790-729-Processing Supplies	500.53	9,009.81	12,000.00	(2,990.19)
101-790-730-Circulation Supplies	0.00	3,040.95	4,000.00	(959.05)
101-790-731-Building & Mainten. Supplies	4,468.44	48,177.62	55,000.00	(6,822.38)

WEST BLOOMFIELD TWSP LIBRARY

Budget versus Actual

For the 12 Months

Ending March 31, 2025

	Mar 2025	YTD	Annual	
	Actual	Actual	Budget	Variance
101-790-732-Youth Department Supplies	66.69	1,900.57	2,100.00	(199.43)
101-790-733-Other Supplies	0.00	1,266.07	1,500.00	(233.93)
TOTAL SUPPLIES	7,726.52	82,057.23	94,825.00	(12,767.77)
101-790-933-Building Maintenance Contract-Main	9,775.00	120,957.04	137,100.00	(16,142.96)
101-790-933-Building Maintenance Contract-Branch	3,900.00	27,127.50	28,250.00	(1,122.50)
101-790-802-Professional & Consultant Fees	3,137.26	105,283.43	112,500.00	(7,216.57)
101-790-955-Cooperative Fees	0.00	17,482.61	17,510.00	(27.39)
101-790-956-Printing Fees	9,585.28	57,119.52	62,300.00	(5,180.48)
101-790-967-Programs	2,116.25	144,816.72	148,500.00	(3,683.28)
TOTAL PROF/CONTRACT	28,513.79	472,786.82	506,160.00	(33,373.18)
101-790-721-Staff Development	2,155.77	27,511.61	29,000.00	(1,488.39)
101-790-803-Dues & Memberships	125.00	5,254.00	5,875.00	(621.00)
101-790-860-Mileage	363.98	3,600.11	4,125.00	(524.89)
TOTAL STAFF DEVEL/TRANS	2,644.75	36,365.72	39,000.00	(2,634.28)
101-790-850-Telephone-Main	3,737.86	43,336.93	49,150.00	(5,813.07)
101-790-850-Telephone-Branch	0.00	2,038.20	3,200.00	(1,161.80)
TOTAL COMMUNICATIONS	3,737.86	45,375.13	52,350.00	(6,974.87)
101-790-920-Electricity-Main	9,928.36	137,328.01	150,502.00	(13,173.99)
101-790-920-Electricity-Branch	2,110.96	27,992.90	31,000.00	(3,007.10)
101-790-921-Gas-Main	2,973.12	20,831.73	22,125.00	(1,293.27)
101-790-921-Gas-Branch	872.09	3,693.80	5,000.00	(1,306.20)
101-790-922-Sewer/Water/Fire Line-Main	2,300.12	23,695.47	24,000.00	(304.53)
101-790-922-Sewer/Water/Fire Line-Branch	0.00	3,700.59	5,000.00	(1,299.41)
TOTAL UTILITIES	18,184.65	217,242.50	237,627.00	(20,384.50)
101-790-930-Repair & Maintenance-Main	19,223.59	217,181.41	277,741.00	(60,559.59)
101-790-930-Repair & Maintenance-Branch	1,859.50	63,708.06	72,300.00	(8,591.94)
101-790-804-Alarm Service	0.00	18,251.65	22,000.00	(3,748.35)
101-790-931-Automation Maint/Develop.	420.08	170,916.50	195,000.00	(24,083.50)
TOTAL REPAIR/MAINT	21,503.17	470,057.62	567,041.00	(96,983.38)
101-790-880-Community Promotion	7,133.16	68,277.68	72,500.00	(4,222.32)
101-790-806-Insurance & Bonds	0.00	55,876.00	56,000.00	(124.00)
101-790-940-Rentals	187.24	11,591.26	14,700.00	(3,108.74)
101-790-807-Cataloging Services	0.00	8,970.10	9,970.00	(999.90)
101-790-971-Books--Adult-Main	15,799.54	152,664.00	178,140.00	(25,476.00)
101-790-971-Books--Adult-Branch	3,777.54	28,798.68	34,225.00	(5,426.32)
101-790-972-Lease Books	0.00	98,695.80	98,700.00	(4.20)
101-790-973-eMedia - Adult	34,693.85	198,621.75	235,000.00	(36,378.25)
101-790-974-eMedia - Youth	5,812.34	20,910.38	22,800.00	(1,889.62)
101-790-975-Books--Youth-Main	5,023.54	114,696.41	121,800.00	(7,103.59)
101-790-975-Books--Youth-Branch	295.67	20,817.74	22,740.00	(1,922.26)
101-790-976-Magazines/Newspapers-Main	0.00	25,108.91	25,600.00	(491.09)
101-790-976-Magazines/Newspapers-Branch	0.00	7,777.42	7,800.00	(22.58)
101-790-977-Reference - Adult-Main	122.00	5,651.10	5,700.00	(48.90)
101-790-978-Online Subscription Services	70,961.40	299,201.50	316,230.00	(17,028.50)
101-790-979-Media - Games Adult-Main	1,157.62	11,648.01	13,000.00	(1,351.99)
101-790-979-Media - Games Adult-Branch	0.00	3,932.74	4,025.00	(92.26)
101-790-980-Media - Games Youth-Main	9,867.16	26,769.03	26,800.00	(30.97)
101-790-980-Media - Games Youth-Branch	(2,953.22)	8,629.43	8,675.00	(45.57)
101-790-981-CD - Books - Adult-Main	1,023.79	26,573.24	28,300.00	(1,726.76)
101-790-981-CD - Books - Adult-Branch	0.00	2,987.84	3,025.00	(37.16)

WEST BLOOMFIELD TWSP LIBRARY

Budget versus Actual

For the 12 Months

Ending March 31, 2025

	Mar 2025	YTD	Annual	
	Actual	Actual	Budget	Variance
101-790-982-Media - AV Adult-Main	13,052.18	46,969.10	87,000.00	(40,030.90)
101-790-982-Media - AV Adult-Branch	3,107.51	13,516.62	18,000.00	(4,483.38)
101-790-983-Media - AV Youth-Main	92.89	3,337.57	4,250.00	(912.43)
101-790-983-Media - AV Youth-Branch	111.26	1,826.98	2,118.00	(291.02)
101-790-984-Compact Discs - Adult & Youth-Main	1,709.71	4,529.61	5,100.00	(570.39)
101-790-984-Compact Discs - Adult & Youth-Branch	228.65	1,296.10	1,325.00	(28.90)
101-790-985-Adult Realia-Main	151.92	2,171.16	3,000.00	(828.84)
101-790-985-Adult Realia-Branch	97.95	723.19	1,425.00	(701.81)
101-790-986-Games/Realia/Other--Youth-Main	0.00	10,951.50	11,100.00	(148.50)
101-790-986-Games/Realia/Other--Youth-Branch	890.72	3,302.22	3,300.00	2.22
101-790-987-Software--Adult & Youth	2,816.39	111,378.84	133,000.00	(21,621.16)
101-790-989-Capital Assets-Main	(550.42)	21,483.85	30,000.00	(8,516.15)
101-790-989-Capital Assets-Branch	(399.00)	2,895.00	3,000.00	(105.00)
101-790-932-IT Capital Assets-Main	1,774.22	8,362.53	10,000.00	(1,637.47)
101-790-932-IT Capital Assets-Branch	399.00	5,589.00	6,000.00	(411.00)
TOTAL MATERIALS	169,064.21	1,291,817.25	1,471,178.00	(179,360.75)
 OTHER EXPENSES				
101-790-995-Transfer to C.I.A. Fund	954,653.00	1,042,517.00	1,042,517.00	0.00
101-790-995-Transfer to Endowment	3,720.68	120,265.14	119,765.00	500.14
TOTAL OTHER EXPENSES	958,373.68	1,162,782.14	1,162,282.00	500.14
 TOTAL EXPENSES	 1,450,827.64	 7,038,352.77	 7,520,033.00	 (481,680.23)
INCOME AFTER TRANSFERS	(1,010,446.76)	351,770.35	0.00	351,770.35

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement - Income Portion
For the 12 Months
Ending March 31, 2025

	Current Period		Prior Year	
	Mar 2025	YTD	Mar 2024	YTD
	Actual	%	Actual	%
INCOME				
101-000-628-Orchard Lake Contract	112,669.49	25.58%	140,695.75	1.90%
101-000-629-Keego Harbor Contract	0.00	0.00%	34,532.56	0.47%
101-000-630-Sylvan Lake Contract	12,962.10	2.94%	35,852.73	0.49%
CHARGES FOR SERVICES	125,631.59	28.53%	211,081.04	2.86%
101-000-402-Property Tax	231,886.69	52.66%	6,504,588.34	88.02%
TOTAL PROPERTY TAX	231,886.69	52.66%	6,504,588.34	88.02%
101-000-658-Fines	1,170.89	0.27%	11,470.64	0.16%
101-000-677-Book Rental	0.00	0.00%	0.00	0.00%
101-000-667-Meeting Room Rental	727.50	0.17%	6,187.50	0.08%
101-000-675-Miscellaneous Income	367.33	0.08%	39,636.79	0.54%
101-000-678-Copy Revenue	1,948.20	0.44%	21,428.45	0.29%
TOTAL FINES/FEES	4,213.92	0.96%	78,723.38	1.07%
101-000-659-Penal Fines	0.00	0.00%	99,743.83	1.35%
101-000-665-Interest	20,000.20	4.54%	282,571.43	3.82%
TOTAL INTEREST	20,000.20	4.54%	282,571.43	3.82%
101-000-540-State Aid	38,941.32	8.84%	76,488.48	1.04%
101-000-569-Other State Sources	15,486.48	3.52%	15,486.48	0.21%
TOTAL STATE & FEDERAL SOURCES	54,427.80	12.36%	91,974.96	1.24%
101-000-674-Memorials & Gifts	0.00	0.00%	25.00	0.00%
101-000-682-Book Tribute-Adult & YA	0.00	0.00%	100.00	0.00%
101-000-683-Book Tribute-Youth	0.00	0.00%	550.00	0.01%
101-000-676-Friends of the Library-Gifts	500.00	0.11%	500.00	0.01%
101-000-679-Endow Gift Unrestricted	3,396.65	0.77%	115,952.83	1.57%
101-000-680-Endow Gift Youth	309.36	0.07%	4,117.09	0.06%
101-000-681-Endow Gift Senior	14.67	0.00%	195.22	0.00%
TOTAL CONTRIBUTIONS	4,220.68	0.96%	121,440.14	1.64%
TOTAL INCOME	440,380.88	100.00%	7,390,123.12	100.00%
			267,566.07	100.00%
			6,496,750.04	100.00%
			193,274.09	2.97%
			5,726,860.02	88.15%
			5,726,860.02	88.15%
			22,885.86	0.35%
			729.36	0.01%
			2,118.50	0.03%
			30,934.47	0.48%
			19,811.16	0.30%
			76,479.35	1.18%
			97,400.60	1.50%
			241,973.35	3.72%
			241,973.35	3.72%
			37,075.76	0.57%
			16,139.18	0.25%
			53,214.94	0.82%
			100.00	0.00%
			165.00	0.00%
			250.00	0.00%
			4,960.00	0.08%
			97,753.13	1.50%
			4,123.97	0.06%
			195.59	0.00%
			107,547.69	1.66%

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement - Expense Portion
For the 12 Months
Ending March 31, 2025

	Mar 2025		Current Period		Mar 2024		Prior Year		YTD	
	Actual	%	YTD	%	Actual	%	Actual	%	Actual	%
OPERATING EXPENSES										
101-790-702-Wages-Main	165,565.50	11.41%	2,144,128.71	30.46%	228,414.49	21.58%	1,989,609.55	21.58%	1,989,609.55	32.70%
101-790-702-Wages-Branch	24,290.41	1.67%	314,027.88	4.46%	35,506.97	3.35%	274,481.90	3.35%	274,481.90	4.51%
101-790-703-Wages-Sunday	10,310.41	0.71%	118,725.47	1.69%	13,891.50	1.31%	103,294.78	1.31%	103,294.78	1.70%
101-790-710-FICA	17,359.03	1.20%	195,550.13	2.78%	22,899.10	2.16%	179,394.43	2.16%	179,394.43	2.95%
101-790-711-MESC	0.00	0.00%	0.00	0.00%	0.00	0.00%	589.61	0.00%	589.61	0.01%
101-790-712-Medical Insurance	(2,388.32)	-0.16%	164,999.75	2.34%	12,934.58	1.22%	144,890.33	1.22%	144,890.33	2.38%
101-790-713-Medical Insurance-Retirees	(12,144.60)	-0.84%	0.00	0.00%	(9,479.66)	-0.90%	0.00	-0.90%	0.00	0.00%
101-790-714-Dental Insurance	(94.12)	-0.01%	13,753.18	0.20%	0.00	0.00%	11,820.76	0.00%	11,820.76	0.19%
101-790-715-Optical Insurance	0.00	0.00%	2,051.76	0.03%	164.27	0.02%	1,599.30	0.02%	1,599.30	0.03%
101-790-716-Long Term Disability	0.00	0.00%	3,085.51	0.04%	239.54	0.02%	3,366.60	0.02%	3,366.60	0.06%
101-790-717-Short Term Disability	0.00	0.00%	10,884.95	0.15%	838.56	0.08%	9,506.39	0.08%	9,506.39	0.16%
101-790-718-Life Insurance	0.00	0.00%	3,150.32	0.04%	258.14	0.02%	3,037.01	0.02%	3,037.01	0.05%
101-790-719-Retirement Annuity	0.00	0.00%	113,935.36	1.62%	0.00	0.00%	101,174.26	0.00%	101,174.26	1.66%
101-790-720-Longevity & Awards	30,860.30	2.13%	30,860.30	0.44%	27,359.30	2.58%	27,359.30	2.58%	27,359.30	0.45%
TOTAL PERSONNEL SERVICES	233,758.61	16.11%	3,115,153.32	44.26%	333,026.79	31.46%	2,850,124.22	31.46%	2,850,124.22	46.84%
GENERAL EXPENSES										
101-790-727-Office Supplies	2,690.86	0.19%	18,651.58	0.26%	3,444.98	0.33%	24,081.21	0.33%	24,081.21	0.40%
101-790-728-Postage	0.00	0.00%	10.63	0.00%	7.18	0.00%	2,190.21	0.00%	2,190.21	0.04%
101-790-729-Processing Supplies	500.53	0.03%	9,009.81	0.13%	1,946.64	0.18%	3,621.03	0.18%	3,621.03	0.06%
101-790-730-Circulation Supplies	0.00	0.00%	3,040.95	0.04%	330.38	0.03%	1,539.69	0.03%	1,539.69	0.03%
101-790-731-Building & Mainten. Supplies	4,468.44	0.31%	48,177.62	0.68%	1,784.83	0.17%	61,147.63	0.17%	61,147.63	1.01%
101-790-732-Youth Department Supplies	66.69	0.00%	1,900.57	0.03%	219.96	0.02%	14,052.54	0.02%	14,052.54	0.23%
101-790-733-Other Supplies	0.00	0.00%	1,266.07	0.02%	0.00	0.00%	1,152.84	0.00%	1,152.84	0.02%
TOTAL SUPPLIES	7,726.52	0.53%	82,057.23	1.17%	7,733.97	0.73%	107,785.15	0.73%	107,785.15	1.77%
101-790-933-Building Maintenance Contract-Main	9,775.00	0.67%	120,957.04	1.72%	18,145.68	1.71%	124,872.04	1.71%	124,872.04	2.05%
101-790-933-Building Maintenance Contract-Branch	3,900.00	0.27%	27,127.50	0.39%	3,807.50	0.36%	29,135.25	0.36%	29,135.25	0.48%
101-790-802-Professional & Consultant Fees	3,137.26	0.22%	105,283.43	1.50%	23,289.05	2.20%	110,229.25	2.20%	110,229.25	1.81%
101-790-955-Cooperative Fees	0.00	0.00%	17,482.61	0.25%	0.00	0.00%	17,157.66	0.00%	17,157.66	0.28%
101-790-956-Printing Fees	9,585.28	0.66%	57,119.52	0.81%	11,900.00	1.12%	51,386.16	1.12%	51,386.16	0.84%
101-790-967-Programs	2,116.25	0.15%	144,816.72	2.06%	7,512.07	0.71%	93,435.30	0.71%	93,435.30	1.54%
TOTAL PROF/CONTRACT	28,513.79	1.97%	472,786.82	6.72%	64,654.30	6.11%	426,215.66	6.11%	426,215.66	7.01%
101-790-721-Staff Development	2,155.77	0.15%	27,511.61	0.39%	347.81	0.03%	15,476.37	0.03%	15,476.37	0.25%
101-790-803-Dues & Memberships	125.00	0.01%	5,254.00	0.07%	0.00	0.00%	7,053.00	0.00%	7,053.00	0.12%
101-790-860-Mileage	363.98	0.03%	3,600.11	0.05%	316.07	0.03%	2,230.93	0.03%	2,230.93	0.04%
TOTAL STAFF DEVEL/TRANS	2,644.75	0.18%	36,365.72	0.52%	663.88	0.06%	24,760.30	0.06%	24,760.30	0.41%

101-790-850-Telephone-Main	3,737.86	0.26%	43,336.93	0.62%	2,388.11	0.23%	28,288.81	0.46%
101-790-850-Telephone-Branch	0.00	0.00%	2,038.20	0.03%	169.85	0.02%	2,014.00	0.03%
TOTAL COMMUNICATIONS	3,737.86	0.26%	45,375.13	0.64%	2,557.96	0.24%	30,302.81	0.50%
101-790-920-Electricity-Main	9,928.36	0.68%	137,328.01	1.95%	8,000.58	0.76%	138,535.20	2.28%
101-790-920-Electricity-Branch	2,110.96	0.15%	27,992.90	0.40%	4,324.16	0.41%	23,133.43	0.38%
101-790-921-Gas-Main	2,973.12	0.20%	20,831.73	0.30%	4,789.72	0.45%	21,070.22	0.35%
101-790-921-Gas-Branch	872.09	0.06%	3,693.80	0.05%	612.58	0.06%	3,188.91	0.05%
101-790-922-Sewer/Water/Fire Line-Main	2,300.12	0.16%	23,695.47	0.34%	2,295.80	0.22%	23,946.28	0.39%
101-790-922-Sewer/Water/Fire Line-Branch	0.00	0.00%	3,700.59	0.05%	0.00	0.00%	2,536.03	0.04%
TOTAL UTILITIES	18,184.65	1.25%	217,242.50	3.09%	20,022.84	1.89%	212,410.07	3.49%
101-790-930-Repair & Maintenance-Main	19,223.59	1.33%	217,181.41	3.09%	12,120.04	1.14%	179,312.02	2.95%

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement - Expense Portion
For the 12 Months
Ending March 31, 2025

	Current Period			Prior Year		
	Mar 2025	YTD	%	Mar 2024	YTD	%
	Actual	Actual		Actual	Actual	
101-790-930-Repair & Maintenance-Branch	1,859.50	63,708.06	0.13%	23,682.75	66,483.57	2.24%
101-790-804-Alarm Service	0.00	18,251.65	0.00%	100.04	11,157.28	0.01%
101-790-931-Automation Maint/Develop.	420.08	170,916.50	0.03%	13,343.44	199,002.71	1.26%
TOTAL REPAIR/MAINT	21,503.17	470,057.62	1.48%	49,246.27	455,955.58	4.65%
101-790-880-Community Promotion	7,133.16	68,277.68	0.49%	550.00	75,078.54	0.05%
101-790-806-Insurance & Bonds	0.00	55,876.00	0.00%	0.00	54,050.00	0.00%
101-790-940-Rentals	187.24	11,591.26	0.01%	1,717.30	9,001.26	0.16%
101-790-807-Cataloging Services	0.00	8,970.10	0.00%	0.00	8,542.95	0.00%
101-790-971-Books--Adult-Main	15,799.54	152,664.00	1.09%	20,995.93	143,749.46	1.98%
101-790-971-Books--Adult-Branch	3,777.54	28,798.68	0.26%	3,398.80	25,078.50	0.32%
101-790-972-Lease Books	0.00	98,695.80	0.00%	0.00	116,424.00	0.00%
101-790-973-eMedia - Adult	34,693.85	198,621.75	2.39%	18,913.41	174,044.14	1.79%
101-790-974-eMedia - Youth	5,812.34	20,910.38	0.40%	1,527.35	22,037.17	0.14%
101-790-975-Books--Youth-Main	5,023.54	114,696.41	0.35%	13,324.28	107,866.35	1.26%
101-790-975-Books--Youth-Branch	295.67	20,817.74	0.02%	2,075.52	19,137.68	0.20%
101-790-976-Magazines/Newspapers-Main	0.00	25,108.91	0.00%	(186.22)	24,718.20	-0.02%
101-790-976-Magazines/Newspapers-Branch	0.00	7,777.42	0.00%	0.00	7,600.81	0.00%
101-790-977-Reference - Adult-Main	122.00	5,651.10	0.01%	426.00	5,242.19	0.04%
101-790-978-Online Subscription Services	70,961.40	299,201.50	4.89%	63,170.78	281,646.61	5.97%
101-790-979-Media - Games Adult-Main	1,157.62	11,648.01	0.08%	1,368.89	12,457.72	0.13%
101-790-979-Media - Games Adult-Branch	0.00	3,932.74	0.00%	0.00	4,805.60	0.00%
101-790-980-Media - Games Youth-Main	9,867.16	26,769.03	0.68%	323.93	7,668.15	0.03%
101-790-980-Media - Games Youth-Branch	(2,953.22)	8,629.43	-0.20%	0.00	2,150.43	0.00%
101-790-981-CD - Books - Adult-Main	1,023.79	26,573.24	0.07%	2,285.45	21,485.86	0.22%
101-790-981-CD - Books - Adult-Branch	0.00	2,987.84	0.00%	668.94	4,721.60	0.06%
101-790-982-Media - AV Adult-Main	13,052.18	46,969.10	0.90%	12,541.18	56,220.15	1.18%
101-790-982-Media - AV Adult-Branch	3,107.51	13,516.62	0.21%	4,404.55	17,923.98	0.42%
101-790-983-Media - AV Youth-Main	92.89	3,337.57	0.01%	927.51	3,166.64	0.09%
101-790-983-Media - AV Youth-Branch	111.26	1,826.98	0.01%	532.81	1,755.67	0.05%
101-790-984-Compact Discs - Adult & Youth-Main	1,709.71	4,529.61	0.12%	461.06	6,335.00	0.04%
101-790-984-Compact Discs - Adult & Youth-Branch	228.65	1,296.10	0.02%	92.85	2,525.24	0.01%
101-790-985-Adult Realia-Main	151.92	2,171.16	0.01%	80.00	2,335.70	0.01%
101-790-985-Adult Realia-Branch	97.95	723.19	0.01%	0.00	1,034.98	0.00%
101-790-986-Games/Realia/Other--Youth-Main	0.00	10,951.50	0.00%	373.14	7,216.85	0.04%
101-790-986-Games/Realia/Other--Youth-Branch	890.72	3,302.22	0.06%	1,264.98	2,645.98	0.12%
101-790-987-Software--Adult & Youth	2,816.39	111,378.84	0.19%	10,479.25	76,030.52	0.99%
101-790-989-Capital Assets-Main	(550.42)	21,483.85	-0.04%	0.00	9,536.51	0.00%

101-790-989-Capital Assets-Branch	(399.00)	-0.03%	2,895.00	0.04%	1,628.00	0.15%	8,443.00	0.14%
101-790-932-IT Capital Assets-Main	1,774.22	0.12%	8,362.53	0.12%	0.00	0.00%	0.00	0.00%
101-790-932-IT Capital Assets-Branch	399.00	0.03%	5,589.00	0.08%	0.00	0.00%	0.00	0.00%
TOTAL MATERIALS	169,064.21	11.65%	1,291,817.25	18.35%	161,078.39	15.22%	1,176,004.69	19.33%
OTHER EXPENSES								
Transfer to Accr. Benefits Fund	0.00		0.00		0.00		(500,000.00)	
Transfer to C.I.A. Fund	954,653.00	65.80%	1,042,517.00	14.81%	393,137.00	37.14%	1,051,962.00	17.29%
Transfer to Endowment	3,720.68	0.26%	120,265.14	1.71%	24,262.17	2.29%	102,072.69	1.68%
TOTAL OTHER EXPENSES	958,373.68	66.06%	1,162,782.14	16.52%	417,399.17	39.43%	654,034.69	10.75%
TOTAL EXPENSES	1,450,827.64	100.00%	7,038,352.77	100.00%	1,058,650.87	100.00%	6,084,265.92	100.00%

WEST BLOOMFIELD TWP LIBRARY
Comparative Income Statement
For the 12 Months
Ending March 31, 2025

	Current Period			Prior Year		
	Mar 2025	YTD		Mar 2024	YTD	
	Actual	%	Actual	Actual	%	Actual
INCOME						
101-000-628-Orchard Lake Contract	112,669.49	25.58%	140,695.75	112,102.33	41.90%	137,949.74
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	12,962.10	2.94%	35,852.73	0.00	0.00%	21,365.04
CHARGES FOR SERVICES	125,631.59	28.53%	211,081.04	112,102.33	41.90%	193,274.09
101-000-402-Property Tax	231,886.69	52.66%	6,504,588.34	85,381.46	31.91%	5,726,860.02
TOTAL PROPERTY TAX	231,886.69	52.66%	6,504,588.34	85,381.46	31.91%	5,726,860.02
101-000-668-Fines	1,170.89	0.27%	11,470.64	1,860.77	0.70%	22,885.86
101-000-677-Book Rental	0.00	0.00%	0.00	39.15	0.01%	729.36
101-000-667-Meeting Room Rental	727.50	0.17%	6,187.50	350.00	0.13%	2,118.50
101-000-675-Miscellaneous Income	367.33	0.08%	39,636.79	166.98	0.06%	30,934.47
101-000-678-Copy Revenue	1,948.20	0.44%	21,428.45	2,007.35	0.75%	19,811.16
TOTAL FINES/FEES	4,213.92	0.96%	78,723.38	4,424.25	1.65%	76,479.35
101-000-659-Penal Fines	0.00	0.00%	99,743.83	0.00	0.00%	97,400.60
101-000-665-Interest	20,000.20	4.54%	282,571.43	25,256.68	9.44%	241,973.35
TOTAL INTEREST	20,000.20	4.54%	282,571.43	25,256.68	9.44%	241,973.35
101-000-540-State Aid	38,941.32	8.84%	76,488.48	0.00	0.00%	37,075.76
101-000-569-Other State Sources	15,486.48	3.52%	15,486.48	16,139.18	6.03%	16,139.18
TOTAL STATE & FEDERAL SOURCES	54,427.80	12.36%	91,974.96	16,139.18	6.03%	53,214.94
101-000-674-Memorials & Gifts	0.00	0.00%	25.00	0.00	0.00%	100.00
101-000-682-Book Tribute-Adult & YA	0.00	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	500.00	0.11%	500.00	0.00	0.00%	4,960.00
101-000-679-Endow Gift Unrestricted	3,396.65	0.77%	115,952.83	23,869.77	8.92%	97,753.13
101-000-680-Endow Gift Youth	309.36	0.07%	4,117.09	374.63	0.14%	4,123.97
101-000-681-Endow Gift Senior	14.67	0.00%	195.22	17.77	0.01%	195.59
TOTAL CONTRIBUTIONS	4,220.68	0.96%	121,440.14	24,262.17	9.07%	107,547.69
TOTAL INCOME	440,380.88	100.00%	7,390,123.12	267,566.07	100.00%	6,496,750.04
OPERATING EXPENSES						
101-790-702-Wages-Main	165,565.50	37.60%	2,144,128.71	228,414.49	85.37%	1,989,609.55
101-790-702-Wages-Branch	24,290.41	5.52%	314,027.88	35,506.97	13.27%	274,481.90
101-790-703-Wages-Sunday	10,310.41	2.34%	118,725.47	13,891.50	5.19%	103,294.78
101-790-710-FICA	17,359.03	3.94%	195,550.13	22,899.10	8.56%	179,394.43

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement
For the 12 Months
Ending March 31, 2025

	Current Period			Prior Year		
	Mar 2025	YTD		Mar 2024	YTD	
	Actual	%	Actual	Actual	%	Actual
101-790-711-MESC	0.00	0.00%	0.00	0.00	0.00%	589.61
101-790-712-Medical Insurance	(2,388.32)	-0.54%	164,999.75	12,934.58	4.83%	144,890.33
101-790-713-Medical Insurance-Retirees	(12,144.60)	-2.76%	0.00	(9,479.66)	-3.54%	0.00
101-790-714-Dental Insurance	(94.12)	-0.02%	13,753.18	0.00	0.00%	11,820.76
101-790-715-Optical Insurance	0.00	0.00%	2,051.76	164.27	0.06%	1,599.30
101-790-716-Long Term Disability	0.00	0.00%	3,085.51	239.54	0.09%	3,366.60
101-790-717-Short Term Disability	0.00	0.00%	10,884.95	838.56	0.31%	9,506.39
101-790-718-Life Insurance	0.00	0.00%	3,150.32	258.14	0.10%	3,037.01
101-790-719-Retirement Annuity	0.00	0.00%	113,935.36	0.00	0.00%	101,174.26
101-790-720-Longevity & Awards	30,860.30	7.01%	30,860.30	27,359.30	10.23%	27,359.30
TOTAL PERSONNEL SERVICES	233,758.61	53.08%	3,115,153.32	333,026.79	124.47%	2,850,124.22
GENERAL EXPENSES						
101-790-727-Office Supplies	2,690.86	0.61%	18,651.58	3,444.98	1.29%	24,081.21
101-790-728-Postage	0.00	0.00%	10.63	7.18	0.00%	2,190.21
101-790-729-Processing Supplies	500.53	0.11%	9,009.81	1,946.64	0.73%	3,621.03
101-790-730-Circulation Supplies	0.00	0.00%	3,040.95	330.38	0.12%	1,539.69
101-790-731-Building & Mainten. Supplies	4,468.44	1.01%	48,177.62	1,784.83	0.67%	61,147.63
101-790-732-Youth Department Supplies	66.69	0.02%	1,900.57	219.96	0.08%	14,052.54
101-790-733-Other Supplies	0.00	0.00%	1,266.07	0.00	0.00%	1,152.84
TOTAL SUPPLIES	7,726.52	1.75%	82,057.23	7,733.97	2.89%	107,785.15
101-790-933-Building Maintenance Contract-Main	9,775.00	2.22%	120,957.04	18,145.68	6.78%	124,872.04
101-790-933-Building Maintenance Contract-Branch	3,900.00	0.89%	27,127.50	3,807.50	1.42%	29,135.25
101-790-802-Professional & Consultant Fees	3,137.26	0.71%	105,283.43	23,289.05	8.70%	110,229.25
101-790-955-Cooperative Fees	0.00	0.00%	17,482.61	0.00	0.00%	17,157.66
101-790-956-Printing Fees	9,585.28	2.18%	57,119.52	11,900.00	4.45%	51,386.16
101-790-967-Programs	2,116.25	0.48%	144,816.72	7,512.07	2.81%	93,435.30
TOTAL PROF/CONTRACT	28,513.79	6.47%	472,786.82	64,654.30	24.16%	426,215.66
101-790-721-Staff Development	2,155.77	0.49%	27,511.61	347.81	0.13%	15,476.37
101-790-803-Dues & Memberships	125.00	0.03%	5,254.00	0.00	0.00%	7,053.00
101-790-860-Mileage	363.98	0.08%	3,600.11	316.07	0.12%	2,230.93
TOTAL STAFF DEVEL/TRANS	2,644.75	0.60%	36,365.72	663.88	0.25%	24,760.30
101-790-850-Telephone-Main	3,737.86	0.85%	43,336.93	2,388.11	0.89%	28,288.81
101-790-850-Telephone-Branch	0.00	0.00%	2,038.20	169.85	0.06%	2,014.00
TOTAL COMMUNICATIONS	3,737.86	0.85%	45,375.13	2,557.96	0.96%	30,302.81
101-790-920-Electricity-Main	9,928.36	2.25%	137,328.01	8,000.58	2.99%	138,535.20
101-790-920-Electricity-Branch	2,110.96	0.48%	27,992.90	4,324.16	1.62%	23,133.43
101-790-921-Gas-Main	2,973.12	0.68%	20,831.73	4,789.72	1.79%	21,070.22

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement
For the 12 Months
Ending March 31, 2025

	Current Period			Prior Year			
	Mar 2025	YTD		Mar 2024	YTD		
	Actual	%	Actual	Actual	%	Actual	
101-790-921-Gas-Branch	872.09	0.20%	3,693.80	612.58	0.23%	3,188.91	0.05%
101-790-922-Sewer/Water/Fire Line-Main	2,300.12	0.52%	23,695.47	2,295.80	0.86%	23,946.28	0.37%
101-790-922-Sewer/Water/Fire Line-Branch	0.00	0.00%	3,700.59	0.00	0.00%	2,536.03	0.04%
TOTAL UTILITIES	18,184.65	4.13%	217,242.50	20,022.84	7.48%	212,410.07	3.27%
101-790-930-Repair & Maintenance-Main	19,223.59	4.37%	217,181.41	12,120.04	4.53%	179,312.02	2.76%
101-790-930-Repair & Maintenance-Branch	1,859.50	0.42%	63,708.06	23,682.75	8.85%	66,483.57	1.02%
101-790-804-Alarm Service	0.00	0.00%	18,251.65	100.04	0.04%	11,157.28	0.17%
101-790-931-Automation Maint/Develop.	420.08	0.10%	170,916.50	13,343.44	4.99%	199,002.71	3.06%
TOTAL REPAIR/MAINT	21,503.17	4.88%	470,057.62	49,246.27	18.41%	455,955.58	7.02%
101-790-880-Community Promotion	7,133.16	1.62%	68,277.68	550.00	0.21%	75,078.54	1.16%
101-790-806-Insurance & Bonds	0.00	0.00%	55,876.00	0.00	0.00%	54,050.00	0.83%
101-790-940-Rentals	187.24	0.04%	11,591.26	1,717.30	0.64%	9,001.26	0.14%
101-790-807-Cataloging Services	0.00	0.00%	8,970.10	0.00	0.00%	8,542.95	0.13%
101-790-971-Books--Adult-Main	15,799.54	3.59%	152,664.00	20,995.93	7.85%	143,749.46	2.21%
101-790-971-Books--Adult-Branch	3,777.54	0.86%	28,798.68	3,398.80	1.27%	25,078.50	0.39%
101-790-972-Lease Books	0.00	0.00%	98,695.80	0.00	0.00%	116,424.00	1.79%
101-790-973-eMedia - Adult	34,693.85	7.88%	198,621.75	18,913.41	7.07%	174,044.14	2.68%
101-790-974-eMedia - Youth	5,812.34	1.32%	20,910.38	1,527.35	0.57%	22,037.17	0.34%
101-790-975-Books--Youth-Main	5,023.54	1.14%	114,696.41	13,324.28	4.98%	107,866.35	1.66%
101-790-975-Books--Youth-Branch	295.67	0.07%	20,817.74	2,075.52	0.78%	19,137.68	0.29%
101-790-976-Magazines/Newspapers-Main	0.00	0.00%	25,108.91	(186.22)	-0.07%	24,718.20	0.38%
101-790-976-Magazines/Newspapers-Branch	0.00	0.00%	7,777.42	0.00	0.00%	7,600.81	0.12%
101-790-977-Reference - Adult-Main	122.00	0.03%	5,651.10	426.00	0.16%	5,242.19	0.08%
101-790-978-Online Subscription Services	70,961.40	16.11%	299,201.50	63,170.78	23.61%	281,646.61	4.34%
101-790-979-Media - Games Adult-Main	1,157.62	0.26%	11,648.01	1,368.89	0.51%	12,457.72	0.19%
101-790-979-Media - Games Adult-Branch	0.00	0.00%	3,932.74	0.00	0.00%	4,805.60	0.07%
101-790-980-Media - Games Youth-Main	9,867.16	2.24%	26,769.03	323.93	0.12%	7,668.15	0.12%
101-790-980-Media - Games Youth-Branch	(2,953.22)	-0.67%	8,629.43	0.00	0.00%	2,150.43	0.03%
101-790-981-CD - Books - Adult-Main	1,023.79	0.23%	26,573.24	2,285.45	0.85%	21,485.86	0.33%
101-790-981-CD - Books - Adult-Branch	0.00	0.00%	2,987.84	668.94	0.25%	4,721.60	0.07%
101-790-982-Media - AV Adult-Main	13,052.18	2.96%	46,969.10	12,541.18	4.69%	56,220.15	0.87%
101-790-982-Media - AV Adult-Branch	3,107.51	0.71%	13,516.62	4,404.55	1.65%	17,923.98	0.28%
101-790-983-Media - AV Youth-Main	92.89	0.02%	3,337.57	927.51	0.35%	3,166.64	0.05%
101-790-983-Media - AV Youth-Branch	111.26	0.03%	1,826.98	532.81	0.20%	1,755.67	0.03%
101-790-984-Compact Discs - Adult & Youth-Main	1,709.71	0.39%	4,529.61	461.06	0.17%	6,335.00	0.10%
101-790-984-Compact Discs - Adult & Youth-Branch	228.65	0.05%	1,296.10	92.85	0.03%	2,525.24	0.04%
101-790-985-Adult Realia-Main	151.92	0.03%	2,171.16	80.00	0.03%	2,335.70	0.04%

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement
For the 12 Months
Ending March 31, 2025

	Current Period			Prior Year			
	Mar 2025	YTD		Mar 2024	YTD		
	Actual	%	Actual	Actual	%	Actual	
101-790-985-Adult Realia-Branch	97.95	0.02%	723.19	0.01%	0.00%	1,034.98	0.02%
101-790-986-Games/Realia/Other--Youth-Main	0.00	0.00%	10,951.50	0.15%	0.14%	7,216.85	0.11%
101-790-986-Games/Realia/Other--Youth-Branch	890.72	0.20%	3,302.22	0.04%	0.47%	2,645.98	0.04%
101-790-987-Software--Adult & Youth	2,816.39	0.64%	111,378.84	1.51%	3.92%	76,030.52	1.17%
101-790-989-Capital Assets-Main	(550.42)	-0.12%	21,483.85	0.29%	0.00%	9,536.51	0.15%
101-790-989-Capital Assets-Branch	(399.00)	-0.09%	2,895.00	0.04%	0.61%	8,443.00	0.13%
101-790-932-IT Capital Assets-Main	1,774.22	0.40%	8,362.53	0.11%	0.00%	0.00	0.00%
101-790-932-IT Capital Assets-Branch	399.00	0.09%	5,589.00	0.08%	0.00%	0.00	0.00%
TOTAL MATERIALS	169,064.21	38.39%	1,291,817.25	17.48%	60.20%	1,176,004.69	18.10%
OTHER EXPENSES							
101-790-995-Transfer to Accr. Benefits Fund	0.00		0.00			(500,000.00)	
101-790-995-Transfer to C.I.A. Fund	954,653.00	216.78%	1,042,517.00	14.11%	146.93%	1,051,962.00	16.19%
101-790-995-Transfer to Endowment	3,720.68	0.84%	120,265.14	1.63%	9.07%	102,072.69	1.57%
TOTAL OTHER EXPENSES	958,373.68	217.62%	1,162,782.14	15.73%	156.00%	654,034.69	10.07%
TOTAL EXPENSES	1,450,827.64	329.45%	7,038,352.77	95.24%	395.66%	6,084,265.92	93.65%
INCOME AFTER TRANSFERS	(1,010,446.76)	-229.45%	351,770.35	4.76%	-295.66%	412,484.12	6.35%

**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
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	\$ -	\$ -	\$ -	\$ 387.45	\$ -
Office Depot - Community Commons Coffee Machine	\$ (299.99)	\$ 3,886.59	\$ -	\$ 18.37	\$ -	\$ -	\$ -	\$ 387.45	\$ 3,992.42
Sub Total as of 5/31/24	\$ 808,722.17	\$ 115,019.41	\$ 3,824.59	\$ 607.16	\$ -	\$ -	\$ 80,651.57	\$ 13,151.27	\$ 1,021,976.17
June Deposits:									
Neubaucher Trust	\$ 64,000.00								
May Interest		4,029.76		19.06				401.88	
OmniTech Lectern Balance	\$ (2,784.46)								
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)								
June Interest	\$ (1,998.90)	\$ 3,958.92	\$ -	\$ 17.40	\$ -	\$ -	\$ -	\$ 367.03	\$ 2,344.45
Sub Total as of 7/31/24	\$ 867,938.81	\$ 123,008.08	\$ 3,824.59	\$ 643.62	\$ -	\$ -	\$ 80,651.57	\$ 13,920.18	\$ 1,089,986.86
August Deposits:									
Interior Group Storage Fees	\$ (1,650.00)								
July Interest	\$ (1,650.00)	\$ 4,319.13	\$ -	\$ 19.03	\$ -	\$ -	\$ -	\$ 401.35	\$ 3,089.51
Sub Total as of 8/31/24	\$ 866,288.81	\$ 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
January Deposits:									
Ozobot - Community Commons Kits	\$ (2,408.00)	\$ 3,376.20	\$ 16.71	\$ 16.71	\$ -	\$ -	\$ -	\$ 352.44	
Snider Recreation - Youth Terrace Furniture	\$ (14,016.50)	\$ 3,376.20	\$ 16.71	\$ 16.71	\$ -	\$ -	\$ -	\$ 352.44	\$ (12,136.15)
DFC Woodwords - Giant Adirondak Chair	\$ (2,000.00)								
Kravetz	\$ 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	\$ 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)	\$ 3,290.94	\$ 16.63	\$ 16.63	\$ -	\$ -	\$ -	\$ 350.75	
January Interest	\$ -	\$ 3,290.94	\$ -	\$ 16.63	\$ -	\$ -	\$ -	\$ 350.75	\$ 2,105.06
Total Deposits	\$ (1,553.26)	\$ 3,290.94	\$ 16.63	\$ 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
March Deposits:									
Moss Donation	\$ 500.00	2,896.65	14.67	14.67	\$ -	\$ -	\$ -	309.36	
February Interest	\$ -	2,896.65	\$ -	14.67	\$ -	\$ -	\$ -	309.36	\$ 3,720.68
Total as of 3/31/25	\$ 755,661.30	\$ 152,619.65	\$ 3,824.59	\$ 784.01	\$ -	\$ -	\$ 80,651.57	\$ 16,880.91	\$ 1,010,422.03

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

	Building Projects	Computer/ Information Technology Replacement	Replacement/ Repair Reserve	Fund Total
Balance March 2024	\$ 515.61	\$ 1,385,395.77	\$ 4,245,205.33	\$ 5,631,116.71
	\$ 87,864.00			\$ 87,864.00
	\$ 88,379.61	\$ 1,385,395.77	\$ 4,245,205.33	\$ 5,718,980.71
Transfer from Budget				
	\$ -	\$ -	\$ -	\$ -
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)			\$ -
Reverse FY2023-24 Retainage Accruals	\$ (70,651.70)			\$ (81,278.40)
	\$ 159,031.31	\$ 1,385,395.77	\$ 4,245,205.33	\$ 5,789,632.41
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**

	Building Projects	Computer/ Information Technology Replacement	Replacement/ Repair Reserve	Fund Total
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		\$ 31,531.32	\$ 2,484.95	\$ 2,484.95
	\$ -	\$ 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

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

March Expenses:	Building Projects	Computer/ Information Technology Replacement	Replacement/ Repair Reserve	Fund Total
Bibliotheca Self Checkout		\$ 77,926.74		\$ 77,926.74
Rewold Roof & Remodel 5			\$ 121,209.20	\$ 121,209.20
Rewold Roof & Remodel 6			\$ 229,593.89	\$ 229,593.89
Dave's Elec New Lighting			\$ 6,350.00	\$ 6,350.00
ARC Architectural Prints			\$ 184.78	\$ 184.78
Library Design Westacres Space Planning			\$ 5,000.00	\$ 5,000.00
	\$ -	\$ 77,926.74	\$ 362,337.87	\$ 440,264.61
Year End Budget Transfer	\$ 954,653.00			\$ 954,653.00
Sub Total March	\$ 955,831.37	\$ 1,082,236.63	\$ 2,595,030.09	\$ 4,633,098.09
Balance March 2025	\$ 955,831.37	\$ 1,082,236.63	\$ 2,595,030.09	\$ 4,633,098.09

Director's Report For the Library Board Meeting of April 9, 2025

Gifts and Memorials:

The Library received the following Endowment Fund donations in March:

Ruth Moss, in memory of her brother Dr. Arnold Markowitz:	\$500
The Friends of the Library, in memory of Susan Sovel:	\$500
Total Endowment Fund donations in March:	\$1,000

Operations Highlights:

A practicum student from Oakland Community College has been working with the Collections team. She has been very helpful with RAP book reorganization, managing CollectionHQ lists, and working on the Seed Library.

On March 1, the library hosted a Jigsaw puzzle tournament for ages 13+. The competition comprised of teams of 4 competing to complete their puzzle the fastest. This event attracted 34 patrons.

The two early childhood-focused staff members provided March is Reading Month story times for the West Bloomfield Preschool Academy at Gretchko Elementary, Administration building, and Doherty Elementary visiting 187 patrons during 7 visits. Staff also visited the JCC Early Childhood Facility for 2 classes with 61 patrons.

On March 14, the library hosted a 100 picture book library visit from Keith Elementary. The students had a storytime, tour and visit around the library learning about the 100 picture book program. There were 105 patrons who attended.

On March 23, the library hosted its 2nd annual local author fair. Local authors were chosen from a large group of applicants (over 60 applicants) and on hand to discuss their books to patrons. This event attracted 150 patrons.

West Bloomfield Schools were on Spring Break the week of March 24. The West Bloomfield Library hosted Spring break programming during that week to encourage families to visit the library. On March 25, the library hosted Detective Pikachu interactive movie. This event attracted 35 patrons. On March 25, Read to a Dog was also available and attracted 28 patrons. On March 26, the library provided two build your own Ecosystem programs which attracted 72 patrons. On March 27, the library provided a building program which attracted 45 patrons.

The library offered the Rockin' Readers program this winter to continue to encourage reading to our youth patrons. Certified teachers from the West Bloomfield School District taught and encouraged students reading during the classes. It was very well received and will continue in summer 2025 to increase educational programming and decrease the summer slide during those summer months. The March 11 program, attracted 42 patrons.

On March 18 and 19, Author Sarah Weeks visited Lone Pine Elementary as the West Bloomfield Library's Author visit for their reading program. The author visits and author reception were to 21 classes and had 553 participants.

On March 8, VR Adventures was held. Patrons could use the Library's VR headsets to learn about VR and to experience a number of applications. Thirteen patrons attended.

At the March 9 Cooking With Mary YA Menu program, young adults learned how to make no bake granola bars. Fifteen young adults attended.

The West Bloomfield Middle School RAR (Rapp'n about Reads) Book Discussion Group met on March 17. The book discussed was *So B. It* by Sarah Weeks. This was the annual author visit meeting. Sarah Weeks attended the meeting to discuss the book and how it was adapted into a movie. Fifteen young adults attended.

A young adult author reception for Sarah Weeks was held at the Main Library on the evening of March 17. Weeks spoke about her writing process, some of her books, answered questions from the audience and signed books. Fifteen patrons attended.

Lunchtime outreach at the West Bloomfield Middle School occurred two times in March. The Library's VR headsets were taken to the school for students to use. Sixty-four students participated.

The Digital Services Supervisor hosted a Tech Petting Zoo on Sunday, March 9, introducing patrons to various gadgets and smart home devices. Thirty patrons were in attendance.

Westacres:

Twenty five programs were held at Westacres this month for children, teens, and adults with a total attendance of 525 patrons.

The seed library reopened on the Westacres terrace for the season on March 3. There are numerous varieties of seeds available with a focus on vegetables, herbs, fruits, and native Michigan flowers. The seed library continues to be very popular and we have already distributed 719 packets of seeds. We also provided seeds for the "One Seed One State" program, which this year is a "Little Finger" baby carrot.

A malfunctioning furnace was repaired by Macomb Mechanical on March 4.

The number of daily visits to the Westacres Branch during fiscal year 2024-2025 saw a slight increase of 3% over the previous fiscal year. Program attendance increased by more than 25% compared to the previous year.

Publicity:

Victoria Edwards, the Library's Marketing Coordinator, will be at the April meeting to update the board on marketing initiatives, specifically the Crisis Communications Plan and the Net Promoter Score (NPS). See #10 in the board packet for more details.

Facilities:

Outstanding Issues:

- 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 shade fell down and was damaged in the Adult Information Commons. A replacement shade has been ordered.
- 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.

Exterior

- Two hose bibs failed and were replaced.

Interior

- A motor and controller on the duct box in the Meeting Room were replaced which improved temperature control in the room.
- The backup batteries in the fire alarm panels in both buildings were replaced.
- A plumbing joint was repaired above the main hot water heater.

Patron Feedback/Behavioral Issues

- Two 5-star Google reviews

Friends of the Library:

The Friends of the Library's Spring Book was held Friday, April 4 (Members' Preview Night) through Sunday, April 6. More information will be available in the May Director's Report.

The Friends' Annual Meeting is scheduled for Thursday, May 15, at 11:30 am. The proposed slate of officers for 2025-2027 is: Trudi Hill, President; Gershon Blumstein, Vice President; Iris Radner, Secretary; Rhonda Orr, Treasurer.

West Bloomfield Township Public Library

March 2025

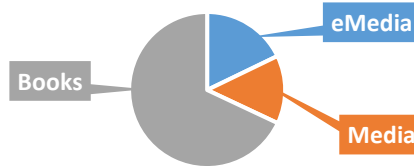
57,054



Library Visits

45,054 Main
12,000 Branch

116,465



Items Checked Out

102,143
14,322 Branch

1,748

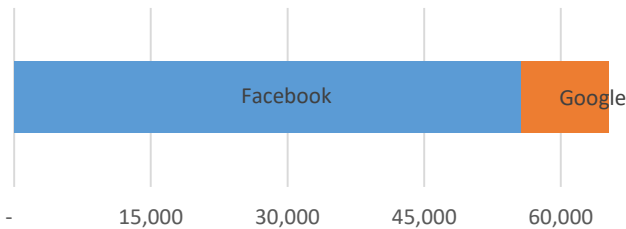


Outreach Attendance

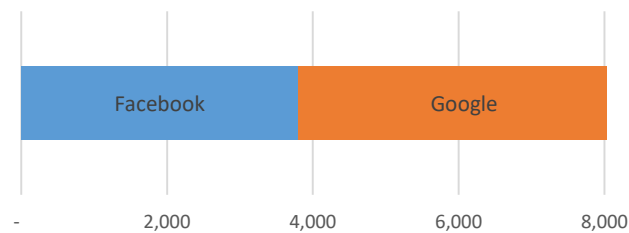
942 Adult | 87 Young Adult
719 Youth

Social Media

Impressions



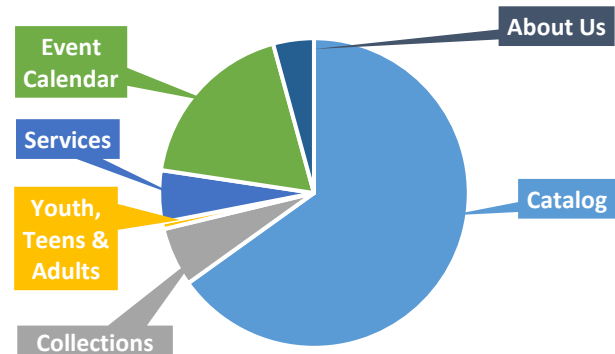
Engagement



Top Databases Used

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

Homepage Usage



1,614



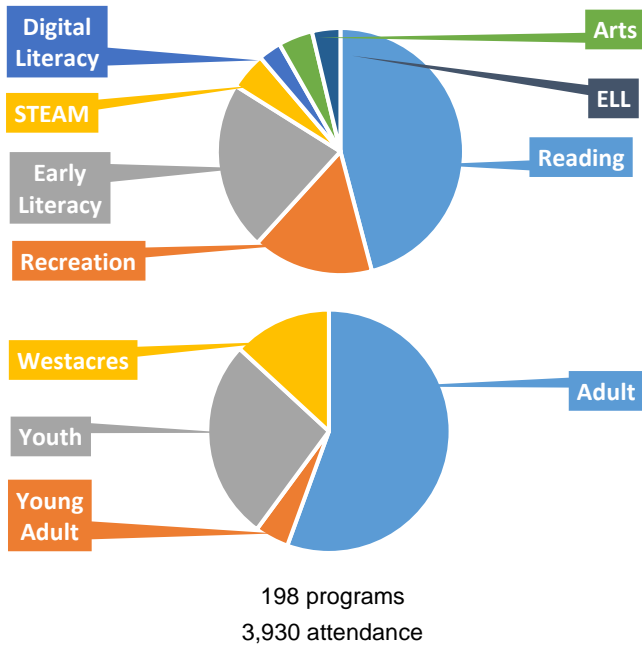
Room Usage

114 Meeting Room | 170 Conference Room
887 Group Studies | 443 Quiet Studies

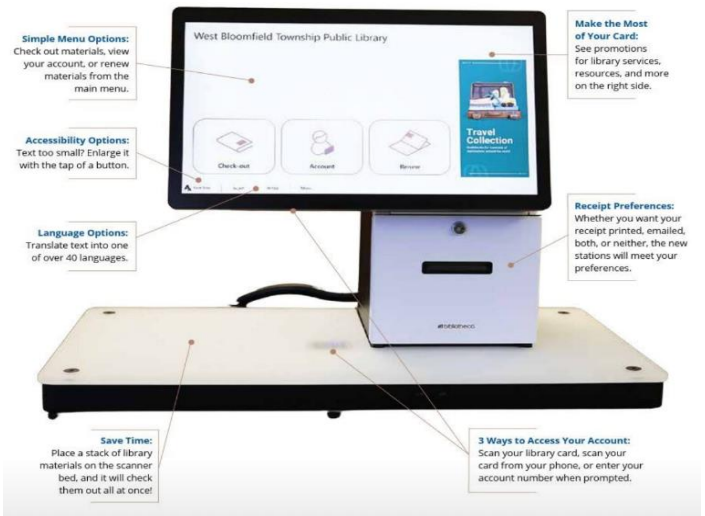
Top Subpage Visits

1. Collections/Eresources
2. Collections/Ebooks
3. Services/Library-Card
4. About/Employment-Volunteering
5. Youth Teens & Adults/For Youth

Program Attendance 3,930



Feature



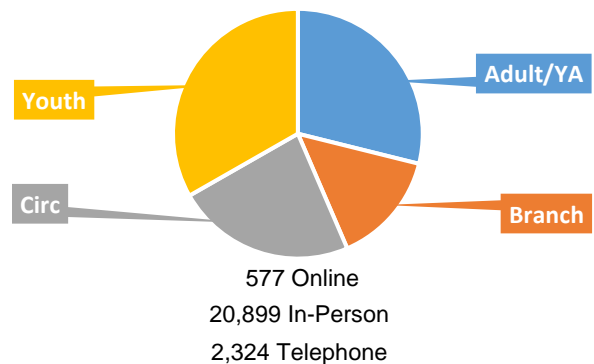
Self-checkout stations have been updated. The new machines offer more accessibility, language, and receipt options.

In Our Customers' Words

The Read to a Dog program is helping my 1st grader gain confidence. After one visit he is already begging to do it again. Thank you to the librarians, volunteers, & therapy dogs for making this happen!

-Jordan Fishman
Orchard Lake Resident

Patrons Assisted 23,800



Most Popular Titles

Adult & Young Adult

1. *Open Season*
by Jonathan Kellerman
2. *Blood Moon*
by Sandra Brown
3. *The Women*
by Kristin Hannah
4. *Three Days*
by Ann Tyler
5. *The Texas Murders*
by James Patterson

Youth

1. *The Big Adventures of Babymouse*
by Jennifer Holm
2. *Geeger the Robot: Lost and Found*
by Jarrett Lerner
3. *The One and Only Family*
by Katherine Applegate
4. *Snack Cabinet Sabotage*
by Jarrett Lerner
5. *What Do You Do If You Work at ...*
by Steve Jenkins

FOR IMMEDIATE RELEASE | MARCH 28, 2025

Clara Bohrer is the recipient of the 2025 Joseph W. Lippincott Award



CHICAGO – Clara Bohrer is the recipient of the 2025 Joseph W. Lippincott Award. This award is sponsored by Joseph W. Lippincott III and presented by the American Library Association (ALA) for distinguished service in the profession of librarianship.

The jury for the 2025 Joseph W. Lippincott Award is pleased to honor Bohrer for her many years of outstanding leadership and participation in the activities of the professional library association, and significant contributions to the advancement of the profession's values and priorities.

Bohrer's impact on the field of librarianship is far-reaching, with notable contributions such as her leadership role in *Every Child Ready to Read* (ECRR) initiative and her exceptional service to the West Bloomfield Township Public Library in Michigan. Under Bohrer's guidance, the library earned the *Institute of Museum and Library Services (IMLS) National Medal for Museum and Library Service* in 2010, recognizing the library's extraordinary efforts in supporting youth and fostering meaningful community partnerships.

One of Bohrer's defining contributions was her involvement in the development and implementation of *Every Child Ready to Read* curriculum, a groundbreaking initiative that emphasized the importance of early literacy and family engagement and changed practice in our nation's public libraries. This initiative, a joint project between the Association for Library Service to Children (ALSC) and the Public Library Association (PLA), has been adopted by over 6,000 libraries nationwide. Bohrer served as a key architect of the curriculum, and her ongoing leadership as advocate to initiate and then served as first chair of the PLA Family Engagement Task Force has solidified her position as a pioneer in early childhood literacy.

Bohrer's work as a leader in ALA's divisions further demonstrates her deep commitment to the profession. She has served on the boards of three ALA divisions—YALSA, ALSC, and PLA—offering her expertise to shape policies and initiatives that benefit libraries and communities across the country. Her leadership roles include serving as PLA President from 2004 to 2005, as well as a Fiscal Officer for PLA from 2019 to 2025. Bohrer's service to ALA divisions extends to committee work, including several terms on the PLA Budget and Finance Committee, where she has been instrumental in overseeing the association's financial health and securing substantial funding for important initiatives. Notably, Bohrer played a key role in the submission of the Legacy grant to the Gates Foundation, which resulted in over \$14 million in funding. Involvement in ALA governance includes terms on the ALA

Planning and Budget Assembly, ALA Conference Committee, and the Budget Analysis and Review Committee (BARC). She served as the BARC Chair for 2 years, which is one of the most demanding service contributions to ALA. This role also required her to serve on the ALA Finance and Audit Committee while also making regular reports to the Executive Board and Council. She served on the Operating Agreement Work Group to evaluate the financial relationship between ALA and its divisions. She understood the importance of the role of budget and finance in carrying out association work and goals.

The annual Lippincott Award, consisting of \$1,500 and a citation of achievement, will be presented at the ALA Annual Conference in Philadelphia in June 2025. Members of the Joseph W. Lippincott Award Jury are Chair, James Neal, University Librarian Emeritus, Columbia University, Mike L. Marlin, Director, California Braille and Talking Book Library; Stacey Nunn, School Library Media Specialist; Baltimore County; Robin Sofge, Branch Manager Prince William Public Libraries; and Shali Zhang, Dean of Libraries, Auburn University

About the American Library Association

The American Library Association (ALA) is the only non-partisan, nonprofit organization dedicated entirely to America's libraries and library professionals. For almost 150 years, ALA has provided resources to inspire library and information professionals to transform their communities through essential programs and services. The ALA serves academic, public, school, government, and special libraries, advocating for the profession and the library's role in enhancing learning and ensuring access to information for all. For more information, visit www.ala.org.

CONTACT:

Marsha P. Burgess

Governance Officer

American Library Association

ALA Governance Office

mburgess@ala.org

800-545-2433 ext. 3204

Memo

To: Cathy Russ
From: Victoria Edwards, Marketing/Communications Coordinator
Date: April 1, 2025
Re: March Marketing Report

PUBLICITY

- **Bookstock:** [Neal Rubin Interviews Justine Flores](#) (3/12/25)
- **Downtown Newsmagazine:** [The Changing Role of Local Libraries](#) (3/26/25)
- **ALA:** [Clara Bohrer Is the Recipient of the 2025 Joseph W. Lippincott Award](#) (3/28/25)
- **Little Guide Detroit:** [West Bloomfield Library is a Must-Visit for Metro Detroit Families](#) (3/3/25)
- **Little Guide Detroit:** [Top \(Free\) Library Events in Metro Detroit This April](#) (3/30/25)
- **Civic Center TV:** [Getting the Community Excited for National Reading Month](#) (3/6/25)
- **Civic Center TV:** [Advocating for Reading in Greater West Bloomfield](#) (3/12/25)
- **Civic Center TV:** [Local Readers Getting the Chance to Interact with Local Authors](#) (3/17/25)
- **Civic Center TV:** [Historic Connections to WB & Celebrating Reading Month](#) (3/18/25)
- **Civic Center TV:** [Combining Christian Themes with the World of Fantasy](#) (3/19/25)
- **Civic Center TV:** [Meeting Young, Inspired Readers at the West Bloomfield Author Fair](#) (3/21/25)
- **Civic Center TV:** [Local Authors Forming Connections with Innovative & Inspired Readers](#) (3/24/25)
- **Civic Center TV:** [Greater West Bloomfield's Connection to the Underground Railroad](#) (3/25/25)
- **Civic Center TV:** [West Bloomfield Residents Learning about the Township's Connection to Underground Railroad](#) (3/27/25)

- **Civic Center TV:** [Bringing Community Together with a Used Book Sale](#)
(3/28/25)

MISC. PROJECT UPDATES

- **Annual Report.** The report was published and mailed to homes inside *West Bloomfield Today* in March. Copies are available at both branches.
- **Summer Events Brochure.** Editing of the summer events brochure text is completed and layout is underway. Printouts available in early May.
- **Summer Newsletter.** Content directions for the next print newsletter have been compiled and the Marketing Coordinator has begun to reach out to patrons to collect interviews for the feature article.
- **IMLS Funding.** To inform patrons of possible disruptions to select library services, the library posted about the impact of an executive order cutting the Institute of Museum and Library Services. The Marketing team is working on an informational bookmark to be placed in MeL holds.
- **ALA Awards.** Five promotional materials were submitted to ALA's PR Xchange Awards for consideration. Winners will be notified in May.
- **Net Promoter Score (NPS).** The aggregation of NPS data is now up to 317 responses. The score now sits at 95.3—above the industry standard of 87. **See *Net Promoter Score Report attached.***
- **Media Requests.** The library fielded multiple media requests from Civic Center TV this month, including series related to National Reading Month, the Local Author Fair, and the Greater West Bloomfield Historical Society's Underground Railroad display and event.
- **Staff Requests.** Marketing helped other library departments create signage for library events, design visuals for the Summer Reading Program, and write updates for ongoing problems with the ILS. Staff are currently working on video content to promote Summer Reading through the schools.

PLAN PROGRESS

Strategic Plan 1.3: Crisis Communications Plan

- Completed the Crisis Communications Plan. **See *attached.***

Strategic Plan 2.1: LX Starter

- Made suggestions for changes for more patron-friendly language in library notices.

Marketing Plan 2.4: eNews Subscriptions

- Designed language to be added to email templates circulation staff use when confirming new and renewed cards through the webform.

PATRON FEEDBACK

- Two 5-star Google reviews

West Bloomfield Library Crisis Communications Plan

Purpose: To determine appropriate responses to emergencies before they escalate.

Crisis Response Team

Team Role	Name	Title	Work Phone	
Designated Spokesperson	Cathy Russ	Executive Library Director	248-232-2327	
Back-Up Lead & Operations Manager	Jeff Crocker	Associate Library Director	248-232-2307	
Publicity Coordinator	Victoria Edwards	Marketing Coordinator	248-232-2273	
Communications Support	Laura Rosen	Westacres Branch Manager	248-232-2401	
Operations Support	Eric Schoenbaechler	Public Services Manager	248-232-2313	
Technology Lead	Lauren Douglass	Director of Support Services & IT	248-232-2207	
Frontline Lead	Check Schedule	Librarian in Charge	Varies	
Legal Consultant	Melvin Muskowitz	Attorney	See Cathy or Jeff	

Crisis Levels & Response Protocol

Level	Crisis Description	Actions
1	Minor: Low impact, little to no public awareness <i>Ex: Technology outage, limited facility issue, brief service disruption</i>	<ul style="list-style-type: none"> - Notify staff on duty and all staff as needed - Tell impacted stakeholders what is known and alternate courses of action if applicable (<i>ie., Westacres is open</i>)
2	Moderate: Some impact, limited public awareness <i>Ex: WiFi/power outage, controversy, misinformation spreading</i>	<ul style="list-style-type: none"> - Notify all staff and other stakeholders as needed - Prepare internal talking points & review with staff - Communicate with impacted patrons quickly - Monitor for media or social media engagement
3	Major: Significant impact, local public concern <i>Ex: Severe weather, significant building issues, pests, protest</i>	<ul style="list-style-type: none"> - Assemble Crisis Response Team; create a Monday board using the Crisis Communications template - Inform staff of impending action - Prioritize engagement with affected stakeholders - Draft and issue public statement
4	Critical: Severe impact, widespread public and media attention <i>Ex: Violent incident, major data breach, legal action, etc.</i>	<ul style="list-style-type: none"> - Address the incident first - Assemble Crisis Response Team; create a Monday board using the Crisis Communications template - Inform staff of impending action - Prioritize engagement with affected stakeholders - Establish a webpage to centralize public information - Provide regular updates across all channels with links to the webpage; pause all other scheduled communications - Create a Media Log and manage media contacts - Develop goals for staff and community healing

Communications Channels

Channel	Responsibility Of	Access Info
Texting (EZ Text)	Jeff (Alt: Laura, Victoria, Jan)	<i>J:\Admin Office\Marketing\Crisis Communications</i>
In-Building Print Signage	Librarian in Charge	Signage folder at info desks
PA	Librarian in Charge	Advise circulation staff
Website (WordPress)	Victoria (Alt: Aya, Jeff, Librarian in Charge)	wbllib.org/wp-login.php "Options" Tutorial on app.guide.com
eBlast (OB Savannah)	Victoria (Alt: Laura, Jan, IT)	Savannah.orangeboyinc.com
Social Media (FB & IG)	Victoria (Alt: Aya, Carolyn, Laura, Jeff, IT)	Schedule through Loomly or directly post through Meta Business
Phone Tree	IT (Alt: Librarian in Charge)	<i>J:\Admin Office\Marketing\Crisis Communications</i>
Press Release	Victoria (Alt: Cathy)	
Library Calendar	Outreach Team, Jan	westbloomfield.librarycalendar.com/user/login

Stakeholder Groups

Group Name	Responsibility Of	Communications Channels
Staff on Duty	Librarian in Charge	Slack, Phone, In Person, Email, Intranet
All Staff	Cathy & Jeff	Email, Intranet, EZ Texting
Library Board	Cathy (Alt: Jeff)	Email (board@wbllib.org)
Friends Board	Cathy (Alt: Jeff)	Email (president@wbllibfriends.org)
Civic Center Campus	Cathy (Alt: Jeff)	Email (Twp., Parks, Police, Fire, CCTV)
Contract Comm.	Cathy (Alt: Jeff)	Email (Orchard Lk, Keego Harbor, Sylvan Lk)
Other Gov't Entities	Cathy (Alt: Jeff)	Email (Schools, Fire, etc.)
Impacted Patrons	Librarian in Charge, Victoria	In Person, PA, In-Building Signage, Phone, Email, eBlast, Website, Social Media
Media Contacts	Victoria (Alt: Cathy)	Press Release, Email, Phone, Social Media

Emergency Services

Organization	Contact	Responsibility Of
Police	Non-Emergency: 248-975-9200	Librarian in Charge
Fire Department	Non-Emergency 248-409-1505	Librarian in Charge
Rose Pest Solutions	248-680-0111	Librarian in Charge
DTE	800-477-4747	Librarian in Charge
Consumers Energy	800-477-5050	Librarian in Charge
Contractors	<i>See Emergency Procedures</i>	Librarian in Charge
Mental Health Support – (EAP) Employee Assistance Program	1-800-788-8630 encompass.us.com Access Code: TLNWBTP	Administration

5 C's of Crisis Communications

Certainty: State what happened/what is known

Compassion: Share empathy for affected parties

Concern: Restate values and aligned response

Collaboration: Name partners helping with issue

Control: Set limits until more information is ready

Guidance for Frontline Staff

Communication with approved information will be developed and shared with frontline library staff as soon as it is available. It will include:

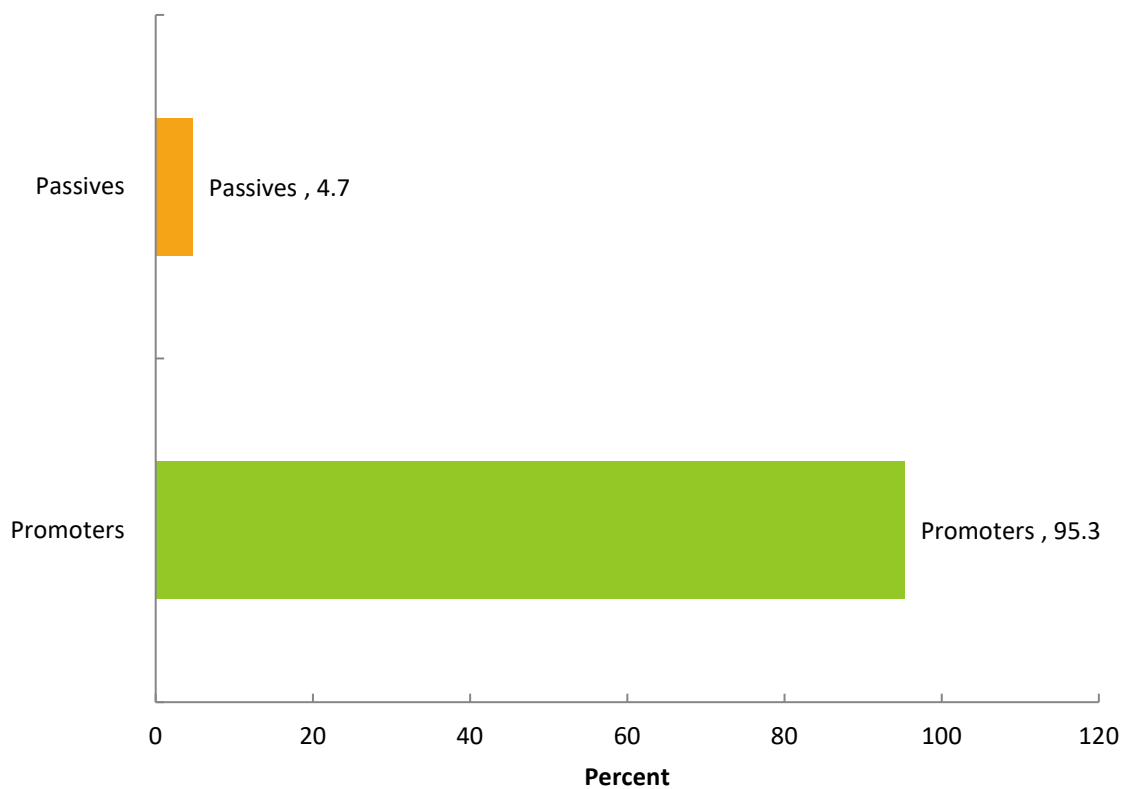
- What is currently known
- Appropriate persons to refer questions
- Reminder to defer media requests to library administrators

Net Promoter Score Report

OrangeBoy Savannah NPS - WEST BLOOMFIELD LIBRARY – 4/1/2025

Since the Net Promoter Score (NPS) survey launched in January 2025, 317 members responded, with 296 members completing the survey in full. A score of 70 is considered excellent for most businesses. The average OrangeBoy Savannah library client scores 87. **West Bloomfield Library is currently scoring 95.3.**

On a scale from 0 (not at all likely) to 10 (very likely), how likely are you to recommend the library to others?



Value	Percent	Count
Passives (7-8)	4.7%	15
Promoters (9-10)	95.3%	302
	Totals	317

Please explain your score:

The library has many invaluable resources that we find very helpful and we like to spread the word about how amazing our library is! We normally use the Branch location and we absolutely love it!

Love the programs for all ages

Pretty good selection of online items

The West Bloomfield Public Library is one of my favorite places in the world. Every time I'm there I feel a sense of calm and peace and a world of opportunities surrounding me given all the choices in reading, viewing, and learning. And if that weren't enough, the staff is kind, friendly, and all around amazing. I will always be a fervent supporter of my library.

The library is in my neighborhood so the accessibility is fabulous.

Great library. Most library staff is friendly and helpful. The Friends Shop is a great place.

I love our library! There are so many resources offered. As a mom of young kids and an avid e-reader, the youth centers and the cloud library are terrific!

Great selection of everything from books to DVD's to online services. The library is clean, the people are helpful and it's something in the community we can be proud of

Online service. Children's programs.

Great collection. Helpful staff

The problem can be complex or simple and the staff has always taken the time to help fix it

I use mostly for movies and music, and you stay fairly up to date. I like that blu rays are now finally available. Started looking at book selections though and see that its not nearly as kept up as I remember when I went looking through the sci fi section, so that was disappointing. Books you had seemed to now be gone.

The library is amazing! Everyone I've talked to has been friendly and helpful, and the amount and quality of programs and services offered is fantastic.

I love the library

Without question, I always get the help I need when I call the library. Everyone is kind and helpful.

Great people, amazing service

I love the library! Currently I borrow almost exclusively books for my Kindle through the Libby app, but I still LOVE the library!

Any time I call for assistance all of my questions and requests have been met way beyond my expectations!

A very good atmosphere clean quiet friendly staff I use the library frequently thanks

Very happy with availability of books and ease of getting them.

Always helpful and has up to date new books and dvds.

We have a great library with wonderful programs and staff

Love the library! Love they continue to evolve with the changing world, e.g., extensive e-resources and books! Librarians are super nice, too!

Great resources, great staff . I have been using the library for 40 years and I have never been disappointed. Keep up the good work.

Beautiful Library. Online availability is decent but not great

It is a wonderful space, with helpful people and incredible materials.

I use the library for every book I read. I put some on hold and am happy with all services

Very nice and helpful staff. A wide variety of resources to access

Get events, wonderful options, Libby access is amazing!

It's a beautiful library facility with many good programs and events.

Very nice and well stocked

I have been a huge fan of the WB Library for years. Especially value the hold / pickup process, and the subscriptions to Libby, Cloudlibrary, and Hoopla.

Great service

I love the layout and functionality of the library.

Excellent choice of material. When suggesting a title, the library obtains the book either by purchasing or through the MEL system.

I love everything about our library. The physical space is welcoming and spacious. The library staff is helpful. The selections are great. I mostly borrow books online (since Covid), but I'm looking forward to using in person services.

I borrow ebooks and audiobooks often. The library has a large selection to choose from which I enjoy.

10. Always helpfull !

Great resources and friendly/helpful staff.

Friendly, always looking for new events and opportunities at the library.

Library folks are very friendly and always ready yo help. Both locations keep DVDs for the autistic members so never eliminate DVDs.

great selections. i do find the ebooks a bit tricky to find and use on my tablet

We love our library. Great selection in media, magazines and books.

Good window service

Fabulous Library

Huge selection of online books.

Lots of choices. Great customer service.

We love all the programs and it is very kid friendly!

Love the library! Wish the e-book rental (through Libby) had more current sci-fi and mystery options.

Great collection! Great staff!

Very friendly staff and helpful

Very nice building. Staff is very pleasant. Selection of large print volumes is less than ideal.

We love the library. Something for every age! Kind souls work there too

Breadth of services. Community outreach.

The staff was very helpful with finding my selection.

very helpful and dependable

Love my WBPL and the convenience of on-line books, holds etc

The WB library is the best! Friendly staff and great reading materials.

The library is beautiful, peaceful and helpful.

Great library!

Helpful staff, good selection.

Great library!

Service was prompt and helpful.

Great library!

Great selection of books and also purchasing requested books.

Great Library lots of books and movies etc. Wonderful children play area. Many interesting programs

Love you guys! Always friendly and helpful and so easy to reserve books online and pickup at drive thru! I always look forward to coming over there!

So many book choices! And Bridge! Nice facilities.

Always able to get assistance from staff when needed.

Great resources and physical space!

Easy peasy to pick up books and other media. My wife enjoys talking home puzzles. The branch is walking distance from my home.

nothing but positive experiences from the library!

The services are exemplary. The staff ever helpful. Catalog and inventory more than adequate.

Great place for kids & adults

I mostly get DVD and there is a good selection of new movies

We have an amazing library, amazing librarians, amazing services. And we have two of them!

The librarian explained about the hold on my book and that there were no more fines. I'm going out of town and will return it as soon as I get home she was very friendly and knowledgeable.

The library offers media in all formats, as well as reading programs and family events. I appreciate the easy access to ebooks and audiobooks.

Wonderful atmosphere, dedicated places to read or work, fireplace, Friendship Bookstore, kids and adult programs, offerings during the year and so much more.

The West Bloomfield Public library does a wonderful job! I use it weekly!

The library is an amazing resource. The staff at the WB library is helpful, kind and always positive.

The library offers a wealth of information and entertainment. And it does so without charging individuals.

Staff help was excellent

I have found the WB Library to have excellent professional staff as well as providing me with the materials that I request. The environment is inviting, thus a wonderful place to spend a few hours.

Always helpful

Very helpful and accommodating

I absolutely love our library. The events, the range of books, the cleanliness, just everything about it is amazing.

The library is the best public service we have, by far. It's a great place to go and it is full of resources. The library is a safe place, full of kind employees who welcome everyone, young and old no matter their language or anything else.

Excellent staff and a wide variety of programs. Have never requested a book they couldn't find.

The kids activities, games, section and programming is the best. I LOVE the little store where I go to look for used books and the annual used book store. The Games/Puzzle sale is also so fun. Everyone is helpful. I LOVE The drive up window and ability to hold books. THANK YOU!

So many books from which to choose!

LOVE my library!!!

Beautiful peaceful place with great eservices

The atmosphere is pleasant and welcoming. I love all of the events. My four year old always wants to spend hours playing at the library.

Beautiful space. Great personnel. Activities galore.

It's beautiful and well organized

Friendly librarians, many events for children and adults, free use of computers and Wifi, and much more

Staff is helpful. It is a wonderful resource with many interesting programs and areas to peruse books or have a meeting if needed in a private space . It's an excellent library that keeps up with the times .

I love our library. Picking up at the drive up window is a blessing for me because of my physical conditions.

It is a great resource for entertainment, learning and discovery

Wonderful resource for so many things... great children's area - love taking the grandkids!

I have been borrowing specialty books (Scott Stamp Catalog) which is indispensable for the postage stamp collecting. Other books borrowed occasionally. Property tax at work

It's always a great place to go

All books, movies, and everything I want easily to checked out. No late fees. Especially helpful and courteous staff.

We have a first class library with programs for all ages. When visiting the library, one sees a wide representation of residents enjoying this community gem.

Fabulous selection, professional service

Downloads of books is awesome

I absolutely love the library. The staff is always friendly and helpful. The event and activities are fun and varied. The book selection is awesome.

The drive-up window is a gamechanger and unique. It is an asset to the community. Most of the employees are joyful and helpful.

I use the online services a lot and between Library Cloud, Libby and Hoopla, I can find plenty of books to read. The main branch is always kept up well and the staff is very courteous and knowledgeable.

Nearly perfect!

I regularly recommend the W.B. Library.

The selection of books, the programs offered, and the friendly librarians, all help to make the West Bloomfield library a book lovers dream come true.

The resources and staff are always exactly what is needed. WB library is an amazing benefit to its residents.

I have found the Library personnel to be very pleasant and helpful. However, the more you change your system, the more difficult is it for me to find what I look for. I am not computer efficient.

Excellent service, resources, programming for all ages and interests.

Most books I want are on the shelves and readily available through asking for a hold.

amazing library. children's activities, many book choices. friendly staff. cozy inside.

Our library is very user friendly. It has so many resources.

The librarian was pleasant and accommodating. The books are neatly arranged and categorized. I am 71 and the only problem I had was bending down to read the titles on the bottom shelf.

The wide range of opportunities available to residence of West Bloomfield of all ages makes our library a very special place. The staff and programs are outstanding; it is not just a place to get books!

I love the library and the different selections available

As a retired librarian I love libraries & especially WB library. Nice people, help when you need it.

The West Bloomfield Township Public Library has great resources and offers great services. I use the library on a regular basis and am very pleased with the Library's offerings.

We have the very best Library and Librarians. Everyone is so helpful, thoughtful and kind.

Nice and clean, all books are displayed in orderly manner, new publications are available on the shelves, staff is very eager to help find books and very quite place for studies.

The library has offerings for everyone. It's all inclusive.

The service and attitude of the associates is outstanding. The systems in place to obtain reading material is easy to use. Love the library and services

Very nice staff, organized and clean

Received excellent service and the staff was very friendly and helpful.

It is a great place to take my son

Great selection, helpful staff.

Love all aspects. Friendly , helpful staff, the rooms, online accounts like hoopla, etc

excellent online service

Wonderful hospitality. Like a second home.

Broad variety of content, ease of use and friendly staff. What's not to love!?

I use the drive-up window constantly for both pickups and returns....I know, if I go into the library, I would probably spend the day in there! When I hear about a new book I would like to read, I suggest it. I use the MEL for those books which WB does not have.

Libraries are awesome!

An inviting space for all ages with a helpful staff

Friendly, helpful staff. Has everything I want.

Excellent facility, excellent staff, excellent available resources

The ease of checking out books, the on-line app to request books, the helpfulness of everyone who works at the library, being on the favorite author list and being notified when it's my turn to checkout the newest book. Really, there is nothing I don't like!

Very knowledgeable and helpful staff. Library is spacious and well equipped for any age patrons.

helpful librarians

Always neat and well organized; I only wish there were more current books directly available at the branch library (although the desired books are quickly obtained/delivered to the branch).

Very friendly and helpful. Very nice people

Most services easy to use

I read ebooks and the selection available is very extensive.

beautiful setting, helpful staff, large collection of everything

I have only encountered positive experiences at the WBI Library. Staff is friendly, knowledgeable and helpful.

What's there not to like about this library? Both the Main and Westacres are nice places to get some work done, or learn more about the world via magazines and e-newspapers. Honestly, I do my best work when I'm working on my laptop @ the Main, simultaneously logged into a library computer for reference tasks. The librarians at both places are always ready to help with any technical needs, and never get bothered with my stupid questions. Whatever we pay in taxes for libraries in West Bloomfield is a pittance compared to the return on our investment.

We have a beautiful, well-stocked library!

Excellent resource for books and movies, great environment and variety of programs, helpful staff.

The staff has always been professional, courteous, friendly, and helpful in solving any issues.

The librarian Emily was so informative and helpful.

Variety of book choices and programs available

The books and media access ability and events

The library is spacious, clean and staff is friendly and helpful!

Young people are disrespectful of study rooms , tables through library are sticky from food & drink spills where this is not allowed. Trash containers need monitoring much more often . Older books are harshly returned to circulation. Lady's bathroom needs more constant attention weekends especially

Besides access to books and videos and music the programs presented are entertaining, educational and uplifting.

I love this library! You offer so many great things, in addition to plenty of books to read!!!

It's a beautiful library, and everyone that works there is so helpful!

helpful

Librarians are always so helpful!

I love the library. My kids love the kid section and I utilize the cloud library and ebooks all of the time! It's the best.

WB Library is the best!

Great library

Best library in the world.

We love the WBPL, helpful staff, huge inventory, and so many resources beyond books too! E-resources, games, puzzles, audio, and more! They also have amazing programming.

Love the library. People who work there are super helpful.

The library is an excellent facility all around and a credit to the city.

Lovely environment, great facilities, love using the e-book option

Use the Lib often think they will too

Depending on your needs and wants, you can find many books or related info at the library.

The library is amazing and all of the workers are helpful.

The staff was very helpful, approachable & friendly. The Library was peaceful.

Always willing to help

If a book is not available will try another Library. Has access to so much information.

Love the library!

The West Bloomfield Public Library is an absolute joy to visit! The youth and children's section is bright, engaging and filled with knowledgeable and friendly staff. We appreciate the interactive toys and games and the very diverse collection of books. My children and I visit often and always have a wonderful and enriching experience!

Great library and great staff!

WB library is one of the most important and useful pillars of our community

Plenty of resources.

I love the library

Much to choose from: books, e-books, tapes, etc.

Wonderful staff

Beautiful facility, helpful staff, easy access to every kind of book imaginable. Diverse in its offerings to the public as in meetings and various cultural events

Excellent friendly staff. Children's area could use more activities for 5 year olds

Libraries are so important and west Bloomfield is a great one!

From the first time I went into the library, I was very impressed with the setting of the place. Next the staff was very professional and very friendly and knowledgeable and every question I had they took the time to answer the question.

We love our library. They have wonderful programs offered for people of all ages. They work with local schools and our local independent bookstore. They will help get a book they don't have in stock.

I could not log in. A phone call to the Library quickly identified a system problem and I was able to login later.

Friendly and helpful staff and great selection of books.

I love our library!! My only piece of feedback, or things I would like to see. More family crafts. I see the kids, adults, teens, etc. More crafts the family can do together.

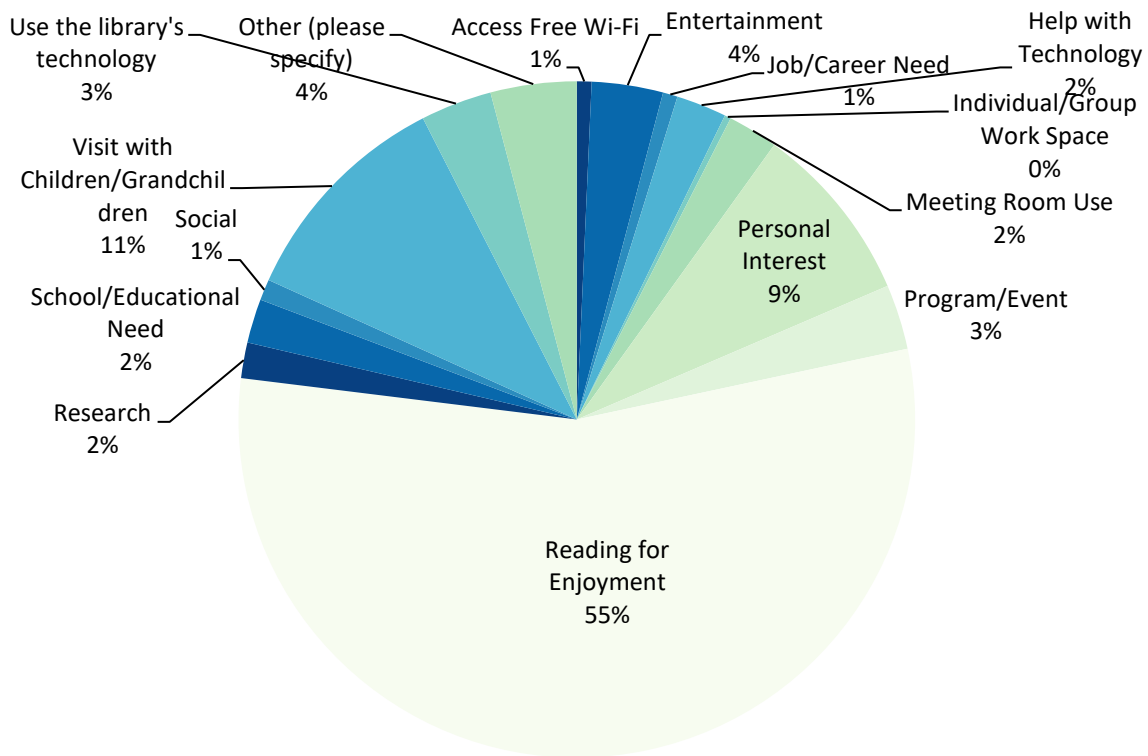
Best library ever!

Great responsive staff. WBLib usually will order new media when requested.

I love our library. It's very well organized and has so many reading options.

Librarians are very helpful. I've been going to the Westacres branch for 55 years!

We are interested in learning what needs the Library can serve in the community. When you used the Library, what need were you seeking to fill? Please select only one option that best applies.



Value	Percent	Count
Access Free Wi-Fi	0.7%	2
Entertainment	3.4%	10
Job/Career Need	0.7%	2
Help with Technology	2.4%	7
Individual/Group Work Space	0.3%	1
Meeting Room Use	2.4%	7
Personal Interest	8.6%	25
Program/Event	3.1%	9
Reading for Enjoyment	55.2%	160

Research	1.7%	5
School/Educational Need	2.1%	6
Social	1.0%	3
Visit with Children/Grandchildren	10.7%	31
Use the library's technology	3.4%	10
Other (please specify)	4.1%	12
	Totals	290

Please respond to the following statements about your most recent library experience.

	Strongly Agree		Agree		Disagree		Strongly Disagree		N/A		Responses
	Count	Row %	Count	Row %	Count	Row %	Count	Row %	Count	Row %	Count
The quality of service met or exceeded expectations.	215	80.2%	37	13.8%	0	%	5	1.9%	11	4.1%	268
Staff responded to my needs in a timely fashion.	196	75.7%	26	10.0%	0	%	3	1.2%	34	13.1%	259
Communication about services was effective.	188	70.9%	39	14.7%	2	0.8%	3	1.1%	33	12.5%	265
Staff treated me with courtesy and respect.	210	80.2%	25	9.5%	0	%	5	1.9%	22	8.4%	262



*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: April 9, 2025

Re: Accounts Payable Processed for April 9, 2025 - Fiscal Year 2024-25

Suggested Motion: Move to approve payment of all bills and accounts due in the amount of \$241,931.94 and ratify expenses incurred since March 19 in the amount of \$143,598.18.

3/28/2025 \$ 143,598.18

AP Payment Register

Company/Branch: 101-

From Period: 12-2024
To Period: 12-2024

Page: 1 of 2
Date: 3/26/2025 10:15 AM
User: Jan Savelle

AL 3/26/25
480 3/26/25

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	APP0001100	53351 ✓	Closed	3/28/2025	GL00007963	V000000278	CONSUMERS ENERGY	0.00	2,973.12 ✓
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Amount Paid		
Bill	APB0006410	101-	1000 0010 6680	Consumers Main 2/12-3/12/25	2,973.12	USD	2,973.12	Document Total: 2,973.12 ✓	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001101	53352 ✓	Closed	3/28/2025	GL00007964	V000000327	DTE ENERGY	0.00	2,110.96 ✓
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Amount Paid		
Bill	APB0006409	101-	9100 149 7224	DTE WACR 2/28-3/19/25	2,110.96	USD	2,110.96	Document Total: 2,110.96 ✓	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001099	53353 ✓	Closed	3/28/2025	GL00007962	V000000032	NOORON AHMAD	0.00	374.08 ✓
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Amount Paid		
Bill	APB0006411	101-	IUG Expenses	Ahmad IUG Expenses	374.08	USD	374.08	Document Total: 374.08 ✓	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001102	53354 ✓	Closed	3/28/2025	GL00007965	V000000926	PAYROLL	0.00	138,140.02 ✓
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Amount Paid		
Bill	APB0006412	101-	PE 3/23/25	Payroll PE 3/23/25	138,140.02	USD	138,140.02	Document Total: 138,140.02 ✓	
							Payment Method Total:	143,598.18	
							Cash Account Total:	143,598.18	

AP Payment Register

Company/Branch: 101-

From Period: 12-2024
To Period: 12-2024

Page: 2 of 2
Date: 3/26/2025 10:15 AM
User: Jan Savelle

Account	Description	Currency	Payment Method	Doc. Type	Count	Amount Paid (USD)
				Payment	4	143,598.18
				Prepayment	0	0.00
				Refund	0	0.00
				Voided Payment	0	0.00
Company Total:					4	143,598.18

AP Payment Register

Company/Branch: 101-

From Period: 01-2025
To Period: 01-2025

Page: 1 of 13
Date: 4/2/2025 11:07 AM
User: Kati Vogel

✓ *✓* *4/2/2025*
400 *4/2/2025*

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	APP0001103	53355	Closed	4/9/2025	GL00008104	V000000048	AMAZON CAPITAL SERVICES	0.00	668.95

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006317	101-	1HJT-9YXT-	Amazon Dress Up Costumes	42.99	USD	0.00	42.99
Bill	APB0006327	101-	1HPQ-XFT6-	Amazon Adult Materials	472.06	USD	0.00	472.06
Bill	APB0006328	101-	17JP-DR31-	Amazon Youth Materials	153.90	USD	0.00	153.90
Document Total:								
								668.95

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001104	53356	Closed	4/9/2025	GL00008105	V000000096	BAKER AND TAYLOR	0.00	10,248.06

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006344	101-	203885211	BAKER & TAYLOR	31.64	USD	0.00	31.64
Bill	APB0006345	101-	2038808194	BAKER & TAYLOR	15.57	USD	0.00	15.57
Bill	APB0006346	101-	2038808195	BAKER & TAYLOR	11.22	USD	0.00	11.22
Bill	APB0006347	101-	2038808196	BAKER & TAYLOR	16.29	USD	0.00	16.29
Bill	APB0006348	101-	2038863432	BAKER & TAYLOR	23.16	USD	0.00	23.16
Bill	APB0006349	101-	2038920077	BAKER & TAYLOR	51.18	USD	0.00	51.18
Bill	APB0006350	101-	2038920078	BAKER & TAYLOR	70.50	USD	0.00	70.50
Bill	APB0006351	101-	2038920079	BAKER & TAYLOR	50.07	USD	0.00	50.07
Bill	APB0006352	101-	2038920080	BAKER & TAYLOR	52.29	USD	0.00	52.29
Bill	APB0006353	101-	2038920081	BAKER & TAYLOR	119.12	USD	0.00	119.12
Bill	APB0006354	101-	2038920082	BAKER & TAYLOR	38.49	USD	0.00	38.49
Bill	APB0006355	101-	2038920083	BAKER & TAYLOR	965.64	USD	0.00	965.64
Bill	APB0006356	101-	2038920084	BAKER & TAYLOR	686.10	USD	0.00	686.10
Bill	APB0006357	101-	2038920085	BAKER & TAYLOR	203.39	USD	0.00	203.39
Bill	APB0006358	101-	2038920086	BAKER & TAYLOR	104.53	USD	0.00	104.53
Bill	APB0006359	101-	2038917494	BAKER & TAYLOR	12.92	USD	0.00	12.92
Bill	APB0006360	101-	2038928943	BAKER & TAYLOR	37.64	USD	0.00	37.64
Bill	APB0006361	101-	2038928944	BAKER & TAYLOR	57.82	USD	0.00	57.82
Bill	APB0006362	101-	2038928945	BAKER & TAYLOR	21.30	USD	0.00	21.30
Bill	APB0006363	101-	2038928946	BAKER & TAYLOR	38.80	USD	0.00	38.80

AP Payment Register

Company/Branch: 101-

From Period: 01-2025
To Period: 01-2025

Page: 2 of 13
Date: 4/2/2025 11:07 AM
User: Kati Vogel

Account	Description		Currency	Payment Method		
Bill	APB0006364	101-	2038928947	BAKER & TAYLOR	124.05	USD 124.05
Bill	APB0006365	101-	2038928948	BAKER & TAYLOR	16.70	USD 16.70
Bill	APB0006366	101-	2038928949	BAKER & TAYLOR	11.62	USD 11.62
Bill	APB0006367	101-	2038928950	BAKER & TAYLOR	135.77	USD 135.77
Bill	APB0006368	101-	2038928951	BAKER & TAYLOR	35.56	USD 35.56
Bill	APB0006369	101-	2038934444	BAKER & TAYLOR	35.49	USD 35.49
Bill	APB0006370	101-	2038934445	BAKER & TAYLOR	23.66	USD 23.66
Bill	APB0006371	101-	2038934446	BAKER & TAYLOR	87.79	USD 87.79
Bill	APB0006372	101-	2038934447	BAKER & TAYLOR	98.00	USD 98.00
Bill	APB0006373	101-	2038934448	BAKER & TAYLOR	57.70	USD 57.70
Bill	APB0006374	101-	2038934449	BAKER & TAYLOR	17.24	USD 17.24
Bill	APB0006375	101-	2038934450	BAKER & TAYLOR	53.06	USD 53.06
Bill	APB0006376	101-	2038934451	BAKER & TAYLOR	17.78	USD 17.78
Bill	APB0006377	101-	2038934452	BAKER & TAYLOR	47.02	USD 47.02
Bill	APB0006378	101-	2038934453	BAKER & TAYLOR	35.56	USD 35.56
Bill	APB0006379	101-	2038934454	BAKER & TAYLOR	47.88	USD 47.88
Bill	APB0006380	101-	2038934455	BAKER & TAYLOR	28.47	USD 28.47
Bill	APB0006381	101-	2038934456	BAKER & TAYLOR	127.35	USD 127.35
Bill	APB0006382	101-	2038934457	BAKER & TAYLOR	17.23	USD 17.23
Bill	APB0006383	101-	2038840654	BAKER & TAYLOR	115.62	USD 115.62
Bill	APB0006384	101-	2038914948	BAKER & TAYLOR	33.14	USD 33.14
Bill	APB0006385	101-	2038914949	BAKER & TAYLOR	44.97	USD 44.97
Bill	APB0006386	101-	2038914950	BAKER & TAYLOR	17.78	USD 17.78
Bill	APB0006387	101-	2038914951	BAKER & TAYLOR	53.34	USD 53.34
Bill	APB0006388	101-	2038914952	BAKER & TAYLOR	148.78	USD 148.78
Bill	APB0006389	101-	2038914953	BAKER & TAYLOR	44.88	USD 44.88
Bill	APB0006390	101-	2038914954	BAKER & TAYLOR	118.75	USD 118.75
Bill	APB0006391	101-	2038914955	BAKER & TAYLOR	27.07	USD 27.07
Bill	APB0006392	101-	2038914958	BAKER & TAYLOR	10.66	USD 10.66
Bill	APB0006393	101-	2038914959	BAKER & TAYLOR	17.22	USD 17.22
Bill	APB0006394	101-	2038914960	BAKER & TAYLOR	13.43	USD 13.43
Bill	APB0006395	101-	2038914961	BAKER & TAYLOR	30.92	USD 30.92
Bill	APB0006396	101-	2038914962	BAKER & TAYLOR	22.52	USD 22.52
Bill	APB0006397	101-	2038914963	BAKER & TAYLOR	39.76	USD 39.76
Bill	APB0006398	101-	2038914964	BAKER & TAYLOR	66.08	USD 66.08
Bill	APB0006399	101-	2038914965	BAKER & TAYLOR	17.78	USD 17.78
Bill	APB0006400	101-	2038914966	BAKER & TAYLOR	17.78	USD 17.78

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Account	Description		Currency	Payment Method		
Bill	APB0006401	101-	2038914967	BAKER & TAYLOR	37.22	USD
Bill	APB0006402	101-	2038914968	BAKER & TAYLOR	11.01	USD
Bill	APB0006403	101-	2038914969	BAKER & TAYLOR	22.52	USD
Bill	APB0006404	101-	2038914972	BAKER & TAYLOR	17.24	USD
Bill	APB0006405	101-	2038914970	BAKER & TAYLOR	196.39	USD
Bill	APB0006406	101-	2038914971	BAKER & TAYLOR	231.74	USD
Bill	APB0006407	101-	2038914956	BAKER & TAYLOR	17.53	USD
Bill	APB0006408	101-	2038914957	BAKER & TAYLOR	37.99	USD
Bill	APB0006414	101-	2038951562	BAKER & TAYLOR	31.64	USD
Bill	APB0006415	101-	2038951563	BAKER & TAYLOR	17.78	USD
Bill	APB0006416	101-	2038951564	BAKER & TAYLOR	37.22	USD
Bill	APB0006417	101-	2038951565	BAKER & TAYLOR	51.69	USD
Bill	APB0006418	101-	2038951566	BAKER & TAYLOR	17.78	USD
Bill	APB0006419	101-	2038951567	BAKER & TAYLOR	97.39	USD
Bill	APB0006420	101-	2038951568	BAKER & TAYLOR	15.91	USD
Bill	APB0006421	101-	2038951561	BAKER & TAYLOR	34.48	USD
Bill	APB0006422	101-	2038951569	BAKER & TAYLOR	11.86	USD
Bill	APB0006423	101-	2038951570	BAKER & TAYLOR	11.26	USD
Bill	APB0006424	101-	2038951571	BAKER & TAYLOR	12.46	USD
Bill	APB0006425	101-	2038951572	BAKER & TAYLOR	16.45	USD
Bill	APB0006426	101-	2038951573	BAKER & TAYLOR	16.45	USD
Bill	APB0006427	101-	2038951574	BAKER & TAYLOR	120.45	USD
Bill	APB0006428	101-	2038951575	BAKER & TAYLOR	120.43	USD
Bill	APB0006429	101-	2038951576	BAKER & TAYLOR	50.07	USD
Bill	APB0006430	101-	2038951577	BAKER & TAYLOR	216.19	USD
Bill	APB0006431	101-	2038951578	BAKER & TAYLOR	22.02	USD
Bill	APB0006432	101-	2038942922	BAKER & TAYLOR	162.43	USD
Bill	APB0006433	101-	2038942923	BAKER & TAYLOR	49.94	USD
Bill	APB0006434	101-	2038942924	BAKER & TAYLOR	31.92	USD
Bill	APB0006435	101-	2038942925	BAKER & TAYLOR	26.82	USD
Bill	APB0006436	101-	2038942926	BAKER & TAYLOR	11.26	USD
Bill	APB0006437	101-	2038942927	BAKER & TAYLOR	15.36	USD
Bill	APB0006438	101-	2038942928	BAKER & TAYLOR	13.41	USD
Bill	APB0006439	101-	2038942929	BAKER & TAYLOR	13.71	USD
Bill	APB0006440	101-	2038942930	BAKER & TAYLOR	17.53	USD
Bill	APB0006441	101-	2038942931	BAKER & TAYLOR	17.78	USD
Bill	APB0006442	101-	2038942932	BAKER & TAYLOR	20.23	USD
Bill					18.61	USD
Bill					0.00	

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Account	Description	Currency	Payment Method	Document Total:	
				2,329.15	

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001109	53358	Closed	4/9/2025	GL00008110	V000001061	CATHLEEN RUSS	0.00	5.67

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006537	101-	Jury Duty	Russ Return Jury Duty Mileage	5.67	USD	0.00	5.67
Document Total:								5.67

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001105	53359	Closed	4/9/2025	GL00008106	V000000254	CINTAS CORPORATION NO 2	0.00	1,218.99

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Debit Adj.	APB0006527	101-	4224956652	CR Reverse Cintas Entered Twice	-220.00	USD	0.00	-220.00
Bill	APB0006324	101-	4224221035	CINTAS Ultraclean	220.00	USD	0.00	220.00
Bill	APB0006471	101-	4224956652	CINTAS	220.00	USD	0.00	220.00
Bill	APB0006525	101-	4224956652	CINTAS Ultraclean	220.00	USD	0.00	220.00
Bill	APB0006526	101-	4225566762	CINTAS Ultraclean	234.00	USD	0.00	234.00
Bill	APB0006528	101-	5261768808	Cintas First Aid	153.49	USD	0.00	153.49
Bill	APB0006542	101-	9314929953	CINTAS - MAIN - RENTAL	261.00	USD	0.00	261.00
Bill	APB0006543	101-	9314822854	CINTAS - WACR - RENTAL	130.50	USD	0.00	130.50
Document Total:								1,218.99

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001106	53360	Closed	4/9/2025	GL00008107	V000000272	COMERICA	0.00	7,464.67

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006312	101-	StickerMule 2/28	Comerica - StickerMule	760.00	USD	0.00	760.00
Bill	APB0006313	101-	1000Bulbs	COMERICA - 1000 BULBS	4,710.77	USD	0.00	4,710.77
Bill	APB0006314	101-	ImprintPlus	Comerica Name Badges	145.05	USD	0.00	145.05
Bill	APB0006315	101-	7223	Comerica Authors Unbound Travel	656.42	USD	0.00	656.42
Bill	APB0006316	101-	Canva	Comerica Canva User Licenses	120.00	USD	0.00	120.00
Bill	APB0006326	101-	14877167	COMERICA - 1000BULBS.COM	62.08	USD	0.00	62.08
Bill	APB0006413	101-	Spotify 3/19	Comerica Spotify 3/19	16.99	USD	0.00	16.99

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Account	Description	Currency	Payment Method
Bill	APB0006484 101- Marriott 3/17 Comerica Ahmad IUG Lodging	993.36 USD	993.36
Document Total:			7,464.67

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001107	53361	Closed	4/9/2025	GL00008108	V000000274	COMMUNITY PUBLISHING & MARKETING	0.00	3,050.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006484	101-	17573	Community Publishing Annual Report	3,050.00	USD	0.00	3,050.00
Document Total:								3,050.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001111	53362	Closed	4/9/2025	GL00008112	V000001445	COOLSYS COMMERCIAL	0.00	1,196.72

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006483	101-	INV01060853	COOL SYSTEMS - TECH MECHANICAL	1,196.72	USD	0.00	1,196.72
Document Total:								1,196.72

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001108	53363	Closed	4/9/2025	GL00008109	V000000302	CUSTOM SHINE LLC	0.00	2,880.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006310	101-	30375	Dalton Window Washing at Westacres	380.00	USD	0.00	380.00
Bill	APB0006311	101-	30374	Custom Shine Main Window Washing	2,500.00	USD	0.00	2,500.00
Document Total:								2,880.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001112	53364	Closed	4/9/2025	GL00008113	V000000308	DALTON COMMERCIAL CLEANING	0.00	1,072.50

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006319	101-	243232	Carpet Cleaning at Main	455.00	USD	0.00	455.00
Bill	APB0006320	101-	243233	Carpet Cleaning at Westacres	617.50	USD	0.00	617.50
Document Total:								1,072.50

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Account	Description	Currency	Payment Method	Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Description	Vendor	Batch Nbr.	Vendor Name	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount	Amount Paid
Payment	APP0001113	53365	X	Closed	4/9/2025	GL00008114	V000000312			DAVE'S ELECTRIC SERVICES, INC.				3,775.00	USD	0.00	0.00	3,775.00	3,775.00
<p>Document Total: 3,775.00 USD</p>																			
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Description	Vendor	Batch Nbr.	Vendor Name	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount	Amount Paid				
Bill	APB0006476	101-	19604			Dave's Electric Retrofit Lighting				3,775.00	USD	0.00	0.00	3,775.00	3,775.00				
<p>Document Total: 3,775.00</p>																			
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Description	Vendor	Batch Nbr.	Vendor Name	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount	Amount Paid				
Payment	APP0001114	53366	✓	Closed	4/9/2025	GL00008115	V000000368			DYKEMA GOSSETT PLLC				2,392.00	USD	0.00	0.00	2,392.00	2,392.00
<p>Document Total: 2,392.00 USD</p>																			
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Description	Vendor	Batch Nbr.	Vendor Name	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount	Amount Paid				
Bill	APB0006329	101-	3647028			Dykema Legal Services				2,392.00	USD	0.00	0.00	2,392.00	2,392.00				
<p>Document Total: 2,392.00</p>																			
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Description	Vendor	Batch Nbr.	Vendor Name	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount	Amount Paid				
Payment	APP0001121	53367	X	Closed	4/9/2025	GL00008122	V000001223			EMILY TOBIN				45.50	USD	0.00	0.00	45.50	45.50
<p>Document Total: 45.50 USD</p>																			
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Description	Vendor	Batch Nbr.	Vendor Name	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount	Amount Paid				
Bill	APB0006538	101-				Mileage 2/1-3/31 Tobin Mileage 2/1-3/31				45.50	USD	0.00	0.00	45.50	45.50				
<p>Document Total: 45.50</p>																			
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Description	Vendor	Batch Nbr.	Vendor Name	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount	Amount Paid				
Payment	APP0001115	53368	X	Closed	4/9/2025	GL00008116	V000000390			EMPOWER RETIREMENT				36,462.83	USD	0.00	0.00	36,462.83	36,462.83
<p>Document Total: 36,462.83 USD</p>																			
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Description	Vendor	Batch Nbr.	Vendor Name	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount	Amount Paid				
Bill	APB0006467	101-				Empower Employer Contribution 3/31				36,462.83	USD	0.00	0.00	36,462.83	36,462.83				
<p>Document Total: 36,462.83</p>																			
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Description	Vendor	Batch Nbr.	Vendor Name	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount	Amount Paid				
Payment	APP0001120	53369	✓	Closed	4/9/2025	GL00008121	V000001023			FRANK REWOLD & SON				84,107.84	USD	0.00	0.00	84,107.84	84,107.84
<p>Document Total: 84,107.84 USD</p>																			
Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Description	Vendor	Batch Nbr.	Vendor Name	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount	Amount Paid				
Payment	APP0001120	53369	✓	Closed	4/9/2025	GL00008121	V000001023			FRANK REWOLD & SON				84,107.84	USD	0.00	0.00	84,107.84	84,107.84
<p>Document Total: 84,107.84 USD</p>																			

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Account	Description	Currency	Payment Method						
Bill	APB0006477 101-	11498-07	Rewold Roof & Remodel App #7	84,107.84	USD				
				0.00	84,107.84				
Document Total:					84,107.84				
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001116	53370	Closed	4/9/2025	GL00008117	V000000474	GRAINGER	0.00	835.02
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Debit Adj.	APB0005836	101-	9385185385	Grainger DTE Credit	-8.00	USD	0.00	-8.00	
Bill	APB0006322	101-	9429822001	Grainger Vacuum	843.02	USD	0.00	843.02	
								835.02	
Document Total:								835.02	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001117	53371	Closed	4/9/2025	GL00008118	V000000549	IDEAS FOR YOU	0.00	1,300.00
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0006470	101-	302661	Ideas For You Program Supplies	1,300.00	USD	0.00	1,300.00	
								1,300.00	
Document Total:								1,300.00	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001118	53372	Closed	4/9/2025	GL00008119	V000000604	KAPLAN EARLY LEARNING	0.00	53.99
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0006469	101-	7136116	Kaplan WACR Program Supplies	53.99	USD	0.00	53.99	
								53.99	
Document Total:								53.99	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001119	53373	Closed	4/9/2025	GL00008120	V000000659	LIBRARY DESIGN ASSOCIATES, INC	0.00	1,637.00
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0006478	101-	23-361-02	LDA Interior Signage	1,637.00	USD	0.00	1,637.00	
								1,637.00	
Document Total:								1,637.00	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001119	53373	Closed	4/9/2025	GL00008120	V000000659	LIBRARY DESIGN ASSOCIATES, INC	0.00	1,637.00
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0006478	101-	23-361-02	LDA Interior Signage	1,637.00	USD	0.00	1,637.00	
								1,637.00	
Document Total:								1,637.00	

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Account	Description	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Currency	Payment Method	Amount
Bill	APB0006455	101-	506883794	Closed	4/9/2025	GL00008126	V000000814	USD	MIDWEST TAPE	742.00
Bill	APB0006456	101-	506883799	Closed	4/9/2025	GL00008126	V000000814	USD	MIDWEST TAPE	417.11
Bill	APB0006457	101-	506883793	Closed	4/9/2025	GL00008126	V000000814	USD	MIDWEST TAPE	61.46
Bill	APB0006458	101-	506883796	Closed	4/9/2025	GL00008126	V000000814	USD	MIDWEST TAPE	66.99
Bill	APB0006459	101-	506883797	Closed	4/9/2025	GL00008126	V000000814	USD	MIDWEST TAPE	387.92
Bill	APB0006460	101-	506883798	Closed	4/9/2025	GL00008126	V000000814	USD	MIDWEST TAPE	1,027.33
Bill	APB0006530	101-	506916406	Closed	4/9/2025	GL00008126	V000000814	USD	MIDWEST TAPE	3,316.59
Bill	APB0006531	101-	506950091	Closed	4/9/2025	GL00008126	V000000814	USD	MIDWEST TAPE	369.76
Bill	APB0006532	101-	506950096	Closed	4/9/2025	GL00008126	V000000814	USD	MIDWEST TAPE	19.48
Bill	APB0006533	101-	506950095	Closed	4/9/2025	GL00008126	V000000814	USD	MIDWEST TAPE	407.42
Bill	APB0006534	101-	506950090	Closed	4/9/2025	GL00008126	V000000814	USD	MIDWEST TAPE	178.40
Bill	APB0006535	101-	506950092	Closed	4/9/2025	GL00008126	V000000814	USD	MIDWEST TAPE	148.41
Bill	APB0006536	101-	506950094	Closed	4/9/2025	GL00008126	V000000814	USD	MIDWEST TAPE	101.98
Document Total:										30,049.73

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Description	Vendor	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount
Payment	APP0001125	53377	53377	Closed	4/9/2025	Monroe County Library	MONROE COUNTY LIBRARY SYSTEM	25.99	USD	0.00	0.00	25.99
Document Total:										25.99		

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Description	Vendor	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount
Payment	APP0001127	53378	53378	Closed	4/9/2025	Monroe County Library	OCLC, INC.	26,023.47	USD	0.00	0.00	26,023.47
Document Total:										26,023.47		

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Description	Vendor	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount
Bill	APB0006544	101-	1000427199	Closed	4/9/2025	OCLC	OVERDRIVE	26,023.47	USD	0.00	0.00	26,023.47
Document Total:										26,023.47		

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Description	Vendor	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount
Payment	APP0001128	53379	53379	Closed	4/9/2025	Monroe County Library	OVERDRIVE	1,423.81	USD	0.00	0.00	1,423.81
Document Total:										1,423.81		

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Description	Vendor	Original Amount	Currency	Discount Taken	Doc. Balance	Orig. Doc. Amount
Bill	APB0006341	101-	721CO25073682	Closed	4/9/2025	OVERDRIVE	OVERDRIVE	628.81	USD	0.00	0.00	628.81
Document Total:										628.81		

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Account	Description	Payment Ref.	Branch	Status	Date	Batch Nbr.	Vendor	Currency	Payment Method
Bill	APB0006342	101-	721CO25073678OVERDRIVE					795.00 USD	
									Document Total: 795.00
									0.00
									1,423.81

Doc. Type	Ref. Number	Payment Ref.	Branch	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001129	53380	101-	Closed	4/9/2025	GL00008130	V000001050	ROSE PEST SOLUTIONS	0.00	641.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Date	Batch Nbr.	Vendor	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006468	101-	31176463	Rose Pest Control				59.00	USD	0.00	59.00
Bill	APB0006480	101-	31176362	Rose Main Pest Control				64.00	USD	0.00	64.00
Bill	APB0006481	101-	31176990	Rose Main Pest Control				259.00	USD	0.00	259.00
Bill	APB0006482	101-	31176989	Rose Pest Control WACR				259.00	USD	0.00	259.00
									Document Total:		641.00

Doc. Type	Ref. Number	Payment Ref.	Branch	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001130	53381	101-	Closed	4/9/2025	GL00008131	V000001084	SCHULER BOOKS	0.00	15.20

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Date	Batch Nbr.	Vendor	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006483	101-	18495793	Schuler's Adult Materials				15.20	USD	0.00	15.20
									Document Total:		15.20

Doc. Type	Ref. Number	Payment Ref.	Branch	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001137	53382	101-	Closed	4/9/2025	GL00008138	V000001418	STAPLES INC	0.00	1,676.40

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Date	Batch Nbr.	Vendor	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006472	101-	6027658025	STAPLES				836.56	USD	0.00	836.56
Bill	APB0006473	101-	6027658024	STAPLES				218.43	USD	0.00	218.43
Bill	APB0006474	101-	7004661800	STAPLES				621.41	USD	0.00	621.41
									Document Total:		1,676.40

Doc. Type	Ref. Number	Payment Ref.	Branch	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001126	53383	101-	Closed	4/9/2025	GL00008127	V000000295	THOMAS KLISE/CRIMSON MULTIMEDIA	0.00	384.76

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Date	Batch Nbr.	Vendor	Original Amount	Currency	Discount Taken	Amount Paid
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Date	Batch Nbr.	Vendor	Original Amount	Currency	Discount Taken	Amount Paid

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Account	Description	Currency	Payment Method
Bill	APB0006343 101- 19559 Thomas Klise/Crimson Multimedia	384.76 USD	
Document Total:			384.76

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001131	53384	Closed	4/9/2025	GL00008132	V000001212	THOMSON REUTERS - WEST	0.00	469.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006461	101-	851539605	THOMSON REUTERS	469.00	USD	0.00	469.00
Document Total:								469.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001132	53385	Closed	4/9/2025	GL00008133	V000001222	TMP ASSOCIATES, INC.	0.00	6,940.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006323	101-	58476	TMP December Architectural	6,940.00	USD	0.00	6,940.00
Document Total:								6,940.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001133	53386	Closed	4/9/2025	GL00008134	V000001225	TOSHIBA FINANCIAL SERVICES	0.00	1,117.17

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006318	101-	550910335	Toshiba March Contractual	1,117.17	USD	0.00	1,117.17
Document Total:								1,117.17

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001134	53387	Closed	4/9/2025	GL00008135	V000001253	UNIFIRST CORPORATION	0.00	166.85

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006321	101-	1390360444	Unifirst Mats & Towels Main	38.30	USD	0.00	38.30
Bill	APB0006465	101-	1390361484	Unifirst Mat & Towel Service	49.55	USD	0.00	49.55
Bill	APB0006466	101-	1390362192	Unifirst Mats & Towels - Main	40.70	USD	0.00	40.70
Bill	APB0006485	101-	1390364012	Unifirst Mats & Towels Main	38.30	USD	0.00	38.30
Document Total:								166.85

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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	APP0001135	53388	X	Closed	4/9/2025	GL00008136	V000001259	UPS			63.66	0.00	63.66
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid					
Bill	APB0006486	101-	1AW194125	UPS Shipping	63.66	USD	0.00	63.66					
									Document Total:		63.66		
Payment	APP0001136	53389	X	Closed	4/9/2025	GL00008137	V000001293	W. B. CHAMBER of COMMERCE			195.00	0.00	195.00
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid					
Bill	APB0006325	101-	102620	WB Chamber of Commerce Membership	195.00	USD	0.00	195.00					
									Document Total:		195.00		
									Payment Method Total:		241,931.94		
									Cash Account Total:		241,931.94		

Doc. Type	Count	Amount Paid (USD)
Payment	35	241,931.94
Prepayment	0	0.00
Refund	0	0.00
Voided Payment	0	0.00
Company Total:	35	241,931.94



*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: April 9, 2025

Re: Accounts Payable Processed for April 9, 2025 - Fiscal Year 2025-2026

Suggested Motion: Move to approve payment of all bills and accounts due in the amount of \$59,493.14.

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*CR 4/2/2025
ABO 4/2/2025*

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	APP0001138	53390	Closed	4/9/2025	GL00008139	V000000119	BLUE CROSS BLUE SHIELD OF MI	0.00	2,613.12
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description					
Bill	APB0006491	101-	7011836 0001	BCBS Insurance through 5/19/25					
				Original Amount	Currency	Discount Taken	Amount Paid		
				2,613.12	USD	0.00	2,613.12	Document Total:	
								2,613.12	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001139	53391	Closed	4/9/2025	GL00008140	V000000119	BLUE CROSS BLUE SHIELD OF MI	0.00	16,697.01
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description					
Bill	APB0006492	101-	7011836 0000	BCBS Insurance through 5/19/25					
				Original Amount	Currency	Discount Taken	Amount Paid		
				16,697.01	USD	0.00	16,697.01	Document Total:	
								16,697.01	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001140	53392	Closed	4/9/2025	GL00008141	V000000271	COMCAST	0.00	169.85
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description					
Bill	APB0006493	101-	8529 10 251	Comcast 3/25-4/24/25					
				Original Amount	Currency	Discount Taken	Amount Paid		
				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	APP0001141	53393	Closed	4/9/2025	GL00008142	V000000319	DELTA DENTAL	0.00	1,199.64
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description					
Bill	APB0006494	101-	RIS0006298660	Delta Dental April 2025					
				Original Amount	Currency	Discount Taken	Amount Paid		
				1,199.64	USD	0.00	1,199.64	Document Total:	
								1,199.64	
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001144	53394	Closed	4/9/2025	GL00008145	V000000485	GUARDIAN	0.00	1,343.09

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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	APB0006495	101-	49716	Guardian April 2025	1,343.00	USD	0.00	1,343.00	
Document Total: 1,343.00									
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001142	53395	Closed	4/9/2025	GL00008143	V000000373	HEATHER EARNLEY	0.00	300.00
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0006487	101-	Program 4/26/25 Earnley Program 4/26/25		300.00	USD	0.00	300.00	
Document Total: 300.00									
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001143	53396	Closed	4/9/2025	GL00008144	V000000373	HEATHER EARNLEY	0.00	300.00
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0006488	101-	Program Earnley Program 5/10/2025		300.00	USD	0.00	300.00	
Document Total: 300.00									
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001147	53397	Closed	4/9/2025	GL00008148	V000000575	JAN-PRO DETROIT	0.00	7,035.00
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0006496	101-	62233 Jan-Pro Janitorial April 2025		7,035.00	USD	0.00	7,035.00	
Document Total: 7,035.00									
Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001145	53398	Closed	4/9/2025	GL00008146	V000000552	KAREN IMARISIO	0.00	450.00
Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid	
Bill	APB0006489	101-	Program 4/10/25 Imarisio Program 4/10/25		450.00	USD	0.00	450.00	
Document Total: 450.00									

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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	APP0001146	53399	X	Closed	4/9/2025	GL00008147	V000000552	KAREN IMARISIO	0.00	450.00			

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB00006490	101-	Program 5/8/25	Imarisio Program 5/8/2025	450.00	USD	0.00	450.00
Document Total:								
							0.00	450.00

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001148	53400	X	Closed	4/9/2025	GL00008149	V000000719	MANAGED WAY	0.00	2,898.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB00006497	101-	7620743	Managed Way Monthly Ethernet Service	1,449.00	USD	0.00	1,449.00
Bill	APB00006539	101-	7621391	Managed Way Monthly Ethernet Service	1,449.00	USD	0.00	1,449.00
Document Total:								
							0.00	2,898.00

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001149	53401	X	Closed	4/9/2025	GL00008150	V000000806	MICHIGAN LIBRARY ASSOCIATION	0.00	85.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB00006498	101-	20614	MLA Membership Bruno	85.00	USD	0.00	85.00
Document Total:								
							0.00	85.00

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001150	53402	X	Closed	4/9/2025	GL00008151	V000000914	OTIS ELEVATOR CO.	0.00	998.52

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB00006499	101-	100401872746	Olis Elevator Elevator Maintenance	998.52	USD	0.00	998.52
Document Total:								
							0.00	998.52

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001151	53403	X	Closed	4/9/2025	GL00008152	V000001226	TOSHIBA AMERICA BUSINESS	0.00	54.00

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Account	Description	Currency	Payment Method	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006540 101- 6523591	USD	Toshiba Printer Maintenance	54.00	USD	0.00	54.00
				Document Total:			54.00

Doc. Type	Ref. Number	Branch	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0001152	53404	X	Closed	4/9/2025	GL00008153	V000001466	VDA LABS LLC	0.00	24,900.00 X

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0006541	101-	232901	VDA LABS Penetration Testing	24,900.00	USD	0.00	24,900.00
				Document Total:				24,900.00
				Payment Method Total:				59,493.14
				Cash Account Total:				59,493.14

Doc. Type	Count	Amount Paid (USD)
Payment	15	59,493.14
Prepayment	0	0.00
Refund	0	0.00
Voided Payment	0	0.00
Company Total:	15	59,493.14

Marketing Plan Accomplishments

Fiscal Year 2024-25

The 2024-25 Marketing Plan continued to use the message “**Your Story Starts Here**” to communicate that the library is a transformative institution for users to encounter stories and make stories of their own. This message helped the library by:

- Positioning it as a physical and virtual destination for all
- Centering marketing on the target audience rather than the library
- Encouraging library marketing to focus more on user testimonials and story-based marketing
- Relating the library to the basic human need to make meaning of the world

Focusing on the library’s transformational power, story-based marketing, user-centered marketing, and needs-based marketing is recommended to win residents’ hearts and minds. These tactics are tied to greater engagement with the target audience and greater library funding support—two areas that have seen nation-wide declines over the last couple decades.

Target Market Segments

- **Potential library users** – The library has seen a decline in use during the pandemic. The following population segments have been identified as potential library users for awareness messaging.
 - Middle and high school students
 - Young-ish adults (20s-30s)
 - Business professionals
 - English language learners and immigrants
 - Contract community members
- **Potential library funding supporters** – Secondary market research indicates the following population segments can be influential supporters for library funding (OCLC, 2018). These segments will be targeted for messaging telling the story of the library’s value.
 - **Super supporters.** Individuals from this population segment already support the library’s funding initiatives. Rather than preparing to win their vote, library marketers must work to locate and engage these individuals in a “ladder of support” (Chrastka & Sweeney, 2019).
 - **Greater good.** OCLC (2018) says this segment feels that library services are important in their free access to educational and skill-building resources, work areas, and gathering place. The library should target this segment through greater emphasis on the library’s continuing value in the information age.
 - **Staff fans.** OCLC (2018) reports that residents who have a strong appreciation for library staff and expertise have declined in both library usage and library funding support. The library should devote more resources toward engaging this segment’s appreciation for staff and informing this population segment of the library’s newer services.

- **Business professionals.** For this segment, OCLC (2018) suggests that libraries emphasize how the library has kept up with changing technology.
- **Youth-oriented residents.** These voters value the library as a resource for youth learning; however, national perceptions about libraries' value in this area have dropped dramatically (OCLC, 2018). The Community Needs Assessment indicated that residents see the library's work in supporting student success and children's literacy as its most important responsibilities. The library must continue to demonstrate its value in children's lives.

Marketing Objectives

GOAL 1: Emphasize the value of the library and its staff to build patron loyalty and funding support.

- **Shift the library cardholder experience to feel like a VIP membership, such as by marketing "premium" resources.**

ACTION: Shifted language from "West Bloomfield Library cardholder/patron/user/customer" to "West Bloomfield Library **member**." This updated language is reflected in all Welcome emails sent to new library members, among other locations. The library also began using the label "**premium**" as a way to distinguish between resources available to residents/students and reciprocal cardholders. For example, a banner on the library's homepage beginning March 2025 promotes "Premium Collections," including hotspots, telescopes, jigsaw puzzles, board games, and more.

- **Demonstrate the library's Return on Investment to highlight the value of library services across multiple platforms.**

ACTION: Calculated the average household's savings at \$362 last year by dividing the FY 2023-24 collection checkout rates by taxable West Bloomfield households, then estimating the average cost of materials according to the library's FY 2023-24 collection replacement valuations and industry averages. This number was promoted widely in advance of the **2024 millage proposal**, including on the library's website, social media, direct mailing postcards, and millage presentations.

- **Showcase the specialized knowledge of information professionals and humanize the library by sharing at least 3 staff stories per month on public platforms.**

ACTION: Regularly promoted stories aimed at showcasing staffs' specialized knowledge and service values. With help from the library's Marketing Intern, significantly more photos and videos featuring staff were shared to **social media** this year. This included humanizing information about staff members beyond the workplace, as well as information about staffs' work behind the scenes and professional development opportunities. These regularly saw high engagement across all platforms and ranked among the library's top posts for the year. A staff spotlight was also featured

in each **printed newsletter**, demonstrating a staff member's qualifications and fun facts. Staff were occasionally featured in the Westacres Branch, Highlights, and Youth **eNewsletters**.

GOAL 2: Support the work of library staff by increasing awareness and engagement across new and lesser used services, collections, programs, and spaces.

- **Drive new audiences to attend existing library programs by exploring marketing programs through new platforms and fresh campaigns.**

ACTION: Expanded program promotions on **third party platforms**, including local news calendars, West Bloomfield Lifestyles, Westacres Weekly, Little Guide Detroit, and Metro Parent. Launched **Shelf Talkers** (signs attached to the ends of bookshelves) across all collections to increase cross-promotion of events and other collections for visitors browsing the stacks. *Once a new Adult Programming Librarian is in place, a scheduling system may be formalized and expanded.*

Initiated a **punch card campaign** for teens and adults. The punch cards have been given out at library events to encourage new faces to attend 4 library programs to enter to win a drawing for a Schuler's Books gift card. New drawings are held each quarter. The punch card has expanded awareness of adult programs at the Westacres Branch, as well as new series like the romance book club. *Once a new Adult Programming Librarian is in place, this campaign may be expanded to new audiences, such as the welcome packet for new library members.*

- **Increase usage of non-traditional and lower-circulating materials and services through creative marketing tactics.**

ACTION: Launched **shelf talkers**. Updated **Welcome emails** for new members to more succinctly cover all non-traditional collections. Shifted **website homepage collection lists** to show more lower-circulating lists rather than solely highlighting trending bestsellers. Expanded marketing to young and new adults through collections-centered **short-form video content** designed by the Marketing Intern. Included non-traditional collections in **highly visible displays**. Thanks to marketing efforts and significant patron interest, new nontraditional collections additions like board games took off quickly. *Outreach staff also arranged **collections-aligned events** like puzzle tournaments and puzzle & game swaps.*

- **Increase foot traffic and publicity for new and recently updated library spaces like the Reflection Room, Community Commons, Storywalk, and Terraces.**

ACTION: Featured spaces prominently in several print newsletters and eNewsletters, including the front page of the Fall 2024 **print newsletter**. Helped arrange an **Open House event** to increase the visibility of new spaces. Another similar program scheduled for April directs library members' attention to new spaces and services at their library. Added new spaces to the library's **website**, including a new webpage dedicated to the Storybook Trail. Updated content in the **Welcome emails** sent to new members, adding new information on recently updated spaces. Designed **Short-form video content** for social media to help the spaces reach new audiences. Generated **press attention** from Little Guide Detroit and Civic Center TV. *Library administrators also welcomed other leaders from the library community to **tour** the new spaces.*

- **Grow subscriptions across each eNewsletter list. Last year, loss of subscribers (via bounces and unsubscribes) slightly outweighed new signups for each email list. (Edwards)**

ACTION: Encouraged eNewsletter enrollment through new in-building **digital signage** and **holds messages**. Updated **Welcome emails** to add a fourth email aimed at directing new members to sign up for relevant eNewsletters. This email has reached 488 new members since it launched in January 2025, netting 7 additional eNewsletter sign-ups directly through the email. Wrote new lines promoting eNewsletter enrollment in the **confirmation email templates** circulation staff send to cardholders when they sign up or renew through the webform.

- **Using results from the communications audit, present recommendations to the admin team for improving consistency and satisfaction across internal and frontline communications.**

ACTION: Designed a **survey** assessing internal communications, netting responses from 43 of 65 staff members. Formed an **ad-hoc committee** with representatives from several departments to review the data and determine key findings. Developed **best practices** for internal communications, which were shared with staff in Summer 2024. Presented additional key findings and moderated feasible solutions in conversation with the **Admin Team**. Compiled a **final report** detailing findings and solutions, which was shared with staff during the fall in-service. Solutions addressed the need for more timely, frequent delivery of information, improved cross-departmental communications, and better feedback mechanisms. During this project, the Marketing Coordinator researched literature on internal communications, developing a **review of research** relevant to libraries. This research was presented to an audience of about 100 professionals at the Library Marketing and Communications Conference in November 2024.

- **Support Strategic Initiatives by designing related promotional assets and connecting them with target audiences.**

ACTION: Supported the launch of the **Brilliant Baby Kits** service, including creating a website for New Parents. Wrote new patron-friendly language for circulation notices to be used when IT is ready to transfer to **LX Starter**.

West Bloomfield Township Public Library

Strategic Plan

Fiscal Year 2024-2025

Accomplishments

Vision:

The West Bloomfield Township Public Library is a trusted, vital, and indispensable community asset offering all residents a variety of opportunities to expand their minds, pursue their interests, empower their actions, and enrich their lives.

Mission:

To educate, empower, inspire and entertain our diverse community.

Core values:

- Service excellence
- Creativity and innovation
- Diversity, equity, inclusion, and belonging
- Continuous improvement
- Responsiveness
- Collaboration
- Responsible stewardship

Service Priorities:

- **Early literacy:** Provide experiences that lay a foundation for a lifetime of reading success and enjoyment.
- **Family engagement:** Undertake initiatives and activities that lead to success from cradle to career, with particular support for K-12 students and their parents.
- **Enrichment:** Provide opportunities and experiences that support lifelong and self-directed learning and help people explore and expand their world, inform their actions and enrich their lives.
- **Collections:** Offer high-demand materials in a variety of formats.
- **Technology:** Provide up-to-date technology that supports discovery and learning.
- **Welcoming spaces:** Create an inviting, comfortable and properly maintained environment where everyone feels welcomed.

Goal 1: Provide Superior Customer Service

1.1 Provide superior customer service with 100% satisfaction.

- To enhance customer service, evaluate policies and procedures that affect service and provide guidance for future suggested modifications being sure to address issues related to equity, diversity, and inclusion.

Ongoing: This year the Customer Experience Committee worked on standardizing phone etiquette for all departments of the library as well as chat communications. The library has adopted these best practices for both forms of communication. The committee also discussed methods of improving internal customer service in the organization and are continuing to work on individual policy updates.

- Conduct a communications audit to better understand how to improve consistency and satisfaction across internal and frontline communications.

Completed: Over the summer, staff members were asked to complete a survey assessing internal communications. In total, 43 of 65 staff members responded to the survey. An ad-hoc committee with representatives from several departments met to review the data and determine key findings. The Admin Team discussed those findings and determined feasible solutions. A final report detailing findings and solutions was shared with staff during In-Service. Solutions addressed the need for timelier, frequent delivery of information, improved cross-departmental communications, and better feedback mechanisms.

1.2 Continually look for ways to improve the expertise of staff in order to provide a high caliber of library service.

- Investigate opportunities to train staff across departments Library-wide.

Ongoing: Multiple Public Services staff members have been cross-trained on either the youth or adult information desks, allowing for greater flexibility in scheduling. New hires are trained on both from day one. Public Services staff are also being trained to conduct basic circulation tasks at the information desk, such as card renewals. With forthcoming technology, they will also be able to handle check in and checkout functions, as well as triggering holds.

- Investigate options to make daily program and staff schedules more visible to staff, more adaptable to last-minute updates, and less dependent on paper.

Completed: IT has been investigating scheduling products that can integrate with the new Sharepoint intranet. There are some promising candidates if the library decides to move to a new scheduling platform in the 2025-2026 fiscal year.

1.3 **Manage and coordinate work responsibilities and assignments to increase efficiency and effectively use resources.**

- Implement EDIFACT ordering/invoicing for B&T and Midwest Tape.

Carryover: Support Services completed all the necessary research to make sure that implementing EDIFACT ordering and invoicing will work with the workflow of the Administrative Office and Finance Manager. We are on track to bring this online during Summer 2025.

- Replace the library's intranet in early 2024.

Carryover: The new intranet has been built in Microsoft's Sharepoint. After delaying launch due to a staffing vacancy in IT we should be good to launch by late June 2025 so as to not conflict with the start of Summer Reading 2025.

- Simplify budgets for added efficiency

Completed: Several non-materials funds have been removed from Sierra, giving greater flexibility in budget management across previously specified age groups in programming, printing, supplies and professional development. Selection has also been reassigned to give a single person oversight of most collection areas across both branches, rather than separating them. Future simplification may see a decrease in the individual number of fund codes, as some nonfiction funds may be combined into one.

- Implement improved financial processes utilizing the new financial system, including developing electronic processes and more robust reporting to provide more valuable financial information

Completed: The Finance Manager provided reports monthly from the new financial system to support departmental expense tracking and budgeting.

- Establish a Crisis Communications Plan to ensure prompt, consistent, and accurate external communications following crises like emergency closures

Completed: A Crisis Communications Plan was developed using findings from the Internal Communications Audit and research on best practices. Deliverables included a Plan, a Monday.com Board Template to manage responsibilities within the Crisis Response Team, and updated signage for public service desks. Training is ongoing to ensure staff members have a backup staffer for all communications systems. Next steps include conducting a vulnerability audit and preparing related messages and assets.

Goal 2: Offer Excellent Collections, Programs, and Services

2.1 Integrate up-to-date technology into the delivery of library services to enhance their quality.

- Transition the Library's phone system to a complete VOIP environment, which includes a wireless site survey to ensure Wi-Fi coverage is configured for optimal efficiency.

Completed: The phone system was replaced in December 2024.

- Update the Adult Services microfilm reader.

Carryover: Expected to be completed early in the next fiscal year. Additionally, we are replacing & modernizing the conversion equipment at the Main Library which is also expected to be completed early in the new fiscal year.

- Launch the Technology Committee and draft an updated technology plan.

Completed: The updated technology replacement plan was used for capital replacement planning during the 2024 millage planning process.

- Replace the library's self-checkout infrastructure and staff RFID pads.

Completed: New equipment was selected by the Technology Committee and replaced in March 2025.

- Upgrade Windows infrastructure to prepare for Windows 11 and future releases.

Carryover: This will be completed during Summer 2025.

- Transition Circulation notices to LX Starter, employing patron-focused, friendly language.

Carryover: After hearing from other libraries that LX Starter has some major deficits, library staff decided to modify the language in the library's current notices to reflect the new language. Once LX Starter is a more stable product that same notice text created by the Marketing Committee can be migrated to LX Starter. This language change can happen once the Marketing Team is done refining the language.

- Continue to increase and strengthen the library's cybersecurity preparedness on multiple fronts, including but not limited to: implementing a password manager for staff, cybersecurity training for staff, and continued screening of library systems and networks for security vulnerabilities.

Ongoing: The library signed a contract for a new round of penetration testing which will help identify vulnerabilities in the library's network so that they can be mitigated. That testing will begin in April 2025.

2.2 Offer programs for all ages that support learning, reading, and digital competency.

- Offer specific appointments for assistance with genealogy, eMedia apps, and other topics as part of the computer lab redesign.

Completed: 506 tech tutoring sessions took place in 2024. The majority of sessions focused on computer basics, the Internet, and smartphone use. The new website greatly improved the scheduling process for tech tutoring sessions.

- Conduct mock citizenship interview programs in order to support residents working through the citizenship process.

Completed: Staff attended trainings to help them understand the citizenship process and mock citizenship interview programming. Flyers were created detailing the ways that the library can assist with citizenship education, including mock citizenship interviews.

Unfortunately, the service was not utilized by any patrons. The service will be more widely publicized in the next year to further gauge interest.

- Expand digital services to include all age groups. For example, expanding STEAM and maker programs to adults and teens.

Completed: Tween, teen, adult, and intergenerational programs were added to complete this objective. The biggest success was Tween Coding Club, which held 10 sessions and attracted 91 enthusiastic participants during the fiscal year. Participants ranged in age from 9 to 13 and enjoyed coding with Fiero Code, which was generously provided by the Friends of the Library. Fiero Code was also utilized for a new Adult Coding Club, but with a low adult turnout, the program will not be continued. Other new tech-related programs such as Tech Crafts for Teens & Adults attracted 86 participants across 9 sessions. Ongoing efforts to engage more age groups in tech-related programming will continue.

- Expand adult programming offerings to increase attendance and utilize staff expertise. For example, expand cultural programs to reflect community demographics.

Completed: Adult programming staff have increased the number of programs offered to adult patrons from an average of 21 programs per month last year to an average of 27 programs per month this year. Staff expertise was utilized in expanding craft program offerings and in-house book clubs such as the new romance book club and new English Language Learners' book club. Attendance at adult programs has increased from an average of 14 patrons per program last year to 17 patrons per program this year. Adult program attendance grew from an average of about 310 patrons per month to an average of about 468 patrons per month.

- Expand programs at Westacres that meet the needs of specific patron demographics that were indicated in the Community Needs Assessment. For example, supporting business professionals, and the educational success of middle and high school students.

Completed: The Westacres Branch hosted a number of programs that met the needs of and supported middle school and high school students, business professionals, and parents, all of which are demographics that were specifically listed in the Community Needs

Assessment. These programs include a monthly Teen Writing Club, a quarterly informational program on college admissions, a Resume Building & Interview Tips program, and a Parent and Caregiver Creative Night Out program. The Westacres Library also hosted six intergenerational programs, which was another need identified in the Community Needs Assessment.

2.3 Maintain high-interest collections with a focus on lifelong learning and enjoyment and provide these resources in a timely, efficient, and effective manner.

- Investigate opportunities to make materials browsing easier. For example, create logical stand-alone collections, such as adult graphic novels.

Completed: Several ongoing enhancements have been implemented this year:

Created a standalone collection of Adult Graphic Novels, improving discoverability and browsability of graphic novels for adult patrons.

Added a new mini-collection of English Readers, to the language learning collection, which are quick fiction reads for adults learning English.

Moved Book Group Kits from Storage Room to floor shelves. This move makes the Book Group Kits collection visible to patrons. Some patrons do not know about the Kits. The move also makes it easier for patrons to see what titles we have in the collection and makes browsing easier.

Planning to move fiction books by the same author together when the author has titles in different genres. Evaluating whether to move all genres together, or separate out the genres. Investigating other libraries' groupings and evaluating what seems to work best for patrons' browsing and materials-finding ease.

- Expand the "Kits, Puzzles & More" collection with additional materials.

Completed: A number of items were added to the "Kits, Puzzles & More" collection this year. Citizen Science Kits (4 unique kits) and Board Games (53 titles) were added as new components of the collection. New Puzzles and Therapy Cards were added to the existing collection. Plans for continuing the expansion of this collection include the addition of Busy Boxes for adults living with

memory impairment, Film Discussion kits, and circulating crafting items such as a Cricut Joy, mug press, and heat press.

- Assess and make changes to the Westacres collection based on usage trends and findings from the Community Needs Assessment. For example, expanding Kits and expanding the availability of new materials.

Completed: Sensory kits for those with sensory difficulties or those on the Autism spectrum were created and will begin circulating soon. Each kit was designed to assist with different sensory needs such as tactile or visual processing difficulties in everyday life. Other collection areas that were adjusted based on usage trends include: decreasing the size of adult media collections, increasing some subject-specific book collections, and increasing nontraditional materials such as puzzles, board games, kits, and youth playaways.

Goal 3: Maintain Safe and Welcoming Spaces

3.1 Create a vibrant library environment that offers opportunities for exploration and discovery, quiet study, collaborative learning, and reading for enjoyment.

- Begin phase two of remodeling the computer commons area at the Westacres Branch.

Completed: The middle section of the Branch was analyzed and a space plan was created in consultation with the library's interior design firm. This section includes the public entrance, reception desk, computer commons, and the new/media areas.

- Evaluate the area currently housing the parenting collection in the youth room to better utilize the space.

Carryover: During the next fiscal year it should be completed. The parenting section has been weeded and remaining titles are ready to be moved into adult non-fiction. We will move over the tender topics kits and potentially an accessibility support collection into the current parenting collection area.

- Evaluate library spaces and implement feasible changes to ensure the library building continues to serve community needs. For example, investigate adding child-sized furniture to the Youth Terrace.

Ongoing: The library assigned a task force to update building changes for the upcoming community needs. Three new tables and umbrellas were purchased for the Youth Terrace and 1 chaise lounge well as outdoor active learning boards and musical instruments. Walkthroughs have taken place and ideas are being discussed for interior spaces.

- Investigate and implement feasible ways to make the Westacres youth area more inviting to pre-walking infants.

Completed: A balance bar and two sensory boards were installed in the youth area to give pre-walking infants an area to explore. Toys for children 6 months and under were purchased for in-library use. Additionally, programs specifically for babies were held at Westacres for the first time this year. A baby lapsit and storytime program was held April and May 2024 with 34 people attending the four sessions. An open play/exploration based program was then introduced, Baby Sensory Playtime, which was held in August, November and January. 49 infants and caregivers attended across the 3 sessions.

- Investigate ways to improve outdoor spaces at the Branch, based on interest indicated in the Community Needs Assessment.

Canceled: After investigation it was determined not to move forward with substantial improvements to outdoor spaces for patrons at this time. Attention will instead be focused on millage-related infrastructure improvements first.

3.2 Operate safe and properly maintained facilities, grounds, and equipment.

- Replace the umbrellas on the public terraces at the Main Library.

Completed: All of the umbrellas at the Main Library have been replaced and one additional umbrella was added for a new chaise lounge on the Youth Terrace.

- Evaluate, ascertain costs and develop a plan to upgrade non-LED lighting to LED at both facilities.

Ongoing: This year the lighting in the lobby and basement areas has been converted to LED.

- Identify and mitigate risks in and around library facilities.

Ongoing: This year several areas of risk were identified and mitigated:

In regards to **preparedness**, 27 staff members were trained on CPR, AED, and first aid. We also replaced the fan and the drive that controls it in our main air handler and purchased a second drive to keep in storage to reduce the chance of having to close the library for multiple days if/when the drive fails.

In regards to **safety**, we added a flammable storage cabinet to the Maintenance shop to properly store chemicals, and installed a safety interlock between our refrigerant leak monitoring system and the air handlers so that if refrigerant leaks in the future, the gases will not be spread throughout the building. We also changed the access ladder and hatch for the main roof access to a safer configuration since maintenance routinely accesses the roof to clean the drains, etc. In the parking areas at the Main Library, we trimmed the trees for better visibility, filled the cracks, restriped the spaces and crosswalks, and added pedestrian safety signs to the crosswalks.

In regards to **security**, we added additional doors to our electronic door access system and added perimeter lighting to the back of the building as recommended by West Bloomfield Police.

- Investigate and implement feasible ways to increase accessibility throughout the buildings

Ongoing: At the Main Library, door openers were added to both sides of the Circulation/Support Services workroom and an additional automatic entry door was ordered for the vestibule near the Meeting Room.

At Westacres, obtained quote to add automated door openers to both restrooms but delayed this project until next year in order to combine it with replacing the automatic doors at the main entrance.

3.3 **Maintain customer-focused facilities that efficiently and effectively house and display materials, services, programs, and user collaboration.**

- Replace the sign holders on display units at the Westacres Branch.

Carryover: Signage upgrades have been incorporated into the space plan conducted for the Branch and will be looked at comprehensively.

- Utilize the Community Commons for new program ideas made possible with new equipment.

Completed: To utilize the equipment in the Community Commons, staff created Tech Crafts for Teens & Adults, which attracted an intergenerational crowd of 86 participants across 9 sessions. Participants created laser-cut journals and lanterns, designed 3D-printed bookmarks, and more. In the spring staff will introduce sublimation crafts. Other programs included Retro Game Night, with 20 participants, and in the spring a technology petting zoo took place in the room, attracting 30 patrons.

The space was used monthly throughout the summer for bi-monthly adult craft classes which featured classes using our new cricuts equipment, bookbinding, and basket weaving. Adult craft classes have continued on into the fall and winter with monthly classes. These classes fill fast with a 95%-100% attendance rate. In addition to the library craft programs, the purchase of cricut equipment (mug presses, heat presses, cricuts) has allowed us to take these programs into some of the senior residences as well. We have successfully made coasters and mugs with over 40 West Bloomfield seniors. (EMS)

Goal 4: Ensure Accessibility and Awareness

4.1 Provide convenient access to staff, collections, technology, digital resources, information services, and facilities.

4.2 Expand library services and programs into the community through strategic partnerships, shared resources and outreach efforts.

- Expand outreach and services to teens and tweens in order to increase engagement. For example, investigate launching teen and tween book groups in the library or in schools.

Completed: Two new book discussion groups for teens and tweens were initiated this year.

At West Bloomfield Middle School, a monthly after school book discussion group began meeting in September and will run the entire school year. The Library provides copies of each title, and

library staff and middle school teachers facilitate the discussions. Seven meetings have taken place, and thus far, 128 students have attended.

The Animanga Club began meeting in January 2025. This club met in January and February to discuss a featured manga book, which was distributed to registrants prior to the meeting date. In addition to discussing the book, other activities tied-in with anime, manga, Asian culture and Asian food were offered at each meeting. Eight young adults attended in total.

- Expand outreach and in-house programs and services to K-5 students and their families. For example, investigate expanding kindergarten field trips to Walled Lake Schools.

Completed: The Walled Lake Schools in our service area were invited to participate in the kindergarten field trips. Lone Pine Elementary in Bloomfield Hills was also contacted to see if they would want to participate. Keith has a field trip planned in mid-March. Pleasant Lake Elementary has a tentative field trip planned at the end of May.

This fiscal year during summer reading, program outreach was added to both the Parks & Rec Summer Camp, and the WBSD Summer Camp. Along with additional staff going to outreach events, outreach engagement increased by over 2,000 people when compared to last FY.

Additional K-5 in-house programs were also added this year, such as Adventures in Art, Homeschool Hangout and Rockin' Readers. There was also additional K-5 in-house programs conducted and the Westacres Branch this fiscal year. Due to these efforts (without counting March) the library offered more than double the amount of K-5 in-house programs and engaged with over 4,000 more program participants when compared to the previous fiscal year. (EMS)

- Investigate opportunities to expand services to Homeschool families.

Completed: A regular monthly Homeschool Hangouts program was launched, for children ages 5-12. Each month features a new topic where children can engage and create with other children in the area, and connect with other homeschooling kids and parents.

- Investigate and plan an all-ages community resources fair.

Completed: The Community Resource Fair will take place April 25, 2025 from 11 AM to 1 PM at the Main Branch of the library. There are over 15 organizations for all different ages and needs that have RSVP'd to be present to talk about how they can help out our community.

- Expand community partnerships and methods of increasing outreach and services to seniors. For example, partnering with the Alzheimer's Association to present Memory Café programs.

Completed: The Community Engagement Librarian successfully completed volunteer training and a background check with the Alzheimer's Association to better understand the needs of those living with memory loss. This initiative will rollover into the 25/26 year to focus on the development of a Memory Café in the library building or in partnership with a community organization such as WB Connect.

This year the library increased services to seniors by offering programs at WB Connect (speed dating, pop up library, and a monthly book club), and new art programs in some of the senior residences. The library also introduced a small collection of bestselling books in the playaway format just for seniors in the assisted living facilities. We are looking at expanding this collection in 25/26.

4.3 Increase awareness of library resources, programs, and services so residents can receive the greatest possible value from what is available to them.

- Seek out opportunities to attend community events and raise the profile of the library in the community.

Completed: The library continues to build community connections with our contract communities. This summer we added a monthly storytime at Fran Leaf park in Keego Harbor with an average attendance of 52 kids for each program. We also took part in the Easter Egg Hunt, Halloween Parade and all three summer Block Parties. These events are all family events and average attendance is over 100 participants.

- Additional: Permanent Storybook Trail completion.

Completed: The Storybook Trail was completed in August of 2024 in partnership with West Bloomfield Parks. The Storybook Trail is an outdoor walkable picture book activity that promotes early literacy, a love of nature, and a healthy lifestyle. The Storybook Trail is located within the trail that runs behind the civic center complex, beginning behind the library's Youth Terrace. In September, the library hosted local, best selling children's author Deb Pilluti for a ribbon cutting and storytime to open the trail. In October the library hosted our first Halloween trick or treat event on the trail with over 150 kids. The library switches out the story monthly (except for the winter months).

- Seek out opportunities to market the library to contract communities, in order to increase usage by these valuable partners.

Ongoing: 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 also took part in Keego's Easter Egg Hunt, Halloween Parade, and all three Summer Block Parties. These events are all family events averaging over 100 participants.

- Plan and launch new baby packets containing materials and information for new parents. Investigate best practices for distribution.

Completed: Brilliant Baby Kits are aimed at enriching early literacy and creating bonding moments between parents and infants. The library launched Brilliant Baby kits, a new service for parents and caregivers of infants. Brilliant Baby Kits were designed for babies 0-6 months. Each kit includes a board book, shaker toy, nursery rhyme booklet, branded bags, recommended reading list, and items from Great Start Collaborative, including a baby toothbrush, spoon, and early learning activities. The kits are sponsored by the Friends of the West Bloomfield Library and include \$5 Friendship gift card. The kits are designed for parents of babies 0-6 months. Vickers & Northcott created a Brilliant Baby form on the New Parents page of the library website. New Parents can request a kit at their desired pick up location. As of 1/19/25, 30 kits were requested at the Main Library and 15 kits were requested at the Westacres Branch Library.