

**AGENDA**  
**West Bloomfield Township Public Library**  
**Wednesday, April 8, 2026 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. **Approval of Minutes** March 23, 2026
7. **Financial Report** March 2026
8. **Director's Report** April 2026
9. **Accounts Payable** March 2026 (13<sup>th</sup> period)  
April 2026
10. **Old Business**
  - A. Strategic Plan FY 2025-2026 Final Accomplishments
11. **New Business**
  - A. Approval of Collection Development Policy revisions
12. **Board Comment**
13. **Adjournment**

**Minutes**  
**For the West Bloomfield Township Public Library**  
**Board of Trustees Meeting on**  
**March 23, 2026**  
**Held in the Main Library Conference Room**

**Board Members Present:** Kari Eickemeyer  
Cory Nummer  
Rhonda Orr  
Raman Singh  
Jennifer Taylor Boykins

**Excused:** Carol Kravetz

**Library Staff Present:** Cathleen Russ, Executive Library Director  
Jeff Crocker, Associate Library Director  
Kati Vogel, Finance Manager

**Guests:** Jamie, Joshua and William Bernier

**Call to Order**

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

**Approval of Agenda**

**MOTION:**  
**MOVE TO APPROVE THE AGENDA FOR THE MARCH 23, 2026 MEETING.**

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

**Correspondence** – none.

**Public Comment** – Jamie Bernier, a member of the Junior Leadership Commission, introduced herself.

**Approval of Minutes**

**MOTION:  
MOVE TO APPROVE THE MINUTES OF THE REGULAR SESSION OF THE  
FEBRUARY 11, 2026 LIBRARY BOARD MEETING.**

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

**February 2026 Financial Reports** -- were received and filed.

**Director's Report** -- Was received and filed.

**Accounts Payable**

**MOTION:  
MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN  
THE AMOUNT OF \$406,385.97 AND RATIFY EXPENSES INCURRED SINCE  
FEBRUARY 11, 2026, IN THE AMOUNT OF \$409,299.01.**

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

**Old Business--none**

**New Business**

**MOTION:  
MOVE TO APPROVE THE FY 2025-2026 FINAL BUDGET ADJUSTMENTS.**

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

**MOTION:  
MOVE TO AWARD THE ACOUSTIC CEILING TILE REPLACEMENT  
CONTRACT FOR THE MAIN LIBRARY TO TRI PHASE COMMERCIAL  
CONSTRUCTION.**

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

**Board Comments** – the board discussed the incident that occurred at Temple Israel on Thursday, March 12, 2026.

The meeting adjourned at 6:50 pm.

Respectfully submitted,

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Jennifer Taylor Boykins, 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 1, 2026

**Subject:** Financial Report Highlights

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Financial statements for March 2026 are provided this month.

- These are preliminary statements and do not include year-end adjustments.
  - Final March 2026 statements will be provided at the May 2026 Board Meeting and will include year-end activities processed in period 13 such as accounts payable, contract community revenue, State Aid, OPEB payments, accrued accounts payable and accounts receivable, and recording interest income.
  - March 2026 statements are subject to change through the end of the audit period.
- The Library continues to receive Property Tax distributions from West Bloomfield Township for winter taxes; \$115,571.45 was received in March 2026.
  - The Library will continue to receive distributions through spring 2026, with a final payment typically received in May.
  - The Library received 2025 PPT reimbursement in March 2026 - \$14,676.61.
- The Library received contract community payments in March 2026. Orchard Lake remitted \$118,137.66. Sylvan Lake's payment is due April 1<sup>st</sup>, FY25-26 revenue will be adjusted to accrue accounts receivable due to the Library in the period 13 adjustments.
- Accounts payable processed on April 8<sup>th</sup> for period 13 expenses are not included in these financial statements.

WEST BLOOMFIELD TWSP LIBRARY

Balance Sheet  
As of March 31, 2026

**Assets**

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Cash</b>                 |                             |
| Petty Cash                  | 250.00                      |
| Cash - Checking             | 24,641.30                   |
| Cash - Premium Business M/M | 310,003.02                  |
| Cash - J Fund               | 5,214,518.87                |
| Cash - J Fund (Endowment)   | 975,205.73                  |
| Cash - Investment Pool      | 4,174,660.38                |
| <b>Total Cash</b>           | <u>10,699,279.30</u>        |
| <b>Other Assets</b>         |                             |
| <b>Total Assets</b>         | <u><u>10,699,279.30</u></u> |

**Liabilities & Equity**

|   |                             |
|---|-----------------------------|
| <b>Current Liabilities</b>                          |                             |
| Accounts Payable - current                          | (285.49)                    |
| Deferred Revenue                                    | 85,214.55                   |
| <b>Total Current Liabilities</b>                    | <u>84,929.06</u>            |
| <b>Long Term Debt</b>                               |                             |
| Liab. Due to Accr. Benefit Fund                     | 0.00                        |
| Liab. Due to Endowment Fund                         | 975,205.73                  |
| Liab. Due to Cap.Imp/Automation                     | 4,283,959.04                |
| <b>Total Long Term Debt</b>                         | <u>5,259,164.77</u>         |
| <b>Total Liabilities</b>                            | <b>5,344,093.83</b>         |
| <b>Shareholders' Equity</b>                         |                             |
| Fund Balance (Operating)                            | 5,317,591.29                |
| YTD Net Income                                      | 37,594.18                   |
| <b>Total Shareholders' Equity</b>                   | <u>5,355,185.47</u>         |
| <b>Total Liabilities &amp; Shareholders' Equity</b> | <u><u>10,699,279.30</u></u> |

**WEST BLOOMFIELD TWSP LIBRARY**

**Income Statement**

For the 12 Months

Ending March 31, 2026

|                                 | Mar 2026            | YTD                 |
|---------------------------------|---------------------|---------------------|
|                                 | Actual              | Actual              |
| <b>Income</b>                   |                     |                     |
| Orchard Lake Contract           | 118,137.66          | 146,308.55          |
| Keego Harbor Contract           | 0.00                | 38,301.64           |
| Sylvan Lake Contract            | 0.00                | 13,433.66           |
| Property Tax                    | 115,571.45          | 6,791,440.06        |
| Fines                           | 869.67              | 10,814.65           |
| Meeting Room Rental             | 475.00              | 7,713.91            |
| Miscellaneous Income            | 12.00               | 28,042.02           |
| Copy Revenue                    | 1,639.20            | 18,834.20           |
| Penal Fines                     | 0.00                | 108,223.16          |
| Interest                        | 22,180.37           | 245,828.06          |
| Other State Sources             | 14,676.61           | 58,427.28           |
| Memorials & Gifts               | 0.00                | 1,000.00            |
| Book Tributes                   | 20.00               | 710.00              |
| Endowment Gift                  | 2,592.77            | 58,169.12           |
| <b>Gross Operating Income</b>   | <b>276,174.73</b>   | <b>7,527,246.31</b> |
| <b>Operating Expenses</b>       |                     |                     |
| Wages - Main                    | 188,352.90          | 2,224,342.18        |
| Wages - Branch                  | 29,946.67           | 346,356.85          |
| Wages-Sunday                    | 10,882.68           | 127,419.72          |
| FICA                            | 19,125.37           | 204,673.02          |
| MESC                            | 0.00                | 0.00                |
| Medical Insurance - Admin.      | (4,653.49)          | 182,174.31          |
| Medical Insurance-Retirees      | 0.00                | 14,863.24           |
| Dental Insurance                | 0.00                | 13,443.75           |
| Optical Insurance               | 141.71              | 1,652.37            |
| Disability Insurance            | 0.00                | 13,595.62           |
| Life Insurance                  | 0.00                | 3,350.99            |
| Retirement Annuity              | 0.00                | 107,000.63          |
| Longevity & Awards              | 25,335.77           | 25,335.77           |
| <b>Total Salary Related</b>     | <b>269,131.61</b>   | <b>3,264,208.45</b> |
| <b>General Expenses</b>         |                     |                     |
| Supplies                        | 13,354.26           | 94,045.41           |
| Professional & Contractual      | 55,559.05           | 493,828.55          |
| Staff Develop. & Transportation | 3,910.21            | 33,571.37           |
| Community Promotion             | 1,712.48            | 47,034.97           |
| Insurance & Bonds               | 0.00                | 60,247.00           |
| Telephone                       | 6,612.85            | 57,821.36           |
| Electricity                     | 11,785.36           | 153,172.59          |
| Gas                             | 7,516.71            | 30,377.34           |
| Sewer/Water/Fire Line           | 3,172.52            | 40,126.07           |
| Repair & Maintenance            | 48,572.23           | 715,143.29          |
| Rentals                         | 2,137.15            | 20,879.55           |
| Cataloging Services             | 8,970.10            | 8,970.10            |
| Capital Outlay                  | 214,150.56          | 1,326,306.96        |
| <b>Total General Expenses</b>   | <b>377,453.48</b>   | <b>3,081,524.56</b> |
| <b>Total Operating Expense</b>  | <b>646,585.09</b>   | <b>6,345,733.01</b> |
| <b>Net Operating Income</b>     | <b>(370,410.36)</b> | <b>1,181,513.30</b> |
| <b>Other Expenses</b>           |                     |                     |
| Transfer to Accr. Benefits Fund | 0.00                | 0.00                |

**WEST BLOOMFIELD TWSP LIBRARY**

**Income Statement**

For the 12 Months

Ending March 31, 2026

|                               | <b>Mar 2026</b>            | <b>YTD</b>                 |
|-------------------------------|----------------------------|----------------------------|
|                               | <u>Actual</u>              | <u>Actual</u>              |
| Transfer to C.I.A. Fund       | 468,816.00                 | 1,085,750.00               |
| Transfer to Endowment         | 2,592.77                   | 58,169.12                  |
| <b>Total Other Expenses</b>   | <b><u>471,408.77</u></b>   | <b><u>1,143,919.12</u></b> |
| <b>Income After Transfers</b> | <b><u>(841,819.13)</u></b> | <b><u>37,594.18</u></b>    |

**WEST BLOOMFIELD TWSP LIBRARY**  
**Income Statement**  
**For the 12 Months**  
**Ending March 31, 2026**

|                                 | <b>Mar 2026</b>     | <b>YTD</b>          | <b>Annual</b>       |                     | <b>% of Budget</b> |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------|
|                                 | Actual              | Actual              | Budget              | Variance            | Used               |
| <b>INCOME</b>                   |                     |                     |                     |                     |                    |
| Orchard Lake Contract           | 118,137.66          | 146,308.55          | 142,660.00          | 3,648.55            | 102.56%            |
| Keego Harbor Contract           | 0.00                | 38,301.64           | 37,355.00           | 946.64              | 102.53%            |
| Sylvan Lake Contract            | 0.00                | 13,433.66           | 26,470.00           | (13,036.34)         | 50.75%             |
| Property Tax                    | 115,571.45          | 6,791,440.06        | 7,109,000.00        | (317,559.94)        | 95.53%             |
| Fines                           | 869.67              | 10,814.65           | 10,400.00           | 414.65              | 103.99%            |
| Meeting Room Rental             | 475.00              | 7,713.91            | 7,425.00            | 288.91              | 103.89%            |
| Miscellaneous Income            | 12.00               | 28,042.02           | 28,040.00           | 2.02                | 100.01%            |
| Copy Revenue                    | 1,639.20            | 18,834.20           | 17,800.00           | 1,034.20            | 105.81%            |
| Penal Fines                     | 0.00                | 108,223.16          | 108,220.00          | 3.16                | 100.00%            |
| Interest                        | 22,180.37           | 245,828.06          | 265,000.00          | (19,171.94)         | 92.77%             |
| State Aid                       | 0.00                | 39,947.46           | 98,370.00           | (58,422.54)         | 40.61%             |
| Other State Sources             | 14,676.61           | 18,479.82           | 0.00                | 18,479.82           |                    |
| Memorials & Gifts               | 0.00                | 1,000.00            | 1,710.00            | (710.00)            | 58.48%             |
| Book Tributes                   | 20.00               | 710.00              | 0.00                | 710.00              |                    |
| Endowment Gift                  | 2,592.77            | 58,169.12           | 60,630.00           | (2,460.88)          | 95.94%             |
| <b>GROSS OPERATING INCOME</b>   | <b>276,174.73</b>   | <b>7,527,246.31</b> | <b>7,913,080.00</b> | <b>(385,833.69)</b> | <b>95.12%</b>      |
| <b>OPERATING EXPENSES</b>       |                     |                     |                     |                     |                    |
| Wages-Main                      | 188,352.90          | 2,224,342.18        | 2,305,000.00        | (80,657.82)         | 96.50%             |
| Wages-Branch                    | 29,946.67           | 346,356.85          | 360,000.00          | (13,643.15)         | 96.21%             |
| Wages-Sunday                    | 10,882.68           | 127,419.72          | 133,000.00          | (5,580.28)          | 95.80%             |
| FICA                            | 19,125.37           | 204,673.02          | 210,000.00          | (5,326.98)          | 97.46%             |
| Medical Insurance               | (4,653.49)          | 182,174.31          | 183,000.00          | (825.69)            | 99.55%             |
| Medical Insurance-Retirees      | 0.00                | 14,863.24           | 0.00                | 14,863.24           |                    |
| Dental Insurance                | 0.00                | 13,443.75           | 13,500.00           | (56.25)             | 99.58%             |
| Optical Insurance               | 141.71              | 1,652.37            | 1,700.00            | (47.63)             | 97.20%             |
| Long Term Disability            | 0.00                | 2,973.37            | 3,000.00            | (26.63)             | 99.11%             |
| Short Term Disability           | 0.00                | 10,622.25           | 10,650.00           | (27.75)             | 99.74%             |
| Life Insurance                  | 0.00                | 3,350.99            | 3,375.00            | (24.01)             | 99.29%             |
| Retirement Annuity              | 0.00                | 107,000.63          | 143,675.00          | (36,674.37)         | 74.47%             |
| Longevity & Awards              | 25,335.77           | 25,335.77           | 25,340.00           | (4.23)              | 99.98%             |
| <b>TOTAL SALARY RELATED</b>     | <b>269,131.61</b>   | <b>3,264,208.45</b> | <b>3,392,240.00</b> | <b>(128,031.55)</b> | <b>96.23%</b>      |
| <b>GENERAL EXPENSES</b>         |                     |                     |                     |                     |                    |
| Supplies                        | 13,354.26           | 94,045.41           | 101,165.00          | (7,119.59)          | 92.96%             |
| Professional & Contractual      | 55,559.05           | 493,828.55          | 518,740.00          | (24,911.45)         | 95.20%             |
| Staff Develop. & Transportation | 3,910.21            | 33,571.37           | 42,260.00           | (8,688.63)          | 79.44%             |
| Community Promotion             | 1,712.48            | 47,034.97           | 50,185.00           | (3,150.03)          | 93.72%             |
| Insurance & Bonds               | 0.00                | 60,247.00           | 60,500.00           | (253.00)            | 99.58%             |
| Telephone                       | 6,612.85            | 57,821.36           | 66,600.00           | (8,778.64)          | 86.82%             |
| Electricity                     | 11,785.36           | 153,172.59          | 167,000.00          | (13,827.41)         | 91.72%             |
| Gas                             | 7,516.71            | 30,377.34           | 33,000.00           | (2,622.66)          | 92.05%             |
| Sewer/Water/Fire Line           | 3,172.52            | 40,126.07           | 41,000.00           | (873.93)            | 97.87%             |
| Repair & Maintenance            | 48,572.23           | 715,143.29          | 781,045.00          | (65,901.71)         | 91.56%             |
| Rentals                         | 2,137.15            | 20,879.55           | 24,120.00           | (3,240.45)          | 86.57%             |
| Cataloging Services             | 8,970.10            | 8,970.10            | 8,975.00            | (4.90)              | 99.95%             |
| Capital Outlay                  | 214,150.56          | 1,326,306.96        | 1,479,870.00        | (153,563.04)        | 89.62%             |
| <b>TOTAL GENERAL EXPENSES</b>   | <b>377,453.48</b>   | <b>3,081,524.56</b> | <b>3,374,460.00</b> | <b>(292,935.44)</b> | <b>91.32%</b>      |
| <b>TOTAL OPERATING EXP.</b>     | <b>646,585.09</b>   | <b>6,345,733.01</b> | <b>6,766,700.00</b> | <b>(420,966.99)</b> | <b>93.78%</b>      |
| <b>NET OPERATING INCOME</b>     | <b>(370,410.36)</b> | <b>1,181,513.30</b> | <b>1,146,380.00</b> | <b>35,133.30</b>    | <b>103.06%</b>     |
| <b>OTHER EXPENSES</b>           |                     |                     |                     |                     |                    |

**WEST BLOOMFIELD TWSP LIBRARY**  
**Income Statement**  
**For the 12 Months**  
**Ending March 31, 2026**

|                                 | <b>Mar 2026</b>     | <b>YTD</b>          | <b>Annual</b>       |                   | <b>% of Budget</b> |
|---------------------------------|---------------------|---------------------|---------------------|-------------------|--------------------|
|                                 | Actual              | Actual              | Budget              | Variance          | Used               |
| Transfer to Accr. Benefits Fund | 0.00                | 0.00                | 0.00                | 0.00              |                    |
| Transfer to CIA Fund            | 468,816.00          | 1,085,750.00        | 1,085,750.00        | 0.00              | 100.00%            |
| Transfer to Endowment           | 2,592.77            | 58,169.12           | 60,630.00           | (2,460.88)        | 95.94%             |
| <b>TOTAL OTHER EXPENSES</b>     | <b>471,408.77</b>   | <b>1,143,919.12</b> | <b>1,146,380.00</b> | <b>(2,460.88)</b> | <b>99.79%</b>      |
| <b>INCOME AFTER TRANSFERS</b>   | <b>(841,819.13)</b> | <b>37,594.18</b>    | <b>0.00</b>         | <b>37,594.18</b>  |                    |

West Bloomfield Township Public Library  
Monthly Financial Report  
**Premium Business M/M**  
March 31, 2026

|                                 |                             |
|---------------------------------|-----------------------------|
| Balance as of February 28, 2026 | \$ 190,739.69               |
| Interest                        | 116.23 (Avg. Yield 0.80%)   |
| Transfer to J Fund              |                             |
| Transfer to Endowment           |                             |
| Transfer to Checking            |                             |
| Deposits                        | 119,147.10                  |
| Balance as of March 31, 2026    | <u><u>\$ 310,003.02</u></u> |

West Bloomfield Township Public Library  
Monthly Financial Report  
**Comerica J Fund**  
March 31, 2026

|                                 |                            |
|---------------------------------|----------------------------|
| Balance as of February 28, 2026 | \$ 3,740,124.35            |
| Interest                        | 9,394.52 (Avg Yield 3.479) |
| Transfer from Checking          | 1,465,000.00               |
| Transfer to Checking            |                            |
| Transfer from Premium Biz       |                            |
| Transfer from Endowment         |                            |
| Transfer to Endowment           |                            |
| Balance as of March 31, 2026    | <u>\$ 5,214,518.87</u>     |

West Bloomfield Township Public Library  
Monthly Financial Report  
**Endowment J Fund**  
March 31, 2026

|                                 |                            |
|---------------------------------|----------------------------|
| Balance as of February 28, 2026 | \$ 971,612.96              |
| Interest                        | 2,592.77 (Avg Yield 3.479) |
| Receipts                        | 1,000.00                   |
| Endowment Spending              |                            |
| Balance as of March 31, 2026    | <u>\$ 975,205.73</u>       |

West Bloomfield Township Public Library  
Monthly Financial Report  
**Investment Pool Account Oakland County**  
March 31, 2026

Balance as of February 28, 2026 \$ 4,161,990.76  
(balance includes adjustment to FMV at  
3/31/20, 3/31/21, 3/31/23, 3/31/24, 3/31/25)

Interest 12,669.62 (Avg. Yield 4.003)

Balance as of March 31, 2026 \$ 4,174,660.38

**WEST BLOOMFIELD TWSP LIBRARY**  
**Budget versus Actual**  
**For the 12 Months**  
**Ending March 31, 2026**

|  | Mar 2026          | YTD                 | Annual              |                     |
|--|-------------------|---------------------|---------------------|---------------------|
|  | Actual            | Actual              | Budget              | Variance            |
| <b>INCOME</b>                            |                   |                     |                     |                     |
| 101-000-628-Orchard Lake Contract        | 118,137.66        | 146,308.55          | 142,660.00          | 3,648.55            |
| 101-000-629-Keego Harbor Contract        | 0.00              | 38,301.64           | 37,355.00           | 946.64              |
| 101-000-630-Sylvan Lake Contract         | 0.00              | 13,433.66           | 26,470.00           | (13,036.34)         |
| <b>CHARGES FOR SERVICES</b>              | <b>118,137.66</b> | <b>198,043.85</b>   | <b>206,485.00</b>   | <b>(8,441.15)</b>   |
| 101-000-402-Property Tax                 | 115,571.45        | 6,791,440.06        | 7,109,000.00        | (317,559.94)        |
| <b>TOTAL PROPERTY TAX</b>                | <b>115,571.45</b> | <b>6,791,440.06</b> | <b>7,109,000.00</b> | <b>(317,559.94)</b> |
| 101-000-658-Fines                        | 869.67            | 10,814.65           | 10,400.00           | 414.65              |
| 101-000-667-Meeting Room Rental          | 475.00            | 7,713.91            | 7,425.00            | 288.91              |
| 101-000-675-Miscellaneous Income         | 12.00             | 28,042.02           | 28,040.00           | 2.02                |
| 101-000-678-Copy Revenue                 | 1,639.20          | 18,834.20           | 17,800.00           | 1,034.20            |
| <b>TOTAL FINES/FEES</b>                  | <b>2,995.87</b>   | <b>65,404.78</b>    | <b>63,665.00</b>    | <b>1,739.78</b>     |
| 101-000-659-Penal Fines                  | 0.00              | 108,223.16          | 108,220.00          | 3.16                |
| 101-000-665-Interest                     | 22,180.37         | 245,828.06          | 265,000.00          | (19,171.94)         |
| <b>TOTAL INTEREST</b>                    | <b>22,180.37</b>  | <b>245,828.06</b>   | <b>265,000.00</b>   | <b>(19,171.94)</b>  |
| 101-000-540-State Aid                    | 0.00              | 39,947.46           | 98,370.00           | (58,422.54)         |
| 101-000-569-Other State Sources          | 14,676.61         | 18,479.82           | 0.00                | 18,479.82           |
| <b>TOTAL STATE &amp; FEDERAL SOURCES</b> | <b>14,676.61</b>  | <b>58,427.28</b>    | <b>98,370.00</b>    | <b>(39,942.72)</b>  |
| 101-000-674-Memorials & Gifts            | 0.00              | 1,000.00            | 1,710.00            | (710.00)            |
| 101-000-682-Book Tribute-Adult & YA      | 20.00             | 385.00              | 0.00                | 385.00              |
| 101-000-683-Book Tribute-Youth           | 0.00              | 325.00              | 0.00                | 325.00              |
| 101-000-679-Endow Gift Unrestricted      | 2,306.84          | 54,405.23           | 60,630.00           | (6,224.77)          |
| 101-000-680-Endow Gift Youth             | 272.98            | 3,593.49            | 0.00                | 3,593.49            |
| 101-000-681-Endow Gift Senior            | 12.95             | 170.40              | 0.00                | 170.40              |
| <b>TOTAL CONTRIBUTIONS</b>               | <b>2,612.77</b>   | <b>59,879.12</b>    | <b>62,340.00</b>    | <b>(2,460.88)</b>   |
| <b>TOTAL INCOME</b>                      | <b>276,174.73</b> | <b>7,527,246.31</b> | <b>7,913,080.00</b> | <b>(385,833.69)</b> |
| <b>OPERATING EXPENSES</b>                |                   |                     |                     |                     |
| 101-790-702-Wages-Main                   | 188,352.90        | 2,224,342.18        | 2,305,000.00        | (80,657.82)         |
| 101-790-702-Wages-Branch                 | 29,946.67         | 346,356.85          | 360,000.00          | (13,643.15)         |
| 101-790-703-Wages-Sunday                 | 10,882.68         | 127,419.72          | 133,000.00          | (5,580.28)          |
| 101-790-710-FICA                         | 19,125.37         | 204,673.02          | 210,000.00          | (5,326.98)          |
| 101-790-712-Medical Insurance            | (4,653.49)        | 182,174.31          | 183,000.00          | (825.69)            |
| 101-790-713-Medical Insurance-Retirees   | 0.00              | 14,863.24           | 0.00                | 14,863.24           |
| 101-790-714-Dental Insurance             | 0.00              | 13,443.75           | 13,500.00           | (56.25)             |
| 101-790-715-Optical Insurance            | 141.71            | 1,652.37            | 1,700.00            | (47.63)             |
| 101-790-716-Long Term Disability         | 0.00              | 2,973.37            | 3,000.00            | (26.63)             |
| 101-790-717-Short Term Disability        | 0.00              | 10,622.25           | 10,650.00           | (27.75)             |
| 101-790-718-Life Insurance               | 0.00              | 3,350.99            | 3,375.00            | (24.01)             |
| 101-790-719-Retirement Annuity           | 0.00              | 107,000.63          | 143,675.00          | (36,674.37)         |
| 101-790-720-Longevity & Awards           | 25,335.77         | 25,335.77           | 25,340.00           | (4.23)              |
| <b>TOTAL PERSONNEL SERVICES</b>          | <b>269,131.61</b> | <b>3,264,208.45</b> | <b>3,392,240.00</b> | <b>(128,031.55)</b> |
| <b>GENERAL EXPENSES</b>                  |                   |                     |                     |                     |
| 101-790-727-Office Supplies              | 4,008.43          | 18,627.67           | 19,600.00           | (972.33)            |
| 101-790-728-Postage                      | 139.40            | 3,823.70            | 3,885.00            | (61.30)             |
| 101-790-729-Processing Supplies          | 484.50            | 4,131.06            | 4,500.00            | (368.94)            |
| 101-790-730-Circulation Supplies         | 265.80            | 3,413.09            | 3,850.00            | (436.91)            |
| 101-790-731-Building & Mainten. Supplies | 8,001.21          | 60,161.75           | 65,360.00           | (5,198.25)          |
| 101-790-732-Youth Department Supplies    | 164.92            | 2,222.98            | 2,300.00            | (77.02)             |

**WEST BLOOMFIELD TWSP LIBRARY**

**Budget versus Actual  
For the 12 Months  
Ending March 31, 2026**

|  | <b>Mar 2026</b>  | <b>YTD</b>        | <b>Annual</b>     |                    |
|--|------------------|-------------------|-------------------|--------------------|
|  | <b>Actual</b>    | <b>Actual</b>     | <b>Budget</b>     | <b>Variance</b>    |
| 101-790-733-Other Supplies                       | 290.00           | 1,665.16          | 1,670.00          | (4.84)             |
| <b>TOTAL SUPPLIES</b>                            | <b>13,354.26</b> | <b>94,045.41</b>  | <b>101,165.00</b> | <b>(7,119.59)</b>  |
| 101-790-933-Building Maintenance Contract-Main   | 17,730.62        | 122,667.90        | 126,800.00        | (4,132.10)         |
| 101-790-933-Building Maintenance Contract-Branch | 5,394.85         | 27,548.35         | 29,100.00         | (1,551.65)         |
| 101-790-802-Professional & Consultant Fees       | 25,536.41        | 150,837.60        | 160,150.00        | (9,312.40)         |
| 101-790-955-Cooperative Fees                     | 0.00             | 18,188.39         | 18,195.00         | (6.61)             |
| 101-790-956-Printing Fees                        | 1,085.00         | 49,302.79         | 52,225.00         | (2,922.21)         |
| 101-790-967-Programs                             | 5,812.17         | 125,283.52        | 132,270.00        | (6,986.48)         |
| <b>TOTAL PROF/CONTRACT</b>                       | <b>55,559.05</b> | <b>493,828.55</b> | <b>518,740.00</b> | <b>(24,911.45)</b> |
| 101-790-721-Staff Development                    | 3,077.03         | 24,008.38         | 31,515.00         | (7,506.62)         |
| 101-790-803-Dues & Memberships                   | 215.00           | 6,076.50          | 6,265.00          | (188.50)           |
| 101-790-860-Mileage & Gas                        | 618.18           | 3,486.49          | 4,480.00          | (993.51)           |
| <b>TOTAL STAFF DEVEL/TRANS</b>                   | <b>3,910.21</b>  | <b>33,571.37</b>  | <b>42,260.00</b>  | <b>(8,688.63)</b>  |
| 101-790-850-Telephone-Main                       | 6,612.85         | 55,303.16         | 64,000.00         | (8,696.84)         |
| 101-790-850-Telephone-Branch                     | 0.00             | 2,518.20          | 2,600.00          | (81.80)            |
| <b>TOTAL COMMUNICATIONS</b>                      | <b>6,612.85</b>  | <b>57,821.36</b>  | <b>66,600.00</b>  | <b>(8,778.64)</b>  |
| 101-790-920-Electricity-Main                     | 9,798.91         | 127,582.03        | 140,000.00        | (12,417.97)        |
| 101-790-920-Electricity-Branch                   | 1,986.45         | 25,590.56         | 27,000.00         | (1,409.44)         |
| 101-790-921-Gas-Main                             | 6,411.48         | 25,873.86         | 27,000.00         | (1,126.14)         |
| 101-790-921-Gas-Branch                           | 1,105.23         | 4,503.48          | 6,000.00          | (1,496.52)         |
| 101-790-922-Sewer/Water/Fire Line-Main           | 3,172.52         | 27,764.57         | 28,000.00         | (235.43)           |
| 101-790-922-Sewer/Water/Fire Line-Branch         | 0.00             | 12,361.50         | 13,000.00         | (638.50)           |
| <b>TOTAL UTILITIES</b>                           | <b>22,474.59</b> | <b>223,676.00</b> | <b>241,000.00</b> | <b>(17,324.00)</b> |
| 101-790-930-Repair & Maintenance-Main            | 46,350.03        | 255,375.62        | 306,370.00        | (50,994.38)        |
| 101-790-930-Repair & Maintenance-Branch          | 6,381.05         | 73,897.25         | 81,650.00         | (7,752.75)         |
| 101-790-804-Alarm Service                        | 0.00             | 20,971.35         | 22,000.00         | (1,028.65)         |
| 101-790-931-Automation Maint/Develop.            | (4,158.85)       | 364,899.07        | 371,025.00        | (6,125.93)         |
| <b>TOTAL REPAIR/MAINT</b>                        | <b>48,572.23</b> | <b>715,143.29</b> | <b>781,045.00</b> | <b>(65,901.71)</b> |
| <b>101-790-880-Community Promotion</b>           | <b>1,712.48</b>  | <b>47,034.97</b>  | <b>50,185.00</b>  | <b>(3,150.03)</b>  |
| <b>101-790-806-Insurance &amp; Bonds</b>         | <b>0.00</b>      | <b>60,247.00</b>  | <b>60,500.00</b>  | <b>(253.00)</b>    |
| <b>101-790-940-Rentals</b>                       | <b>2,137.15</b>  | <b>20,879.55</b>  | <b>24,120.00</b>  | <b>(3,240.45)</b>  |
| <b>101-790-807-Cataloging Services</b>           | <b>8,970.10</b>  | <b>8,970.10</b>   | <b>8,975.00</b>   | <b>(4.90)</b>      |
| 101-790-971-Books--Adult-Main                    | 21,361.47        | 150,061.29        | 167,260.00        | (17,198.71)        |
| 101-790-971-Books--Adult-Branch                  | 3,625.24         | 29,607.50         | 35,750.00         | (6,142.50)         |
| 101-790-972-Lease Books                          | 0.00             | 100,710.00        | 100,710.00        | 0.00               |
| 101-790-973-eMedia - Adult                       | 60,844.92        | 261,440.33        | 290,000.00        | (28,559.67)        |
| 101-790-974-eMedia - Youth                       | 9,807.90         | 21,835.41         | 22,800.00         | (964.59)           |
| 101-790-975-Books--Youth-Main                    | 9,639.32         | 95,996.53         | 104,890.00        | (8,893.47)         |
| 101-790-975-Books--Youth-Branch                  | 3,440.61         | 20,869.83         | 22,625.00         | (1,755.17)         |
| 101-790-976-Magazines/Newspapers-Main            | (203.57)         | 25,631.00         | 27,400.00         | (1,769.00)         |
| 101-790-976-Magazines/Newspapers-Branch          | 0.00             | 6,491.04          | 6,725.00          | (233.96)           |
| 101-790-977-Reference - Adult-Main               | 462.08           | 4,292.33          | 4,500.00          | (207.67)           |
| 101-790-978-Online Subscription Services         | 57,693.89        | 302,292.83        | 337,730.00        | (35,437.17)        |
| 101-790-979-Media - Games Adult-Main             | 0.00             | 12,429.98         | 13,400.00         | (970.02)           |
| 101-790-979-Media - Games Adult-Branch           | 0.00             | 5,165.85          | 5,200.00          | (34.15)            |
| 101-790-980-Media - Games Youth-Main             | 4,263.39         | 20,312.07         | 21,120.00         | (807.93)           |
| 101-790-980-Media - Games Youth-Branch           | 1,310.28         | 9,698.58          | 9,650.00          | 48.58              |
| 101-790-981-CD - Books - Adult-Main              | 3,268.84         | 24,346.63         | 26,300.00         | (1,953.37)         |
| 101-790-981-CD - Books - Adult-Branch            | 37.95            | 1,911.54          | 1,925.00          | (13.46)            |
| 101-790-982-Media - AV Adult-Main                | 20,993.30        | 52,814.95         | 71,000.00         | (18,185.05)        |

**WEST BLOOMFIELD TWSP LIBRARY**  
**Budget versus Actual**  
**For the 12 Months**  
**Ending March 31, 2026**

|  | <b>Mar 2026</b>     | <b>YTD</b>          | <b>Annual</b>       | <b>Variance</b>     |
|--|---------------------|---------------------|---------------------|---------------------|
|  | <b>Actual</b>       | <b>Actual</b>       | <b>Budget</b>       |                     |
| 101-790-982-Media - AV Adult-Branch              | 3,765.88            | 15,981.33           | 17,350.00           | (1,368.67)          |
| 101-790-983-Media - AV Youth-Main                | 996.53              | 4,915.93            | 5,050.00            | (134.07)            |
| 101-790-983-Media - AV Youth-Branch              | 111.63              | 1,615.70            | 1,620.00            | (4.30)              |
| 101-790-984-Compact Discs - Adult & Youth-Main   | 151.48              | 5,156.76            | 5,500.00            | (343.24)            |
| 101-790-984-Compact Discs - Adult & Youth-Branch | 15.66               | 905.93              | 910.00              | (4.07)              |
| 101-790-985-Adult Realia-Main                    | 408.00              | 4,931.72            | 5,000.00            | (68.28)             |
| 101-790-985-Adult Realia-Branch                  | 0.00                | 797.75              | 1,100.00            | (302.25)            |
| 101-790-986-Games/Realia/Other--Youth-Main       | 39.78               | 16,587.03           | 17,000.00           | (412.97)            |
| 101-790-986-Games/Realia/Other--Youth-Branch     | 204.63              | 3,883.52            | 3,900.00            | (16.48)             |
| 101-790-987-Software--Adult & Youth              | 5,777.35            | 90,326.22           | 95,000.00           | (4,673.78)          |
| 101-790-989-Capital Assets-Main                  | 5,635.00            | 27,324.34           | 42,800.00           | (15,475.66)         |
| 101-790-989-Capital Assets-Branch                | 0.00                | 0.00                | 7,600.00            | (7,600.00)          |
| 101-790-932-IT Capital Assets-Main               | 499.00              | 7,403.35            | 7,405.00            | (1.65)              |
| 101-790-932-IT Capital Assets-Branch             | 0.00                | 569.69              | 650.00              | (80.31)             |
| <b>TOTAL MATERIALS</b>                           | <b>214,150.56</b>   | <b>1,326,306.96</b> | <b>1,479,870.00</b> | <b>(153,563.04)</b> |
| <b>OTHER EXPENSES</b>                            |                     |                     |                     |                     |
| 101-790-995-Transfer to C.I.A. Fund              | 468,816.00          | 1,085,750.00        | 1,085,750.00        | 0.00                |
| 101-790-995-Transfer to Endowment                | 2,592.77            | 58,169.12           | 60,630.00           | (2,460.88)          |
| <b>TOTAL OTHER EXPENSES</b>                      | <b>471,408.77</b>   | <b>1,143,919.12</b> | <b>1,146,380.00</b> | <b>(2,460.88)</b>   |
| <b>TOTAL EXPENSES</b>                            | <b>1,117,993.86</b> | <b>7,489,652.13</b> | <b>7,913,080.00</b> | <b>(423,427.87)</b> |
| <b>INCOME AFTER TRANSFERS</b>                    | <b>(841,819.13)</b> | <b>37,594.18</b>    | <b>0.00</b>         | <b>37,594.18</b>    |

**WEST BLOOMFIELD TWSP LIBRARY**  
**Comparative Income Statement**  
**For the 12 Months**  
**Ending March 31, 2026**

|  | Current Period    |                     |                | Prior Year        |                     |                |
|--|-------------------|---------------------|----------------|-------------------|---------------------|----------------|
|  | Mar 2026          | YTD                 | %              | Mar 2025          | YTD                 | %              |
|  | Actual            | Actual              | %              | Actual            | Actual              | %              |
| <b>INCOME</b>                            |                   |                     |                |                   |                     |                |
| 101-000-628-Orchard Lake Contract        | 118,137.66        | 146,308.55          | 1.94%          | 112,669.49        | 140,695.75          | 25.58%         |
| 101-000-629-Keego Harbor Contract        | 0.00              | 38,301.64           | 0.51%          | 0.00              | 34,532.56           | 0.00%          |
| 101-000-630-Sylvan Lake Contract         | 0.00              | 13,433.66           | 0.18%          | 12,962.10         | 35,852.73           | 2.94%          |
| <b>CHARGES FOR SERVICES</b>              | <b>118,137.66</b> | <b>198,043.85</b>   | <b>2.63%</b>   | <b>125,631.59</b> | <b>211,081.04</b>   | <b>28.53%</b>  |
| 101-000-402-Property Tax                 | 115,571.45        | 6,791,440.06        | 90.22%         | 231,886.69        | 6,504,588.34        | 52.66%         |
| <b>TOTAL PROPERTY TAX</b>                | <b>115,571.45</b> | <b>6,791,440.06</b> | <b>90.22%</b>  | <b>231,886.69</b> | <b>6,504,588.34</b> | <b>52.66%</b>  |
| 101-000-658-Fines                        | 869.67            | 10,814.65           | 0.14%          | 1,170.89          | 11,470.64           | 0.27%          |
| 101-000-667-Meeting Room Rental          | 475.00            | 7,713.91            | 0.10%          | 727.50            | 6,187.50            | 0.17%          |
| 101-000-675-Miscellaneous Income         | 12.00             | 28,042.02           | 0.37%          | 367.33            | 39,636.79           | 0.08%          |
| 101-000-678-Copy Revenue                 | 1,639.20          | 18,834.20           | 0.25%          | 1,948.20          | 21,428.45           | 0.44%          |
| <b>TOTAL FINES/FEES</b>                  | <b>2,995.87</b>   | <b>65,404.78</b>    | <b>0.87%</b>   | <b>4,213.92</b>   | <b>78,723.38</b>    | <b>0.96%</b>   |
| 101-000-659-Penal Fines                  | 0.00              | 108,223.16          | 1.44%          | 0.00              | 99,743.83           | 0.00%          |
| 101-000-665-Interest                     | 22,180.37         | 245,828.06          | 3.27%          | 20,000.20         | 282,571.43          | 4.54%          |
| <b>TOTAL INTEREST</b>                    | <b>22,180.37</b>  | <b>245,828.06</b>   | <b>3.27%</b>   | <b>20,000.20</b>  | <b>282,571.43</b>   | <b>4.54%</b>   |
| 101-000-540-State Aid                    | 0.00              | 38,947.46           | 0.53%          | 38,941.32         | 76,488.48           | 8.84%          |
| 101-000-569-Other State Sources          | 14,676.61         | 18,479.82           | 0.25%          | 15,486.48         | 15,486.48           | 3.52%          |
| <b>TOTAL STATE &amp; FEDERAL SOURCES</b> | <b>14,676.61</b>  | <b>58,427.28</b>    | <b>0.78%</b>   | <b>54,427.80</b>  | <b>91,974.96</b>    | <b>12.36%</b>  |
| 101-000-674-Memorials & Gifts            | 0.00              | 1,000.00            | 0.01%          | 0.00              | 25.00               | 0.00%          |
| 101-000-682-Book Tribute-Adult & YA      | 20.00             | 385.00              | 0.01%          | 0.00              | 100.00              | 0.00%          |
| 101-000-683-Book Tribute-Youth           | 0.00              | 325.00              | 0.00%          | 0.00              | 550.00              | 0.01%          |
| 101-000-676-Friends of the Library-Gifts | 0.00              | 0.00                | 0.00%          | 500.00            | 500.00              | 0.11%          |
| 101-000-679-Endow Gift Unrestricted      | 2,306.84          | 54,405.23           | 0.72%          | 3,396.65          | 115,952.83          | 0.77%          |
| 101-000-680-Endow Gift Youth             | 272.98            | 3,593.49            | 0.05%          | 309.36            | 4,117.09            | 0.07%          |
| 101-000-681-Endow Gift Senior            | 12.95             | 170.40              | 0.00%          | 14.67             | 195.22              | 0.00%          |
| <b>TOTAL CONTRIBUTIONS</b>               | <b>2,612.77</b>   | <b>59,879.12</b>    | <b>0.80%</b>   | <b>4,220.68</b>   | <b>121,440.14</b>   | <b>0.96%</b>   |
| <b>TOTAL INCOME</b>                      | <b>276,174.73</b> | <b>7,527,246.31</b> | <b>100.00%</b> | <b>440,380.88</b> | <b>7,390,123.12</b> | <b>100.00%</b> |
| <b>OPERATING EXPENSES</b>                |                   |                     |                |                   |                     |                |
| 101-790-702-Wages-Main                   | 188,352.90        | 2,224,342.18        | 29.55%         | 165,565.50        | 2,144,128.71        | 37.60%         |
| 101-790-702-Wages-Branch                 | 29,946.67         | 346,356.85          | 4.60%          | 24,290.41         | 314,027.88          | 5.52%          |
| 101-790-703-Wages-Sunday                 | 10,882.68         | 127,419.72          | 1.69%          | 10,310.41         | 118,725.47          | 2.34%          |
| 101-790-710-FICA                         | 19,125.37         | 204,673.02          | 2.72%          | 17,359.03         | 195,550.13          | 3.94%          |
| 101-790-712-Medical Insurance            | (4,653.49)        | 182,174.31          | -1.68%         | (2,388.32)        | 164,999.75          | -0.54%         |

**WEST BLOOMFIELD TWSP LIBRARY**  
**Comparative Income Statement**  
**For the 12 Months**  
**Ending March 31, 2026**

|  | Current Period    |               |                     | Prior Year    |                   |               |
|--|-------------------|---------------|---------------------|---------------|-------------------|---------------|
|  | Mar 2026          | YTD           |                     | Mar 2025      | YTD               |               |
|  | Actual            | %             | Actual              | Actual        | %                 | Actual        |
| 101-790-713-Medical Insurance-Retirees           | 0.00              | 0.00%         | 14,863.24           | 0.20%         | (12,144.60)       | 0.00%         |
| 101-790-714-Dental Insurance                     | 0.00              | 0.00%         | 13,443.75           | 0.18%         | (94.12)           | 0.19%         |
| 101-790-715-Optical Insurance                    | 141.71            | 0.05%         | 1,652.37            | 0.02%         | 0.00              | 0.03%         |
| 101-790-716-Long Term Disability                 | 0.00              | 0.00%         | 2,973.37            | 0.04%         | 0.00              | 0.04%         |
| 101-790-717-Short Term Disability                | 0.00              | 0.00%         | 10,622.25           | 0.14%         | 0.00              | 0.15%         |
| 101-790-718-Life Insurance                       | 0.00              | 0.00%         | 3,350.99            | 0.04%         | 0.00              | 0.04%         |
| 101-790-719-Retirement Annuity                   | 0.00              | 0.00%         | 107,000.63          | 1.42%         | 0.00              | 1.54%         |
| 101-790-720-Longevity & Awards                   | 25,335.77         | 9.17%         | 25,335.77           | 0.34%         | 30,860.30         | 0.42%         |
| <b>TOTAL PERSONNEL SERVICES</b>                  | <b>269,131.61</b> | <b>97.45%</b> | <b>3,264,208.45</b> | <b>43.37%</b> | <b>233,758.61</b> | <b>42.15%</b> |
| <b>GENERAL EXPENSES</b>                          |                   |               |                     |               |                   |               |
| 101-790-727-Office Supplies                      | 4,008.43          | 1.45%         | 18,627.67           | 0.25%         | 2,690.86          | 0.25%         |
| 101-790-728-Postage                              | 139.40            | 0.05%         | 3,823.70            | 0.05%         | 0.00              | 0.00%         |
| 101-790-729-Processing Supplies                  | 484.50            | 0.18%         | 4,131.06            | 0.05%         | 500.53            | 0.12%         |
| 101-790-730-Circulation Supplies                 | 265.80            | 0.10%         | 3,413.09            | 0.05%         | 0.00              | 0.04%         |
| 101-790-731-Building & Mainten. Supplies         | 8,001.21          | 2.90%         | 60,161.75           | 0.80%         | 4,468.44          | 0.65%         |
| 101-790-732-Youth Department Supplies            | 164.92            | 0.06%         | 2,222.98            | 0.03%         | 66.69             | 0.03%         |
| 101-790-733-Other Supplies                       | 290.00            | 0.11%         | 1,665.16            | 0.02%         | 0.00              | 0.02%         |
| <b>TOTAL SUPPLIES</b>                            | <b>13,354.26</b>  | <b>4.84%</b>  | <b>94,045.41</b>    | <b>1.25%</b>  | <b>7,726.52</b>   | <b>1.11%</b>  |
| 101-790-933-Building Maintenance Contract-Main   | 17,730.62         | 6.42%         | 122,667.90          | 1.63%         | 9,775.00          | 1.64%         |
| 101-790-933-Building Maintenance Contract-Branch | 5,394.85          | 1.95%         | 27,548.35           | 0.37%         | 3,900.00          | 0.37%         |
| 101-790-802-Professional & Consultant Fees       | 25,536.41         | 9.25%         | 150,837.60          | 2.00%         | 3,137.26          | 1.42%         |
| 101-790-955-Cooperative Fees                     | 0.00              | 0.00%         | 18,188.39           | 0.24%         | 0.00              | 0.24%         |
| 101-790-956-Printing Fees                        | 1,085.00          | 0.39%         | 49,302.79           | 0.65%         | 9,585.28          | 0.77%         |
| 101-790-967-Programs                             | 5,812.17          | 2.10%         | 125,283.52          | 1.66%         | 2,116.25          | 1.96%         |
| <b>TOTAL PROFICONTRACT</b>                       | <b>55,559.05</b>  | <b>20.12%</b> | <b>493,828.55</b>   | <b>6.56%</b>  | <b>28,513.79</b>  | <b>6.47%</b>  |
| 101-790-721-Staff Development                    | 3,077.03          | 1.11%         | 24,008.38           | 0.32%         | 2,155.77          | 0.37%         |
| 101-790-803-Dues & Memberships                   | 215.00            | 0.08%         | 6,076.50            | 0.08%         | 125.00            | 0.07%         |
| 101-790-860-Mileage & Gas                        | 618.18            | 0.22%         | 3,486.49            | 0.05%         | 363.98            | 0.05%         |
| <b>TOTAL STAFF DEVEL/TRANS</b>                   | <b>3,910.21</b>   | <b>1.42%</b>  | <b>33,571.37</b>    | <b>0.45%</b>  | <b>2,644.75</b>   | <b>0.49%</b>  |
| 101-790-850-Telephone-Main                       | 6,612.85          | 2.39%         | 55,303.16           | 0.73%         | 3,737.86          | 0.59%         |
| 101-790-850-Telephone-Branch                     | 0.00              | 0.00%         | 2,518.20            | 0.03%         | 0.00              | 0.03%         |
| <b>TOTAL COMMUNICATIONS</b>                      | <b>6,612.85</b>   | <b>2.39%</b>  | <b>57,821.36</b>    | <b>0.77%</b>  | <b>3,737.86</b>   | <b>0.61%</b>  |
| 101-790-920-Electricity-Main                     | 9,798.91          | 3.55%         | 127,582.03          | 1.69%         | 9,928.36          | 1.86%         |
| 101-790-920-Electricity-Branch                   | 1,986.45          | 0.72%         | 25,590.56           | 0.34%         | 2,110.96          | 0.38%         |
| 101-790-921-Gas-Main                             | 6,411.48          | 2.32%         | 25,873.86           | 0.34%         | 2,973.12          | 0.28%         |
| 101-790-921-Gas-Branch                           | 1,105.23          | 0.40%         | 4,503.48            | 0.06%         | 872.09            | 0.05%         |
| 101-790-922-Sewer/Water/Fire Line-Main           | 3,172.52          | 1.15%         | 27,764.57           | 0.37%         | 2,300.12          | 0.32%         |

**WEST BLOOMFIELD TWSP LIBRARY**  
**Comparative Income Statement**  
**For the 12 Months**  
**Ending March 31, 2026**

|  | Current Period   |               |                   | Prior Year       |              |                   |
|--|------------------|---------------|-------------------|------------------|--------------|-------------------|
|  | Mar 2026         |               | YTD               | Mar 2025         |              | YTD               |
|  | Actual           | %             | Actual            | Actual           | %            | Actual            |
| 101-790-922-Sewer/Water/Fire Line-Branch         | 0.00             | 0.00%         | 12,361.50         | 0.00             | 0.00%        | 3,700.59          |
| <b>TOTAL UTILITIES</b>                           | <b>22,474.59</b> | <b>8.14%</b>  | <b>223,676.00</b> | <b>18,184.65</b> | <b>4.13%</b> | <b>217,242.50</b> |
| 101-790-930-Repair & Maintenance-Main            | 46,350.03        | 16.78%        | 255,375.62        | 19,223.59        | 4.37%        | 217,181.41        |
| 101-790-930-Repair & Maintenance-Branch          | 6,381.05         | 2.31%         | 73,897.25         | 1,859.50         | 0.42%        | 63,708.06         |
| 101-790-804-Alarm Service                        | 0.00             | 0.00%         | 20,971.35         | 0.00             | 0.00%        | 18,251.65         |
| 101-790-931-Automation Maint/Develop.            | (4,158.85)       | -1.51%        | 364,899.07        | 420.08           | 0.10%        | 170,916.50        |
| <b>TOTAL REPAIR/MAINT</b>                        | <b>48,572.23</b> | <b>17.59%</b> | <b>715,143.29</b> | <b>21,503.17</b> | <b>4.88%</b> | <b>470,057.62</b> |
| 101-790-880-Community Promotion                  | 1,712.48         | 0.62%         | 47,034.97         | 7,133.16         | 1.62%        | 68,277.68         |
| 101-790-806-Insurance & Bonds                    | 0.00             | 0.00%         | 60,247.00         | 0.00             | 0.00%        | 55,876.00         |
| 101-790-940-Rentals                              | 2,137.15         | 0.77%         | 20,879.55         | 187.24           | 0.04%        | 11,591.26         |
| 101-790-807-Cataloging Services                  | 8,970.10         | 3.25%         | 8,970.10          | 0.00             | 0.00%        | 8,970.10          |
| 101-790-971-Books--Adult-Main                    | 21,361.47        | 7.73%         | 150,061.29        | 15,799.54        | 3.59%        | 152,664.00        |
| 101-790-971-Books--Adult-Branch                  | 3,625.24         | 1.31%         | 29,607.50         | 3,777.54         | 0.86%        | 28,798.68         |
| 101-790-972-Lease Books                          | 0.00             | 0.00%         | 100,710.00        | 0.00             | 0.00%        | 98,695.80         |
| 101-790-973-eMedia - Adult                       | 60,844.92        | 22.03%        | 261,440.33        | 34,693.85        | 7.88%        | 198,621.75        |
| 101-790-974-eMedia - Youth                       | 9,807.90         | 3.55%         | 21,835.41         | 5,812.34         | 1.32%        | 20,910.38         |
| 101-790-975-Books--Youth-Main                    | 9,639.32         | 3.49%         | 95,936.53         | 5,023.54         | 1.14%        | 114,696.41        |
| 101-790-975-Books--Youth-Branch                  | 3,440.61         | 1.25%         | 20,869.83         | 295.67           | 0.07%        | 20,817.74         |
| 101-790-976-Magazines/Newspapers-Main            | (203.57)         | -0.07%        | 25,631.00         | 0.00             | 0.00%        | 25,108.91         |
| 101-790-976-Magazines/Newspapers-Branch          | 0.00             | 0.00%         | 6,491.04          | 0.00             | 0.00%        | 7,777.42          |
| 101-790-977-Reference - Adult-Main               | 462.08           | 0.17%         | 4,292.33          | 122.00           | 0.03%        | 5,651.10          |
| 101-790-978-Online Subscription Services         | 57,693.89        | 20.89%        | 302,292.83        | 70,961.40        | 16.11%       | 299,201.50        |
| 101-790-979-Media - Games Adult-Main             | 0.00             | 0.00%         | 12,429.98         | 1,157.62         | 0.26%        | 11,648.01         |
| 101-790-979-Media - Games Adult-Branch           | 0.00             | 0.00%         | 5,165.85          | 0.00             | 0.00%        | 3,932.74          |
| 101-790-980-Media - Games Youth-Main             | 4,263.39         | 1.54%         | 20,312.07         | 9,867.16         | 2.24%        | 26,769.03         |
| 101-790-980-Media - Games Youth-Branch           | 1,310.28         | 0.47%         | 9,698.58          | (2,953.22)       | -0.67%       | 8,629.43          |
| 101-790-981-CD - Books - Adult-Main              | 3,268.84         | 1.18%         | 24,346.63         | 1,023.79         | 0.23%        | 26,573.24         |
| 101-790-981-CD - Books - Adult-Branch            | 37.95            | 0.01%         | 1,911.54          | 0.00             | 0.00%        | 2,987.84          |
| 101-790-982-Media - AV Adult-Main                | 20,993.30        | 7.60%         | 52,814.95         | 13,052.18        | 2.96%        | 46,969.10         |
| 101-790-982-Media - AV Adult-Branch              | 3,765.88         | 1.36%         | 15,981.33         | 3,107.51         | 0.71%        | 13,516.62         |
| 101-790-983-Media - AV Youth-Main                | 996.53           | 0.36%         | 4,915.93          | 92.89            | 0.02%        | 3,337.57          |
| 101-790-983-Media - AV Youth-Branch              | 111.63           | 0.04%         | 1,615.70          | 111.26           | 0.03%        | 1,826.98          |
| 101-790-984-Compact Discs - Adult & Youth-Main   | 151.48           | 0.05%         | 5,156.76          | 1,709.71         | 0.39%        | 4,529.61          |
| 101-790-984-Compact Discs - Adult & Youth-Branch | 15.66            | 0.01%         | 905.93            | 228.65           | 0.05%        | 1,296.10          |
| 101-790-985-Adult Realia-Main                    | 408.00           | 0.15%         | 4,931.72          | 151.92           | 0.03%        | 2,171.16          |
| 101-790-985-Adult Realia-Branch                  | 0.00             | 0.00%         | 797.75            | 97.95            | 0.02%        | 723.19            |
| 101-790-986-Games/Realia/Other--Youth-Main       | 39.78            | 0.01%         | 16,587.03         | 0.00             | 0.00%        | 10,951.50         |

**WEST BLOOMFIELD TWP LIBRARY**  
**Comparative Income Statement**  
**For the 12 Months**  
**Ending March 31, 2026**

|  | Current Period      |                 |                     | Prior Year            |                 |                     |               |
|--|---------------------|-----------------|---------------------|-----------------------|-----------------|---------------------|---------------|
|  | Mar 2026            | YTD             |                     | Mar 2025              | YTD             |                     |               |
|  | Actual              | %               | Actual              | Actual                | %               | Actual              |               |
| 101-790-986-Games/Realia/Other--Youth-Branch | 204.63              | 0.07%           | 3,883.52            | 890.72                | 0.20%           | 3,302.22            | 0.04%         |
| 101-790-987-Software--Adult & Youth          | 5,777.35            | 2.09%           | 90,326.22           | 2,816.39              | 0.64%           | 111,378.84          | 1.51%         |
| 101-790-989-Capital Assets-Main              | 5,635.00            | 2.04%           | 27,324.34           | (550.42)              | -0.12%          | 21,483.85           | 0.29%         |
| 101-790-989-Capital Assets-Branch            | 0.00                | 0.00%           | 0.00                | (399.00)              | -0.09%          | 2,895.00            | 0.04%         |
| 101-790-932-IT Capital Assets-Main           | 499.00              | 0.18%           | 7,403.35            | 1,774.22              | 0.40%           | 8,362.53            | 0.11%         |
| 101-790-932-IT Capital Assets-Branch         | 0.00                | 0.00%           | 569.69              | 399.00                | 0.09%           | 5,589.00            | 0.08%         |
| <b>TOTAL MATERIALS</b>                       | <b>214,150.56</b>   | <b>77.54%</b>   | <b>1,326,306.96</b> | <b>169,064.21</b>     | <b>38.39%</b>   | <b>1,291,817.25</b> | <b>17.48%</b> |
| <b>OTHER EXPENSES</b>                        |                     |                 |                     |                       |                 |                     |               |
| 101-790-995-Transfer to C.I.A. Fund          | 468,816.00          | 169.75%         | 1,085,750.00        | 954,653.00            | 216.78%         | 1,042,517.00        | 14.11%        |
| 101-790-995-Transfer to Endowment            | 2,592.77            | 0.94%           | 58,169.12           | 3,720.68              | 0.84%           | 120,265.14          | 1.63%         |
| <b>TOTAL OTHER EXPENSES</b>                  | <b>471,408.77</b>   | <b>170.69%</b>  | <b>1,143,919.12</b> | <b>958,373.68</b>     | <b>217.62%</b>  | <b>1,162,782.14</b> | <b>15.73%</b> |
| <b>TOTAL EXPENSES</b>                        | <b>1,117,993.86</b> | <b>404.81%</b>  | <b>7,489,652.13</b> | <b>1,450,827.64</b>   | <b>329.45%</b>  | <b>7,038,455.97</b> | <b>95.24%</b> |
| <b>INCOME AFTER TRANSFERS</b>                | <b>(841,819.13)</b> | <b>-304.81%</b> | <b>37,594.18</b>    | <b>(1,010,446.76)</b> | <b>-229.45%</b> | <b>351,667.15</b>   | <b>4.76%</b>  |





**Endowment Fund Allocation Detail  
Fiscal Year 2025-2026**

|                                     | General        |               | Senior Services/<br>Materials |           | Tech &<br>Facilities |          | Youth Services/<br>Materials |              | Endowment<br>Fund<br>Total |
|-------------------------------------|----------------|---------------|-------------------------------|-----------|----------------------|----------|------------------------------|--------------|----------------------------|
|                                     | Principal      | Interest      | Principal                     | Interest  | Principal            | Interest | Principal                    | Interest     |                            |
| <b>Total as of 3/31/25</b>          | \$ 755,661.30  | \$ 155,799.18 | \$ 3,824.59                   | \$ 800.11 | \$ -                 | \$ -     | \$ 80,651.57                 | \$ 17,220.48 | \$ 1,013,957.23            |
| <b>April Deposits:</b>              |                |               |                               |           |                      |          |                              |              |                            |
| Bhatt                               | \$ 250.00      |               |                               |           |                      |          |                              |              |                            |
| Stone                               | \$ 200.00      |               |                               |           |                      |          |                              |              |                            |
| Anonymous                           | \$ 150.00      |               |                               |           |                      |          |                              |              |                            |
| Neubaucher                          | \$ 1,605.00    |               |                               |           |                      |          |                              |              |                            |
|                                     | \$ 2,205.00    | \$ -          | \$ -                          | \$ -      | \$ -                 | \$ -     | \$ -                         | \$ -         | \$ 2,205.00                |
| <b>Sub Total as of 4/30/25</b>      | \$ 757,866.30  | \$ 155,799.18 | \$ 3,824.59                   | \$ 800.11 | \$ -                 | \$ -     | \$ 80,651.57                 | \$ 17,220.48 | \$ 1,016,162.23            |
| <b>May Deposits:</b>                |                |               |                               |           |                      |          |                              |              |                            |
| Davis                               | \$ 10,000.00   |               |                               |           |                      |          |                              |              |                            |
| Endow Spending - Winning Imprints   | \$ (278.00)    |               |                               |           |                      |          |                              |              |                            |
| Interest                            |                | \$ 3,072.05   |                               | \$ 15.50  |                      |          |                              | \$ 326.92    |                            |
|                                     | \$ 9,722.00    | \$ 3,072.05   | \$ -                          | \$ 15.50  | \$ -                 | \$ -     | \$ -                         | \$ 326.92    | \$ 13,136.47               |
| <b>Sub Total as of 5/31/25</b>      | \$ 767,588.30  | \$ 158,871.23 | \$ 3,824.59                   | \$ 815.61 | \$ -                 | \$ -     | \$ 80,651.57                 | \$ 17,547.40 | \$ 1,029,298.70            |
| <b>June Deposits:</b>               |                |               |                               |           |                      |          |                              |              |                            |
| Endow Spending - Parallax micro:bit | \$ (624.24)    |               |                               |           |                      |          |                              |              |                            |
| Endow Spending - Ozobot Mails       | \$ (198.00)    |               |                               |           |                      |          |                              |              |                            |
| Endow Spending - Snider Recreation  | \$ (13,890.50) |               |                               |           |                      |          |                              |              |                            |
| Interest                            |                | \$ 3,185.59   |                               | \$ 15.87  |                      |          |                              | \$ 334.71    |                            |
|                                     | \$ (14,712.74) | \$ 3,185.59   | \$ -                          | \$ 15.87  | \$ -                 | \$ -     | \$ -                         | \$ 334.71    | \$ (11,176.57)             |
| <b>Sub Total as of 6/30/25</b>      | \$ 752,875.56  | \$ 162,056.82 | \$ 3,824.59                   | \$ 831.48 | \$ -                 | \$ -     | \$ 80,651.57                 | \$ 17,882.11 | \$ 1,018,122.13            |
| <b>July Deposits:</b>               |                |               |                               |           |                      |          |                              |              |                            |
| Endow Spending - Ozobot Crawler     | \$ (90.00)     |               |                               |           |                      |          |                              |              |                            |
| Neubaucher Donation                 | \$ 366.29      |               |                               |           |                      |          |                              |              |                            |
| Interest                            |                | \$ 3,123.91   |                               | \$ 15.87  |                      |          |                              | \$ 334.65    |                            |
|                                     | \$ 266.29      | \$ 3,123.91   | \$ -                          | \$ 15.87  | \$ -                 | \$ -     | \$ -                         | \$ 334.65    | \$ 3,740.72                |
| <b>Sub Total as of 7/31/25</b>      | \$ 753,141.85  | \$ 165,180.74 | \$ 3,824.59                   | \$ 847.35 | \$ -                 | \$ -     | \$ 80,651.57                 | \$ 18,216.75 | \$ 1,021,862.85            |
| <b>August Deposits:</b>             |                |               |                               |           |                      |          |                              |              |                            |
| Endow Spending - US Workvan         | \$ (8,784.39)  |               |                               |           |                      |          |                              |              |                            |
| Endow Spending - LaFontaine Ford    | \$ (63,668.84) |               |                               |           |                      |          |                              |              |                            |
| Elbling Donation                    | \$ 900.58      |               |                               |           |                      |          |                              |              |                            |
| Interest                            |                | \$ 3,212.95   |                               | \$ 16.32  |                      |          |                              | \$ 344.07    |                            |
|                                     | \$ (71,552.65) | \$ 3,212.95   | \$ -                          | \$ 16.32  | \$ -                 | \$ -     | \$ -                         | \$ 344.07    | \$ (67,979.31)             |
| <b>Sub Total as of 8/31/25</b>      | \$ 681,589.20  | \$ 168,393.69 | \$ 3,824.59                   | \$ 863.67 | \$ -                 | \$ -     | \$ 80,651.57                 | \$ 18,560.82 | \$ 953,883.54              |

**Endowment Fund Allocation Detail  
Fiscal Year 2025-2026**

|  | General       |               | Senior Services/<br>Materials |           | Tech &<br>Facilities |          | Youth Services/<br>Materials |              | Endowment<br>Fund<br>Total |               |
|--|---------------|---------------|-------------------------------|-----------|----------------------|----------|------------------------------|--------------|----------------------------|---------------|
|  | Principal     | Interest      | Principal                     | Interest  | Principal            | Interest | Principal                    | Interest     | Principal                  | Interest      |
| <b>September Deposits:</b>                           |               |               |                               |           |                      |          |                              |              |                            |               |
| Endow Spending - Lego Education SPIKE Essentials     | \$ (1,979.70) | \$ 3,174.92   | \$                            | \$ 17.82  | \$                   | \$       | \$                           | \$ 375.68    | \$                         | \$ 1,568.72   |
| Interest   | \$ (1,979.70) | \$ 3,174.92   | \$                            | \$ 17.82  | \$                   | \$       | \$                           | \$ 375.68    | \$                         | \$ 1,568.72   |
| <b>Sub Total as of 9/30/25</b>                       | \$ 679,609.50 | \$ 171,568.61 | \$ 3,824.59                   | \$ 881.49 | \$                   | \$       | \$ 80,651.57                 | \$ 18,936.51 | \$                         | \$ 955,472.56 |
| <b>October Deposits:</b>                             |               |               |                               |           |                      |          |                              |              |                            |               |
| Anniversary Donations - Orr, Boykins, Russ, Kravetz, | \$ 550.00     |               |                               |           |                      |          |                              |              |                            |               |
| Yerman, Stone, Hill                                  |               |               |                               |           |                      |          |                              |              |                            |               |
| Interest   | \$            | \$ 2,855.56   | \$                            | \$ 16.07  | \$                   | \$       | \$                           | \$ 338.88    | \$                         | \$ 3,760.51   |
| <b>Total Deposits</b>                                | \$ 550.00     | \$ 2,855.56   | \$                            | \$ 16.07  | \$                   | \$       | \$                           | \$ 338.88    | \$                         | \$ 3,760.51   |
| <b>Sub Total as of 10/31/25</b>                      | \$ 680,159.50 | \$ 174,424.17 | \$ 3,824.59                   | \$ 897.56 | \$                   | \$       | \$ 80,651.57                 | \$ 19,275.39 | \$                         | \$ 959,232.77 |
| <b>November Deposits:</b>                            |               |               |                               |           |                      |          |                              |              |                            |               |
| Bibliotheca Remote Locker Outdoor Control            | \$ (2,522.25) |               |                               |           |                      |          |                              |              |                            |               |
| 180 Designs Ford Transit Wrap                        | \$ (2,800.00) |               |                               |           |                      |          |                              |              |                            |               |
| Anonymous Donation                                   | \$ 2.72       |               |                               |           |                      |          |                              |              |                            |               |
| Goyeau Donation                                      | \$ 1,700.00   |               |                               |           |                      |          |                              |              |                            |               |
| Bhatt Donation                                       | \$ 500.00     |               |                               |           |                      |          |                              |              |                            |               |
| Hammond Donation                                     | \$ 2,500.00   |               |                               |           |                      |          |                              |              |                            |               |
| Interest   | \$            | \$ 2,815.95   | \$                            | \$ 15.83  | \$                   | \$       | \$                           | \$ 333.91    | \$                         | \$ 2,546.16   |
| <b>Total Deposits</b>                                | \$ (619.53)   | \$ 2,815.95   | \$                            | \$ 15.83  | \$                   | \$       | \$                           | \$ 333.91    | \$                         | \$ 2,546.16   |
| <b>Sub Total as of 11/30/25</b>                      | \$ 679,539.97 | \$ 177,240.11 | \$ 3,824.59                   | \$ 913.39 | \$                   | \$       | \$ 80,651.57                 | \$ 19,609.29 | \$                         | \$ 961,778.93 |
| <b>December Deposits:</b>                            |               |               |                               |           |                      |          |                              |              |                            |               |
| Remson Donation                                      | \$ 1,960.00   |               |                               |           |                      |          |                              |              |                            |               |
| Cook Donation  | \$ 25.00      |               |                               |           |                      |          |                              |              |                            |               |
| Reddy Donation                                       | \$ 500.00     |               |                               |           |                      |          |                              |              |                            |               |
| Holtz Donation                                       | \$ 500.00     |               |                               |           |                      |          |                              |              |                            |               |
| Menczer Donation                                     | \$ 100.00     |               |                               |           |                      |          |                              |              |                            |               |
| Endow Spending - Wobbleworks 3Doodler                | \$ (2,084.70) |               |                               |           |                      |          |                              |              |                            |               |
| Interest   | \$            | \$ 2,637.51   | \$                            | \$ 14.84  | \$                   | \$       | \$                           | \$ 313.03    | \$                         | \$ 3,965.69   |
| <b>Total Deposits</b>                                | \$ 1,000.30   | \$ 2,637.51   | \$                            | \$ 14.84  | \$                   | \$       | \$                           | \$ 313.03    | \$                         | \$ 3,965.69   |
| <b>Sub Total as of 12/31/25</b>                      | \$ 680,540.27 | \$ 179,877.63 | \$ 3,824.59                   | \$ 928.24 | \$                   | \$       | \$ 80,651.57                 | \$ 19,922.33 | \$                         | \$ 965,744.62 |

**Endowment Fund Allocation Detail  
Fiscal Year 2025-2026**

|                         | General       |               | Senior Services/<br>Materials |           | Tech &<br>Facilities |          | Youth Services/<br>Materials |              | Endowment<br>Fund<br>Total |               |
|-------------------------|---------------|---------------|-------------------------------|-----------|----------------------|----------|------------------------------|--------------|----------------------------|---------------|
|                         | Principal     | Interest      | Principal                     | Interest  | Principal            | Interest | Principal                    | Interest     | Principal                  | Interest      |
| January Deposits:       |               |               |                               |           |                      |          |                              |              |                            |               |
| Interest                |               | \$ 2,641.48   |                               | \$ 14.84  |                      |          |                              | \$ 313.04    |                            |               |
| Total Deposits          |               | \$ 2,641.48   |                               | \$ 14.84  |                      |          |                              | \$ 313.04    |                            |               |
| Sub Total as of 1/31/26 | \$ 680,540.27 | \$ 182,519.11 | \$ 3,824.59                   | \$ 943.08 | \$ -                 | \$ -     | \$ 80,651.57                 | \$ 20,235.37 | \$ -                       | \$ 2,969.36   |
| February Deposits:      |               |               |                               |           |                      |          |                              |              |                            |               |
| Gabel Donation          | \$ 1,000.00   |               |                               |           |                      |          |                              |              |                            |               |
| Interest                |               | \$ 2,578.87   |                               | \$ 14.49  |                      |          |                              | \$ 305.62    |                            |               |
| Total Deposits          | \$ 1,000.00   | \$ 2,578.87   |                               | \$ 14.49  |                      |          |                              | \$ 305.62    |                            |               |
| Sub Total as of 2/28/26 | \$ 681,540.27 | \$ 185,097.98 | \$ 3,824.59                   | \$ 957.57 | \$ -                 | \$ -     | \$ 80,651.57                 | \$ 20,540.99 | \$ -                       | \$ 972,612.96 |
| March Deposits:         |               |               |                               |           |                      |          |                              |              |                            |               |
| Interest                |               | 2,306.84      |                               | 12.95     |                      |          |                              | 272.98       |                            |               |
| Total as of 3/31/26     | \$ 681,540.27 | \$ 187,404.82 | \$ 3,824.59                   | \$ 970.51 | \$ -                 | \$ -     | \$ 80,651.57                 | \$ 20,813.97 | \$ -                       | \$ 975,205.73 |

**Capital Improvement/Automation Development Fund  
Allocation Detail  
Fiscal Year 2025-2026**

|   | Building<br>Projects | Computer/<br>Information<br>Technology<br>Replacement | Replacement/<br>Repair Reserve | Fund<br>Total   |
|---|----------------------|---|--------------------------------|-----------------|
| Balance March 2025                              | \$ 955,831.37        | \$ 1,082,236.63                                       | \$ 2,368,267.55                | \$ 4,406,335.55 |
| Transfer from Budget                            | \$ 499,934.00        | \$ 117,000.00   |                                | \$ 616,934.00   |
|   | \$ 1,455,765.37      | \$ 1,199,236.63                                       | \$ 2,368,267.55                | \$ 5,023,269.55 |
| April Expenses:                                 |                      |   |                                |                 |
| LDA Library Signage                             | \$ 11,258.00         |   |                                | \$ 11,258.00    |
| Reverse Rewold Roof & Remodel Retainage Accrual | \$ 11,258.00         | -   | \$ (124,999.70)                | \$ (124,999.70) |
|   | \$ 1,444,507.37      | \$ 1,199,236.63                                       | \$ 2,493,267.25                | \$ 5,137,011.25 |
| Sub Total April                                 |                      |   |                                |                 |
| May Expenses:                                   |                      |   |                                |                 |
| RTA Roof Consulting                             | \$ 940.60            |   |                                | \$ 940.60       |
| Rewold Roof and Remodel                         | \$ 52,339.79         |   |                                | \$ 52,339.79    |
| TMP Architectural Services                      | \$ 3,470.00          |   | \$ (3,470.00)                  | \$ 3,470.00     |
| Reverse TMP Architectural Invoice 58637 Accrual | \$ 56,750.39         | -   | \$ (3,470.00)                  | \$ (3,470.00)   |
|   | \$ 1,387,756.98      | \$ 1,199,236.63                                       | \$ 2,496,737.25                | \$ 5,083,730.86 |
| Sub Total May                                   |                      |   |                                |                 |
| June Expenses:                                  |                      |   |                                |                 |
| TMP Architechtrual Services                     | \$ 3,470.00          |   |                                | \$ 3,470.00     |
| National Time - Clocks                          | \$ 5,900.00          |   |                                | \$ 5,900.00     |
| Dave's Electric - Switches                      | \$ 897.00            |   |                                | \$ 897.00       |
| LDA - Retainage for Signs                       | \$ 1,500.00          |   |                                | \$ 1,500.00     |
| LDA - Marketing & Public Svcs Furniture         | \$ 18,350.00         |   |                                | \$ 18,350.00    |
| AG Painting - Receiving Room                    | \$ 8,900.00          |   |                                | \$ 8,900.00     |
| Johnson Ctrls - Intercom System                 | \$ 5,252.68          |   |                                | \$ 5,252.68     |
| RTA Roof Consulting                             | \$ 737.80            |   |                                | \$ 737.80       |
| Rewold Roof and Remodel                         | \$ 127,563.92        |   | \$ (3,470.00)                  | \$ 127,563.92   |
| Reverse TMP Architectural Invoice 58782 Accrual | \$ 172,571.40        | -   | \$ (3,470.00)                  | \$ (3,470.00)   |
|   | \$ 1,215,185.58      | \$ 1,199,236.63                                       | \$ 2,500,207.25                | \$ 4,914,629.46 |
| Sub Total June                                  |                      |   |                                |                 |

**Capital Improvement/Automation Development Fund  
Allocation Detail  
Fiscal Year 2025-2026**

|                                | Building<br>Projects   | Computer/<br>Information<br>Technology<br>Replacement | Replacement/<br>Repair Reserve | Fund<br>Total          |
|--------------------------------|------------------------|---|--------------------------------|------------------------|
| <b>July Expenses:</b>          |                        |   |                                |                        |
| Bibliotheca Self Checkouts     |                        | \$ 5,346.18   |                                | \$ 5,346.18            |
| CDW PC Refresh                 |                        | \$ 147,755.85   |                                | \$ 147,755.85          |
| Macomb Mech Circ Pump          | \$ 15,215.00           |   |                                | \$ 15,215.00           |
| Dave's Electric GFCI           | \$ 1,683.00            |   |                                | \$ 1,683.00            |
| Johnson Ctrls WACR Intercom    | \$ 3,345.34            |   |                                | \$ 3,345.34            |
|                                | <b>\$ 20,243.34</b>    | <b>\$ 153,102.03</b>                                  | <b>\$ -</b>                    | <b>\$ 173,345.37</b>   |
| <b>Sub Total July</b>          | <b>\$ 1,194,942.24</b> | <b>\$ 1,046,134.60</b>                                | <b>\$ 2,500,207.25</b>         | <b>\$ 4,741,284.09</b> |
| <b>August Expenses:</b>        |                        |   |                                |                        |
| CDW PC Refresh                 |                        | 53,624.67   |                                | \$ 53,624.67           |
| Rewold Roof & Remodel #10      | 83,558.72              |   |                                | \$ 83,558.72           |
| Johnson Ctrls Security System  | 71,500.14              |   |                                | \$ 71,500.14           |
| RTA Roof Quality Control       | 430.00                 |   |                                | \$ 430.00              |
| RTA Roof Evaluation            | 5,320.00               |   |                                | \$ 5,320.00            |
| KI Comfort Room Furniture      | 1,208.88               |   |                                | \$ 1,208.88            |
| LDA Wayfinding Signage         | 1,775.00               |   |                                | \$ 1,775.00            |
| Amazon UPS & External USB      |                        | 2,954.58  |                                | \$ 2,954.58            |
| Huron Acoustic Ceiling Tiles   | 8,510.00               |   |                                | \$ 8,510.00            |
| LDA Carpeting                  | 149,015.00             |   |                                | \$ 149,015.00          |
| LDA Cabinet Retainage          | 1,500.00               |   |                                | \$ 1,500.00            |
| Rewold Roof & Remodel #11      | 87,945.33              |   |                                | \$ 87,945.33           |
|                                | <b>\$ 410,763.07</b>   | <b>\$ 56,579.25</b>                                   | <b>\$ -</b>                    | <b>\$ 467,342.32</b>   |
| <b>Sub Total August</b>        | <b>\$ 784,179.17</b>   | <b>\$ 989,555.35</b>                                  | <b>\$ 2,500,207.25</b>         | <b>\$ 4,273,941.77</b> |
| <b>September Expenses:</b>     |                        |   |                                |                        |
| Roof Eval & Moisture Survey    | \$ 2,280.00            |   |                                | \$ 2,280.00            |
| Siemens Fire Alarm Replacement | \$ 5,478.50            |   |                                | \$ 5,478.50            |
| Bibliotheca Self Check Kiosks  |                        | \$ 14,541.00  |                                | \$ 14,541.00           |
| LDA Adult Carpeting            | \$ 154,242.00          |   |                                | \$ 154,242.00          |
| Bibliotheca Remote Locker      |                        | \$ 1,504.00   |                                | \$ 1,504.00            |
| Duross Painting in Youth       | \$ 24,335.00           |   |                                | \$ 24,335.00           |
| Rewold Roof & Remodel #12      | \$ 12,372.12           |   |                                | \$ 12,372.12           |
| WB Twp Building Permit         | \$ 589.00              |   |                                | \$ 589.00              |
|                                | <b>\$ 199,296.62</b>   | <b>\$ 16,045.00</b>                                   | <b>\$ -</b>                    | <b>\$ 215,341.62</b>   |
| <b>Sub Total September</b>     | <b>\$ 584,882.55</b>   | <b>\$ 973,510.35</b>                                  | <b>\$ 2,500,207.25</b>         | <b>\$ 4,068,600.15</b> |

**Capital Improvement/Automation Development Fund  
Allocation Detail  
Fiscal Year 2025-2026**

|                                       | Building<br>Projects | Computer/<br>Information<br>Technology<br>Replacement | Replacement/<br>Repair Reserve | Fund<br>Total   |
|---------------------------------------|----------------------|---|--------------------------------|-----------------|
| <b>October:</b>                       |                      |   |                                |                 |
| <b>October Expenses:</b>              |                      |   |                                |                 |
| NBS Furniture                         | \$ 5,833.72          |   |                                | \$ 5,833.72     |
| Dave's Electric - Retrofit Lighting   | \$ 1,636.00          |   |                                | \$ 1,636.00     |
| Bibliotheca Self Check Kiosks         |                      | \$ 8,328.34   |                                | \$ 8,328.34     |
| Great Lakes Concrete - WACR           | \$ 7,500.00          |   |                                | \$ 7,500.00     |
| Huron Acoustic Youth Ceiling Tiles    | \$ 24,995.00         |   |                                | \$ 24,995.00    |
|                                       | \$ 39,964.72         | \$ 8,328.34   | \$ -                           | \$ 48,293.06    |
| <b>Sub Total October</b>              | \$ 544,917.83        | \$ 965,182.01   | \$ 2,500,207.25                | \$ 4,010,307.09 |
| <b>November Expenses:</b>             |                      |   |                                |                 |
| CDW PC Refresh - 3 Yr Warranties      |                      | \$ 6,561.64   |                                | \$ 6,561.64     |
| Siemen's Fire Alarm Devices           | \$ 5,478.50          |   |                                | \$ 5,478.50     |
| Dave's Electric GFCI and Lights       | \$ 6,846.96          |   |                                | \$ 6,846.96     |
| Johnson Ctrls BCD Server Installation |                      | \$ 17,300.76  |                                | \$ 17,300.76    |
| Rewold Roof & Remodel #13             | \$ 15,190.25         |   |                                | \$ 15,190.25    |
|                                       | \$ 27,515.71         | \$ 23,862.40  | \$ -                           | \$ 51,378.11    |
| <b>Sub Total November</b>             | \$ 517,402.12        | \$ 941,319.61   | \$ 2,500,207.25                | \$ 3,958,928.98 |
| <b>December Expenses:</b>             |                      |   |                                |                 |
| Johnson Ctrls BCD Server Installation |                      | \$ 11,514.15  |                                | \$ 11,514.15    |
|                                       | \$ -                 | \$ 11,514.15  | \$ -                           | \$ 23,028.30    |
| <b>Sub Total December</b>             | \$ 517,402.12        | \$ 929,805.46   | \$ 2,500,207.25                | \$ 3,947,414.83 |
| <b>January Expenses:</b>              |                      |   |                                |                 |
| Rewold Roof & Remodel                 | \$ 786.61            |   |                                | \$ 786.61       |
| Johnson Ctrls BCD Server Installation |                      | \$ 10,092.11  |                                | \$ 10,092.11    |
| Siemen's Fire Alarm Devices           | \$ 5,478.50          |   |                                | \$ 5,478.50     |
| Johnson Ctrls Security Cameras        | \$ 7,794.18          |   |                                | \$ 7,794.18     |
| Assa Abloy Door Replacement           | \$ 15,100.00         |   |                                | \$ 15,100.00    |
|                                       | \$ 29,159.29         | \$ 10,092.11  | \$ -                           | \$ 39,251.40    |
| <b>Sub Total January</b>              | \$ 488,242.83        | \$ 919,713.35   | \$ 2,500,207.25                | \$ 3,908,163.43 |

**Capital Improvement/Automation Development Fund  
Allocation Detail  
Fiscal Year 2025-2026**

|  | Building<br>Projects | Computer/<br>Information<br>Technology<br>Replacement | Replacement/<br>Repair Reserve | Fund<br>Total   |
|--|----------------------|---|--------------------------------|-----------------|
| <b>February Expenses:</b>                      |                      |   |                                |                 |
| Johnson Ctrls BCD Server Installation          |                      | \$ 6,716.57   |                                | \$ 6,716.57     |
| Johnson Ctrls Security Cameras                 | \$ 26,397.00         |   |                                | \$ 26,397.00    |
| Macomb Mech WACR Furnace Replacement           | \$ 7,575.00          |   |                                |                 |
| Johnson Ctrls BCD Server Installation          |                      | \$ 1,441.74   |                                |                 |
| Johnson Ctrls DW Spectrum 4X IP camera license | \$ 312.16            |   |                                |                 |
| Johnson Ctrls Security Cameras                 | \$ 4,576.51          | \$ 959.52   |                                | \$ 4,676.51     |
| Johnson Ctrls BCD Server Installation          | \$ 38,960.67         | \$ 9,117.83   | \$ -                           | \$ 959.52       |
|  | \$ 449,282.16        | \$ 910,595.52   | \$ 2,500,207.25                | \$ 3,860,084.93 |
| <b>Sub Total February</b>                      |                      |   |                                |                 |
| <b>March Expenses:</b>                         |                      |   |                                |                 |
| Johnson Ctrls DW Spectrum 4x IP Camera         | \$ 208.10            |   |                                | \$ 208.10       |
| Amazon PC Refresh                              |                      | \$ 359.98   |                                | \$ 359.98       |
| Amazon PC Refresh                              |                      | \$ 399.99   |                                | \$ 399.99       |
| Johnson Ctrls Megapix Camera                   | \$ 550.59            |   |                                | \$ 550.59       |
| Johnson Ctrls Megapix Camera                   | \$ 825.88            |   |                                | \$ 825.88       |
| CDW PC Refresh                                 |                      | \$ 2,010.20   |                                | \$ 2,010.20     |
| Best Supply Acoustic Tiles                     | \$ 2,057.00          |   |                                | \$ 2,057.00     |
| Siemens Fire Alarm Devices                     | \$ 5,478.50          |   |                                | \$ 5,478.50     |
| Johnson Ctrls Security Camera System           | \$ 8,799.08          |   |                                | \$ 8,799.08     |
| Rewold Roof & Remodel Final Bill               | \$ 24,252.57         |   |                                | \$ 24,252.57    |
|  | \$ 42,171.72         | \$ 2,770.17   | \$ -                           | \$ 44,941.89    |
| Year End Budget Transfer                       | \$ 468,816.00        |   |                                | \$ -            |
|  | \$ 875,926.44        | \$ 907,825.35   | \$ 2,500,207.25                | \$ 4,283,959.04 |
| <b>Sub Total March</b>                         |                      |   |                                |                 |
| <b>Balance March 2026</b>                      |                      |   |                                |                 |
|  | \$ 875,926.44        | \$ 907,825.35   | \$ 2,500,207.25                | \$ 4,283,959.04 |

## Director's Report For the Library Board Meeting of April 8, 2026

### Book Tributes Received in March:

Cassidy Susa, in recognition of Kim Stone and Friends volunteers                      \$20

### Operations Highlights:

Our beloved former board member Ken Macon passed away on Friday, March 13. Ken served 16 years on the Library Board, including several terms as president and treasurer, before his retirement from the board in November 2024. Ken also volunteered with the Friends of the Library for many years and was active in Friends Book Sales. He is sincerely mourned by the community. A celebration of Ken's life will be held sometime this Spring.

On March 17 and 18, therapy dogs visited the Library to comfort patrons and staff in light of the traumatic attack on Temple Israel on Thursday, March 12. Ninety-one patrons and staff visited with the canines. The library also offered assistance to staff from a counselor from our Employee Assistance Program.

A new display table was installed in the main corridor, providing a different display format, similar to a bookstore. Several patrons have noted how much they like the update. With the new table, the older display towers have been removed, making the entryway more spacious and giving the kids' door to the Youth Room more visibility. A second new table was installed near the adult printers, replacing the OPAC desk. The new table has charging ports and stools, providing flexible space for patrons.

The Third Annual Local Author Fair was held on Sunday, March 22. Fifteen local authors participated, an increase from last year. Over 60 authors applied. Topics ranged from children's picture books to baseball history, to relationship advice. Civic Center TV was present to cover the event and a little over 100 visitors attended.

The K-5 Outreach Librarian participated at a Multicultural Night and two after-school literacy events in March. During Multicultural Night, 125 patrons visited the Library's table to learn about our Sister Library in Japan and to try a Kendama, a Japanese dexterity toy.

Thirty books from The Read Japan Project, a special project run by the Tokyo Foundation that sends books about Japan in English to libraries in order to promote cultural understanding of Japan, arrived. Twenty-eight of the books will be going into the collection at Main, with two of the books going into the collection at Westacres. The library will be hosting a Book Donation Reception program that will be open to the public on Saturday, June 27th.

Capital Area District Library and the Public Libraries of Saginaw systems have joined the TLN cooperative. This means that West Bloomfield cardholders now have reciprocal borrowing privileges at those libraries, and vice versa.

## Program Highlights

Main Youth in house (0-5 years) programming attracted 359 patrons. Youth (0-5 years) outreach within the schools had 292 patrons. Main Youth in house (6-11 years) programming attracted over 149 patrons. Youth (6-11 years) outreach within the schools had 180 patrons. Young Adult programming attracted 31 patrons. Young Adult outreach within the schools had 48 patrons. Adult in house programming attracted 761 across 98 programs. Adult senior outreach had 369 patrons. Adult community outreach had 1 patrons. Adult Homebound Senior Outreach had 9 participants.

## Westacres:

The hold lockers opened to the public on Monday, March 16. A patron mentioned the ease of use and appreciated the 24/7 access to hold materials when asked about using the hold lockers. Since March 16, there have been 22 locker checkouts.

The seed library opened at Westacres for its third year on March 23, 2026. Since the weather has not fully warmed up, the seeds will be available at the information desk for the time being. New seeds this year include aster, eggplant, safflower, snapdragon, and strawflower. There are 47 total varieties offered.

There were 14 programs held at Westacres this month with a total attendance of 490 patrons.

The early literacy librarian was busy this month with outreach visits, which coincided with March is Reading month. She visited three different locations, including two preschools, Blooming Brains and West Bloomfield Preschool Academy and the Westacres Neighborhood Read-In. Attendance at the Read-in included 65 attendees and youth ages 0-11. This is the first event the library has done in collaboration with the Westacres neighborhood. The residents that attended the event offered positive feedback about having the library there for a reading event.

A windstorm caused three trees to fall on the Westacres grounds, including one that fell into the side of the building, with no damage other than to one piece of siding. The landscaper was called in and the trees were removed that day. In assessing the damage from the windstorm, we discovered that a light pole in the east parking lot was damaged. After further investigation, we found that the light pole was not damaged by the windstorm, but by a truck backing into it at some point in February. This light pole will be repaired in the new fiscal year.

A plumbing issue caused all the bathroom facilities to back up on Monday, March 23. Because of the timeframe and no usable bathrooms, the branch was closed to the public for part of the day. The plumber quickly addressed the issue and the library was able to reopen later that evening. The evening youth program was cancelled due to the issue.

The branch manager attended Spring Institute, the state conference for youth librarianship, which was held in Grand Rapids. She was also on the planning committee workgroup for this conference.

### **Facilities:**

- The fire panel is still experiencing system faults. The system still functions as expected but a service call will be opened in the new fiscal year to remedy the occasional issues.
- Some of the carpet glue from carpet replaced 4-5 years ago has failed in the Meeting Room, outside the lobby restrooms, and the clerestory. The repairs are being completed under warranty.
- The chillers were experiencing glycol flow issues. Technicians found one of the controls for a circulation pump had lost its setting. They corrected the setting and the system is functioning as expected.
- Three dual-duct box dampers have failed. The boxes were rebuilt and the electronics were updated.
- The backup batteries for the security alarm system were replaced.

### **Patron Feedback/Behavioral Issues**

- One one-star Google review citing a customer service interaction.
- One five-star Google review.
- The NPS score for FY25-26 is 93.6 overall at both branches, with 855 total responses. This score will be reset in April to allow staff to track patrons' perception over the years.

### **Marketing & Publicity:**

The Library was featured in the following this month:

**Oakland County Times:** [West Bloomfield Library Local Author Fair](#) (3/3/26)

**Civic Center TV:** [West Bloomfield Library to put local authors on display!](#) (3/4/26)

**West Bloomfield Beacon:** [Students learn civic skills through Junior Leadership Commissioners](#) (3/5/26)

**Civic Center TV:** [Spreading environmental awareness at the local author fair](#) (3/6/25)

**Civic Center TV [story]:** [West Bloomfield Residents speak from library while in lockdown during Temple Israel Attack](#) (3/13/26)

**CBS News:** [Therapy dogs comfort those impacted by Temple Israel attack in Michigan](#) (3/18/26)

**Civic Center TV:** [Honoring and remembering the legacy of Ken Macon](#) (3/20/26)

**Civic Center TV:** [Local dentist shares children's book at local author fair](#) (3/20/26)

**Civic Center TV [story]:** [Local authors display original works at West Bloomfield Library](#) (3/24/26)

**Little Guide Detroit:** [Your Guide to Free Library Events in Metro Detroit – April 2026](#) (3/30/26)

The library instituted its emergency closure protocol twice in March: first for a soft lockdown the day of the Temple Israel attack, then for a building emergency at the Westacres Branch Library on March 23.

Several of the library's Facebook and Instagram posts following to the Temple Israel attack saw significantly higher than average engagement. A post about one resident bringing therapy dogs to the library gained substantial traction, with 80 shares drawing 33x our typical views.

Staff members submitted ideas for 40 names for the outreach van. Cathy, Jeff, Emily Tobin, and Victoria narrowed the list to 5 standouts for the public to vote from. The new name will be announced in April alongside a webpage for the van.

The annual report has arrived in mailboxes across the community. Copies are also available at both branches.

Bookmarks promoting the library app have been distributed across all desks. The Marketing Committee will monitor statistics over time to measure the success of the campaign.

### **Friends of the Library:**

The Friends' Spring Book Sale is coming up! Friends' member preview night is Friday, April 10 at 7 pm. The sale continues on Saturday, April 11 and Bag Day, Sunday, April 12.

The Friends' Annual Meeting/Luncheon will be held on Thursday, May 21. Doors open at 11:30, with lunch served at noon.

# West Bloomfield Township Public Library

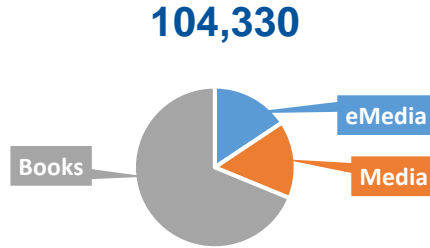
March 2026



64,732

## Library Visits

53,237 Main  
11,495 Branch



104,330

## Items Checked Out

97,228 Main  
7,102 Branch



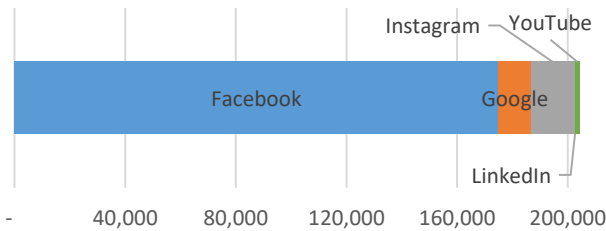
1,055

## Outreach Attendance

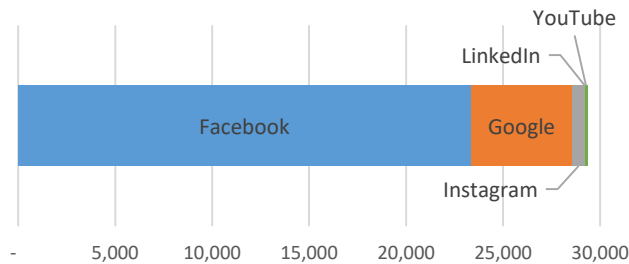
370 Adult | 48 Young Adult  
637 Youth

## Social Media

Impressions



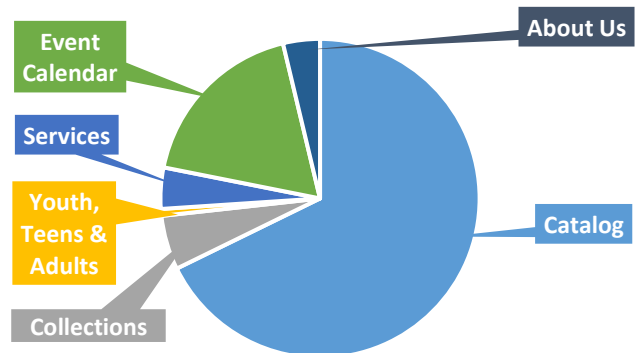
Engagement



## Top Databases Used

1. New York Times
2. Wall Street Journal
3. ABCMouse
4. Udemy
5. Mango Languages

## Homepage Usage



2,143



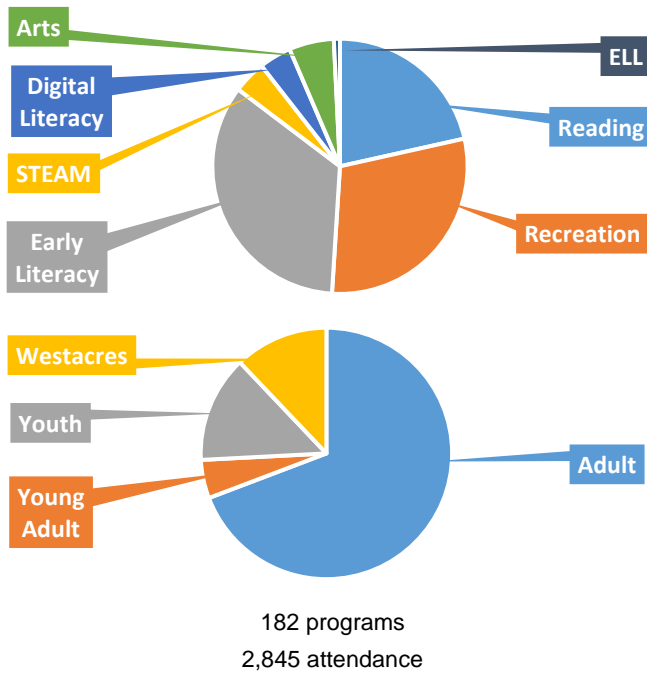
## Room Usage

264 Meeting Room | 152 Conference Room  
1,310 Group Studies | 417 Quiet Studies

## Top Subpage Visits

1. Youth-Teens-&-Adults/For-Youth
2. Collections/eResources
3. Collections/eBooks
4. Services/Library-Card
5. Services/Technology

## Program Attendance 2,845



## Feature



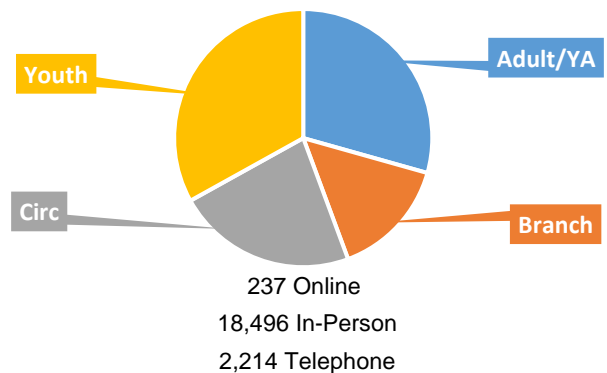
On March 16, hold lockers for West Bloomfield library card holders officially opened at the Westacres Branch. This new hold pickup location is available 24 hours per day, 7 days per week.

## In Our Customers' Words

I am a senior citizen relearning how to use all these new apps and hardware. Love that Westacres Branch to assist me in friendly and kind manner with easy how to instructions.

-Willie McGee Jr.  
West Bloomfield Resident

## Patrons Assisted 20,947



## Most Popular Titles

### Adult & Young Adult

1. *The Correspondent*  
by Virginia Evans
2. *My Friends*  
by Fredrik Backman
3. *The Secret of Secrets*  
by Dan Brown
4. *Exit Strategy*  
by Lee Child
5. *The Widow*  
by John Grisham

### Youth

1. *Odder*  
by Katherine Applegate
2. *Wild Robot on the Island*  
by Peter Brown
3. *Don't Trust Fish*  
by Neil Sharpson
4. *Wombats are Pretty Weird*  
by Abi Cushman
5. *Oona*  
by Kelly DiPucchio



*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 8, 2026

Re: Accounts Payable Processed for April 8, 2026 - Fiscal Year 2025-26

Suggested Motion: Move to approve payment of all bills and accounts due in the amount of \$158,580.67 and ratify expenses incurred since March 18 in the amount of \$166,424.29.

3/27/2026                      \$ 166,414.29

AP Payment Register

\*Company/Branch: 101-

From Period: 12-2025  
To Period: 12-2025

Page: 1 of 2  
Date: 3/25/2026 10:45 AM  
User: Kati Vogel

*Handwritten:* VUL, 3/25/24, 3/20/22

| Account          | Description        | Currency            | Payment Method     |                          |                   |               |                    |                     |                          |
|------------------|--------------------|---------------------|--------------------|--------------------------|-------------------|---------------|--------------------|---------------------|--------------------------|
| 101              | Cash - Checking    | USD                 | CHECK              |                          |                   |               |                    |                     |                          |
| <b>Doc. Type</b> | <b>Ref. Number</b> | <b>Payment Ref.</b> | <b>Status</b>      | <b>Date</b>              | <b>Batch Nbr.</b> | <b>Vendor</b> | <b>Vendor Name</b> | <b>Doc. Balance</b> | <b>Orig. Doc. Amount</b> |
| Payment          | APP002210          | 54483               | Closed             | 3/27/2026                | GL00015241        | V000000278    | CONSUMERS ENERGY   | 0.00                | 6,411.48                 |
| <b>Doc. Type</b> | <b>Ref. Number</b> | <b>Branch</b>       | <b>Vendor Ref.</b> | <b>Description</b>       |                   |               |                    |                     |                          |
| Bill             | APB0012476         | 101-                | 1000 0010 6680     | Consumers Main 1/12-3/12 |                   |               |                    |                     |                          |
| <b>Doc. Type</b> | <b>Ref. Number</b> | <b>Payment Ref.</b> | <b>Status</b>      | <b>Date</b>              | <b>Batch Nbr.</b> | <b>Vendor</b> | <b>Vendor Name</b> | <b>Doc. Balance</b> | <b>Orig. Doc. Amount</b> |
| Payment          | APP002211          | 54484               | Closed             | 3/27/2026                | GL00015242        | V000000327    | DTE ENERGY         | 0.00                | 1,986.45                 |
| <b>Doc. Type</b> | <b>Ref. Number</b> | <b>Branch</b>       | <b>Vendor Ref.</b> | <b>Description</b>       |                   |               |                    |                     |                          |
| Bill             | APB0012477         | 101-                | 9100 149 7224      | DTE WACR 2/18-3/18       |                   |               |                    |                     |                          |
| <b>Doc. Type</b> | <b>Ref. Number</b> | <b>Payment Ref.</b> | <b>Status</b>      | <b>Date</b>              | <b>Batch Nbr.</b> | <b>Vendor</b> | <b>Vendor Name</b> | <b>Doc. Balance</b> | <b>Orig. Doc. Amount</b> |
| Payment          | APP002212          | 54485               | Closed             | 3/27/2026                | GL00015243        | V000000926    | PAYROLL            | 0.00                | 151,651.08               |
| <b>Doc. Type</b> | <b>Ref. Number</b> | <b>Branch</b>       | <b>Vendor Ref.</b> | <b>Description</b>       |                   |               |                    |                     |                          |
| Bill             | APB0012478         | 101-                | PE 3/22/26         | Payroll PE 3/22/26       |                   |               |                    |                     |                          |
| <b>Doc. Type</b> | <b>Ref. Number</b> | <b>Payment Ref.</b> | <b>Status</b>      | <b>Date</b>              | <b>Batch Nbr.</b> | <b>Vendor</b> | <b>Vendor Name</b> | <b>Doc. Balance</b> | <b>Orig. Doc. Amount</b> |
| Payment          | APP002213          | 54486               | Closed             | 3/27/2026                | GL00015244        | V000001221    | T-MOBILE           | 0.00                | 5,071.79                 |
| <b>Doc. Type</b> | <b>Ref. Number</b> | <b>Branch</b>       | <b>Vendor Ref.</b> | <b>Description</b>       |                   |               |                    |                     |                          |
| Bill             | APB0012479         | 101-                | 201709093 2/20     | TMobile Monthly Service  |                   |               |                    |                     |                          |
| Bill             | APB0012480         | 101-                | 201709093 3/20     | TMobile Monthly Service  |                   |               |                    |                     |                          |
| <b>Doc. Type</b> | <b>Ref. Number</b> | <b>Payment Ref.</b> | <b>Status</b>      | <b>Date</b>              | <b>Batch Nbr.</b> | <b>Vendor</b> | <b>Vendor Name</b> | <b>Doc. Balance</b> | <b>Orig. Doc. Amount</b> |
|                  |                    |                     |                    |                          |                   |               |                    |                     |                          |

**Document Total:** 6,411.48  
**Document Total:** 1,986.45  
**Document Total:** 151,651.08  
**Document Total:** 5,071.79

**AP Payment Register**

Company/Branch: 101-

From Period: 12-2025  
To Period: 12-2025

Page: 2 of 2  
Date: 3/25/2026 10:45 AM  
User: Kati Vogel

| Account | Description       | Currency  | Payment Method        | Original Amount                   | Currency | Discount Taken | Amount Paid |
|---------|-------------------|-----------|-----------------------|-----------------------------------|----------|----------------|-------------|
| Payment | APP002214 54487 ✓ | 3/27/2026 | GL00015245 V000001225 | 1,293.49                          | USD      | 0.00           | 1,293.49 ✓  |
|         |                   |           |                       | <b>TOSHIBA FINANCIAL SERVICES</b> |          |                |             |

| Doc. Type | Ref. Number | Branch | Vendor Ref. | Description                  | Original Amount | Currency | Discount Taken | Amount Paid |
|-----------|-------------|--------|-------------|------------------------------|-----------------|----------|----------------|-------------|
| Bill      | APB0012481  | 101-   | 577320450   | Toshiba March Contractual    | 1,293.49        | USD      | 0.00           | 1,293.49    |
|           |             |        |             | <b>Document Total:</b>       |                 |          |                | 1,293.49    |
|           |             |        |             | <b>Payment Method Total:</b> |                 |          |                | 166,414.29  |
|           |             |        |             | <b>Cash Account Total:</b>   |                 |          |                | 166,414.29  |

| Doc. Type             | Count    | Amount Paid (USD) |
|-----------------------|----------|-------------------|
| Payment               | 5        | 166,414.29        |
| Prepayment            | 0        | 0.00              |
| Refund                | 0        | 0.00              |
| Voided Payment        | 0        | 0.00              |
| <b>Company Total:</b> | <b>5</b> | <b>166,414.29</b> |

AP Payment Register

Company/Branch: 101-

From Period: 01-2026  
To Period: 01-2026

Page: 1 of 16  
Date: 4/11/2026 11:09 AM  
User: Kati Vogel

*Handwritten:* JWC 4-1-26  
4-1-26

| 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   | APP0002215  | 54488        | Closed | 4/8/2026 | GL00015530 | V000000048 | AMAZON CAPITAL SERVICES | 0.00         | 127.07            |

| Doc. Type              | Ref. Number | Branch | Vendor Ref. | Description                 | Original Amount | Currency | Discount Taken | Amount Paid   |
|------------------------|-------------|--------|-------------|-----------------------------|-----------------|----------|----------------|---------------|
| Bill                   | APB0012451  | 101-   | 1HXN-6HYG-  | Amazon - Office Supplies    | 7.00            | USD      | 0.00           | 7.00          |
| Bill                   | APB0012452  | 101-   | 1FMM-W6R4-  | Amazon Collection Materials | 37.99           | USD      | 0.00           | 37.99         |
| Bill                   | APB0012558  | 101-   | 1HJ1-J6Y6-  | Amazon Collection Materials | 82.08           | USD      | 0.00           | 82.08         |
| <b>Document Total:</b> |             |        |             |                             | <b>127.07</b>   |          |                | <b>127.07</b> |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name   | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|---------------|--------------|-------------------|
| Payment   | APP0002217  | 54489        | Closed | 4/8/2026 | GL00015532 | V000001531 | ASHLEY LEHMAN | 0.00         | 297.67            |

| Doc. Type              | Ref. Number | Branch | Vendor Ref.      | Description             | Original Amount | Currency | Discount Taken | Amount Paid   |
|------------------------|-------------|--------|------------------|-------------------------|-----------------|----------|----------------|---------------|
| Bill                   | APB0012522  | 101-   | Spring Inst.     | Spring Inst. Lehman     | 76.40           | USD      | 0.00           | 76.40         |
| Bill                   | APB0012524  | 101-   | Mileage 3/1-3/28 | Lehman Mileage 3/1-3/28 | 221.27          | USD      | 0.00           | 221.27        |
| <b>Document Total:</b> |             |        |                  |                         | <b>297.67</b>   |          |                | <b>297.67</b> |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name                     | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|---------------------------------|--------------|-------------------|
| Payment   | APP0002216  | 54490        | Closed | 4/8/2026 | GL00015531 | V000001064 | BILL'S PLUMBING & SEWER SERVICE | 0.00         | 288.00            |

| Doc. Type              | Ref. Number | Branch | Vendor Ref. | Description     | Original Amount | Currency | Discount Taken | Amount Paid   |
|------------------------|-------------|--------|-------------|-----------------|-----------------|----------|----------------|---------------|
| Bill                   | APB0012526  | 101-   | 121552      | Open Drain Line | 288.00          | USD      | 0.00           | 288.00        |
| <b>Document Total:</b> |             |        |             |                 | <b>288.00</b>   |          |                | <b>288.00</b> |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|-------------|--------------|-------------------|
| Payment   | APP0002218  | 54491        | Closed | 4/8/2026 | GL00015533 | V000000182 | BRODART CO  | 0.00         | 19,788.85         |

| Doc. Type  | Ref. Number | Branch | Vendor Ref. | Description          | Original Amount | Currency | Discount Taken | Amount Paid |
|------------|-------------|--------|-------------|----------------------|-----------------|----------|----------------|-------------|
| Debit Adj. | APB0012724  | 101-   | B7162347C   | BRODART - Correction | -34.18          | USD      | 0.00           | -34.18      |
| Debit Adj. | APB0012726  | 101-   | B7166320C   | BRODART - REVERSAL   | -150.69         | USD      | 0.00           | -150.69     |
| Debit Adj. | APB0012728  | 101-   | B7166315    | BRODART - REVERSAL   | -53.82          | USD      | 0.00           | -53.82      |

AP Payment Register

Company/Branch: 101-

From Period: 01-2026  
To Period: 01-2026

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Date: 4/1/2026 11:09 AM  
User: Kati Vogel

| Account | Description |      | Currency | Payment Method |            |        |
|---------|-------------|------|----------|----------------|------------|--------|
| Bill    | APB0012368  | 101- | BRODART  |                | 89.88 USD  | 89.88  |
| Bill    | APB0012370  | 101- | BRODART  |                | 107.44 USD | 107.44 |
| Bill    | APB0012372  | 101- | BRODART  |                | 17.31 USD  | 17.31  |
| Bill    | APB0012373  | 101- | BRODART  |                | 38.98 USD  | 38.98  |
| Bill    | APB0012374  | 101- | BRODART  |                | 22.74 USD  | 22.74  |
| Bill    | APB0012375  | 101- | BRODART  |                | 117.59 USD | 117.59 |
| Bill    | APB0012376  | 101- | BRODART  |                | 70.72 USD  | 70.72  |
| Bill    | APB0012377  | 101- | BRODART  |                | 73.37 USD  | 73.37  |
| Bill    | APB0012378  | 101- | BRODART  |                | 51.72 USD  | 51.72  |
| Bill    | APB0012379  | 101- | BRODART  |                | 34.18 USD  | 34.18  |
| Bill    | APB0012380  | 101- | BRODART  |                | 34.77 USD  | 34.77  |
| Bill    | APB0012381  | 101- | BRODART  |                | 28.90 USD  | 28.90  |
| Bill    | APB0012382  | 101- | BRODART  |                | 477.34 USD | 477.34 |
| Bill    | APB0012383  | 101- | BRODART  |                | 53.56 USD  | 53.56  |
| Bill    | APB0012384  | 101- | BRODART  |                | 34.18 USD  | 34.18  |
| Bill    | APB0012385  | 101- | BRODART  |                | 116.36 USD | 116.36 |
| Bill    | APB0012386  | 101- | BRODART  |                | 207.45 USD | 207.45 |
| Bill    | APB0012387  | 101- | BRODART  |                | 15.29 USD  | 15.29  |
| Bill    | APB0012388  | 101- | BRODART  |                | 16.20 USD  | 16.20  |
| Bill    | APB0012389  | 101- | BRODART  |                | 10.79 USD  | 10.79  |
| Bill    | APB0012390  | 101- | BRODART  |                | 36.00 USD  | 36.00  |
| Bill    | APB0012391  | 101- | BRODART  |                | 140.60 USD | 140.60 |
| Bill    | APB0012392  | 101- | BRODART  |                | 73.37 USD  | 73.37  |
| Bill    | APB0012393  | 101- | BRODART  |                | 26.90 USD  | 26.90  |
| Bill    | APB0012394  | 101- | BRODART  |                | 86.35 USD  | 86.35  |
| Bill    | APB0012395  | 101- | BRODART  |                | 8.79 USD   | 8.79   |
| Bill    | APB0012396  | 101- | BRODART  |                | 26.91 USD  | 26.91  |
| Bill    | APB0012397  | 101- | BRODART  |                | 23.40 USD  | 23.40  |
| Bill    | APB0012398  | 101- | BRODART  |                | 8.99 USD   | 8.99   |
| Bill    | APB0012399  | 101- | BRODART  |                | 10.99 USD  | 10.99  |
| Bill    | APB0012400  | 101- | BRODART  |                | 15.56 USD  | 15.56  |
| Bill    | APB0012401  | 101- | BRODART  |                | 43.20 USD  | 43.20  |
| Bill    | APB0012402  | 101- | BRODART  |                | 30.22 USD  | 30.22  |
| Bill    | APB0012403  | 101- | BRODART  |                | 21.98 USD  | 21.98  |
| Bill    | APB0012404  | 101- | BRODART  |                | 35.89 USD  | 35.89  |
| Bill    | APB0012405  | 101- | BRODART  |                | 16.19 USD  | 16.19  |
| Bill    | APB0012406  | 101- | BRODART  |                | 38.40 USD  | 38.40  |

AP Payment Register

Company/Branch: 101-

From Period: 01-2026  
To Period: 01-2026

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Date: 4/1/2026 11:09 AM  
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| Account | Description |      | Currency | Payment Method |            |
|---------|-------------|------|----------|----------------|------------|
| Bill    | APB0012407  | 101- | BRODART  |                | 21.94 USD  |
| Bill    | APB0012408  | 101- | BRODART  |                | 10.99 USD  |
| Bill    | APB0012409  | 101- | BRODART  |                | 30.58 USD  |
| Bill    | APB0012410  | 101- | BRODART  |                | 38.67 USD  |
| Bill    | APB0012411  | 101- | BRODART  |                | 5.39 USD   |
| Bill    | APB0012412  | 101- | BRODART  |                | 76.38 USD  |
| Bill    | APB0012413  | 101- | BRODART  |                | 10.44 USD  |
| Bill    | APB0012414  | 101- | BRODART  |                | 117.00 USD |
| Bill    | APB0012415  | 101- | BRODART  |                | 8.99 USD   |
| Bill    | APB0012416  | 101- | BRODART  |                | 8.99 USD   |
| Bill    | APB0012417  | 101- | BRODART  |                | 42.17 USD  |
| Bill    | APB0012418  | 101- | BRODART  |                | 18.80 USD  |
| Bill    | APB0012419  | 101- | BRODART  |                | 30.50 USD  |
| Bill    | APB0012420  | 101- | BRODART  |                | 28.78 USD  |
| Bill    | APB0012421  | 101- | BRODART  |                | 158.11 USD |
| Bill    | APB0012422  | 101- | BRODART  |                | 30.60 USD  |
| Bill    | APB0012423  | 101- | BRODART  |                | 74.22 USD  |
| Bill    | APB0012424  | 101- | BRODART  |                | 94.92 USD  |
| Bill    | APB0012425  | 101- | BRODART  |                | 53.80 USD  |
| Bill    | APB0012426  | 101- | BRODART  |                | 68.36 USD  |
| Bill    | APB0012427  | 101- | BRODART  |                | 230.19 USD |
| Bill    | APB0012428  | 101- | BRODART  |                | 27.80 USD  |
| Bill    | APB0012429  | 101- | BRODART  |                | 48.56 USD  |
| Bill    | APB0012430  | 101- | BRODART  |                | 114.53 USD |
| Bill    | APB0012431  | 101- | BRODART  |                | 50.37 USD  |
| Bill    | APB0012432  | 101- | BRODART  |                | 22.50 USD  |
| Bill    | APB0012433  | 101- | BRODART  |                | 11.80 USD  |
| Bill    | APB0012434  | 101- | BRODART  |                | 19.79 USD  |
| Bill    | APB0012435  | 101- | BRODART  |                | 73.09 USD  |
| Bill    | APB0012436  | 101- | BRODART  |                | 45.39 USD  |
| Bill    | APB0012437  | 101- | BRODART  |                | 10.76 USD  |
| Bill    | APB0012438  | 101- | BRODART  |                | 11.80 USD  |
| Bill    | APB0012439  | 101- | BRODART  |                | 11.80 USD  |
| Bill    | APB0012440  | 101- | BRODART  |                | 8.99 USD   |
| Bill    | APB0012441  | 101- | BRODART  |                | 9.74 USD   |
| Bill    | APB0012442  | 101- | BRODART  |                | 8.09 USD   |
| Bill    | APB0012443  | 101- | BRODART  |                | 21.00 USD  |

AP Payment Register

Company/Branch: 101-

From Period: 01-2026  
To Period: 01-2026

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Date: 4/1/2026 11:09 AM  
User: Kafi Vogel

| Account | Description |      | Currency | Payment Method |            |        |
|---------|-------------|------|----------|----------------|------------|--------|
| Bill    | APB0012444  | 101- | BRODART  |                | 16.75 USD  | 16.75  |
| Bill    | APB0012445  | 101- | BRODART  |                | 53.82 USD  | 53.82  |
| Bill    | APB0012446  | 101- | BRODART  |                | 21.50 USD  | 21.50  |
| Bill    | APB0012447  | 101- | BRODART  |                | 11.80 USD  | 11.80  |
| Bill    | APB0012448  | 101- | BRODART  |                | 150.69 USD | 150.69 |
| Bill    | APB0012449  | 101- | BRODART  |                | 14.72 USD  | 14.72  |
| Bill    | APB0012450  | 101- | BRODART  |                | 34.18 USD  | 34.18  |
| Bill    | APB0012493  | 101- | BRODART  |                | 11.25 USD  | 11.25  |
| Bill    | APB0012494  | 101- | BRODART  |                | 34.18 USD  | 34.18  |
| Bill    | APB0012495  | 101- | BRODART  |                | 54.74 USD  | 54.74  |
| Bill    | APB0012496  | 101- | BRODART  |                | 17.09 USD  | 17.09  |
| Bill    | APB0012497  | 101- | BRODART  |                | 18.00 USD  | 18.00  |
| Bill    | APB0012498  | 101- | BRODART  |                | 24.26 USD  | 24.26  |
| Bill    | APB0012499  | 101- | BRODART  |                | 99.08 USD  | 99.08  |
| Bill    | APB0012500  | 101- | BRODART  |                | 57.51 USD  | 57.51  |
| Bill    | APB0012501  | 101- | BRODART  |                | 39.60 USD  | 39.60  |
| Bill    | APB0012502  | 101- | BRODART  |                | 175.43 USD | 175.43 |
| Bill    | APB0012503  | 101- | BRODART  |                | 254.36 USD | 254.36 |
| Bill    | APB0012504  | 101- | BRODART  |                | 37.78 USD  | 37.78  |
| Bill    | APB0012505  | 101- | BRODART  |                | 68.80 USD  | 68.80  |
| Bill    | APB0012506  | 101- | BRODART  |                | 142.16 USD | 142.16 |
| Bill    | APB0012507  | 101- | BRODART  |                | 86.72 USD  | 86.72  |
| Bill    | APB0012508  | 101- | BRODART  |                | 58.26 USD  | 58.26  |
| Bill    | APB0012509  | 101- | BRODART  |                | 51.93 USD  | 51.93  |
| Bill    | APB0012510  | 101- | BRODART  |                | 20.05 USD  | 20.05  |
| Bill    | APB0012511  | 101- | BRODART  |                | 34.60 USD  | 34.60  |
| Bill    | APB0012512  | 101- | BRODART  |                | 658.88 USD | 658.88 |
| Bill    | APB0012513  | 101- | BRODART  |                | 52.40 USD  | 52.40  |
| Bill    | APB0012514  | 101- | BRODART  |                | 48.58 USD  | 48.58  |
| Bill    | APB0012515  | 101- | BRODART  |                | 32.75 USD  | 32.75  |
| Bill    | APB0012516  | 101- | BRODART  |                | 17.99 USD  | 17.99  |
| Bill    | APB0012517  | 101- | BRODART  |                | 157.34 USD | 157.34 |
| Bill    | APB0012518  | 101- | BRODART  |                | 51.80 USD  | 51.80  |
| Bill    | APB0012519  | 101- | BRODART  |                | 88.47 USD  | 88.47  |
| Bill    | APB0012520  | 101- | BRODART  |                | 64.98 USD  | 64.98  |
| Bill    | APB0012521  | 101- | BRODART  |                | 30.43 USD  | 30.43  |
| Bill    | APB0012523  | 101- | BRODART  |                | 7.19 USD   | 7.19   |

AP Payment Register

Company/Branch: 101-

From Period: 01-2026  
To Period: 01-2026

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Date: 4/1/2026 11:09 AM  
User: Kati Vogel

| Account | Description |      | Currency | Payment Method |            |        |
|---------|-------------|------|----------|----------------|------------|--------|
| Bill    | APB0012525  | 101- | BRODART  |                | 18.77 USD  | 18.77  |
| Bill    | APB0012527  | 101- | BRODART  |                | 36.97 USD  | 36.97  |
| Bill    | APB0012534  | 101- | BRODART  |                | 27.81 USD  | 27.81  |
| Bill    | APB0012535  | 101- | BRODART  |                | 17.86 USD  | 17.86  |
| Bill    | APB0012536  | 101- | BRODART  |                | 48.63 USD  | 48.63  |
| Bill    | APB0012537  | 101- | BRODART  |                | 34.18 USD  | 34.18  |
| Bill    | APB0012538  | 101- | BRODART  |                | 22.46 USD  | 22.46  |
| Bill    | APB0012544  | 101- | BRODART  |                | 8.99 USD   | 8.99   |
| Bill    | APB0012545  | 101- | BRODART  |                | 18.12 USD  | 18.12  |
| Bill    | APB0012546  | 101- | BRODART  |                | 20.67 USD  | 20.67  |
| Bill    | APB0012547  | 101- | BRODART  |                | 11.39 USD  | 11.39  |
| Bill    | APB0012548  | 101- | BRODART  |                | 60.28 USD  | 60.28  |
| Bill    | APB0012549  | 101- | BRODART  |                | 65.20 USD  | 65.20  |
| Bill    | APB0012550  | 101- | BRODART  |                | 11.69 USD  | 11.69  |
| Bill    | APB0012551  | 101- | BRODART  |                | 13.45 USD  | 13.45  |
| Bill    | APB0012552  | 101- | BRODART  |                | 23.62 USD  | 23.62  |
| Bill    | APB0012554  | 101- | BRODART  |                | 17.09 USD  | 17.09  |
| Bill    | APB0012555  | 101- | BRODART  |                | 98.10 USD  | 98.10  |
| Bill    | APB0012556  | 101- | BRODART  |                | 51.93 USD  | 51.93  |
| Bill    | APB0012557  | 101- | BRODART  |                | 55.23 USD  | 55.23  |
| Bill    | APB0012561  | 101- | BRODART  |                | 51.93 USD  | 51.93  |
| Bill    | APB0012562  | 101- | BRODART  |                | 53.98 USD  | 53.98  |
| Bill    | APB0012563  | 101- | BRODART  |                | 14.36 USD  | 14.36  |
| Bill    | APB0012564  | 101- | BRODART  |                | 22.50 USD  | 22.50  |
| Bill    | APB0012565  | 101- | BRODART  |                | 76.53 USD  | 76.53  |
| Bill    | APB0012566  | 101- | BRODART  |                | 44.96 USD  | 44.96  |
| Bill    | APB0012567  | 101- | BRODART  |                | 47.59 USD  | 47.59  |
| Bill    | APB0012569  | 101- | BRODART  |                | 109.95 USD | 109.95 |
| Bill    | APB0012571  | 101- | BRODART  |                | 60.08 USD  | 60.08  |
| Bill    | APB0012573  | 101- | BRODART  |                | 32.42 USD  | 32.42  |
| Bill    | APB0012574  | 101- | BRODART  |                | 70.86 USD  | 70.86  |
| Bill    | APB0012576  | 101- | BRODART  |                | 32.86 USD  | 32.86  |
| Bill    | APB0012577  | 101- | BRODART  |                | 26.08 USD  | 26.08  |
| Bill    | APB0012578  | 101- | BRODART  |                | 21.98 USD  | 21.98  |
| Bill    | APB0012579  | 101- | BRODART  |                | 17.99 USD  | 17.99  |
| Bill    | APB0012580  | 101- | BRODART  |                | 68.38 USD  | 68.38  |
| Bill    | APB0012581  | 101- | BRODART  |                | 18.00 USD  | 18.00  |

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|---------|-------------|------|----------|----------------|------------|--------|
| Bill    | APB0012582  | 101- | BRODART  |                | 11.25 USD  | 11.25  |
| Bill    | APB0012583  | 101- | BRODART  |                | 82.74 USD  | 82.74  |
| Bill    | APB0012584  | 101- | BRODART  |                | 38.67 USD  | 38.67  |
| Bill    | APB0012585  | 101- | BRODART  |                | 86.19 USD  | 86.19  |
| Bill    | APB0012586  | 101- | BRODART  |                | 43.31 USD  | 43.31  |
| Bill    | APB0012587  | 101- | BRODART  |                | 26.01 USD  | 26.01  |
| Bill    | APB0012588  | 101- | BRODART  |                | 34.61 USD  | 34.61  |
| Bill    | APB0012589  | 101- | BRODART  |                | 35.17 USD  | 35.17  |
| Bill    | APB0012591  | 101- | BRODART  |                | 50.36 USD  | 50.36  |
| Bill    | APB0012592  | 101- | BRODART  |                | 139.58 USD | 139.58 |
| Bill    | APB0012593  | 101- | BRODART  |                | 320.97 USD | 320.97 |
| Bill    | APB0012595  | 101- | BRODART  |                | 55.62 USD  | 55.62  |
| Bill    | APB0012601  | 101- | BRODART  |                | 55.62 USD  | 55.62  |
| Bill    | APB0012602  | 101- | BRODART  |                | 30.50 USD  | 30.50  |
| Bill    | APB0012604  | 101- | BRODART  |                | 7.19 USD   | 7.19   |
| Bill    | APB0012607  | 101- | BRODART  |                | 81.99 USD  | 81.99  |
| Bill    | APB0012608  | 101- | BRODART  |                | 65.16 USD  | 65.16  |
| Bill    | APB0012610  | 101- | BRODART  |                | 10.70 USD  | 10.70  |
| Bill    | APB0012612  | 101- | BRODART  |                | 36.00 USD  | 36.00  |
| Bill    | APB0012613  | 101- | BRODART  |                | 27.50 USD  | 27.50  |
| Bill    | APB0012614  | 101- | BRODART  |                | 16.19 USD  | 16.19  |
| Bill    | APB0012616  | 101- | BRODART  |                | 18.41 USD  | 18.41  |
| Bill    | APB0012618  | 101- | BRODART  |                | 59.05 USD  | 59.05  |
| Bill    | APB0012619  | 101- | BRODART  |                | 19.78 USD  | 19.78  |
| Bill    | APB0012621  | 101- | BRODART  |                | 78.08 USD  | 78.08  |
| Bill    | APB0012623  | 101- | BRODART  |                | 11.39 USD  | 11.39  |
| Bill    | APB0012624  | 101- | BRODART  |                | 53.93 USD  | 53.93  |
| Bill    | APB0012625  | 101- | BRODART  |                | 16.49 USD  | 16.49  |
| Bill    | APB0012627  | 101- | BRODART  |                | 50.38 USD  | 50.38  |
| Bill    | APB0012628  | 101- | BRODART  |                | 9.86 USD   | 9.86   |
| Bill    | APB0012629  | 101- | BRODART  |                | 20.30 USD  | 20.30  |
| Bill    | APB0012630  | 101- | BRODART  |                | 8.78 USD   | 8.78   |
| Bill    | APB0012631  | 101- | BRODART  |                | 19.48 USD  | 19.48  |
| Bill    | APB0012632  | 101- | BRODART  |                | 35.08 USD  | 35.08  |
| Bill    | APB0012633  | 101- | BRODART  |                | 16.19 USD  | 16.19  |
| Bill    | APB0012634  | 101- | BRODART  |                | 37.60 USD  | 37.60  |
| Bill    | APB0012644  | 101- | BRODART  |                | 8.09 USD   | 8.09   |

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|---------|-------------|------|----------|----------------|------------|------|
| Bill    | APB0012645  | 101- | BRODART  |                | 32.40 USD  | 0.00 |
| Bill    | APB0012646  | 101- | BRODART  |                | 16.19 USD  | 0.00 |
| Bill    | APB0012647  | 101- | BRODART  |                | 58.79 USD  | 0.00 |
| Bill    | APB0012648  | 101- | BRODART  |                | 51.37 USD  | 0.00 |
| Bill    | APB0012649  | 101- | BRODART  |                | 36.85 USD  | 0.00 |
| Bill    | APB0012650  | 101- | BRODART  |                | 56.60 USD  | 0.00 |
| Bill    | APB0012651  | 101- | BRODART  |                | 16.21 USD  | 0.00 |
| Bill    | APB0012652  | 101- | BRODART  |                | 10.17 USD  | 0.00 |
| Bill    | APB0012653  | 101- | BRODART  |                | 40.01 USD  | 0.00 |
| Bill    | APB0012654  | 101- | BRODART  |                | 49.11 USD  | 0.00 |
| Bill    | APB0012655  | 101- | BRODART  |                | 167.39 USD | 0.00 |
| Bill    | APB0012656  | 101- | BRODART  |                | 17.87 USD  | 0.00 |
| Bill    | APB0012657  | 101- | BRODART  |                | 21.94 USD  | 0.00 |
| Bill    | APB0012658  | 101- | BRODART  |                | 18.80 USD  | 0.00 |
| Bill    | APB0012659  | 101- | BRODART  |                | 19.70 USD  | 0.00 |
| Bill    | APB0012660  | 101- | BRODART  |                | 17.96 USD  | 0.00 |
| Bill    | APB0012661  | 101- | BRODART  |                | 20.40 USD  | 0.00 |
| Bill    | APB0012662  | 101- | BRODART  |                | 33.75 USD  | 0.00 |
| Bill    | APB0012663  | 101- | BRODART  |                | 22.78 USD  | 0.00 |
| Bill    | APB0012664  | 101- | BRODART  |                | 54.24 USD  | 0.00 |
| Bill    | APB0012665  | 101- | BRODART  |                | 114.00 USD | 0.00 |
| Bill    | APB0012666  | 101- | BRODART  |                | 71.87 USD  | 0.00 |
| Bill    | APB0012667  | 101- | BRODART  |                | 96.99 USD  | 0.00 |
| Bill    | APB0012668  | 101- | BRODART  |                | 22.50 USD  | 0.00 |
| Bill    | APB0012669  | 101- | BRODART  |                | 53.94 USD  | 0.00 |
| Bill    | APB0012670  | 101- | BRODART  |                | 16.19 USD  | 0.00 |
| Bill    | APB0012671  | 101- | BRODART  |                | 72.41 USD  | 0.00 |
| Bill    | APB0012672  | 101- | BRODART  |                | 173.10 USD | 0.00 |
| Bill    | APB0012673  | 101- | BRODART  |                | 151.83 USD | 0.00 |
| Bill    | APB0012674  | 101- | BRODART  |                | 16.21 USD  | 0.00 |
| Bill    | APB0012675  | 101- | BRODART  |                | 17.90 USD  | 0.00 |
| Bill    | APB0012676  | 101- | BRODART  |                | 27.46 USD  | 0.00 |
| Bill    | APB0012677  | 101- | BRODART  |                | 40.39 USD  | 0.00 |
| Bill    | APB0012678  | 101- | BRODART  |                | 26.01 USD  | 0.00 |
| Bill    | APB0012679  | 101- | BRODART  |                | 88.96 USD  | 0.00 |
| Bill    | APB0012680  | 101- | BRODART  |                | 27.80 USD  | 0.00 |
| Bill    | APB0012681  | 101- | BRODART  |                | 48.58 USD  | 0.00 |

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|---------|-------------|------|----------|----------------|--------------|----------|
| Bill    | APB0012682  | 101- | BRODART  |                | 17.31 USD    | 17.31    |
| Bill    | APB0012683  | 101- | BRODART  |                | 241.63 USD   | 241.63   |
| Bill    | APB0012684  | 101- | BRODART  |                | 44.52 USD    | 44.52    |
| Bill    | APB0012685  | 101- | BRODART  |                | 96.49 USD    | 96.49    |
| Bill    | APB0012686  | 101- | BRODART  |                | 1,228.65 USD | 1,228.65 |
| Bill    | APB0012687  | 101- | BRODART  |                | 991.02 USD   | 991.02   |
| Bill    | APB0012688  | 101- | BRODART  |                | 21.56 USD    | 21.56    |
| Bill    | APB0012689  | 101- | BRODART  |                | 33.21 USD    | 33.21    |
| Bill    | APB0012690  | 101- | BRODART  |                | 21.98 USD    | 21.98    |
| Bill    | APB0012691  | 101- | BRODART  |                | 41.74 USD    | 41.74    |
| Bill    | APB0012692  | 101- | BRODART  |                | 68.61 USD    | 68.61    |
| Bill    | APB0012693  | 101- | BRODART  |                | 10.99 USD    | 10.99    |
| Bill    | APB0012694  | 101- | BRODART  |                | 30.46 USD    | 30.46    |
| Bill    | APB0012695  | 101- | BRODART  |                | 9.89 USD     | 9.89     |
| Bill    | APB0012696  | 101- | BRODART  |                | 5.99 USD     | 5.99     |
| Bill    | APB0012697  | 101- | BRODART  |                | 31.32 USD    | 31.32    |
| Bill    | APB0012698  | 101- | BRODART  |                | 35.40 USD    | 35.40    |
| Bill    | APB0012699  | 101- | BRODART  |                | 37.60 USD    | 37.60    |
| Bill    | APB0012700  | 101- | BRODART  |                | 53.31 USD    | 53.31    |
| Bill    | APB0012701  | 101- | BRODART  |                | 150.81 USD   | 150.81   |
| Bill    | APB0012702  | 101- | BRODART  |                | 33.50 USD    | 33.50    |
| Bill    | APB0012703  | 101- | BRODART  |                | 13.45 USD    | 13.45    |
| Bill    | APB0012704  | 101- | BRODART  |                | 37.62 USD    | 37.62    |
| Bill    | APB0012705  | 101- | BRODART  |                | 28.60 USD    | 28.60    |
| Bill    | APB0012706  | 101- | BRODART  |                | 12.50 USD    | 12.50    |
| Bill    | APB0012707  | 101- | BRODART  |                | 69.55 USD    | 69.55    |
| Bill    | APB0012708  | 101- | BRODART  |                | 16.21 USD    | 16.21    |
| Bill    | APB0012709  | 101- | BRODART  |                | 17.90 USD    | 17.90    |
| Bill    | APB0012710  | 101- | BRODART  |                | 97.23 USD    | 97.23    |
| Bill    | APB0012711  | 101- | BRODART  |                | 21.57 USD    | 21.57    |
| Bill    | APB0012712  | 101- | BRODART  |                | 11.97 USD    | 11.97    |
| Bill    | APB0012713  | 101- | BRODART  |                | 55.23 USD    | 55.23    |
| Bill    | APB0012714  | 101- | BRODART  |                | 203.39 USD   | 203.39   |
| Bill    | APB0012715  | 101- | BRODART  |                | 35.00 USD    | 35.00    |
| Bill    | APB0012716  | 101- | BRODART  |                | 52.01 USD    | 52.01    |
| Bill    | APB0012717  | 101- | BRODART  |                | 34.62 USD    | 34.62    |
| Bill    | APB0012718  | 101- | BRODART  |                | 17.09 USD    | 17.09    |



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|---------|-------------|----------|----------------|-----------|-------------|--------------|-------------------|------|------------|--------|-------------|--------------|-------------------|
| Payment | APP0002225  | 54492    | Closed         | 4/8/2026  | GL00015540  | V000000672   | CAROLYN LEVARDSEN | 0.00 | 141.48     | 141.48 |             |              |                   |

| Doc. Type              | Ref. Number | Branch | Vendor Ref.   | Description                                    | Original Amount | Currency | Discount Taken | Amount Paid |
|------------------------|-------------|--------|---------------|--|-----------------|----------|----------------|-------------|
| Bill                   | APB0012528  | 101-   | CIL Reimburse | Levardsen Computers in Libraries Reimbursement | 141.48          | USD      | 0.00           | 141.48      |
| <b>Document Total:</b> |             |        |               |  |                 |          |                | 141.48      |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name                   | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|-------------------------------|--------------|-------------------|
| Payment   | APP0002219  | 54493        | Closed | 4/8/2026 | GL00015534 | V000000235 | CHARTER TWP. of W. BLOOMFIELD | 0.00         | 2,830.20          |

| Doc. Type              | Ref. Number | Branch | Vendor Ref. | Description       | Original Amount | Currency | Discount Taken | Amount Paid |
|------------------------|-------------|--------|-------------|-------------------|-----------------|----------|----------------|-------------|
| Bill                   | APB0012731  | 101-   | 46115       | Taxes Due To/From | 2,830.20        | USD      | 0.00           | 2,830.20    |
| <b>Document Total:</b> |             |        |             |                   |                 |          |                | 2,830.20    |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name             | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|-------------------------|--------------|-------------------|
| Payment   | APP0002220  | 54494        | Closed | 4/8/2026 | GL00015535 | V000000254 | CINTAS CORPORATION NO 2 | 0.00         | 1,167.13          |

| Doc. Type              | Ref. Number | Branch | Vendor Ref. | Description                           | Original Amount | Currency | Discount Taken | Amount Paid |
|------------------------|-------------|--------|-------------|---------------------------------------|-----------------|----------|----------------|-------------|
| Bill                   | APB0012453  | 101-   | 426706518   | Cintas Janitorial-Restroom Sanitizing | 226.16          | USD      | 0.00           | 226.16      |
| Bill                   | APB0012454  | 101-   | 5324912903  | Cintas First Aid                      | 263.81          | USD      | 0.00           | 263.81      |
| Bill                   | APB0012455  | 101-   | 4263445932  | Cintas Janitorial-Restroom Sanitizing | 226.16          | USD      | 0.00           | 226.16      |
| Bill                   | APB0012529  | 101-   | 4264193367  | Cintas Janitorial-Restroom Sanitizing | 240.55          | USD      | 0.00           | 240.55      |
| Bill                   | APB0012635  | 101-   | 4264193365  | Cintas Janitorial-Restroom Sanitizing | 93.55           | USD      | 0.00           | 93.55       |
| Bill                   | APB0012636  | 101-   | 5326210507  | Cintas First Aid                      | 116.90          | USD      | 0.00           | 116.90      |
| <b>Document Total:</b> |             |        |             |                                       |                 |          |                | 1,167.13    |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|-------------|--------------|-------------------|
| Payment   | APP0002221  | 54495        | Closed | 4/8/2026 | GL00015536 | V000000272 | COMERICA    | 0.00         | 4,158.43          |

| Doc. Type | Ref. Number | Branch | Vendor Ref.     | Description                           | Original Amount | Currency | Discount Taken | Amount Paid |
|-----------|-------------|--------|-----------------|---------------------------------------|-----------------|----------|----------------|-------------|
| Bill      | APB0012456  | 101-   | SherwinWilliams | Comerica - Sherwin Williams           | 377.12          | USD      | 0.00           | 377.12      |
| Bill      | APB0012457  | 101-   | Bolyard 3/3     | Bolyard Lumber - Maintenance Supplies | 246.73          | USD      | 0.00           | 246.73      |
| Bill      | APB0012458  | 101-   | Amway Vickers   | MIAEYC Conference Lodging - Vickers   | 803.40          | USD      | 0.00           | 803.40      |

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|------------------------|--|--------------|-----------------|
| Bill                   | APB0012459 101- BatteriesPlus Comerica - Batteries Plus            | 189.10 USD   | 0.00            |
| Bill                   | APB0012460 101- ALA Conf 3/12 ALA Conf Schoenbaechler              | 450.00 USD   | 0.00            |
| Bill                   | APB0012461 101- Canva 3/12 Canva Subscription                      | 120.00 USD   | 0.00            |
| Bill                   | APB0012463 101- LibraryWorks LibraryWorks Registration - Rosen     | 49.00 USD    | 0.00            |
| Bill                   | APB0012464 101- Spotify 3/19 Spotify Monthly Subscription          | 18.99 USD    | 0.00            |
| Bill                   | APB0012466 101- DMARCIAN DMARCIAN Renewal                          | 203.90 USD   | 0.00            |
| Bill                   | APB0012467 101- Hyatt Levardsen CIL Conference Lodging - Levardsen | 1,366.43 USD | 0.00            |
| Bill                   | APB0012530 101- Lodging Lehman Spring Institute Lodging Lehman     | 333.76 USD   | 0.00            |
| <b>Document Total:</b> |  |              | <b>4,158.43</b> |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name                      | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|----------------------------------|--------------|-------------------|
| Payment   | APP0002222  | 54496        | Closed | 4/8/2026 | GL00015537 | 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                   | APB0012543  | 101-   | 19235       | Annual Report | 3,050.00        | USD      | 0.00           | 3,050.00        |
| <b>Document Total:</b> |             |        |             |               |                 |          |                | <b>3,050.00</b> |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name                  | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|------------------------------|--------------|-------------------|
| Payment   | APP0002226  | 54497        | Closed | 4/8/2026 | GL00015541 | V000001539 | DEEPLY ROOTED MECHANICAL LLC | 0.00         | 18,900.00         |

| Doc. Type              | Ref. Number | Branch | Vendor Ref. | Description   | Original Amount | Currency | Discount Taken | Amount Paid      |
|------------------------|-------------|--------|-------------|---------------|-----------------|----------|----------------|------------------|
| Bill                   | APB0012468  | 101-   | 1472        | HVAC Services | 18,900.00       | USD      | 0.00           | 18,900.00        |
| <b>Document Total:</b> |             |        |             |               |                 |          |                | <b>18,900.00</b> |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name   | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|---------------|--------------|-------------------|
| Payment   | APP0002223  | 54498        | Closed | 4/8/2026 | GL00015538 | V000000351 | DMARCIAN INC. | 0.00         | 0.00              |

| Doc. Type              | Ref. Number | Branch | Vendor Ref. | Description                   | Original Amount | Currency | Discount Taken | Amount Paid |
|------------------------|-------------|--------|-------------|-------------------------------|-----------------|----------|----------------|-------------|
| Debit Adj.             | APB0012465  | 101-   | DMARCIAN    | DMARCIAN Subscription Renewal | -203.90         | USD      | 0.00           | -203.90     |
| Bill                   | APB0012462  | 101-   | DMARCIAN    | DMARCIAN Subscription Renewal | 203.90          | USD      | 0.00           | 203.90      |
| <b>Document Total:</b> |             |        |             |                               |                 |          |                | <b>0.00</b> |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name              | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|--------------------------|--------------|-------------------|
| Payment   | APP0002224  | 54499        | Closed | 4/8/2026 | GL00015539 | V000000355 | DOW JONES & COMPANY INC. | 0.00         | 2,546.00          |

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|---------------------------|-------------|--------------|------------------|-------------------------------|-----------------|------------|------------------------------|--------------|-------------------|
| Doc. Type                 | Ref. Number | Branch       | Vendor Ref.      | Description                   | Original Amount | Currency   | Discount Taken               | Amount Paid  |                   |
| Bill                      | APB0012738  | 101-         | 10001010011706   | DOW JONES RENEWAL             | 2,546.00        | USD        | 0.00                         | 2,546.00     |                   |
| Document Total: 2,546.00  |             |              |                  |                               |                 |            |                              |              |                   |
| Doc. Type                 | Ref. Number | Payment Ref. | Status           | Date                          | Batch Nbr.      | Vendor     | Vendor Name                  | Doc. Balance | Orig. Doc. Amount |
| Payment                   | APP0002234  | 54500        | Closed           | 4/8/2026                      | GL00015549      | V000001275 | EMILY VICKERS                | 0.00         | 17.40             |
| Doc. Type                 | Ref. Number | Branch       | Vendor Ref.      | Description                   | Original Amount | Currency   | Discount Taken               | Amount Paid  |                   |
| Bill                      | APB0012475  | 101-         | Mileage 3/4-3/17 | Vickers Mileage 3/4-3/17      | 17.40           | USD        | 0.00                         | 17.40        |                   |
| Document Total: 17.40     |             |              |                  |                               |                 |            |                              |              |                   |
| Doc. Type                 | Ref. Number | Payment Ref. | Status           | Date                          | Batch Nbr.      | Vendor     | Vendor Name                  | Doc. Balance | Orig. Doc. Amount |
| Payment                   | APP0002227  | 54501        | Closed           | 4/8/2026                      | GL00015542      | V000000390 | EMPOWER RETIREMENT           | 0.00         | 36,669.38         |
| Doc. Type                 | Ref. Number | Branch       | Vendor Ref.      | Description                   | Original Amount | Currency   | Discount Taken               | Amount Paid  |                   |
| Bill                      | APB0012643  | 101-         | Employer Cont.   | Employer Contribution 3/31/26 | 36,669.38       | USD        | 0.00                         | 36,669.38    |                   |
| Document Total: 36,669.38 |             |              |                  |                               |                 |            |                              |              |                   |
| Doc. Type                 | Ref. Number | Payment Ref. | Status           | Date                          | Batch Nbr.      | Vendor     | Vendor Name                  | Doc. Balance | Orig. Doc. Amount |
| Payment                   | APP0002238  | 54502        | Closed           | 4/8/2026                      | GL00015553      | V000001550 | ENCOMPASS EAP LLC            | 0.00         | 1,075.00          |
| Doc. Type                 | Ref. Number | Branch       | Vendor Ref.      | Description                   | Original Amount | Currency   | Discount Taken               | Amount Paid  |                   |
| Bill                      | APB0012730  | 101-         | ENC-IN-101304    | CRITICAL INCIDENT RESPONSE    | 1,075.00        | USD        | 0.00                         | 1,075.00     |                   |
| Document Total: 1,075.00  |             |              |                  |                               |                 |            |                              |              |                   |
| Doc. Type                 | Ref. Number | Payment Ref. | Status           | Date                          | Batch Nbr.      | Vendor     | Vendor Name                  | Doc. Balance | Orig. Doc. Amount |
| Payment                   | APP0002228  | 54503        | Closed           | 4/8/2026                      | GL00015543      | V000000408 | FARMINGTON COMMUNITY LIBRARY | 0.00         | 8,853.00          |
| Doc. Type                 | Ref. Number | Branch       | Vendor Ref.      | Description                   | Original Amount | Currency   | Discount Taken               | Amount Paid  |                   |
| Bill                      | APB0012469  | 101-         | 2026-047         | OverDrive Magazines Renewal   | 8,853.00        | USD        | 0.00                         | 8,853.00     |                   |
| Document Total: 8,853.00  |             |              |                  |                               |                 |            |                              |              |                   |

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| Account         | Description | Currency | Payment Method | Doc. Type                   | Ref. Number  | Branch     | Payment Ref.   | Status                     | Date         | Batch Nbr.        | Vendor | Vendor Name    | Doc. Balance | Orig. Doc. Amount |
|-----------------|-------------|----------|----------------|-----------------------------|--|------------|----------------|----------------------------|--------------|-------------------|--------|----------------|--------------|-------------------|
| Payment         | APP0002229  | 54504    | GL00015544     | Closed                      | 4/8/2026   | V00000484  |                |                            |              |                   |        | GROUND AFFECTS | 0.00         | 3,000.00          |
| Doc. Type       | Ref. Number | Branch   | Vendor Ref.    | Description                 | Original Amount  | Currency   | Discount Taken | Amount Paid                |              |                   |        |                |              |                   |
| Bill            | APB0012470  | 101-     | 26-1044        | Ground Affects Tree Removal | 3,000.00   | USD        | 0.00           | 3,000.00                   |              |                   |        |                |              |                   |
| Document Total: |             |          |                |                             |  |            |                |                            |              |                   |        |                |              | 3,000.00          |
| Doc. Type       | Ref. Number | Branch   | Payment Ref.   | Status                      | Date <td>Batch Nbr.</td> <td>Vendor</td> <td>Vendor Name</td> <td>Doc. Balance</td> <td>Orig. Doc. Amount</td> | Batch Nbr. | Vendor         | Vendor Name                | Doc. Balance | Orig. Doc. Amount |        |                |              |                   |
| Payment         | APP0002237  | 54505    | GL00015552     | Closed                      | 4/8/2026   | V000001537 |                | HAND2MIND ING              | 0.00         | 27.56             |        |                |              |                   |
| Doc. Type       | Ref. Number | Branch   | Vendor Ref.    | Description                 | Original Amount  | Currency   | Discount Taken | Amount Paid                |              |                   |        |                |              |                   |
| Bill            | APB0012732  | 101-     | INV000497652   | Programs WACR               | 27.56  | USD        | 0.00           | 27.56                      |              |                   |        |                |              |                   |
| Document Total: |             |          |                |                             |  |            |                |                            |              |                   |        |                |              | 27.56             |
| Doc. Type       | Ref. Number | Branch   | Payment Ref.   | Status                      | Date <td>Batch Nbr.</td> <td>Vendor</td> <td>Vendor Name</td> <td>Doc. Balance</td> <td>Orig. Doc. Amount</td> | Batch Nbr. | Vendor         | Vendor Name                | Doc. Balance | Orig. Doc. Amount |        |                |              |                   |
| Payment         | APP0002230  | 54506    | GL00015545     | Closed                      | 4/8/2026   | V000000524 |                | HOME DEPOT CREDIT SERVICES | 0.00         | 325.99            |        |                |              |                   |
| Doc. Type       | Ref. Number | Branch   | Vendor Ref.    | Description                 | Original Amount  | Currency   | Discount Taken | Amount Paid                |              |                   |        |                |              |                   |
| Bill            | APB0012531  | 101-     | 8122264        | HOME DEPOT                  | 325.99   | USD        | 0.00           | 325.99                     |              |                   |        |                |              |                   |
| Document Total: |             |          |                |                             |  |            |                |                            |              |                   |        |                |              | 325.99            |
| Doc. Type       | Ref. Number | Branch   | Payment Ref.   | Status                      | Date <td>Batch Nbr.</td> <td>Vendor</td> <td>Vendor Name</td> <td>Doc. Balance</td> <td>Orig. Doc. Amount</td> | Batch Nbr. | Vendor         | Vendor Name                | Doc. Balance | Orig. Doc. Amount |        |                |              |                   |
| Payment         | APP0002233  | 54507    | GL00015548     | Closed                      | 4/8/2026   | V000001244 |                | JOHNSON CONTROLS SECURITY  | 0.00         | 5,817.59          |        |                |              |                   |
| Doc. Type       | Ref. Number | Branch   | Vendor Ref.    | Description                 | Original Amount  | Currency   | Discount Taken | Amount Paid                |              |                   |        |                |              |                   |
| Bill            | APB0012532  | 101-     | 42273255       | JOHNSON CONTROLS            | 3,501.79   | USD        | 0.00           | 3,501.79                   |              |                   |        |                |              |                   |
| Bill            | APB0012533  | 101-     | 42270907       | Johnson Controls Batteries  | 85.58  | USD        | 0.00           | 85.58                      |              |                   |        |                |              |                   |
| Bill            | APB0012539  | 101-     | 42272261       | JOHNSON CONTROLS            | 2,230.22   | USD        | 0.00           | 2,230.22                   |              |                   |        |                |              |                   |
| Document Total: |             |          |                |                             |  |            |                |                            |              |                   |        |                |              | 5,817.59          |
| Doc. Type       | Ref. Number | Branch   | Payment Ref.   | Status                      | Date <td>Batch Nbr.</td> <td>Vendor</td> <td>Vendor Name</td> <td>Doc. Balance</td> <td>Orig. Doc. Amount</td> | Batch Nbr. | Vendor         | Vendor Name                | Doc. Balance | Orig. Doc. Amount |        |                |              |                   |
| Payment         | APP0002231  | 54508    | GL00015546     | Closed                      | 4/8/2026   | V000000603 |                | KANOPY LLC                 | 0.00         | 589.90            |        |                |              |                   |
| Document Total: |             |          |                |                             |  |            |                |                            |              |                   |        |                |              | 589.90            |

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| Account   | Description | Currency               | Payment Method |
|-----------|-------------|------------------------|----------------|
| Doc. Type | Ref. Number | Branch                 | Vendor Ref.    |
| Bill      | APB0012733  | 101-                   | 498864-PPU     |
|           |             |                        | KANOPY         |
|           |             | Original Amount        | Currency       |
|           |             | 589.90                 | USD            |
|           |             | Discount Taken         | 0.00           |
|           |             | Amount Paid            | 589.90         |
|           |             | Document Total: 589.90 |                |

| Doc. Type | Ref. Number | Payment Ref. | Status        | Date              | Batch Nbr. | Vendor     | Vendor Name    | Doc. Balance          | Orig. Doc. Amount |
|-----------|-------------|--------------|---------------|-------------------|------------|------------|----------------|-----------------------|-------------------|
| Payment   | APP0002235  | 54509        | Closed        | 4/8/2026          | GL00015550 | V000001469 | KOREENA NELSON | 0.00                  | 34.44             |
| Doc. Type | Ref. Number | Branch       | Vendor Ref.   | Description       |            |            |                | Discount Taken        | Amount Paid       |
| Bill      | APB0012540  | 101-         | Mileage 3/13- | Mileage 3/13-3/20 |            |            |                | 0.00                  | 34.44             |
|           |             |              |               |                   |            |            |                | Document Total: 34.44 |                   |

| Doc. Type | Ref. Number | Payment Ref. | Status      | Date                      | Batch Nbr. | Vendor     | Vendor Name                    | Doc. Balance              | Orig. Doc. Amount |
|-----------|-------------|--------------|-------------|---------------------------|------------|------------|--------------------------------|---------------------------|-------------------|
| Payment   | APP0002232  | 54510        | Closed      | 4/8/2026                  | GL00015547 | V000000659 | LIBRARY DESIGN ASSOCIATES, INC | 0.00                      | 15,130.00         |
| Doc. Type | Ref. Number | Branch       | Vendor Ref. | Description               |            |            |                                | Discount Taken            | Amount Paid       |
| Bill      | APB0012637  | 101-         | 25-298-01   | LIBRARY DESIGN ASSOCIATES |            |            |                                | 0.00                      | 10,930.00         |
| Bill      | APB0012638  | 101-         | 25-299-01   | LIBRARY DESIGN ASSOCIATES |            |            |                                | 0.00                      | 4,200.00          |
|           |             |              |             |                           |            |            |                                | Document Total: 15,130.00 |                   |

| Doc. Type | Ref. Number | Payment Ref. | Status           | Date             | Batch Nbr. | Vendor     | Vendor Name    | Doc. Balance          | Orig. Doc. Amount |
|-----------|-------------|--------------|------------------|------------------|------------|------------|----------------|-----------------------|-------------------|
| Payment   | APP0002236  | 54511        | Closed           | 4/8/2026         | GL00015551 | V000001472 | MARY NORTHCOTT | 0.00                  | 36.25             |
| Doc. Type | Ref. Number | Branch       | Vendor Ref.      | Description      |            |            |                | Discount Taken        | Amount Paid       |
| Bill      | APB0012541  | 101-         | Mileage 3/1-3/24 | Mileage 3/1-3/24 |            |            |                | 0.00                  | 36.25             |
|           |             |              |                  |                  |            |            |                | Document Total: 36.25 |                   |

| Doc. Type | Ref. Number | Payment Ref. | Status      | Date         | Batch Nbr. | Vendor     | Vendor Name  | Doc. Balance             | Orig. Doc. Amount |
|-----------|-------------|--------------|-------------|--------------|------------|------------|--------------|--------------------------|-------------------|
| Payment   | APP0002240  | 54512        | Closed      | 4/8/2026     | GL00015555 | V000000785 | MIDWEST TAPE | 0.00                     | 5,394.00          |
| Doc. Type | Ref. Number | Branch       | Vendor Ref. | Description  |            |            |              | Discount Taken           | Amount Paid       |
| Bill      | APB0012482  | 101-         | 508567341   | MIDWEST TAPE |            |            |              | 0.00                     | 33.49             |
| Bill      | APB0012483  | 101-         | 508563495   | MIDWEST TAPE |            |            |              | 0.00                     | 111.46            |
| Bill      | APB0012484  | 101-         | 508563496   | MIDWEST TAPE |            |            |              | 0.00                     | 233.16            |
|           |             |              |             |              |            |            |              | Document Total: 5,394.00 |                   |

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| Account                | Description | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name | Currency     | Payment Method | Doc. Balance    | Orig. Doc. Amount |
|------------------------|-------------|-------------|--------------|--------|----------|------------|------------|-------------|--------------|----------------|-----------------|-------------------|
| Bill                   | APB0012485  | 101-        | 508567340    | Closed | 4/8/2026 | GL00015556 | V000000890 | OCLC, INC.  | 30.89 USD    |                | 0.00            | 30.89             |
| Bill                   | APB0012486  | 101-        | 508563499    | Closed |          |            |            |             | 221.96 USD   |                | 0.00            | 221.96            |
| Bill                   | APB0012487  | 101-        | 508563497    | Closed |          |            |            |             | 148.42 USD   |                | 0.00            | 148.42            |
| Bill                   | APB0012488  | 101-        | 508597104    | Closed |          |            |            |             | 68.20 USD    |                | 0.00            | 68.20             |
| Bill                   | APB0012489  | 101-        | 508597108    | Closed |          |            |            |             | 42.99 USD    |                | 0.00            | 42.99             |
| Bill                   | APB0012490  | 101-        | 508597109    | Closed |          |            |            |             | 78.69 USD    |                | 0.00            | 78.69             |
| Bill                   | APB0012491  | 101-        | 508597106    | Closed |          |            |            |             | 1,122.30 USD |                | 0.00            | 1,122.30          |
| Bill                   | APB0012492  | 101-        | 508597107    | Closed |          |            |            |             | 1,397.84 USD |                | 0.00            | 1,397.84          |
| Bill                   | APB0012734  | 101-        | 508629091    | Closed |          |            |            |             | 886.15 USD   |                | 0.00            | 886.15            |
| Bill                   | APB0012735  | 101-        | 508629090    | Closed |          |            |            |             | 861.74 USD   |                | 0.00            | 861.74            |
| Bill                   | APB0012736  | 101-        | 508629094    | Closed |          |            |            |             | 134.97 USD   |                | 0.00            | 134.97            |
| Bill                   | APB0012737  | 101-        | 508629092    | Closed |          |            |            |             | 21.74 USD    |                | 0.00            | 21.74             |
| <b>Document Total:</b> |             |             |              |        |          |            |            |             |              |                | <b>5,394.00</b> |                   |

| Doc. Type              | Ref. Number | Branch | Payment Ref. | Status | Date     | Description | Vendor     | Vendor Name | Original Amount | Currency | Discount Taken   | Amount Paid |
|------------------------|-------------|--------|--------------|--------|----------|-------------|------------|-------------|-----------------|----------|------------------|-------------|
| Payment                | APP0002241  | 54513  | 54513        | Closed | 4/8/2026 | OCLC        | V000000890 | OCLC, INC.  | 26,034.85       | USD      | 0.00             | 26,034.85   |
| Bill                   | APB0012560  | 101-   | 1000486061   | Closed |          |             |            |             | 26,034.85       | USD      | 0.00             | 26,034.85   |
| <b>Document Total:</b> |             |        |              |        |          |             |            |             |                 |          | <b>26,034.85</b> |             |

| Doc. Type              | Ref. Number | Branch | Payment Ref. | Status | Date     | Description                       | Vendor     | Vendor Name   | Original Amount | Currency | Discount Taken | Amount Paid |
|------------------------|-------------|--------|--------------|--------|----------|-----------------------------------|------------|---------------|-----------------|----------|----------------|-------------|
| Payment                | APP0002239  | 54514  | 54514        | Closed | 4/8/2026 | Mileage 3/9-3/25 Mileage 3/9-3/25 | V000000521 | RACHEL HIRSCH | 22.84           | USD      | 0.00           | 22.84       |
| Bill                   | APB0012542  | 101-   | 31234926     | Closed |          |                                   |            |               | 22.84           | USD      | 0.00           | 22.84       |
| <b>Document Total:</b> |             |        |              |        |          |                                   |            |               |                 |          | <b>22.84</b>   |             |

| Doc. Type              | Ref. Number | Branch | Payment Ref. | Status | Date     | Description                      | Vendor     | Vendor Name         | Original Amount | Currency | Discount Taken | Amount Paid |
|------------------------|-------------|--------|--------------|--------|----------|----------------------------------|------------|---------------------|-----------------|----------|----------------|-------------|
| Payment                | APP0002242  | 54515  | 54515        | Closed | 4/8/2026 | Rose Pest Solutions Pest Control | V000001050 | ROSE PEST SOLUTIONS | 595.00          | USD      | 0.00           | 595.00      |
| Bill                   | APB0012471  | 101-   | 31235420     | Closed |          |                                  |            |                     | 61.00           | USD      | 0.00           | 61.00       |
| Bill                   | APB0012472  | 101-   | 31235420     | Closed |          |                                  |            |                     | 267.00          | USD      | 0.00           | 267.00      |
| <b>Document Total:</b> |             |        |              |        |          |                                  |            |                     |                 |          | <b>595.00</b>  |             |

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| Account                | Description   | Currency   | Payment Method |
|------------------------|---|------------|----------------|
| Bill                   | APB0012473 101- 31235419 Rose Pest Solutions Pest Control | 267.00 USD |                |
| <b>Document Total:</b> |   | 0.00       | 267.00         |
|                        |   |            | 595.00         |

| Doc. Type | Ref. Number | Branch | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------|--------------|--------|----------|------------|------------|-------------|--------------|-------------------|
| Payment   | APP0002243  | 54516  | ✓            | Closed | 4/8/2026 | GL00015558 | V000001221 | T-MOBILE    | 0.00         | 1,530.54          |

| Doc. Type              | Ref. Number | Branch | Vendor Ref. | Description                  | Original Amount | Currency | Discount Taken | Amount Paid |
|------------------------|-------------|--------|-------------|------------------------------|-----------------|----------|----------------|-------------|
| Bill                   | APB0012639  | 101-   | 968700103   | 3/25 TMobile Monthly Service | 1,530.54        | USD      | 0.00           | 1,530.54    |
| <b>Document Total:</b> |             |        |             |                              |                 |          |                | 1,530.54    |

| Doc. Type | Ref. Number | Branch | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name          | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------|--------------|--------|----------|------------|------------|----------------------|--------------|-------------------|
| Payment   | APP0002244  | 54517  | ✓            | Closed | 4/8/2026 | GL00015559 | V000001253 | UNIFIRST CORPORATION | 0.00         | 132.10            |

| Doc. Type                    | Ref. Number | Branch | Vendor Ref. | Description            | Original Amount | Currency | Discount Taken | Amount Paid |
|------------------------------|-------------|--------|-------------|------------------------|-----------------|----------|----------------|-------------|
| Bill                         | APB0012474  | 101-   | 1390452757  | Unifirst Mats & Towels | 50.68           | USD      | 0.00           | 50.68       |
| Bill                         | APB0012553  | 101-   | 1390453521  | Mats & Towels          | 43.12           | USD      | 0.00           | 43.12       |
| Bill                         | APB0012642  | 101-   | 1390455577  | Mats & Towels          | 38.30           | USD      | 0.00           | 38.30       |
| <b>Document Total:</b>       |             |        |             |                        |                 |          |                | 132.10      |
| <b>Payment Method Total:</b> |             |        |             |                        |                 |          |                | 158,580.67  |
| <b>Cash Account Total:</b>   |             |        |             |                        |                 |          |                | 158,580.67  |

| Doc. Type             | Count     | Amount Paid (USD) |
|-----------------------|-----------|-------------------|
| Payment               | 30        | 158,580.67        |
| Prepayment            | 0         | 0.00              |
| Refund                | 0         | 0.00              |
| Voided Payment        | 0         | 0.00              |
| <b>Company Total:</b> | <b>30</b> | <b>158,580.67</b> |



*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 8, 2026

Re: Accounts Payable Processed for April 8, 2026 - Fiscal Year 2026-27

Suggested Motion: Move to approve payment of all bills and accounts due in the amount of \$56,415.68.

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*VR 4/1/26*  
*680*  
*4/1/26*

| Account                | Description        | Currency            | Payment Method     |                    |                        |                 |                              |                     |                          |
|------------------------|--------------------|---------------------|--------------------|--------------------|------------------------|-----------------|------------------------------|---------------------|--------------------------|
| 101                    | Cash - Checking    | USD                 | CHECK              |                    |                        |                 |                              |                     |                          |
| <b>Doc. Type</b>       | <b>Ref. Number</b> | <b>Payment Ref.</b> | <b>Status</b>      | <b>Date</b>        | <b>Batch Nbr.</b>      | <b>Vendor</b>   | <b>Vendor Name</b>           | <b>Doc. Balance</b> | <b>Orig. Doc. Amount</b> |
| Payment                | APP0002254         | 54518               | Closed             | 4/8/2026           | GL00015569             | V000001534      | 121 PHYSICAL THERAPY LLC     | 0.00                | 200.00                   |
| <b>Doc. Type</b>       | <b>Ref. Number</b> | <b>Branch</b>       | <b>Vendor Ref.</b> | <b>Description</b> | <b>Original Amount</b> | <b>Currency</b> | <b>Discount Taken</b>        | <b>Amount Paid</b>  |                          |
| Bill                   | APB0012568         | 101-                | Program 5/12/26    | Program 5/12/26    | 200.00                 | USD             | 0.00                         | 200.00              |                          |
| <b>Document Total:</b> |                    |                     |                    |                    |                        |                 |                              |                     |                          |
|                        |                    |                     |                    |                    |                        |                 |                              | 0.00                | 200.00                   |
| <b>Doc. Type</b>       | <b>Ref. Number</b> | <b>Payment Ref.</b> | <b>Status</b>      | <b>Date</b>        | <b>Batch Nbr.</b>      | <b>Vendor</b>   | <b>Vendor Name</b>           | <b>Doc. Balance</b> | <b>Orig. Doc. Amount</b> |
| Payment                | APP0002252         | 54519               | Closed             | 4/8/2026           | GL00015567             | V000001413      | ARIANA BUKSDORF              | 0.00                | 150.00                   |
| <b>Doc. Type</b>       | <b>Ref. Number</b> | <b>Branch</b>       | <b>Vendor Ref.</b> | <b>Description</b> | <b>Original Amount</b> | <b>Currency</b> | <b>Discount Taken</b>        | <b>Amount Paid</b>  |                          |
| Bill                   | APB0012570         | 101-                | Program 4/24/26    | Program 4/24/26    | 150.00                 | USD             | 0.00                         | 150.00              |                          |
| <b>Document Total:</b> |                    |                     |                    |                    |                        |                 |                              |                     |                          |
|                        |                    |                     |                    |                    |                        |                 |                              | 0.00                | 150.00                   |
| <b>Doc. Type</b>       | <b>Ref. Number</b> | <b>Payment Ref.</b> | <b>Status</b>      | <b>Date</b>        | <b>Batch Nbr.</b>      | <b>Vendor</b>   | <b>Vendor Name</b>           | <b>Doc. Balance</b> | <b>Orig. Doc. Amount</b> |
| Payment                | APP0002251         | 54520               | Closed             | 4/8/2026           | GL00015566             | V000001364      | BLUE CARE NETWORK            | 0.00                | 1,925.39                 |
| <b>Doc. Type</b>       | <b>Ref. Number</b> | <b>Branch</b>       | <b>Vendor Ref.</b> | <b>Description</b> | <b>Original Amount</b> | <b>Currency</b> | <b>Discount Taken</b>        | <b>Amount Paid</b>  |                          |
| Bill                   | APB0012603         | 101-                | 260860001972       | BCN 4/20-5/19/26   | 1,925.39               | USD             | 0.00                         | 1,925.39            |                          |
| <b>Document Total:</b> |                    |                     |                    |                    |                        |                 |                              |                     |                          |
|                        |                    |                     |                    |                    |                        |                 |                              | 0.00                | 1,925.39                 |
| <b>Doc. Type</b>       | <b>Ref. Number</b> | <b>Payment Ref.</b> | <b>Status</b>      | <b>Date</b>        | <b>Batch Nbr.</b>      | <b>Vendor</b>   | <b>Vendor Name</b>           | <b>Doc. Balance</b> | <b>Orig. Doc. Amount</b> |
| Payment                | APP0002245         | 54521               | Closed             | 4/8/2026           | GL00015560             | V000000119      | BLUE CROSS BLUE SHIELD OF MI | 0.00                | 2,437.12                 |
| <b>Doc. Type</b>       | <b>Ref. Number</b> | <b>Branch</b>       | <b>Vendor Ref.</b> | <b>Description</b> | <b>Original Amount</b> | <b>Currency</b> | <b>Discount Taken</b>        | <b>Amount Paid</b>  |                          |
| Bill                   | APB0012605         | 101-                | 223090592          | BCBS 4/20-5/19/26  | 2,437.12               | USD             | 0.00                         | 2,437.12            |                          |
| <b>Document Total:</b> |                    |                     |                    |                    |                        |                 |                              |                     |                          |
|                        |                    |                     |                    |                    |                        |                 |                              | 0.00                | 2,437.12                 |
| <b>Doc. Type</b>       | <b>Ref. Number</b> | <b>Payment Ref.</b> | <b>Status</b>      | <b>Date</b>        | <b>Batch Nbr.</b>      | <b>Vendor</b>   | <b>Vendor Name</b>           | <b>Doc. Balance</b> | <b>Orig. Doc. Amount</b> |
| Payment                | APP0002246         | 54522               | Closed             | 4/8/2026           | GL00015561             | V000000119      | BLUE CROSS BLUE SHIELD OF MI | 0.00                | 20,417.28                |
| <b>Doc. Type</b>       | <b>Ref. Number</b> | <b>Branch</b>       | <b>Vendor Ref.</b> | <b>Description</b> | <b>Original Amount</b> | <b>Currency</b> | <b>Discount Taken</b>        | <b>Amount Paid</b>  |                          |
| Bill                   | APB0012605         | 101-                | 223090592          | BCBS 4/20-5/19/26  | 20,417.28              | USD             | 0.00                         | 20,417.28           |                          |
| <b>Document Total:</b> |                    |                     |                    |                    |                        |                 |                              |                     |                          |
|                        |                    |                     |                    |                    |                        |                 |                              | 0.00                | 20,417.28                |

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| Account | Description | Currency | Payment Method | Doc. Type                        | Ref. Number | Branch     | Vendor Ref. | Description             | Date      | Batch Nbr. | Vendor | Vendor Name | Original Amount           | Currency | Discount Taken | Amount Paid |
|---------|-------------|----------|----------------|----------------------------------|-------------|------------|-------------|-------------------------|-----------|------------|--------|-------------|---------------------------|----------|----------------|-------------|
| Bill    | APB0012606  | 101-     | 223090495      | BCBS 4/20-5/19/26                | 4/8/2026    | GL00015562 | V000000271  | COMCAST                 | 20,417.28 | USD        | 0.00   | 20,417.28   | Document Total: 20,417.28 |          |                |             |
| Payment | APP002247   | 54523    | Closed         | 8529 10 251                      | 4/8/2026    | GL00015563 | V000000319  | DELTA DENTAL            | 1,288.17  | USD        | 0.00   | 1,288.17    | Document Total: 1,288.17  |          |                |             |
| Bill    | APB0012609  | 101-     | 8529 10 251    | Cable Internet Service           | 4/8/2026    | GL00015568 | V000001416  | EMPOWERED 4 COLLEGE LLC | 350.00    | USD        | 0.00   | 350.00      | Document Total: 350.00    |          |                |             |
| Payment | APP002253   | 54525    | Closed         | Program 5/11/26                  | 4/8/2026    | GL00015565 | V000000485  | GUARDIAN                | 1,610.89  | USD        | 0.00   | 1,610.89    | Document Total: 1,610.89  |          |                |             |
| Bill    | APB0012615  | 101-     | 49716 4/1/26   | Guardian STD LTD Life April 2026 | 4/8/2026    | GL00015565 | V000000485  | GUARDIAN                | 1,610.89  | USD        | 0.00   | 1,610.89    | Document Total: 1,610.89  |          |                |             |

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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 | APP0002249  | 54527    | Closed         | 4/8/2026  | GL00015564  | V000000373   | Closed | 4/8/2026 | GL00015564 | V000000373 | HEATHER EARNLEY | 0.00         | 300.00            |

| Doc. Type              | Ref. Number | Branch | Vendor Ref.     | Description     | Original Amount | Currency | Discount Taken | Amount Paid |
|------------------------|-------------|--------|-----------------|-----------------|-----------------|----------|----------------|-------------|
| Bill                   | APB0012572  | 101-   | Program 4/18/26 | Program 4/18/26 | 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   | APP0002258  | 54528        | Closed | 4/8/2026 | GL00015573 | 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                     | APB0012617  | 101-   | 75059       | Janitorial  | 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   | APP0002257  | 54529        | Closed | 4/8/2026 | GL00015572 | V000000552 | KAREN IMARISIO | 0.00         | 450.00            |

| Doc. Type              | Ref. Number | Branch | Vendor Ref.     | Description     | Original Amount | Currency | Discount Taken | Amount Paid |
|------------------------|-------------|--------|-----------------|-----------------|-----------------|----------|----------------|-------------|
| Bill                   | APB0012590  | 101-   | Program 4/22/26 | Program 4/22/26 | 450.00          | USD      | 0.00           | 450.00      |
| Document Total: 450.00 |             |        |                 |                 |                 |          |                |             |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name     | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|-----------------|--------------|-------------------|
| Payment   | APP0002263  | 54530        | Closed | 4/8/2026 | GL00015578 | V000001546 | KELLY DIPUCCHIO | 0.00         | 9,800.00          |

| Doc. Type                | Ref. Number | Branch | Vendor Ref.  | Description         | Original Amount | Currency | Discount Taken | Amount Paid |
|--------------------------|-------------|--------|--------------|---------------------|-----------------|----------|----------------|-------------|
| Bill                     | APB0012594  | 101-   | Program 5/4- | Program 5/4-5/13/26 | 9,800.00        | USD      | 0.00           | 9,800.00    |
| Document Total: 9,800.00 |             |        |              |                     |                 |          |                |             |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name          | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|----------------------|--------------|-------------------|
| Payment   | APP0002264  | 54531        | Closed | 4/8/2026 | GL00015579 | V000001547 | LYNN KATHRYN MESSNER | 0.00         | 5,000.00          |

| Doc. Type                | Ref. Number | Branch | Vendor Ref. | Description | Original Amount | Currency | Discount Taken | Amount Paid |
|--------------------------|-------------|--------|-------------|-------------|-----------------|----------|----------------|-------------|
| Doc. Type                |             |        |             |             |                 |          |                |             |
| Document Total: 5,000.00 |             |        |             |             |                 |          |                |             |

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|---------|-------------|------|-----------------|-----------------|--------------|-----------------|
| Bill    | APB0012596  | 101- | Program 4/14/26 | Program 4/14/26 | 5,000.00 USD |                 |
|         |             |      |                 |                 |              | Document Total: |
|         |             |      |                 |                 |              | 5,000.00        |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name                   | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|-------------------------------|--------------|-------------------|
| Payment   | APP0002265  | 54532        | Closed | 4/8/2026 | GL00015580 | V000001548 | MAD FOAMER'S FOAM PARTIES LLC | 0.00         | 698.00            |

| Doc. Type | Ref. Number | Branch | Vendor Ref. | Description     | Original Amount | Currency | Discount Taken | Amount Paid     |
|-----------|-------------|--------|-------------|-----------------|-----------------|----------|----------------|-----------------|
| Bill      | APB0012597  | 101-   | 1347        | Program 6/12/26 | 698.00          | USD      | 0.00           | 698.00          |
|           |             |        |             |                 |                 |          |                | Document Total: |
|           |             |        |             |                 |                 |          |                | 698.00          |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|-------------|--------------|-------------------|
| Payment   | APP0002259  | 54533        | Closed | 4/8/2026 | GL00015574 | V000000719 | MANAGED WAY | 0.00         | 1,449.00          |

| Doc. Type | Ref. Number | Branch | Vendor Ref. | Description                  | Original Amount | Currency | Discount Taken | Amount Paid     |
|-----------|-------------|--------|-------------|------------------------------|-----------------|----------|----------------|-----------------|
| Bill      | APB0012620  | 101-   | 257626266   | Managed Way Ethernet Service | 1,449.00        | USD      | 0.00           | 1,449.00        |
|           |             |        |             |                              |                 |          |                | Document Total: |
|           |             |        |             |                              |                 |          |                | 1,449.00        |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name             | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|-------------------------|--------------|-------------------|
| Payment   | APP0002266  | 54534        | Closed | 4/8/2026 | GL00015581 | V000001549 | MICHIGAN SCIENCE CENTER | 0.00         | 187.50            |

| Doc. Type | Ref. Number | Branch | Vendor Ref.     | Description     | Original Amount | Currency | Discount Taken | Amount Paid     |
|-----------|-------------|--------|-----------------|-----------------|-----------------|----------|----------------|-----------------|
| Bill      | APB0012598  | 101-   | Program 7/21/26 | Program 7/21/26 | 187.50          | USD      | 0.00           | 187.50          |
|           |             |        |                 |                 |                 |          |                | Document Total: |
|           |             |        |                 |                 |                 |          |                | 187.50          |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name       | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|-------------------|--------------|-------------------|
| Payment   | APP0002260  | 54535        | Closed | 4/8/2026 | GL00015575 | V000000914 | OTIS ELEVATOR CO. | 0.00         | 1,033.08          |

| Doc. Type | Ref. Number | Branch | Vendor Ref.  | Description          | Original Amount | Currency | Discount Taken | Amount Paid     |
|-----------|-------------|--------|--------------|----------------------|-----------------|----------|----------------|-----------------|
| Bill      | APB0012622  | 101-   | 100402261857 | Elevator Maintenance | 1,033.08        | USD      | 0.00           | 1,033.08        |
|           |             |        |              |                      |                 |          |                | Document Total: |
|           |             |        |              |                      |                 |          |                | 1,033.08        |

| Doc. Type | Ref. Number | Payment Ref. | Status | Date     | Batch Nbr. | Vendor     | Vendor Name | Doc. Balance | Orig. Doc. Amount |
|-----------|-------------|--------------|--------|----------|------------|------------|-------------|--------------|-------------------|
| Payment   | APP0002255  | 54536        | Closed | 4/8/2026 | GL00015570 | V000000505 | TARA HAYES  | 0.00         | 500.00            |

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| Account               | Description | Currency     | Payment Method  | Original Amount          | Currency        | Discount Taken | Amount Paid                    |              |                   |
|-----------------------|-------------|--------------|-----------------|--------------------------|-----------------|----------------|--------------------------------|--------------|-------------------|
| Doc. Type             | Ref. Number | Branch       | Vendor Ref.     | Description              | Original Amount | Currency       | Discount Taken                 | Amount Paid  |                   |
| Bill                  | APB0012599  | 101-         | Program 4/13/26 | Program 4/13/26          | 500.00          | USD            | 0.00                           | 500.00       |                   |
| Document Total:       |             |              |                 |                          |                 |                |                                | 500.00       |                   |
| Doc. Type             | Ref. Number | Payment Ref. | Status          | Date                     | Batch Nbr.      | Vendor         | Vendor Name                    | Doc. Balance | Orig. Doc. Amount |
| Payment               | APP002256   | 54537        | Closed          | 4/8/2026                 | GL00015571      | V000000505     | TARA HAYES                     | 0.00         | 500.00            |
| Doc. Type             | Ref. Number | Branch       | Vendor Ref.     | Description              | Original Amount | Currency       | Discount Taken                 | Amount Paid  |                   |
| Bill                  | APB0012600  | 101-         | Program 5/11/26 | Program 5/11/26          | 500.00          | USD            | 0.00                           | 500.00       |                   |
| Document Total:       |             |              |                 |                          |                 |                |                                | 500.00       |                   |
| Doc. Type             | Ref. Number | Payment Ref. | Status          | Date                     | Batch Nbr.      | Vendor         | Vendor Name                    | Doc. Balance | Orig. Doc. Amount |
| Payment               | APP002261   | 54538        | Closed          | 4/8/2026                 | GL00015576      | V000001224     | TODAY'S BUSINESS SOLUTIONS INC | 0.00         | 795.00            |
| Doc. Type             | Ref. Number | Branch       | Vendor Ref.     | Description              | Original Amount | Currency       | Discount Taken                 | Amount Paid  |                   |
| Bill                  | APB0012626  | 101-         | 19585           | TBS - Annual Maintenance | 795.00          | USD            | 0.00                           | 795.00       |                   |
| Document Total:       |             |              |                 |                          |                 |                |                                | 795.00       |                   |
| Doc. Type             | Ref. Number | Payment Ref. | Status          | Date                     | Batch Nbr.      | Vendor         | Vendor Name                    | Doc. Balance | Orig. Doc. Amount |
| Payment               | APP002262   | 54539        | Closed          | 4/8/2026                 | GL00015577      | V000001226     | TOSHIBA AMERICA BUSINESS       | 0.00         | 59.40             |
| Doc. Type             | Ref. Number | Branch       | Vendor Ref.     | Description              | Original Amount | Currency       | Discount Taken                 | Amount Paid  |                   |
| Bill                  | APB0012641  | 101-         | 6802943         | Copier Maintenance       | 59.40           | USD            | 0.00                           | 59.40        |                   |
| Document Total:       |             |              |                 |                          |                 |                |                                | 59.40        |                   |
| Payment Method Total: |             |              |                 |                          |                 |                | 56,415.68                      |              |                   |
| Cash Account Total:   |             |              |                 |                          |                 |                | 56,415.68                      |              |                   |

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| Account               | Description | Currency | Payment Method | Doc. Type      | Count     | Amount Paid (USD) |
|-----------------------|-------------|----------|----------------|----------------|-----------|-------------------|
|                       |             |          |                | Payment        | 22        | 56,415.68         |
|                       |             |          |                | Prepayment     | 0         | 0.00              |
|                       |             |          |                | Refund         | 0         | 0.00              |
|                       |             |          |                | Voided Payment | 0         | 0.00              |
| <b>Company Total:</b> |             |          |                |                | <b>22</b> | <b>56,415.68</b>  |

# West Bloomfield Township Public Library

## Strategic Plan

### Fiscal Year 2025-2026

#### **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.
  - All Supervisor Procedures were reviewed and updated in December 2025. The newest versions can be found on the intranet and applicable department intranet pages.

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

- Investigate opportunities to train staff across departments library-wide. (continuing)
- Continue to provide first aid, AED, CPR training to staff with a goal of having every staff member certified.
  - 27 staff members were trained at the May 2025 Staff Safety Training in-service. 75% of the current staff is trained. The staff members that have not yet been trained are mostly substitutes and new employees. Another safety training will be held on May 15, 2026.
- Send key staff members to MiOSHA workplace safety training.
  - The full time custodian completed MiOSHA's General Industry 10 Hour Safety training as well as Electrical Standards for General Industry training.

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

- Improve centralization and efficiency of the library's marketing content creation calendars.
  - All calendars have been added to the marketing page on the new intranet.

## FY 2025-2026 Strategic Plan Activities

- Staff have merged multiple content calendars into Monday.com. The new Marketing Committee will be trained to use the calendars as licensing permits.
- Improve centralization and efficiency of the library's deadline calendars.
  - The administrative calendar, newsletter calendar, and deadlines calendars were cleaned up and merged into a single library staff calendar.
- Implement EDIFACT ordering/invoicing for B&T and Midwest Tape. (carryover)
  - The EDIFACT project was pushed into the 2026-2027 fiscal year due to the unprecedented closure of Baker & Taylor and the catastrophic effect that closure caused to the Technical Services and Information Services departments.
- Replace the library's intranet.
  - The library's staff intranet was replaced in early Summer 2025 with a Sharepoint site.
- Review and update employee onboarding and training documents and procedures. (in progress)
  - The Staff Engagement Committee has been reviewing the New Employee Orientation and Existing Employee Refresher Check List (Supervisor Procedure 9, Appendix A) but have not completed revisions at this time.
- Review employee evaluation forms and update or add new based on changing job roles and responsibilities.
  - Phase 1 of evaluation updates have been completed for the FY25-26 performance reviews. Phase 2 is in progress and is slated for completion mid to late April 2026.
- Review all policies and make recommendations for revision to the Library Board as needed.

- Created Library Policy 39: Premium Services for Residents and Library Policy 40: Hold Lockers, both of which were passed by the board in November 2025.
- All Collection Development policies and guidelines have been reviewed with suggested updates going to the Library Board in April 2026.
- Incorporate recommendations from Staff Engagement Committee survey wherever possible to ensure staff wellness and morale.
  - A new daily email communication that every employee receives from the directors was created to improve communication across the organization.

## **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.**

- Upgrade Windows infrastructure to prepare for Windows 11 and future releases.
  - The backend tech infrastructure updates were completed in Summer 2025. In August 2025 all public PCs were replaced with Windows 11 PCs.
  - All staff PCs were replaced with new Windows 11 desktops or laptops by the end of March 2026.
- Transition Circulation notices to LX Starter, employing patron-focused, friendly language OR 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.
  - The library transitioned to LX Starter notices from Innovative in December of 2025.
  - The open rate is over 80% for holds notices and 74% for courtesy notices (autorenewal / due date reminder), making this a valuable new marketing platform.

- 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.
  - PEN security testing was completed in the Spring of 2025.
  - KnowBe4 cybersecurity training was debuted to library staff in late Fall of 2025.
  - All staff will receive access to a password manager in May 2026.

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

- Investigate offering one-on-one resume assistance by appointment.
  - It was determined that appointment slots were too unwieldy to schedule. Bi-monthly resume workshops with a small number of registration slots began in the spring. Digital services staff and other staff from the outreach and information services departments will work one-on-one with participants to craft or improve their resumes and cover letters. The Executive Director offered a job interview tips class in March to complement the resume assistance programming.
- Continue to develop all ages digital services programming and explore partnerships with local organizations to assist in programs and workshops.
  - Tween Coding Club continues monthly with a loyal core group of patrons. Efforts to expand and vary the program are ongoing. In the summer, we are launching a new low-screen coding class for ages 6-9, to be run once a quarter. We will investigate a private library Minecraft server in the new fiscal year. Earlier class times and lower-tech topics were explored to appeal more to seniors, but attendance was low compared to afternoon or evening class times, and other, more popular topics. We expanded class offerings to adults in the evenings; adults can now choose from several monthly workshops. A partnership

with iCode was explored but no classes have been scheduled at this time.

- Investigate opportunities to expand participation in English Language Learning programs such as Let's Talk and Let's Read.
  - Participation increased slightly for Let's Talk for both evening and daytime sessions through the Spring and Summer.
  - Information about the program was given to the Chaldean News by the volunteer facilitators and Cathy Russ. Flyers were distributed to the West Bloomfield Continuing Education Department. Let's Read has maintained a steady group of about 6-7 participants.

**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.**

- Continue to investigate and implement opportunities to make materials browsing easier. For example, create logical stand-alone collections and determine which would be feasible at one or both branches. (Carryover/in progress)
  - Staff were waiting on additional shelving in the adult fiction area before merging mystery, science fiction, and fiction together and starting the genre labeling project. Now that the shelving has been installed, the goal is to shift the collections during the carpet closure.
  - Adult DVDs have been shifted to separate the DVD and Blu-ray collections for easier browsing. Adult video games were moved to the DVD shelves, and Binge Boxes and Craftsy DVDs were moved out of storage to the shelves as well.
  - Added images for all board games, experience kits, health and wellness kits, puzzles and study aides onto Vega to replace the placeholder image. Planned project for next year to update for Youth Kits.
  - A standalone adult graphic novel collection was created at the branch in August. Additional titles were purchased so that the collection is more robust and copies have begun to arrive.

- Investigate an increase in eBook and eAudiobook funding based on circulation statistics and community demand.
  - The eBook budget was increased from \$160,000 to \$180,000. The eAudiobook budget was increased from \$75,000 to \$110,000 at mid-year budget adjustments in August.
  - The funding increase allowed us to expand our digital collection in meaningful ways. We were able to purchase a greater number of new and unique adult titles each month in both eBook and eAudiobook formats across Libby and CloudLibrary. In addition, we added more copies of high-demand titles, reducing wait times for popular titles.
  - Beyond increasing new releases and additional copies, we also strengthened the depth of our adult and teen collection by adding numerous backlist titles, expanding access to older but still highly sought-after titles. During this fiscal year, 680 unique eBook titles were added across CloudLibrary and Libby, as well as 550 unique eAudiobook titles added to CloudLibrary.
  
- Research potential new materials vendors and implement those which could help expand collections.
  - Added 2 new vendors for international language books - Sentrum Bookstore and Sawa Books.
  
- Investigate opportunities to introduce new resources and materials in the youth collection which will improve educational learning and access. (In progress)
  - This will continue into the new fiscal year. Reviewing and improving the existing student and teacher card policies to increase accessibility and sign-ups. Also, investigating the addition of curriculum support kits for educators throughout our service area as a resource for their classrooms.
  
- Plan the future direction of physical and digital A/V formats at both branches, including potentially introducing new formats such as 4K DVDs, exploring new streaming services, and determining the longevity of older formats such as music CDs and Books on CD.

- At Westacres, music CDs and Book on CDs have been heavily weeded and will not be funded next FY. Suggestions for re-purposing the shelving in this area were communicated to the new Branch Manager.
- At Main, music CDs have been heavily weeded and condensed into fewer racks. This will continue with the goal of reducing the racks by at least one more. BOCDs have also been weeded which allowed the removal of several shelves. These shelves were shifted to DVDs and will be used to house Blu-rays, adult video games, and some DVD collections which have not had a permanent home on the public floor.
- Staff have been storing 4K discs that are packaged in Blu-ray/4K combo packs for a possible future collection.
- Introduce new experience kits which include technology that appeals to youth and young adults, as well as adults. This may include 3D pens, Ozobots, Microbits, and other devices. (Carryover)
  - Staff plan to expand this collection in the next fiscal year with STEAM and maker focused spinoffs. Grant funding requests for new STEAM kits are taking place in March 2026.
- Expand and improve the travel collection to ensure coverage of all areas of the world, particularly focusing on new and up-to-date materials for Asia, Africa, the Middle East, South America & Oceania.
  - Ordered over 70 titles for these areas. Continue to expand the Middle East and South America according to upcoming publication schedule and availability.
- Investigate the feasibility of adapting an alternative classification system such as BISAC for select collections. (Carryover)
  - Preliminary investigation into BISAC was undertaken; however this project was deferred as higher-priority needs required attention. Notably the unexpected transition to a new supplier following the loss of Baker & Taylor required significant time and resources from Technical Services and the selectors. Further investigation is needed to determine if this project is feasible for select collections.

- Investigate expanding selection of items available for in-house checkout and use. For example, study aide or accessibility support.
  - Acquired in-house study tools for students to use in the library. These include scientific models for anatomy, molecule building kits for chemistry, microscopes with slides for microbiology, maps and physical manipulatives for history, flashcards and study brochures across all disciplines. Items were advertised via social media promotion and have a binder displayed on the adult services desk.
  - Acquired accessibility and study focus tools, which include spinners, tangles, stress balls, noise cancelling headphones, magnifiers, etc.
  - Acquired technology tools include wireless mice, chargers for phones and laptops, power adapters, etc.

### **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.**

- Evaluate the area currently housing the parenting collection in the youth room to better utilize the space.
  - The Parenting collection has been merged into Adult Non Fiction. The area is now being used to store literacy kits and youth magazines. This move is part of a larger shift taking place in the youth room which will see the relocation of several collections.
- 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.
  - In the Youth Services Area, a large four-person chair was added near the light table, picture books, playhouse, and puppet tree to make it easier for parents to monitor their children while they play.

- Outdoor musical instruments have been added to the Youth Terrace. The instruments are bells, drums, and a xylophone. Three interactive panels for young children have also been added to the terrace's fence. A giant Adirondack chair has been added to the Storybook Trail's trailhead. The new chair provides a nice photo opportunity for families using the trail and serves as a large sign to increase awareness and visibility of the trail. Additional plantings were added to a landscape island between the Youth Terrace and Storybook Trail.
- In recent years, the overall building temperature and the temperature in the Meeting Room in particular have received patron complaints. For many years staff and patrons have complained about the temperature in the Conference Room. After reviewing options with our HVAC controls company, the motor and controller on the duct box in the Meeting Room were replaced and a separate thermostat was added to the Conference Room. These changes have resulted in better control of the room temperatures. The overall building temperature was also raised by two degrees this spring.
- Complete the transformation of a staff office into a comfort room to support nursing mothers and neurodivergent children.
  - The newly renovated Comfort Room officially opened in late August. The room has dimmable lighting, acoustic wall panels, and a countertop with a sink so it should be a quiet, comfortable place, and private place for comforting and feeding. The room is furnished with a rocking chair, ottoman, side table, and lounge chair. There is also a bin of books and sensory toys in the cabinets.
- Investigate opportunities to improve and streamline physical access to tutorial and group study rooms.
  - Staff brainstormed ideas, investigated software and hardware solutions, and made a site visit to another library to consider possibilities. There was not a solution that seemed to be a resounding success but there is a solution that could work to streamline access for patrons. The cost to implement the

changes is significant so it is not suggested that we move forward until the budget allows or a better solution comes along.

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

- Create a 10-year capital improvement project plan.
  - A 10-year capital plan was created to include the Main Library, Westacres Branch, and the Information Technology infrastructure.
  
- Complete the replacement of the Main Library's roof and restoration of the wood and copper siding.
  - The roofing and siding project has been completed. The roof including its drains and copper coping have been replaced. All of the copper siding was removed and reinstalled as much of it was detached from the building and only holding on by adjacent panels. A new fastening system was used to better secure the siding. Wood siding has been patched and replaced where needed and received a fresh coat of stain. All of the exterior windows and doors were recaulked.
  
- Evaluate, ascertain costs, and develop a plan to replace and/or improve the roof, siding, and gutters at the Westacres Branch.
  - The roof was surveyed by RTA in July. Repairs were done on areas of immediate concern in September to help ensure there are no issues over the winter. It was determined that the roof should be replaced in FY26-27. Initial discussions and a meeting with the library's architect took place in February.
  
- Replace the carpeting in the Adult area of the Main Library.
  - The carpeting project in the Adult area was completed. The only rooms not recarpeted were the Community Commons, Reflection Room, and Young Adult Room as well as the Clerestory and Meeting Room as those areas have been recarpeted in recent years. The Group Study Rooms and Conference Room received contrasting carpets to complement the main field carpeting.

- Evaluate, ascertain costs, and develop a plan to upgrade security camera systems at both facilities.
  - Staff worked with the library's security system provider, to evaluate camera placement at both buildings. A revised camera layout was created and a new camera system was selected. The cameras and servers were purchased from the security system provider utilizing a group purchasing program. All existing equipment was replaced at both buildings as it was part of two older systems and in need of updating.
  
- Evaluate, ascertain costs, and develop a plan to upgrade non-LED lighting to LED at both facilities. (ongoing)
  - This is an ongoing project as new products make it possible to affordably retrofit existing fixtures. Maintenance staff has begun that process at the Main Library and have been able to complete the basement and most of the staff areas at the Main Library without having to spend capital improvement funds. The recessed lighting in the Adult Services area, Youth Services area, lobby, and Administration Office were also converted to LED this year.
  
- Identify and mitigate risks in and around library facilities.
  - During the Memorial Day weekend closure, parking lot maintenance was completed, which included sidewalk repairs, sweeping, pothole patching, crack filling, sealcoating, and parking space striping.
  - Electric phase monitors were added to protect all three chillers to avoid spikes of electricity to the units as well as to monitor the stability of their power source.
  - Switches for the lobby, vestibules, and porticos were placed on timers to ensure that lights in critical places are on at the appropriate time.
  - The flooring in the Receiving Room, Electrical Room, and Janitor's Closet was refinished with a new nonslip coating.

## FY 2025-2026 Strategic Plan Activities

- The Branch parking lot was patched, cracks filled, sealcoated, and striped during the Memorial Day weekend closure.
- Outdated alarm pulls and smoke alarms on the Main Library's fire alarm system were replaced.
- The old exterior intercom system for the Main Library's Drive-Up Window and Receiving Room were replaced with a new audio/video intercom system so staff can both see and hear who is outside of the building. Instead of relying on a telephone call from the intercom, staff now have the ability to use a video device within the Circulation Workroom or to respond from their computers utilizing the intercom's software which also enables them to unlock the door remotely for delivery drivers. The Westacres Branch didn't have an intercom system, they relied on a doorbell. Oftentimes when staff was in the public area of the building, it was easy to miss the doorbell but now they have access from their public service desks as well.
- Cement repairs were made to the sidewalks at the Main Library. The concrete and paver bricks are degrading due to age. They will need to be replaced in the coming years but the worst areas have been addressed to keep the walkways safe.
- Trees around the perimeter of the Westacres Branch parking lot were trimmed.
- Additional accomplishments.
  - Brick and stone repairs to the Main Library were completed. There was some salt, water, and weather damage to the building that was addressed to ensure that the bricks look as good as the copper and wood siding.
  - The bathroom doors on the public restrooms at the Main Library were replaced. All of them were in poor condition due to years of not having handicap door openers on them while experiencing high traffic and damage from strollers, walkers, etc. The new doors look good and have improved door handles and handicap door openers on them.

**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)
  - This project will be added to a new initiative to increase patron access to the collection through improved in-library signage and self-service readers advisory tools.
  
- Respace shelving in the Adult collections to utilize bottom shelves more efficiently. Reduce the number of catalog access computers so that they are located in key locations within the stacks and add shelves in the spaces where computers have been removed. Shift Fiction and Nonfiction collections to allow for better display of materials in stacks.
  - Several shifts took place in adult nonfiction. The collection was weeded and adjusted to utilize the bottom shelves. This allowed enough ranges of shelves to be cleared to remove a full row. During the carpet replacement, the shelves were moved to give more space in each aisle.
  - After removing extra OPACs, space was also identified in adult fiction to add additional shelves. These were added in the winter with the collection gradually shifting to fill in the new shelves. The extra space has improved the browsing experience.
  - Shelves were also added in adult DVDs, which will allow collections to be housed a bit more logically. For example, Blu-rays may be a standalone collection instead of interfiled, Binge Boxes and Craftsy DVDs may come out from storage, and adult video games will have a dedicated space.
  - The shift in adult media created space in front of the BOCD shelves, which allowed the creation of a dedicated display zone. The five matching display racks will continue to be changed out monthly with different themes.

- The respacing of shelving, widening of the aisles, and reduction of the OPAC computers was completed during the summer carpeting project.
- In preparation for the youth carpet replacement project in summer 2026, explore and plan for shelving and furniture moves in the youth room which will highlight collections and improve access and awareness.
  - A youth redesign committee has formed and will continue to meet to discuss and to implement changes in the youth area that will highlight collections and improve access and browsability. Ideas for feasible youth collection shifts have been suggested with several in progress. These will also make space for new playscapes which will be installed in the youth room.
- Create a facility appearance guide illustrating standards for furniture and public areas in both branches. (Carryover)
  - Schoenbaechler and Lehman will work together in the upcoming fiscal year to make a standardized guide that staff can refer to, in order to ensure a welcoming environment for patrons.

## **Goal 4: Ensure Accessibility and Awareness**

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

- Implement Holds Pickup Lockers at Westacres Branch
  - Holds Pickup Lockers opened to the public in March 2026.
- Investigate possible solutions for a community outreach van and advise on what is required to retrofit the van so that it will be able to function as a multipurpose vehicle for deliveries and outreach to senior and youth stops, as well as a pop up for the library at community events.
  - The new van soft launched at WB Parks' Winter Solstice event. The van was purchased through a government purchasing program and modified by a van outfitter. The cost of purchasing and outfitting the van was covered completely

by community donations. Several staff members have passed records checks and have begun using the van for a variety of library tasks.

- Investigate and implement feasible ways to increase accessibility throughout the buildings.
  - The aisles in the Main Library's adult nonfiction were respaced after the carpet replacement with wider aisles as one range has been eliminated now that top and bottom shelves are being utilized. The former aisles were ADA compliant but not large enough for people to easily get around each other as they browse. An automatic sliding door replaced a manually operated wooden door in the front vestibule near the Main Library Meeting Room so all of the main entry doors at the public entrances are now automatic. The lobby bathrooms also had newer stronger openers installed this year.
- Add automatic and/or handicapped door openers at the Westacres Branch. (carryover to FY2026-2027)

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

- Explore opportunities to make early childhood community outreach more consistent with standard schedules throughout the year.
  - Staff reached out to preschools and centers in the service area reminding them that the library is available to provide outreach. Staff contacted childcare centers to schedule visits for the summer and fall quarters. Blooming Brains in Keego Harbor invited the library to visit for the first time in August, with a return visit in March. In summer 2025, Northcott visited four early childhood centers. A total of ten visits took place during the fiscal year, with three individual visits to West Bloomfield Preschool Academy in March 2026.

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

- Investigate opportunities to market the library to contract communities, in order to increase usage by these valuable partners. (ongoing)
  - Keego Harbor is an enthusiastic partner now; still working on Orchard Lake and Sylvan Lake.
  
- Identify and replace outdated print publications across both branches and design new publications for outreach.
  - The Homework Help brochure was reimagined as a branded folder holding updated library handouts. The Nursery Rhyme brochure was shortened and updated with appropriate songs, rhymes, and tips. An expansion of the Community Resource Guide content is underway.
  
- Continue to update and improve exterior and interior library signage.
  - Some Youth area signs were replaced and added. The bathroom signs were made larger and one points out the child-sized toilet, a sign for the Comfort Room was added, a sign for the new self-checkout area was added, and a sign to direct people to the bathrooms and comfort room was added to the clerestory.
  
  - Some large signs were updated and another replaced in the Adult area to point out features like the Conference Room, Fireplace, Gallery Wall, Reflection Room, Quiet Study, and Terrace.
  
  - Staff area signage was updated. Some signs were replaced and others were added.
  
  - The outdoor signage at the Main Library was replaced. The new signage is both larger and higher contrast to make it easier for patrons in vehicles and patrons with low vision to read.
  
  - Printed signage available was standardized and brought in line with the library's style guide across all public service desks at both branches.

## FY 2025-2026 Strategic Plan Activities

- Investigate opportunities to update shelf-end signage to formats which are faster and easier to update, such as e-ink displays. (Carryover)
  - Staff continued to update printed shelf end signage as shifts were made. Investigation into more efficient signage will continue in the next fiscal year.
  
- Collaborate with marketing to increase awareness of library staff and collections through social media content.
  - Staff are developing templates for short-form video content focused on library staff and collections. Marketing committee members are researching processes for effectively soliciting direction from the library staff at large.
  
  - Beginning January 2026, the library shifted its social media strategy, aiming to post a Reel once a week and solicit staff submissions more frequently. Thanks to ideas generated through the Marketing Committee, the library is participating in more viral trends and sketches to boost awareness of staff and services.
  
- Implement a twice-yearly roundtable of Greater WB area stakeholders to discuss issues and foster collaboration amongst entities. (carryover)

**Equity, Diversity, and Inclusion Statement:** *Libraries are committed to following the values of our profession as set forth by American Library Association (ALA). These values include equity, diversity and inclusion, social responsibility, and lifelong learning. The staff and Library Board of West Bloomfield Township Public Library join with ALA and Michigan Library Association in declaring that we stand against racism and systemic injustice in all forms. We believe that all people should be treated with respect and dignity. We reject policies and practices that promote discrimination and work to provide a library collection that reflects a broad spectrum of the human experience. We strive to provide a safe and welcoming environment for all people to explore ideas that differ from their own and gain new knowledge and skills.*

# Memo

**To:** Library Board of Trustees  
**From:** Cathleen Russ, Executive Library Director  
**Date:** April 1, 2026  
**Subject:** New Business #11A: Revisions to Administrative Guidelines and Policies related to selection and collection development

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A committee of librarians recently reviewed the library's Administrative Guidelines and Policies related to selection and collection development and made the recommendations to revise the guidelines and policies as indicated in each document.

The guidelines and policies reflect the library's current practice, and in some cases, policy language was tightened up. A general summary of additional proposed revisions include:

- Inclusion of statements regarding materials generated by Artificial Intelligence: "the library does not acquire materials that are primarily generated, authored, illustrated, or narrated by artificial intelligence (AI)."
- Acknowledgement of digital materials formats
- Removal of references to Baker & Taylor, the library's former vendor that has gone out of business
- Suggested combining Administrative Guideline 8, Collection Evaluation, and Administrative Guideline 9, Weeding, into one Guideline 8, Collection Evaluation and Weeding
- Addition of formats (digital music, digital video, eBooks, eAudiobooks, Realia, Adult Graphic Novels) to Administrative Guidelines 10, 11, 12 (Adult Services, Youth Services, Young Adult Services)
- Addition of Guideline 11A, Explanation of Easy Reader Collection

**Suggested motion:** Move to approve suggested revisions to the library's Administrative Guidelines and Policies related to selection and collection development as presented.

# Administrative Guideline No. 1

**Subject: LEVELS OF COLLECTION DEVELOPMENT**

**Adopted by the Board October 14, 1992**

**Revised March 18, 1998; March 20, 2002; February 12, 2003; September 8, 2004; February 21, 2007; April 8, 2026**

**BASIC LEVEL:** This level contains popular materials or materials which provide a general overview of high interest topics. Items such as bestsellers, currently popular non-fiction topics suitable for the recreational reader, and a wide range of audiovisual materials are necessary for this level. **This level includes both physical and digital formats.** High turnover of materials is expected, with the emphasis on a more current than retrospective collection. Also included at this level are some classics and reference works sufficient to meet local school assignments.

**GENERAL INTEREST OR STUDY:** This level supports general community interest, beginning study, and popular materials. Important here are currently published items supported by retrospective titles, a selection of important and classic writers, and current editions of the most significant works concerning a subject. **This level also includes both physical and digital formats.**

**ADVANCED INTEREST OR STUDY:** Emphasis at this level is on materials that support study at the post secondary level, **and** for the independent learner. ~~and on~~ This level includes ~~a diversity~~ **an expanded range** of popular material titles representing many aspects of a genre or subject area. This level supports special users, as well as covering the needs of a wide range of patrons. Included here is a broad selection of current and retrospective materials, selected collections of the works of high demand authors, and specialized reference tools. **This level is primarily composed of physical materials, with digital formats included, as appropriate and available.**

- Generally, most of the **adult** collections at the Main Library are maintained at the general interest level with ~~many~~ **the most popular** areas, ~~such as business and literature reference,~~ developed to the advanced level. **Circulation statistics are used to determine levels of popularity, as subjects maintained at the advanced level can change.** The remaining areas of low demand are maintained at the basic level.
- The adult collection at the Westacres Branch is developed and maintained at the basic level with heavy emphasis on current and popular materials.

- The young adult collection at the Main Library, covering materials in all formats for sixth to twelfth grade, is developed and maintained at the general level with an emphasis on encouraging and supporting reading, homework support, and personal information needs.
- ~~The youth collection at the Main Library, covering materials in all formats for newborns through fifth grade, with emphasis on supporting early literacy development and homework support.~~
- The Branch young adult collection is maintained at the basic level with an emphasis on current and popular materials and homework support.
- The Main and Branch youth collections, covering materials in all formats for newborns through fifth grade, are maintained at the general level with an emphasis on supporting early literacy development and homework support.

These levels for development are used as guidelines in each of the following described sections of the collection. Any exceptions or special considerations are noted.

## Administrative Guideline No. 2

**Subject: CLIENTELE TO BE SERVED**

**Adopted by the Board March 20, 2002**

**Revised February 12, 2003; September 8, 2004; February 21, 2007; September 21, 2011; April 13, 2017; March 18, 2020; April 8, 2026**

The library strives to meet demands for materials and service to user groups in these general categories:

**ADULT:** Adults comprise the largest single group of public library users and the availability of informational, self-instructional, and recreational library materials to this group is of major importance to the library. Outreach services are offered to the homebound residents, and residents of adult care and retirement facilities **within the library's service area.**

**BABIES AND TODDLERS:** ~~There is~~ **The library offers** a wealth of materials, services and programs for the library's youngest ~~customers~~ **patrons:** babies and toddlers. Board books made with sturdy cardboard pages present simple images and text to help babies learn language development and gross motor skills. Toddlers enjoy short, colorful picture books with lively stories and illustrations. ~~Both kinds of books are featured in baby and toddler programs at the library.~~ In addition, the library collects multimedia materials such as ~~compact discs~~, discovery tablets, DVDs, **readalongs**, and literacy kits designed specifically for babies and toddlers. Many resources are available to parents of young children to help support physical growth as well as early literacy and **STEAM** skills.

**PRESCHOOLERS AND THEIR CAREGIVERS:** The library has traditionally maintained a high level of responsibility for preschool services, programming, and materials. The library continues to ~~target~~ **focus on** this age group in the interest of encouraging children to develop appreciation of the library's resources during their formative years. The library recognizes that the most effective way to reach preschool children is through their caregivers, and provides services for this group as well.

**ELEMENTARY/SECONDARY SCHOOL STUDENTS:** The library attempts to supplement and enhance the information and services provided by the media centers of the school districts within its service area. ~~as well as homeschoolers.~~ **The needs of the homeschoolers in the community are also addressed, as possible.** The library also makes every attempt to respond to students' broad informational, recreational, and cultural needs, regardless of their relationship to school assignments, and encourages continuous use of the library by collecting materials with specific interest for these age groups.

COLLEGE/UNIVERSITY STUDENTS: The library tries to meet the non-curricular needs of this student population. The library places low priority upon the curricular needs of college and university students and distance learners, since area academic libraries have physical and online collections to address these concerns. ~~The library provides free wireless connections and public workstations for students enrolled in higher or adult education classes while using the building to access coursework.~~ Library staff members are available to advise ~~these~~ students as to what resources are available to them through their institution.

## Administrative Guideline No. 3

**Subject: SELECTION CRITERIA**

**Adopted by Board March 20, 2002**

**Revised February 12, 2003; September 8, 2004; September 21, 2011; December 9, 2020; February 9, 2022; April 8, 2026**

An obligation of the Library is to reflect within its collection differing points of view on controversial or debatable subjects. The West Bloomfield Township Public Library does not support particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author, artist, or creator. Library materials are not marked or identified to show approval or disapproval of the contents, nor are items sequestered, except to protect them from damage or theft. At no time will library staff act *in loco parentis*. The responsibility of use and viewing of library materials by children rests solely with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that children may view them or come into possession of them.

At all times, selections should be based on materials that build a well-rounded collection including all viewpoints and opinions and which meet patrons' needs and reflect the diversity within, as well as the individual and unique interests, of the community. Diversity in the community creates a demand for books depicting a variety of cultures and lifestyles. Selectors are mindful of diversity by including representation across race, religion, culture, ability, age, gender, gender identity, sexual orientation, and viewpoint within all formats, subjects and genres. Collections are representative of the local community, and also representative of global diversity. The library does not acquire materials that are primarily generated, authored, illustrated, or narrated by artificial intelligence (AI).

**INFORMATIONAL MATERIALS:** Standard selection criteria applied to informational materials are: accuracy, depth of coverage, authoritativeness, social significance, importance of subject matter to the collection, soundness of the author's attitude and approach, cost, scarcity of material on the subject, and availability elsewhere. Quality and suitability of the format are also considered.

**ELECTRONIC RESOURCES:** The Library increasingly acquires ~~web-based~~ digital information sources and downloadable materials. Additional selection considerations for these unique formats include: ease of use and information retrieval, notable enhancements over print items such as searching ability or graphics, availability of full text, number of simultaneous users, update frequency, additional cost, licensing requirements, technological compatibility, customer support, and staff training.

**FICTION:** Criteria for selection and acquisition of materials for all age groups in all media formats representing fiction, drama, poetry, and other works of imagination include: originality, plot development, literary merit, strength of characterization, authentic reflection of the human experience, popularity, and demand.

Patron demand for a generous supply of popular contemporary authors and titles is also an important consideration in selection of recreational reading and entertainment materials for all age groups.

## Administrative Guideline No. 4

**Subject: SELECTION TOOLS**

**Adopted by Board March 20, 2002**

**Revised September 21, 2011; March 18, 2015; March 18, 2020; December 9, 2020;  
April 8, 2026**

Librarians rely upon professional bibliographic tools in carrying out their responsibilities for collection development and maintenance. Some of the aids which utilize strict, objective standards of review and which are regularly consulted are:

- Booklist
- Bookmarks
- Horn Book
- Kirkus Reviews
- Library Journal
- School Library Journal
- ~~VOYA~~

Reviews or discussions from popular media such as the New York Times, People Magazine, Entertainment Weekly, current television programs, social networking sites such as ~~Good Reads~~ Goodreads, and various news, online booksellers, and publisher blogs are also considered valuable sources of currently popular titles and authors.

Other tools used in selection include ~~Baker and Taylor Forecasts~~ vendor forecasts, CollectionHQ, subject bibliographies, reviews, and information from special subject listservs. Purchase suggestions from patrons are encouraged and given serious consideration. They can be submitted through either the online "Suggest a Title" service or by using printed forms available at all public service desks.

Diversity in the ethnic, cultural, and economic makeup of the community creates a demand for books depicting a variety of cultures and lifestyles. Tools used to ensure diversity in the collection include: directly following online resources that highlight minority authors and offer title recommendations not found in traditional selection tools; visiting websites of minority-owned bookstores; visiting websites of public libraries in areas with large minority populations; searching reviews in periodicals which focus on minority populations, such as *Essence* and *Out*; searching catalogs of publishers and imprints which focus on minority authors.

## **Administrative Guideline No. 5**

**Subject: MULTIPLE COPIES**

**Adopted by Board March 20, 2002**

**Revised February 12, 2003; September 8, 2004; February 21, 2007; March 18, 2015; March 18, 2020; April 8, 2026**

To meet patron demand, multiple copies of fiction and non-fiction bestsellers, popular titles, media formats, and digital formats are purchased for the adult, young adult, and youth collections. One copy is ordered for every three patron requests. Multiple copies are ordered at the time of initial order in anticipation of demand. Leased copies of bestsellers and current releases are also used in large number to make additional copies available to meet demand. ~~Leased titles also make up the rental collection of high-demand adult titles.~~ Some digital collections are made available with unlimited simultaneous access, while other digital publishers limit library access through delayed release (embargos), metered access (built-in content expiration), and limits on the number of copies libraries may purchase, thus reducing availability and increasing the number of patron requests per copy.

~~When available, books in paperback editions are purchased as added copies to meet patron demand. Paperbacks are also purchased, and are preferred in cases where the hardcover edition is extremely expensive; the title would be used infrequently or is an item that would be weeded from the collection in a few years.~~

## Administrative Guideline No. 6

**Subject: STANDING ORDERS**

**Adopted by Board March 20, 2002**

**Revised February 12, 2003; September 8, 2004; February 21, 2007; March 18, 2020; April 8, 2026**

Select materials updated annually or on a regular basis and which are necessary to the collection are may be put on standing order. The majority of these materials are have traditionally been for reference items. Representatives from each facility The assigned librarian reviews, updates, and coordinates the standing order with support tech services for standing orders. Orders are then placed with book jobbers, periodical vendors or individual publishers.

## **Administrative Guideline No. 7**

**Subject: SUBSCRIPTION SERVICES**

**Adopted by Board March 20, 2002**

**Revised February 12, 2003; August 14, 2003; September 21, 2011; April 8, 2026**

Orders for materials published in **physical and digital** serial formats, such as magazines, financial newsletters, and newspapers, are placed annually with the Library's periodicals vendors. Librarians responsible for periodical selection ~~from the youth and adult departments at each facility confer annually to review~~ **and** update ~~and coordinate~~ these orders **annually**. Items in demand not available from the Library's periodical's vendor are ordered directly from individual publishers.

## Administrative Guideline No. 8

**Subject: COLLECTION EVALUATION AND WEEDING**

**Adopted by Board March 20, 2002**

**Revised February 12, 2003; September 21, 2011; March 18, 2015; December 9, 2020; February 9, 2022; April 8, 2026**

An obligation of the Library is to reflect within its collection differing points of view on controversial or debatable subjects. The West Bloomfield Township Public Library does not support particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author, artist, or creator. Library materials are not marked or identified to show approval or disapproval of the contents, nor are items sequestered, except to protect them from damage or theft. At no time will library staff act *in loco parentis*. The responsibility of use and viewing of library materials by children rests solely with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that children may view them or come into possession of them.

At all times, selections should be based on materials that build a well-rounded collection including all viewpoints and opinions and which meet patrons' needs and reflect the diversity within, as well as the individual and unique interests, of the community. Diversity in the community creates a demand for books depicting a variety of cultures and lifestyles. Selectors are mindful of diversity by including representation across race, religion, culture, ability, age, gender, gender identity, sexual orientation, and viewpoint within all formats, subjects and genres. Collections are representative of the local community, and also representative of global diversity.

The library's collection requires continuous evaluation to ensure materials meet patron demand, provide current information, represent the most popular and prevalent formats, are in good physical condition and reflect the ethnic, cultural and economic diversity in the community. The goal is to provide a well-balanced collection that will be both a mirror that reflects a reader's experience, as well as a window that allows readers to learn about different experiences and points of view. Evaluation should also examine the quality of representation within materials and ensure materials reflect current perceptions of ethnic, cultural, economic, and geographic diversity.

Statistical tools such as circulation reports, collection turnover rates, document delivery studies, reference fill rates and stock inventory are studied to determine how the collection is being used and if it suits patron usage.

The CollectionHQ software can assist in the selection process by identifying high hold items, under-stocked areas, and popular authors. Staff should refer to these reports as each new dataset becomes available.

Each section of the Main and Westacres Branch Library collections is weeded on an ongoing basis to remove items that are worn, obsolete, in low demand, or which no longer meet community needs. Library staff uses the CollectionHQ software to assist with weeding. Weeding is also done on a day-to-day basis by the library staff as they encounter materials that are worn or outdated.

Weeding is an ongoing process to ensure that the book and non-print material collections remain current and reflect popular demand. More specific guidelines for weeding are included in the following Administrative Guidelines:

- Administrative Guideline No. 10 Adult Services
- Administrative Guideline No. 11 Young Adult Services
- Administrative Guideline No. 12 Youth Services
- Administrative Guideline No. 13 Electronic Resources

All subscriptions to databases are reviewed on an ongoing basis. Usage statistics, cost, demand, and ability to meet community needs are some of the factors used to evaluate databases. Links to external websites are monitored by staff for relevancy, quality, currency, and ease of use. The Library reserves the right to add or remove links at any time for any reason.

The collection's holdings are also checked against standard bibliographic tools to assure the library acquires recommended materials. The materials themselves should also be examined for physical condition and use.

Patron input is welcome and encouraged via the "Suggest a Title" form, and community surveys also provide important information for evaluating the collection.

## **Administrative Guideline No. 9 Suggest deleting and combining with Administrative Guideline No. 8: Collection Evaluation**

**Subject: WEEDING**

~~Adopted by Board March 20, 2002~~

~~Revised February 12, 2003~~

~~Revised September 8, 2004~~

~~Revised March 18, 2015~~

~~Revised April 13, 2017~~

**Revised April XX, 2026**

~~Each section of the Main Library collection is weeded on an ongoing basis to remove items that are worn, obsolete, in low demand or which no longer meet the library's role. Library staff uses the CollectionHQ software to assist with weeding. The HQ timeline encourages staff to weed based on dead item reports at least nine times per fiscal year. Inventory should be done using the Collection Check feature of HQ twice per year, usually in August and February. Weeding is also done on a day-to-day basis by the library staff as they encounter materials that are worn or outdated.~~

~~Weeding is an ongoing process at the Westacres branch to ensure that the book and non-print material collections remain current and reflect popular demand.~~

~~The library also follows the American Library Association approved CREW Manual weeding guidelines which sets the limits for age and condition of public library materials.~~

~~More specific guidelines for weeding are included in the following Administrative Guidelines:~~

- ~~● Administrative Guideline No. 10 Adult Services~~
- ~~● Administrative Guideline No. 11 Young Adult Services~~
- ~~● Administrative Guideline No. 12 Youth Services~~
- ~~● Administrative Guideline No. 13 Electronic Resources~~

### Electronic Resources

~~All subscriptions to databases are reviewed on an annual basis. Usage statistics, cost, demand, and ability to meet the library's roles are some of the factors used to evaluate databases for the Library. Links to external websites are monitored on a monthly basis by staff for relevancy, quality, currency, and ease of use. The Library reserves the right to add or remove links at any time for any reason.~~

## **Administrative Guideline No. 10**

**Subject: ADULT SERVICES**

**Adopted by the Board October 14, 1992**

**Revised March 18, 1998, February 12, 2003, September 8, 2004, March 24, 2005, February 21, 2007, August 13, 2008, April 14, 2009, December 9, 2009, September 21, 2011, May 8, 2013, April 9, 2014, March 18, 2015, April 13, 2017, March 18, 2020, December 9, 2020, Revised February 9, 2022; April 8, 2026**

The Adult Services collection has a variety of materials in a range of formats, which are selected for adults beyond high school age in order to meet their educational, recreational, and informational needs. Diversity in the community creates a demand for books depicting a variety of cultures and lifestyles. Selectors should be mindful of diversity by including representation across race, religion, culture, ability, age, gender, gender identity, sexual orientation, and viewpoint within all formats, subjects and genres. Collections should be representative of the local community, but also be representative of global diversity.

At no time will library staff act in loco parentis. The responsibility of use and viewing of library materials by children rests solely with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that children may view or come into possession of them.

As statistics become available, all materials will be considered for withdrawal after ~~several~~ years of low circulation unless, the information remains current and relevant. All materials will be weeded for poor condition on an ongoing basis.

The library does not acquire materials that are primarily generated, authored, illustrated, or narrated by artificial intelligence (AI).

### **NON-FICTION**

Large and varied collections of informational and recreational materials in a range of formats are developed at the basic and general levels and are available for circulation. Areas of high demand in each of the Dewey classifications are as follows:

000's COMPUTER SCIENCE, INFORMATION AND GENERAL STUDIES

004-006 Computers: weed software more than 2 versions old. Add to keep current with changing technology.

100's PHILOSOPHY AND PSYCHOLOGY

150 Psychology: popular psychology and self-help titles are quickly outdated. Retain as needed and replace outdated.

180 Philosophy: Maintain general materials on the history of philosophy and important philosophers. Retain as needed and replace outdated.

### 200's RELIGION

General: retain some materials on all major religions as needed and replace outdated; maintain current material on each religion represented in the community.

292 Mythology: maintain for school assignments, retain as needed and replace outdated.

### 300's SOCIAL STUDIES

General: controversial issues are represented from all views with current, accurate and fair information. New editions of titles covering social issues are added regularly to the circulating collection. Previous editions may continue to circulate if the material remains relevant and accurate.

305 Social Groups, Inequality: Monitor closely to maintain relevance with current and historical events.

310 Almanacs, Yearbooks: current and previous year

333 Real Estate: Retain if legal content is still current.

340 Law: retain copies of current edition in self-help law books, i.e. Nolo Press and Sourcebooks

342 Citizenship: multiple copies of most current citizenship information and test preparation books.

378 College and Scholarship guides: multiple copies of current and previous year

390 Etiquette, wedding planning: keep materials up-to-date

### 400's LANGUAGES

428 TOEFL and TOEIC test preparation: multiple copies of current editions from a variety of publishers. Shelved in Language Learning collection.

440 International languages: have one dictionary in each of the major languages; upgrade as community profile changes and for school assignments. Shelved in Language Learning collection.

### 500's PURE SCIENCES

510 Math: Retain as needed and replace outdated.

Pure Sciences: physics, astronomy, chemistry, geology, biology – retain as needed and replace outdated.

### 600's APPLIED SCIENCES

General: Retain as needed and replace outdated. ~~Areas with frequent new developments, such as space exploration, update regularly.~~

610 Health issues: Retain as needed and replace outdated. Monitor closely for changes in disease diagnosis or treatments requiring updates. Monitor closely for caregiver related titles.

613 Diet and Fitness: Retain as needed and replace outdated. Monitor closely to maintain current interest and practices.  
630 Gardening, pets: Retain as needed and replace outdated.  
640 Cooking, family life: Retain as needed and replace outdated. Monitor closely to maintain current interests and practices.  
643 Home and appliance maintenance: Retain as needed and replace outdated. Update to stay current with changes in technology.  
650 Resumes and employment: Retain as needed and replace outdated. Very high use. ~~Most shelved in Career Center collection at Main.~~  
658 Small business and management: Retain as needed and replace outdated.  
690 Manufacturing: retain materials on collectibles.

### 700's ARTS AND RECREATION

General: Retain all basic material, especially art and music history as needed and replace outdated. Limited coffee-table format art books should be purchased due to low circulation and high cost.  
728 Home design and plans: Retain as needed and replace outdated.  
~~741 Comics and graphic novels: Monitor closely and purchase to meet current interests and popular culture.~~  
745 Antiques and collectibles: annual price guides retain older price guides 1 year at Main, current year at Branch. Retain as needed and replace outdated.  
746 Interior decoration: Retain as needed and replace outdated.  
770 Photography: Monitor closely for dated information on techniques, technology and equipment.  
796 Sports: Monitor closely for professional teams' status and location. Sports rule books/Sports annuals: retain current plus two years back

### 800's LITERATURE

General: retain anything with lasting influence or part of school curriculum. At Main, retain classics in multiple copies indefinitely, weeding for poor condition; at Branch, retain copies of major classics and school assignments as needed, weeding for condition, interest, and use.  
~~Cliff's Notes: Main retains multiple copies of demand titles; Branch retains copies as needed based on use and condition. Replace as needed.~~

### 900's HISTORY AND GEOGRAPHY

General: monitor for demand, accuracy and fairness. Retain as needed.  
910 Travel: retain current and 1 year back only of annually published series (Fodor's, etc.). Provide multiple copies of popular travel destinations. Replace irregular publications with new editions. Shelved in Travel Collection.  
930 Ancient history: Multiple copies for school assignments. Weed for condition.  
940 Holocaust: extensive circulating collection at Main. School assignment collection at Branch.  
950 Middle East: Monitor closely for dated information and to ensure accurate representation.  
960 Africa: Monitor closely for dated information and to ensure accurate representation.

973 United States: general interest, heavy use for school assignments. Monitor closely to ensure historical representation of all minority groups. Retain as needed and replace outdated.

977 Michigan and local history: high general interest, school assignments. Retain as needed. At Main, most shelved in Michigan Collection.

## **BIOGRAPHY**

General: retain works with lasting interest or influence; weed for condition.

Entertainers, historical and political figures: retain for school assignments and general interest. At Main weed for condition, at Branch, weed for current interest and condition.

Purchase multiple copies of assignment related biographies.

## **ADULT GRAPHIC NOVELS**

The Library develops a graphic novel collection that serves adults; those graphic novels with adults as the primary audience are placed in the adult collection. The graphic novel collection for adults is attentively monitored. Titles are added based on popular culture and interest, patron requests, and representation of diverse cultures and experiences. Weeding is done with an emphasis on condition and circulation statistics. Both the Main and Branch locations have a graphic novel collection for adults.

## **REFERENCE**

The reference collections are developed to reflect the respective needs at the Main Library and Westacres Branch. Many electronic resources are available that complement or replace the print collection.

*Special consideration: Efforts have been made to transition to the online version of reference resources, which now make up the majority of the reference collection. whenever possible or appropriate.*

~~Business reference materials are interfiled in the regular print reference collection at the Main Library. They include a collection of print format and electronic resources serving business professionals, small business owners, individual investors, students and general adult researchers. The collection includes *Value Line Investment Survey*, investment services and mutual fund newsletters. Business electronic sources include *Reference Solutions*, *Value Line* and *Morningstar*.~~

~~*Special consideration: Business reference materials are kept in current version only. Superseded editions are discarded or per vendor's instructions, returned.*~~

## **PERIODICALS**

The periodical collection consists of magazines, newsletters, and newspapers. Popular magazines covering a variety of subject areas and native languages reflected in our

community represent the largest share of the periodicals. Newspapers are selected which provide current information and satisfy casual interest in current events. Full text access to periodicals is also provided by periodical and newspaper indexes in electronic format, as well as digital editions of many selected titles. Patron interests and requests are weighed heavily in the selection of subjects and titles of periodical materials. Business and investment newsletters are a popular part of the reference collection at the Main Library. Recreational and family oriented materials are in demand at the Branch.

*Special considerations: Main Library and Branch hold the current year only. holds magazines for 2 years. The Branch holds the current year only.*

## **FICTION**

AT BOTH LOCATIONS, the fiction collection should present stories of ethnic, cultural, economic and geographic diversity, providing both a mirror that reflects a reader's experience, as well as a window that allows readers to learn about different experiences and points of view.

MAIN LIBRARY: best sellers, genre fiction, and classical literature from all time periods and from all parts of the world make up the fiction collection. Its purpose is to entertain and enrich human understanding by presenting stories in an imaginative way rather than in a factual manner. Students make use of the fiction collection for reading assignments. Retain anything with lasting influence or part of school curriculum. Retain classics in multiple copies indefinitely, weeding and replacing for poor condition. Retain at least 1 copy of each title by important and very popular authors, weeding and replacing for poor condition. Many adult book discussion groups throughout the community also create a demand for critically acclaimed writers, classic and international authors. Titles with media tie-ins to films are to be tracked regularly and purchased in quantity. Overall, the focus in the fiction collection is on purchasing as broadly and as widely as possible to give the collection depth while having enough multiple copies of high demand books to satisfy patron requests as quickly as possible. Weeding is done with emphasis on condition and circulation use.

BRANCH: current and popular fiction titles and authors are the major focus of this collection. Little emphasis is placed on maintaining past bestsellers, dated genres or authors, complete sets of series and classic works of literature not required for school assignments. Weeding is done more frequently than at the Main Library with an emphasis on current and popular titles.

New releases and bestsellers are purchased or leased in large quantities to meet patron expectations of the library as a reliable source of current reading topics and trends. ~~Rental collections are also maintained to make available as many high demand popular titles as possible.~~

*Special consideration: Both facilities purchase multiple copies of titles selected*

*for the Library or Friends' sponsored book discussions, as well as other programs related to specific titles or authors.*

## **MYSTERIES**

The mystery section includes the works of detective and mystery writers. Espionage writers whose works have an emphasis on mystery rather than adventure are included in mystery rather than fiction. Every attempt is made to retain copies of all titles in a series. ~~Romantic suspense authors are included in fiction. Titles from this area are labeled "mystery" and are shelved together as an aid to patron browsing in both buildings.~~ Weeding at the Main Library is done with an emphasis on condition and circulation use, while at the Branch the focus is on retaining current and popular titles.

## **SCIENCE FICTION**

The science fiction section includes science fiction and fantasy writers from all parts of the world and from classic to contemporary authors. The science fiction collection covers such genre types as high and low fantasy, gothic fantasy, science fantasy, sword and sorcery novels, alien being, alternate worlds, robot, space travel and time travel novels. Futuristic novels and speculative fiction are usually included in the general Fiction area. Paperbacks of new and reissued authors are an important part of the collection. All science fiction titles are labeled as such and shelved together to facilitate patron browsing at both buildings. At the Main Library, a sub-collection of Science Fiction series titles (such as Star Wars and Star Trek) are labeled as such and shelved together adjacent to the Science Fiction collection to facilitate patron browsing. Weeding at the Main Library is done with an emphasis on condition and circulation use, while at the Branch the focus is on retaining current and popular titles.

## **ROMANCE**

The romance collection is comprised of titles that have a central love story and an optimistic ending. Only single-title romances, not once-a-month categories, are selected. An emphasis is placed on purchasing paperback format when available. Sub-genres include contemporary, historical, time-travel, para-normal and suspense. At the Branch, titles from this area are labeled "romance" and are shelved together as an aid to patron browsing. Weeding at the Main Library is done with an emphasis on condition and circulation use, while at the Branch the focus is on retaining current and popular titles.

*Special consideration: a separate romance collection exists only at the Westacres Branch. Romance is interfiled in fiction at the Main Library.*

## **SHORT STORIES**

The Short Story collection at the Main Library includes short fiction anthologies from all time periods and from various parts of the world, and serves adult and student recreational readers. This collection includes fantasy, romance, horror, crime, adventure, westerns and alternative topics. Short Story collections by one author are shelved with that author's fiction works in the general Fiction area. Weeding at the Main

Library is done with an emphasis on condition and circulation use, while at the Branch the focus is on retaining current and popular titles.

*Special Consideration: Short story anthologies are interfiled in the general Fiction section at both the Main Library and the Branch.*

## **INTERNATIONAL LANGUAGE**

The international language collection at the Main Library reflects the language preferences and reading interest of its users. Titles in Arabic, Chinese, French, German, Gujarati, Hebrew, Hindi, Japanese, Korean, Persian, Russian, Spanish, and Tamil are available. Specific titles may also be requested as needed via interloan. Additional languages may be added as they become available through reputable United States vendors, and as community needs dictate. Weeding is done with emphasis on condition and circulation use.

*Special consideration: international language materials are not collected at the Branch, but available to its patrons by daily delivery or interlibrary loan.*

## **LANGUAGE LEARNING COLLECTION**

The Language Learning collection at the Main Library includes timely and topical materials for adult readers at the new adult reader level, as well as for adult readers who are learning English and other languages as an international language. ELL study units, TOEFL (Test of English as a Foreign Language) and TOEIC (Test of English for International Communication) study guides, tutoring guidebooks and other instructional topics are provided for patrons. Related compact disc (CD) and DVD format resources are also available in the Language Learning collection. Weeding is done with emphasis on condition and circulation use.

*Special consideration: Language Learning materials are interfiled in the general non-fiction section at the Branch.*

## **LARGE PRINT BOOKS**

Multiple copies of popular, bestselling fiction, especially mysteries, suspense, thrillers, romance, biographies, and recent non-fiction in large size type make up this collection. Both Branches maintain a collection with the Main Library purchasing several copies of popular and bestselling authors. At the Branch little emphasis is placed on maintaining past bestsellers, dated genres or authors and typically no more than one copy of a popular or bestselling title is purchased. The collection at the Main Library also provides titles for outreach services to area senior housing and nursing homes. Weeding is done with emphasis on condition and circulation use.

## **CAREER CENTER**

~~The Career Center at the Main Library includes multiple copies of books on resume writing, job searching and interviewing skills. This collection also includes a wide selection of books on careers and jobs in both general and specific categories on a~~

variety of educational levels. Weeding at the Main Library is done with an emphasis on condition and circulation use, while at the Branch the focus is on retaining current and popular titles.

### **TEST PREPARATION STUDY GUIDES**

A separate collection of test preparation books are maintained at both facilities. Only current editions are retained for a variety of tests including ACT, SAT, GMAT, MCAT, LSAT, PCAT, GED, AP and others. Multiples copies are purchased.

### **CAREGIVER COLLECTION**

The Caregiver Collection at the Main Library includes multiple copies of books and DVDs on senior issues and elder care. Weeding at the Main Library is done with an emphasis on condition and circulation use, while at the Branch the focus is on retaining current and popular titles.

*Special consideration: Caregiver materials are interfiled in the general non-fiction section at the Branch.*

### **TRAVEL COLLECTION**

The Travel Collection includes multiple copies of travel guides and travelogue DVDs covering destinations throughout the world. This collection also includes travel phrasebooks and non-fiction narratives on travel-related subjects. Weeding at the Main Library is done with an emphasis on condition, currency and circulation use, while at the Branch the focus is on retaining current and popular titles.

### **DVDs & BLU-RAY**

Digital video discs (DVDs) in U.S. compatible format are available at both facilities to serve the recreational and educational interests of patrons. Popular feature films, premium cable and network television productions, international films, documentaries and non-feature quality productions on a variety of subjects make up the collection.

Blu-ray discs in U.S compatible format are also available in both locations. The Blu-ray collection is primarily made up of, but not limited to, popular feature films. International films, documentaries, and television series that have not been released in the DVD format may be available in the Blu-ray collection.

New releases with high box-office returns will be ordered for the DVD and Blu-ray collections, if available in both formats, in quantity for the Main Library with fewer copies for Westacres. Sufficient copies must be ordered to meet the initial high demand for films that did well at the box office or received critical acclaim and for popular television shows with a large following. Extra copies as appropriate will be purchased for both facilities of film discussion titles and holiday films. Single copies of notable or requested older films are purchased for the Main Library collection only; older releases are generally not purchased for the Westacres collection unless they are award-winning titles with prevailing current interest. Special consideration is given to notable and older films representing stories of ethnic, cultural, economic and geographic diversity.

When available, close-captioned productions for the hearing impaired are purchased. Due to the proliferation of vintage and recent television shows in multi-segment DVD format and the shelf space required for ongoing storage, consideration will be based upon demand, critical acclaim and prevailing interest. Weeding is done with an emphasis on condition, interest and use; multiple copies should be weeded when the popularity of a release declines. A minimum of one copy should be retained for the Main Library collection with additional copies retained based on ongoing popularity of the film. Due to space limitations, no more than two copies of popular releases should be retained for the Westacres collection after the initial interest has diminished.

~~*Special consideration: Current popular feature entertainment DVDs are in high demand at both facilities. Film classics, international language films and special interest features are more popular at the Main Library and most often purchased for that collection. In addition there are DVD deposit collections at senior apartment facilities located in West Bloomfield.*~~

## **WORLD CINEMA**

A collection of DVDs **films** in multiple international languages is available at the Main Library in the World Cinema collection. All World Cinema films are English subtitled and include award-winning films and films that are popular in the originating country.

*Special consideration: Most World Cinema titles are not collected at the Branch, but are available to its patrons by daily delivery.*

## **BOOKS ON CD**

The adult books on CD collection includes contemporary and classic fiction, mysteries, science fiction, suspense, biographies, plus a wide range of non-fiction topics and instructional materials. Whenever possible, materials in the unabridged format are the first choice for purchase. Weeding is done with an emphasis on condition, interest and use.

## **COMPACT DISCS**

This collection includes both musical selections of popular mainstream genres such as rock, country, jazz, show tunes, and classical music of all types. This collection is broadly representative of the variety and high technical quality of material available in this format. Patron demand strongly influences the selection of items. Weeding is done with an emphasis on condition, interest and use.

## **VIDEO GAMES**

Video games for the most popular gaming platforms are considered for purchase. As new gaming platforms become available, the library will determine if additional platforms may be added to the collection. Emphasis is placed on critically acclaimed games with a significant single player storyline, rather than games that focus on multiplayer interactions with little story. Effort will be made to purchase games that also feature

educational, problem solving, and informational themes. Special consideration is given to notable or award-winning games representing stories of ethnic, cultural, economic and geographic diversity. This collection is directed towards patrons ages 18 and up. Ratings purchased will be T (Teen) and M (Mature). Games in this collection are housed in the adult department. Weeding is done with an emphasis on condition, interest, platform popularity, and use.

### **eBOOKS & eAUDIOBOOKS**

The eBook and eAudiobook collections are available to West Bloomfield cardholders through three different platforms: CloudLibrary, OverDrive/Libby, and Hoopla. Librarians select titles for CloudLibrary and OverDrive/Libby, while Hoopla acquires titles based on licensing agreements with publishers. CloudLibrary is a standalone collection only accessible to West Bloomfield cardholders, while OverDrive/Libby includes titles from both the MetroNet consortium and reciprocal lending libraries, and can be accessed with a library card from a participating library.

CloudLibrary holds the library's main collection of eBooks and eAudiobooks. The library maintains access to OverDrive/Libby in order to maintain access to consortium and reciprocal lending, and because it is the only platform that works with Amazon Kindle e-ink devices. As a result, only titles compatible with Kindle e-ink devices at the time of purchase will be acquired for OverDrive/Libby. Kindle e-ink devices are not compatible with eAudiobooks and fixed-layout titles (including but not limited to graphic novels or picture books); thus, they are not acquired for OverDrive/Libby.

The core of the eBook and eAudiobook collections contain titles that reflect the general reading interests of adults. Emphasis is placed on high interest and high demand areas with specific attention to bestselling authors, popular new releases, media tie-ins, and current and popular non-fiction. Because perpetual access titles cannot be weeded, non-fiction topics that can become easily outdated (such as computers, travel, medical, or reference) are generally not purchased unless they are available to purchase in metered access terms. Holds lists are monitored weekly and additional copies purchased for actual or anticipated demand. Selection may be limited due to author, publisher, and/or vendor restrictions. Titles purchased must be unabridged and cannot be summaries of the material. Special attention is paid to the collections in order to prevent materials that are primarily generated, authored, illustrated, or narrated by artificial intelligence from entering the collection; if a vendor allows for the restriction of artificially generated materials, these restrictions should be put in place whenever possible.

eBooks and eAudiobooks are acquired in both perpetual access and metered access licensing terms. Metered access eBooks and eAudiobooks on CloudLibrary and OverDrive/Libby are automatically weeded when they expire. Librarians make decisions about what to re-acquire based on relevance, timeliness, circulation statistics, and current or anticipated future demand. Special consideration is given to metered access titles when selecting titles to re-acquire.

## **DIGITAL MUSIC**

The digital music collection is accessible to West Bloomfield cardholders through Hoopla. Hoopla acquires music based on licensing agreements with publishers. A wide variety of music, in all genres and for all ages, is acquired by Hoopla. Selection can be limited based on vendor agreements.

## **DIGITAL VIDEO**

The digital video collection is accessible to West Bloomfield cardholders through Hoopla and Kanopy. Hoopla and Kanopy both acquire content based on licensing agreements with publishers. Hoopla titles trend toward popular movies and TV shows, while Kanopy titles trend toward documentaries, international films, and educational content. Each resource has a dedicated kids mode with family-friendly content. Selection can be limited based on vendor agreements.

## **DIGITAL MAGAZINES**

The digital magazine collection includes titles covering a variety of subject areas that reflect both the needs and interests of the community. Emphasis is placed on selecting titles that are also popular in the traditional print format. Titles are selected in order to complement and supplement the print periodicals collection. Magazines that are not carried in the print collection but fulfill a niche within the community will be weighed heavily during selection in order to maintain a diverse and unique digital collection. This service is only accessible to West Bloomfield cardholders.

## **REALIA**

Realia such as binoculars, telescopes, yoga mats, and more are purchased for use in themed kits. These materials are available for checkout as a part of a themed kit. They are not available for individual checkout. Emphasis is placed on selecting items that support engagement and enrichment for seniors, adults, and families. Weeding is done with an emphasis on condition, interest, and usage statistics.

From time to time, select kits may be created for activities to be taken and completed at home. These kits will be identified as non-returnable.

The library does not accept responsibility for improper use of kit contents, materials or supplies. The user assumes all risk associated with the use of materials, tools, supplies and all other kit contents.

## **SELF-PUBLISHED WORKS**

The Library generally does not select self-published materials unless they meet the same guidelines as other materials purchased for the collection, have received positive professional reviews (Amazon reviews are not sufficient), meet a need that cannot otherwise be met, or are in particularly high demand.

## **AI GENERATED WORKS**

The library does not acquire materials that are primarily generated, authored, illustrated, or narrated by artificial intelligence (AI).

## Administrative Guideline No. 11

**Subject: YOUTH SERVICES**

**Adopted by the Board October 14, 1992**

**Revised March 18, 1998; February 12, 2003; September 8, 2004; February 21, 2007; August 13, 2008; April 14, 2009; December 9, 2009; September 21, 2011; May 8, 2013; April 9, 2014; March 18, 2105; April 13, 2017; March 18, 2020; December 9, 2020; April 14, 2021; February 9, 2022; April XX, 2026**

The Youth Services collection has a variety of materials in a range of formats, which are selected for children from birth through the elementary grades in order to meet their educational, social-emotional, recreational, and informational needs. Other groups targeted are parents, caregivers, teachers, grandparents, and daycare providers. Diversity in the community creates a demand for materials depicting a variety of cultures and lifestyles. Selectors should be mindful of diversity by including representation across race, religion, culture, ability, age, gender, gender identity, sexual orientation, and viewpoint within all formats, subjects, and genres. Collections should be representative of the local community, but also be representative of global diversity.

At no time will library staff act in loco parentis. The responsibility of use and viewing of library materials by children rests solely with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that children may view or come into possession of them.

~~As a basic selection criteria across all formats, the actual materials to be purchased, whether used within our facilities or circulated, will be reviewed in terms of physical safety and health considerations, particularly in terms of very young children.~~

As a basic selection criterion for all formats, materials considered for purchase, whether used within our facilities or circulated, will be evaluated for physical safety with particular attention to very young children.

~~As statistics become available, All materials will be considered for withdrawal after a period of low circulation~~ based on circulation statistics, unless the information remains popular, current, or relevant. All materials will be weeded for poor condition on an ongoing basis.

### **NON-FICTION**

The youth non-fiction collection consists of informational, educational and recreational materials for children through the fifth grade. The collection reflects a wide range of reading levels.

Areas of high demand in each of the Dewey Classifications are as follows:

j000's GENERAL STUDIES

Computers, encyclopedias, general trivia books, and unexplained phenomena such as UFO's. Add to keep current with changing technology. Weed for dated content or poor condition.

#### j100's PHILOSOPHY AND PSYCHOLOGY

Psychology, astrology, ghosts, death, divorce, self-help and personal growth and development. Retain as long as books circulate, or as long as demand requires. Weed for poor condition.

#### j200's RELIGION AND MYTHOLOGY

Religions in many cultures, especially the Bible, Judaica, and mythology. Maintain current material on each religion represented in the community. Maintain mythology books in good condition for school assignments. Weed based on poor condition.

#### j300's SOCIAL STUDIES

Environment, government, disabilities, social issues, culture, and folk/fairy tales, fables, legends, and holidays. Maintain previous editions of current issues and environmental issues that continue to circulate, and if provided that the material remains relevant and accurate. Evaluate societal and cultural books every three years for currency. Maintain folk tales from around the world, including various editions of one tale or fractured retellings of traditions tales in good condition. Strive to maintain folk tales from countries and ethnicities represented in the community. Weed 390 books based on poor condition.

#### j400's LANGUAGES

International languages, sign language and dictionaries at various levels. Maintain international language books that reflect community needs; maintain at least one dictionary in each language heavily represented in the community; upgrade as community profile changes and for school assignments.

#### j500's PURE SCIENCES

Science projects, astronomy, animals, and the life sciences. Retain math books for 5 years. ~~Replace pure science~~ Evaluate and update pure science books every 5 years for current scientific information. Pure Sciences: physics, astronomy, chemistry, geology, biology. Update all other time sensitive material as needed.

#### j600's APPLIED SCIENCES

The human body, pets, inventions, toilet training, transportation, engineering, gardening, and cooking. Evaluate medical books every three years for current content. Monitor and replace other books as needed on pets and cooking.

#### j700's ART AND RECREATION

Crafts, hobbies, music, sports, magic, video games, drawing and painting and other arts. ~~Retain all general sports, art, music, drawing and game books in good condition as needed.~~ Collection habits will focus on popular and current hobbies and activities of

community youth and families. Evaluate to weed or retain based on community needs, use, and condition, as needed.

#### j800's LITERATURE

Poetry, plays, classics, public speaking, and writing instruction. Retain poetry, riddle, and joke books in good condition as needed for school assignments. Weed based on condition.

#### j900's HISTORY

The subjects of geography, travel, United States history, and world history. This collection covers all periods in United States history and basic world history. Individual materials on the states of the United States and countries of the world are collected. Collected biographies of persons in history are included in this area. Evaluate current affair books every five years for currency. Retain or weed group biographies based on school assignment needs and condition.

#### jBIOGRAPHIES

Contemporary and historical figures representing a large cross-section of society. Retain works with lasting interest or influence, or for school assignments, particularly sports figures, entertainers, inventors and scientists, and political figures. Weed for condition and interest.

#### YOUTH REFERENCE

The reference collection, which is interfiled into the non-fiction circulating collections, includes materials to satisfy a child's personal interests and curiosity about the world as well as the student's need for information for school assignments. Online services are available for young students at both facilities that include web-based encyclopedias and databases that provide magazine and newspaper articles and resources on history, culture and science. Professional material for librarians, teachers, and parents is also included, especially in the area of children's literature. Some items duplicate those in the adult reference collection, as determined by demand, especially in the areas of science and countries of the world.

Retain World Book Encyclopedia for 2 -3 years as needed.

#### HOLIDAY COLLECTION

Books in the holiday collection include board books, picture books, easy readers, fiction and non-fiction and are arranged by holiday and marked with a theme related sticker on the spine. The holiday designations include Valentine's Day, Easter, Halloween, Thanksgiving and Christmas. Books about the Jewish holidays are indicated by a Jewish star at the top of the spine and the name of the specific holiday at the bottom. Books about Islamic holidays are indicated by a crescent at the top of the spine and the specific holiday at the bottom. Books dealing with covering other holidays are indicated by a "Holiday" sticker at the top of the spine and the name of the specific holiday at the bottom. Retain holiday books with lasting interest, for school assignments, that are representative of the local community, as well as representative of global diversity.

## **PARENT/TEACHER COLLECTION**

The library maintains a collection of materials including print and media, offering practical suggestions and ideas for rearing, educating, and entertaining children from infancy through the elementary grades. ~~A separate collection for parent/teacher non fiction materials is at the Main Library. There is no separate Parent/Teacher Collection at the Branch, but titles are available by daily delivery.~~ Emphasis is placed on the lower end of the age spectrum. ~~When selecting these materials, primary consideration is given to the concerns of new parents, parents of children with special needs, working mothers, single parents, divorced parents, and blended families dealing with the challenge of raising children.~~ The needs of preschool teachers, daycare providers, and homeschoolers are also considered. Special emphasis is placed on books that support the Common Core Standards ~~current educational standards.~~ Materials covering the latest trends and research on early child development and emergent literacy are of particular importance in support of the Library's Grow Up Reading™ initiative. ~~All books pertaining to parenting, teaching, and early literacy are shelved in the adult non fiction collection at both branches.~~ Retain parent/teacher books with lasting interest. Weeding is done with an emphasis on condition, interest, currency, and use.

~~*Special consideration: There is no separate Parent/Teacher Collection at the Branch, but titles are available to its patrons by daily delivery.*~~

## **YOUTH PERIODICALS**

The periodical collection in Youth Services supports the recreational, informational and educational needs of children through the fifth grade and represents a wide variety of subjects and interests. It will include a collection of professional journals and parenting magazines, whose contents support the needs of parents, teachers, daycare providers and librarians. ~~Youth periodicals are maintained for one year.~~

~~*Special consideration: youth periodicals are maintained for one year at both facilities.*~~

## **YOUTH PICTURE BOOKS**

A large picture book collection is maintained for the preschool child through second grade. It is designated JE or Juvenile Easy and a large yellow and black letter signifying the first letter of the author's last name identifies each book. Picture books may be either educational or recreational in intent and are distinguished by their illustrations. They may be designed to help develop a child's understanding of concepts, to help develop coping skills or an understanding of peer or family relationships, or to develop a positive self-image.

Common themes such as moving, starting school, or the birth of a sibling are in high demand, as are concept books to meet the beginning educational needs of preschoolers. ~~Concept books are indicated with a sticker on the top of the spine indicating which concept is covered in the book.~~ ~~Concept books are identified by a sticker at the top of the spine that indicates the covered concept.~~ Special attention is

given to purchasing Caldecott and Newbery Award winning books as well as popular movie and media tie-ins. **Multiple copies of popular authors and titles may be purchased.** ~~these titles and those of popular authors are purchased.~~

The Main Library also maintains a selection of oversized picture books. These items, known as big books, are available for circulation.

For the youngest children, a board book collection featuring books with sturdy, colorful, glossy cardboard pages is maintained. **Materials are chosen to begin the journey of literacy learning at birth. Materials are chosen to reflect educational and developmental standards for the very young including tummy time books, black and white books, singable books, books with rhyme, and books with diverse characters and global representation.**

Retain picture books with lasting interest and award status. Weeding is done **frequently on this highly used collection** with an emphasis on condition, interest, and use.

## **YOUTH EASY READERS**

The easy reader collection comprises fiction and nonfiction titles and specifically addresses the reading development needs of the child from preschool through second grade. Vocabulary is controlled and text is well spaced. Illustrations are secondary to text and in many cases reinforce the text. Multiple copies, including paperbacks, are routinely purchased. An effort is made to purchase popular character and media tie-in titles. Also popular in this collection are beginning “chapter books”, which introduce young people to recreational reading. To help parents select titles that are appropriate for their child’s reading level; the Easy Readers are organized into 4 groups and have a corresponding colored label signifying the first letter of the author’s last name. **Please see *Explanation of Leveled Easy Reader Collection (Administrative Guidelines No 11A)* for detailed leveling information.**

- ~~White (Pre-Emergent)-Easiest beginning reader~~
- ~~Orange (Emergent)-Print size and spacing still exaggerated~~
- ~~Green (Early Fluent)-**Smaller prize size**, fewer pictures, and more advanced vocabulary than earlier readers~~
- ~~Blue (Fluent)-Beginning chapter books~~

Retain easy readers with lasting interest or relevance. Weeding is done with an emphasis on condition, interest, and use.

## **YOUTH FICTION**

The juvenile fiction collection contains titles that meet the recreational and educational interests of students in second through fifth grade. The reading levels of all students are taken into consideration. Recognized children's classics are well represented and an effort is made to include most books that have won children's literary awards, appear on recommended lists, **and represent a variety of cultures and diversity.**

Genres including historical fiction, mystery, science fiction, and fantasy are shelved within the fiction collection and are designated by special spine labels. Other genres including sports, animals, media tie-ins, and humor are also popular. Short chapter books series written at a lower elementary level to satisfy a reader's needs during that transitional learning period are also purchased and shelved in a separate series section. Books that belong to a series that are targeted for grades 4 and up will be placed in youth fiction with a call number of the author's last name.

Graphic novels for elementary-aged children are purchased and shelved separately.

Retain fiction with lasting interest and award status. Weeding is done with an emphasis on condition, interest, and use. Multiple copies of titles on lists from reading incentive programs and required reading lists at schools attended by residents are purchased. Titles on lists from schools eligible for outreach services are purchased in large quantities.

*~~Special consideration: Multiple copies of titles on lists from reading incentive programs and required reading lists at schools attended by residents are purchased. Titles on lists from schools eligible for outreach services are purchased in large quantity.~~*

## **YOUTH DVDs**

Youth DVDs are developed with an emphasis on developing a well-rounded collection reflecting the viewing interest and needs of children and their caregivers. Preschoolers, their parents/caregivers, and elementary age children are the primary users of this collection these popular items. Entertainment features, especially Disney and Nickelodeon productions, fairy tales, animals/pets, holidays, music sing-a-longs, preschool level learning exercises, homework support materials, and quality productions on a variety of other subjects make up the collection. Weeding is done with an emphasis on condition, interest, and use. Multiple copies of popular theatrical releases are purchased to meet demand.

*~~Special Consideration: DVDs subject to moratorium such as Disney vaulted titles, are purchased in numerous copies to ensure holdings until the moratorium is lifted.~~*

## **READ ALONG BOOKS YOUTH BOOKS ON CD AND READ-ALONG KITS**

The youth CD collection includes the spoken word, and instructional information. This collection is geared toward the toddler through the upper elementary age child. Read-along kits books, which include the audio with the book utilizing a CD or other digital device, are geared toward the child in preschool through fifth grade and include picture books, easy readers, and chapter books in both fiction and nonfiction, and collection guidelines follow the standards for those collections. Weeding is done with an emphasis on condition, interest, and use.

## **YOUTH INTERACTIVE MULTIMEDIA**

Public access tablets are available for use by young visitors in the Youth Services Room at both facilities. The tablets are loaded with interactive apps designed for children age birth through elementary. Each tablet is preloaded with educational games and activities that support early literacy skills, STEM skills, foreign language learning, and apps as well as games designed for children with special needs. Tablets can be used anywhere in the building. Each tablet has a pair of child-size headphones attached. Additional headphones and splitters are available upon request should a caregiver wish to listen with their child.

Discovery Tablets, specially cased tablets preloaded with educational games for children, are available for circulation at both facilities. Discovery Tablets are selected based on educational value and popular appeal and are geared toward ages 3 – 10.

## **REALIA**

Realia such as blocks, puzzles, activity tables, puppets, magnetic letters, shapes, and interactive books are purchased and created for younger children. Manipulatives, games, and other activities that support STEAM and literacy skills are also purchased and created for school age children. Assorted board games are purchased for children ages birth - 11. These materials are all for in library use. Emphasis is placed on selecting items that support early literacy and STEM skills. Additional items are also purchased to enhance children's programs.

Both facilities offer educational and developmentally-appropriate toys and activities in support of play to enhance learning. This core collection of realia for the Activity Centers and Youth Services Rooms are permanently maintained at the respective facility for in-building use. An emphasis is placed on selecting items that support early literacy and STEAM skills. Realia such as blocks, puzzles, activity tables, puppets, magnetic letters and shapes are purchased for younger children.

~~Activities and supplies used for the STEAM, Literacy, and Portal areas are purchased at each location, centrally, stored at Main, and rotated between facilities on a regular basis. The STEAM and Literacy areas are geared towards elementary aged children, while the Portal activities are for younger children. The rotation is coordinated in advance by designees of the Westacres Branch Manager and Coordinator of Youth Services and noted on a shared calendar.~~

~~A small collection of Supplies and realia that are used on a weekly basis for youth programs are stored permanently at both the Main Library and Westacres Branch. This may include rhythm sticks, scarves, shakers, and bubbles, storytime books, finger puppets, and seasonal items. Supplementary program materials that are used less frequently will be centrally purchased, stored at Main, and rotated to the Branch as needed. The rotation is coordinated by the Early Childhood Specialists.~~

## **eBOOKS & eAUDIOBOOKS**

The eBook and eAudiobook collections are available to West Bloomfield cardholders through three different platforms: CloudLibrary, OverDrive/Libby, and Hoopla. Librarians

select titles for CloudLibrary and OverDrive/Libby, while Hoopla acquires titles based on licensing agreements with publishers. CloudLibrary is a standalone collection only accessible to West Bloomfield cardholders, while OverDrive/Libby includes titles from both the MetroNet consortium and reciprocal lending libraries, and can be accessed with a library card from a participating library.

CloudLibrary holds the library's main collection of eBooks and eAudiobooks. The library maintains access to OverDrive/Libby in order to maintain access to consortium and reciprocal lending, and because it is the only platform that works with Amazon Kindle e-ink devices. As a result, only titles compatible with Kindle e-ink devices at the time of purchase will be acquired for OverDrive/Libby. Kindle e-ink devices are not compatible with eAudiobooks and fixed-layout titles (including but not limited to graphic novels or picture books); thus, they are not acquired for OverDrive/Libby.

The core of the eBook and eAudiobook collections contain titles that reflect the general reading interests of children in the library's service community. Emphasis is placed on high interest and high demand popular fiction and series titles, and materials that support curriculum and homework assignments. Copies of titles on lists from reading incentive programs and required reading lists at schools attended by residents are purchased when available. Titles on lists from schools eligible for outreach services are purchased in large quantities if demand warrants. Holds lists are monitored weekly and additional copies purchased for actual or anticipated demand. Selection may be limited due to author, publisher, and/or vendor restrictions. Titles purchased must be unabridged and cannot be summaries of the material. Special attention is paid to the collections in order to prevent materials that are primarily generated, authored, illustrated, or narrated by artificial intelligence from entering the collection; if a vendor allows for the restriction of artificially generated materials, these restrictions should be put in place whenever possible.

eBooks and eAudiobooks are acquired in both perpetual access and metered access licensing terms. Metered access eBooks and eAudiobooks on CloudLibrary and OverDrive/Libby are automatically weeded when they expire. Librarians make decisions about what to re-acquire based on relevance, timeliness, circulation statistics, and current or anticipated future demand. Special consideration is given to metered access titles when selecting titles to re-acquire.

### **~~eBOOKS~~**

~~The eBook collection consists of a Metro Net shared collection of titles as well as a collection of titles only accessible by West Bloomfield cardholders. The Metro Net collection includes titles that are selected by committee members representing seven libraries, including West Bloomfield. A portion of the collection includes youth eBooks that are popular and have the widest possible appeal and interest to members of all seven libraries accessing the collection.~~

The non-shared eBook collection contains titles that reflect the interests and needs of children in the library's service community. Emphasis is placed on high interest, high demand popular fiction titles, and materials that support curriculum and homework assignments. Selection is limited due to publisher restrictions. Whenever available, multiple copies of titles from reading programs and school assignments are purchased. This service is only accessible to West Bloomfield cardholders.

*Special consideration: Multiple copies of titles on lists from reading incentive programs and required reading lists at schools attended by residents are purchased. Titles on lists from schools eligible for outreach services are purchased in large quantities if demand warrants.*

### **eAUDIOBOOKS**

The eAudiobook collection includes contemporary and classic fiction, popular series and some non-fiction for children. This service is only accessible to West Bloomfield cardholders.

### **VIDEO GAMES**

Video games for the most popular gaming platforms are considered for purchase. As new gaming platforms become available, the library will determine if additional platforms may be added to the collection. Effort will be made to purchase games that may also feature educational, problem solving and informational themes. This collection is directed towards patrons ages nine and under **12 and under**, and ratings purchased will be EC (early childhood) and E (everyone), and **E10**. Weeding is done with an emphasis on condition, interest and use.

### **DIGITAL MUSIC**

The digital music collection includes popular mainstream genres such as pop, rock, country, jazz, show tunes, soundtracks and classical music of all types as well as music recorded specifically for children. Selection can be limited based on vendor agreements with particular music labels. Digital music subscriptions are considered that offer popular and varied genres of music with a respect for copyright use and a site layout that is well organized and easy to navigate. Additional selection considerations include: ease of use, simultaneous users, update frequency, additional cost, licensing requirements, technological compatibility, customer support and staff training. This service is only accessible to West Bloomfield cardholders.

### **DIGITAL VIDEO**

The digital video collection includes episodes of popular television shows, feature films, videos that provide homework support and learning enrichment, documentaries, and instructional videos. Selection can be limited based on vendor agreements and studio restrictions. Additional selection considerations include: ease of use, simultaneous users, update frequency, additional cost, licensing requirements, technological compatibility, customer support and staff training. This service is only accessible to West Bloomfield cardholders.

## **DIGITAL MUSIC**

The digital music collection is accessible to West Bloomfield cardholders through Hoopla. Hoopla acquires music based on licensing agreements with publishers. A wide variety of music, in all genres and for all ages, is acquired by Hoopla. Selection can be limited based on vendor agreements.

## **DIGITAL VIDEO**

The digital video collection is accessible to West Bloomfield cardholders through Hoopla and Kanopy. Hoopla and Kanopy both acquire content based on licensing agreements with publishers. Hoopla titles trend toward popular movies and TV shows, while Kanopy titles trend toward documentaries, international films, and educational content. Each resource has a dedicated kids mode with family-friendly content. Selection can be limited based on vendor agreements.

## **DIGITAL MAGAZINES**

~~The digital magazine collection for Youth Services reflects both the educational needs and recreational interests of children through the fifth grade and is available through OverDrive Magazines and other digital vendors. Each resource has a dedicated kids mode with family-friendly content. Selection can be limited based on vendor agreements. Emphasis is placed on selecting titles that are also popular in the traditional print format. Titles are selected in order to complement and supplement the print periodicals collection. Magazines that are not carried in the print collection but fulfill a niche for children, parents and educators within the community will be weighed heavily during selection in order to maintain a diverse and unique digital collection. This service is only accessible to West Bloomfield cardholders.~~

## **SELF-PUBLISHED WORKS**

The Library generally does not select self-published materials unless they meet the same guidelines as other materials purchased for the collection, have received positive professional reviews (Amazon reviews are not sufficient), meet a need that cannot otherwise be met, or are in particularly high demand.

## **NON-CIRCULATING COLLECTION (Mollie Cooper Collection)**

A non-circulating, special collection of children's books is retained ~~at~~ **in** the Youth Services ~~Information Desk~~ **Room** at the Main Library. This collection, while primarily composed of Caldecott-winning titles, may also include titles that no longer meet the collection development criteria or may be considered hard to replace due to cessation of publication, but are retained for the purpose of historical perspective.

## Administrative Guideline No. 11A

**Subject: YOUTH SERVICES - EXPLANATION OF EASY READER COLLECTION**

**Added April 8, 2026**

The youth services collections at both the Main Library and the Westacres branch library have a large selection of leveled reader books that are designed to be easy and fun for beginning readers to practice the skill of reading. The collection is divided into four levels that are color coded to make it easy for patrons to select a matching level for emergent readers.

Pre-emergent – white label. These are the easiest beginning readers with few words, large print, and great illustrations that match the words.

Corresponding levels:

- Reading Recovery = A,B, 1-4
- Fountas-Pinnell = A-C
- DRA = A, 1-4
- Basal Equivalent = Readiness, PrePrimer 1

Emergent – orange label. These books introduce more difficult words, more text on each page, but still offer good support from the illustrations.

Corresponding levels:

- Reading Recovery = 5-8
- Fountas-Pinnell = D-E
- DRA = 6-8
- Basal Equivalent = PrePrimer 2-3

Early fluent – green label. The early fluent books are great for practicing with more lines of text, more difficult story structures, and longer words. Illustrations support text

Corresponding levels:

- Reading Recovery = 9-12
- Fountas-Pinnell = F-G
- DRA = 10-12
- Basal Equivalent = Primer

Fluent – blue label. There are many early chapter books in this level. Illustrations may or may not match text.

Corresponding levels:

- Reading Recovery = 13-18
- Fountas-Pinnell = H-K
- DRA = 14-20
- Basal Equivalent = Grade 1 – early Grade

## Administrative Guideline No. 12

**Subject: YOUNG ADULT SERVICES**

**Adopted by the Board September 8, 2004, February 21, 2007, August 13, 2008, September 21, 2011, May 8, 2013, April 9, 2014, April 13, 2017, March 18, 2020, December 9, 2020, February 9, 2022, April 8, 2026**

While effort is made to purchase materials in all formats for the young adult collection, realistically young adults will use resources throughout the library in all collections depending on their needs and interests. Homework support, popular materials, and other resources are purchased in a variety of formats for young adult use within the adult and youth collections as well as specifically for the young adult room collections. Some repetition of titles may occur; however, effort is made to keep duplication to a minimum.

The Young Adult collection has a variety of materials in a range of formats, which are selected for young people from sixth through twelfth grade in order to meet their educational, recreational, and informational needs. All young adult materials specifically purchased for the young adult collection have a designated special "YA" spine label and are designated as "Teen" in the Library Catalog. Diversity in the community creates a demand for books depicting a variety of cultures and lifestyles. Selectors should be mindful of diversity by including representation across race, religion, culture, ability, age, gender, gender identity, sexual orientation, and viewpoint within all formats, subjects, and genres. Collections should be representative of the local community, but also be representative of global diversity.

At no time will library staff act in loco parentis. The responsibility of use and viewing of library materials by children rests solely with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that children may view or come into possession of them.

As statistics become available, all materials will be considered for withdrawal after several years of low circulation unless the information remains current and relevant. All materials will be weeded for poor condition on an ongoing basis.

### **NON-FICTION**

The Young Adult non-fiction collection consists of informational, recreational, and educational materials, as well as homework support materials, of current interest to teens between sixth and twelfth grades, which is interfiled into the adult non-fiction collection. The collection is meant to encourage reading for a wide range of reading levels. Purchases will be made to support needs and interests specific to teens in biography, health, history, personal growth, recreation, sports, and in areas of interest

dealing with society and social issues. Multiple copies of titles on lists from reading appreciation programs and required reading lists at schools attended by residents are purchased. Titles on lists from schools eligible for outreach services are purchased in large quantities if demand warrants.

~~Homework support materials are purchased and shelved in the adult and youth nonfiction areas of the library.~~ While duplication of materials in other departments may occasionally occur, items selected for the young adult collection are specifically chosen for their appeal to a teen audience for personal or popular interest.

### 100's PHILOSOPHY AND PSYCHOLOGY

Psychology, astrology, ghosts, death, divorce, self-help, and personal growth and development. Retain as long as books circulate, or as long as demand requires. Weed for poor condition.

### 300's SOCIAL STUDIES

General: controversial issues of particular interest to teens are represented from all views with current, accurate, and fair information. Emphasis on social issues and culture.

### 500's PURE SCIENCES

Science projects, astronomy, animals, and the life sciences. Retain math books for 5 years. Evaluate and update pure science books every 5 years for current scientific information. Pure Sciences: physics, astronomy, chemistry, geology, biology. Update all other time sensitive material as needed.

### 600's APPLIED SCIENCES

Emphasis on the human body, nutrition, exercise, diet, and medicine specific to teens. Retain 5 years, monitor closely for changes in disease diagnosis or treatments requiring updates or dated presentation of information.

### 700's ARTS AND RECREATION

Teen interest sports, music, games, and recreational activities such as cartooning and video gaming. Retain 5 years, monitor closely for changes in popularity. ~~Multiple copies of online gaming and console gaming guides, strategy guides and other materials of interest to and appropriate for teen gamers are purchased as games are released.~~

### 800's LITERATURE

Award winning teen poetry, poetry of interest to teens and poetry written by teens, popular plays, and commentaries. Retain indefinitely as appropriate.

### 900's HISTORY

Award winning teen titles (~~Robert F. Silbert Informational Book Award, etc.~~) and history of particular interest to teens (~~memoirs, etc.~~). Retain indefinitely as appropriate.

### BIOGRAPHY

Contemporary **biographies and memoirs** representing popular teen culture celebrities and heroes **historical figures** popular with teens. Retain works with current interest.

## **PERIODICALS**

The periodical collection supports the recreational, informational and educational needs of young people in sixth through twelfth grade and represents a wide variety of subjects and interests. Full text access to many periodicals is also provided by periodical and newspaper indexes in electronic format. **Magazines are held for the current year at both branches.**

*~~Special considerations: Magazines are held for the current year at both branches.~~*

## **FICTION**

The Young Adult fiction collection contains titles that meet the recreational and educational interests, as well as reflect the diverse makeup of students in sixth through twelfth grade. The reading levels of all students are taken into consideration. Recognized classics are well represented and an effort is made to include books that have won young adult literary awards or appear on recommended lists. The fiction collection should present stories of ethnic, cultural, economic and geographic diversity, providing both a mirror that reflects a reader's experience, as well as a window that allows readers to learn about different experiences and points of view.

Genres including historical fiction, mystery, dystopian, sports, ~~diversity~~, romance, **horror**, science fiction and fantasy are shelved within the fiction collection and are designated by special spine labels. Other genres including humor and realistic fiction are also popular. ~~Popular paperback series are well represented and shelved separately in a series section.~~ The collection is meant to encourage reading and to this end graphic novels and comic books are also included as a literary form popular among teenagers. These are shelved separately for ease of browsing. Weeding in both facilities is done frequently and with emphasis on current interest, use, and condition. **Multiple copies of titles on lists from reading appreciation programs and required reading lists at schools attended by residents are purchased. Titles on lists from schools eligible for outreach services are purchased in large quantities if demand warrants.**

*~~Special consideration: Multiple copies of titles on lists from reading appreciation programs and required reading lists at schools attended by residents are purchased. Titles on lists from schools eligible for outreach services are purchased in large quantities.~~*

## **DVDs**

Digital video discs (DVDs) are available at both facilities to serve the recreational

interests of young adults. Animated films, anime films, and teen-specific audience films make up the collection. Weeding is done frequently with an emphasis on condition, interest, and use.

*Special consideration: Young adult DVDs are filed after the adult feature films and before the adult TV series.*

### **BOOKS ON CD**

The young adult books on CD collection include contemporary and classic fiction, mystery, science fiction, suspense, romance, fantasy and horror. Whenever possible, materials in unabridged format are the first choice for purchase. Weeding is done frequently with an emphasis on condition, interest and use.

*Special consideration: Reading Appreciation Program (RAP) and West Hills Reads titles are purchased for the Main Library in the book on CD format when available; however, greater emphasis should be afforded to the eAudiobook format as books on CD become less relevant with young adults.*

### **COMPACT DISCS**

This collection includes musical selections of popular mainstream genres such as rock, RAP, pop and soundtracks of interest to teens. This collection is broadly representative of the variety and high technical quality of material available in this format. Patron demand strongly influences the selection of items. Weeding is done frequently with an emphasis on condition, interest and use.

*Special consideration: All music CDs are interfiled at the Branch and Main Libraries. Specific selection of teen music CDs is not currently being done.*

### **VIDEO GAMES**

Video games for the most popular gaming platforms are considered for purchase. As new gaming platforms become available, the library will determine if additional platforms may be added to the collection. Effort will be made to purchase games that also feature educational, problem solving, and informational themes. This collection is directed towards patrons ages 40 13 and up, ratings purchased will be E (Everyone), E=10 (10 and up), and T (Teen). Weeding is done with an emphasis on condition, interest, and use.

### **DIGITAL MUSIC**

The digital music collection includes popular mainstream genres such as pop, rock, country, jazz, showtunes and classical music of all types. Selection can be limited based on vendor agreements with particular music labels. Digital music subscriptions are considered that offer popular and varied genres of music with a respect for copyright use, and a site layout that is well organized and easy to navigate. Additional selection considerations include: ease of use, simultaneous users, update frequency, additional

cost, licensing requirements, technological compatibility, customer support and staff training. This service is only accessible to West Bloomfield cardholders.

### **DIGITAL MAGAZINES**

The digital magazine collection for Young Adult Services reflects both the educational needs and recreational interests of young people in sixth through twelfth grade. Emphasis is placed on selecting titles that are also popular in the traditional print format. Titles are selected in order to complement and supplement the print periodicals collection. Magazines that are not carried in the print collection but fulfill a niche within the community will be weighed heavily during selection in order to maintain a diverse and unique digital collection. This service is only accessible to West Bloomfield cardholders.

### **eBOOKS & eAUDIOBOOKS**

The eBook and eAudiobook collections are available to West Bloomfield cardholders through three different platforms: CloudLibrary, OverDrive/Libby, and Hoopla. Librarians select titles for CloudLibrary and OverDrive/Libby, while Hoopla acquires titles based on licensing agreements with publishers. CloudLibrary is a standalone collection only accessible to West Bloomfield cardholders, while OverDrive/Libby includes titles from both the MetroNet consortium and reciprocal lending libraries, and can be accessed with a library card from a participating library.

CloudLibrary holds the library's main collection of eBooks and eAudiobooks. The library maintains access to OverDrive/Libby in order to maintain access to consortium and reciprocal lending, and because it is the only platform that works with Amazon Kindle e-ink devices. As a result, only titles compatible with Kindle e-ink devices at the time of purchase will be acquired for OverDrive/Libby. Kindle e-ink devices are not compatible with eAudiobooks and fixed-layout titles (including but not limited to graphic novels or picture books); thus, they are not acquired for OverDrive/Libby.

The core of the eBook and eAudiobook collections contain titles that reflect the general reading interests of young adults. Emphasis is placed on high interest and high demand areas with specific attention to bestselling authors, popular new releases, media tie-ins, and materials that support curriculum and homework assignments. Copies of titles on lists from reading incentive programs and required reading lists at schools attended by residents are purchased when available. Titles on lists from schools eligible for outreach services are purchased in large quantities if demand warrants. Holds lists are monitored weekly and additional copies purchased for actual or anticipated demand. Selection may be limited due to author, publisher, and/or vendor restrictions. Titles purchased must be unabridged and cannot be summaries of the material. Special attention is paid to the collections in order to prevent materials that are primarily generated, authored, illustrated, or narrated by artificial intelligence from entering the collection; if a vendor allows for the restriction of artificially generated materials, these restrictions should be put in place whenever possible.

eBooks and eAudiobooks are acquired in both perpetual access and metered access licensing terms. Metered access eBooks and eAudiobooks on CloudLibrary and OverDrive/Libby are automatically weeded when they expire. Librarians make decisions about what to re-acquire based on relevance, timeliness, circulation statistics, and current or anticipated future demand. Special consideration is given to metered access titles when selecting titles to re-acquire.

## **eBOOKS**

The eBook collection consists of a Metro Net shared collection of titles as well as a collection of titles only accessible by West Bloomfield cardholders. The Metro Net collection includes titles that have been selected by committee members representing seven libraries, including West Bloomfield. Young adult titles have been chosen that are of popular and broad appeal and would be of the widest possible appeal and interest to members of all seven libraries accessing the collection.

The core of the non-shared eBook collection contains titles that reflect the general reading interests of young adults. Emphasis is placed on high-interest and high-demand areas with specific attention to bestselling authors and popular new releases, and consideration given to titles and authors representing diverse backgrounds. Graphic novels available through on-demand vendors are evaluated for appropriate content. Holds lists are monitored weekly and additional copies purchased for actual or anticipated requests. Selection may be limited due to publisher restrictions. Special consideration is given to metered access titles when selecting titles to repurchase. This service is only accessible to West Bloomfield cardholders.

## **eAUDIOBOOK**

The eAudiobook collection consists of a Metro Net shared collection of titles as well as a collection of titles only accessible by West Bloomfield cardholders. A committee comprised of seven Metro Net libraries selects titles from several vendors for the shared collection of titles. Emphasis is placed on high-interest and high-demand areas with specific attention to bestselling authors and popular new releases, and consideration given to titles and authors representing diverse backgrounds. Special consideration is given to metered access titles when selecting titles to repurchase. This service is only accessible to West Bloomfield cardholders.

## **DIGITAL MAGAZINES**

The digital magazine collection is available through OverDrive Magazines and other digital vendors. Selection can be limited based on vendor agreements. includes titles covering a variety of subject areas that reflect both the needs and interests of the community. Emphasis is placed on selecting titles that are also popular in the traditional print format. Titles are selected in order to complement and supplement the print periodicals collection. Magazines that are not carried in the print collection but fulfill a niche within the community will be weighed heavily during selection in order to maintain a diverse and unique digital collection. This service is only accessible to West Bloomfield cardholders.

**SELF-PUBLISHED WORKS**

The Library generally does not select self-published materials unless they meet the same guidelines as other materials purchased for the collection, have received positive professional reviews (Amazon reviews are not sufficient), meet a need that cannot otherwise be met, or are in particularly high demand.

# Administrative Guideline No. 13

**Subject: ELECTRONIC RESOURCES**

**Adopted by Board February 12, 2003; revised September 8, 2004; April 14, 2009; September 21, 2011; May 8, 2013; April 13, 2017; April 8, 2026**

(Includes links to external websites from the Library's website and subscription resources)

## Website Links

Among specific criteria to be considered for websites designed and made accessible by the Library, made available by the Library on topic-specific pages like the Literacy Resources Page, WB Buzz, wb-hub, and Grow Up Reading™.

### Access

- Site loads easily and in a reasonable amount of time.
- Rules for acceptable use of the site are clearly stated.

### Design

- Site layout is well organized and easy to navigate.
- Resources that are fee-based or are selling a product should have substantial content offered free of charge.

### Content

- Site contributes something unique to the subject that is not readily available elsewhere.
- Copyright is respected.
- Site is documented, accurate and age-appropriate for the public library customer.
- Advertising content is clearly distinguishable.

## Cataloged Websites

Useful and noteworthy websites will be added to the Library's catalog that serve to improve resources for educational and entertainment purposes. Among specific criteria to be considered for websites included within the Library's catalog:

### Access

- Site loads easily and in a reasonable amount of time.
- Rules for acceptable use of the site are clearly stated.

### Design

- Site layout is well organized and easy to navigate.
- Resources that are fee-based or are selling a product should have substantial content offered free of charge.

### Content

- Site contributes something unique to the subject that is not readily available elsewhere.
- Copyright is respected.
- Site is documented, accurate and age-appropriate for the public library customer.
- Advertising content is clearly distinguishable.

Members of the Digital Customer Experience Committee will utilize URL checking software to check on the validity of links within the Library's catalog monthly. This software checks for links that do not work as well as pages that no longer exist. All websites within the Library's catalog will also be reviewed annually by staff. Websites are reviewed to determine links are current and accurate. Websites are also evaluated utilizing the aforementioned criteria for access, design and content

### Cataloged Apps

Useful and noteworthy device application links will be added to the Library's catalog that serve to improve resources for educational and entertainment purposes. Among specific criteria to be considered for apps included within the Library's catalog:

### Access

- App loads easily and in a reasonable amount of time.
- Rules for acceptable use of the app are clearly stated.

### Design

- App layout is well organized and easy to navigate.
- Resources offer content free of charge.

### Content

- App contributes unique information to the subject
- Copyright is respected.

- App is documented, accurate and age appropriate for the public library customer.
- Advertising content is clearly distinguishable.

Members of the Digital Customer Experience Committee utilize URL checking software to check on the validity of links within the Library's catalog monthly. This software checks for links that do not work as well as pages that no longer exist, including links to app pages. All apps included within the Library's catalog will also be reviewed annually by the Digital Customer Experience Committee to determine that links are current and accurate. Apps are also evaluated utilizing the aforementioned criteria for access, design and content.

### Subject Guides

Department heads will assign staff to create and maintain everyday resources for inclusion on the eLibrary page or elsewhere on the Library's website utilizing the aforementioned criteria. The department's Areas of Responsibility document should indicate these assignments. The selectors will check these websites monthly to be sure the links remain active. Links to external websites are monitored on a monthly basis by staff for relevancy, quality, currency and ease of use. The department head will determine whether a subject guide is to remain on the website on a permanent or temporary basis depending on the topic. Librarian selectors are responsible for adding and updating content as needed which should be given high priority. Some guides may be seasonal or of a current topic and will be unpublished when no longer relevant. The Library reserves the right to add or remove links at any time for any reason.

Web-based **Online** subscription resources are selected using criteria that are unique to this format. Among specific criteria to be considered:

- Ease of use, accuracy, age appropriateness, relevancy, and currency of the product
- The resource contributes something unique to the subject that is not readily available in a comparable version
- Availability to multiple users, usually simultaneously
- Equipment and technology requirements; availability of training
- Enhancement of the print equivalents in terms of speed, searching efficiency and availability of full-text
- Reduction of space requirements over print products
- Reduction or elimination of need to purchase multiple copies of a print resource for both the Main Library and the Branch
- Licensing restrictions

- Cost

Evaluation of Subscription Resources

All subscriptions to electronic resources are reviewed on an annual basis using the criteria cited above and **usage statistics**, ~~in addition to usage statistics and comments from patrons and staff.~~

## Administrative Guideline No. 14

**Subject:                Realia**

**Adopted by Board October 13, 2021**

**Revised April 8, 2026**

### **Kits**

Realia such as binoculars, telescopes, yoga mats, and more are purchased for use in themed kits in the adult collection. These materials are available for checkout as a part of a themed kit. They are not available for individual checkout. Emphasis is placed on selecting items that support engagement and enrichment for seniors, adults, and families. Kits are stored on permanent displays at both branches. Adult librarians at both branches are responsible for selecting the theme and contents of activity kits. Selection is done with an emphasis on selecting themes and items that support engagement and enrichment for all ages. Weeding is done with an emphasis on condition, interest, and usage statistics.

From time to time, select kits may be created for activities to be taken and completed at home. These kits will be identified as non-returnable.

The library does not accept responsibility for improper use of kit contents, materials or supplies. The user assumes all risk associated with the use of materials, tools, supplies and all other kit contents.

### **Puzzles & Board Games**

In the youth collection, puzzles are selected for both the circulating collection, as well as in-building use. Circulating puzzles should have fewer than 300 pieces, and topics should be suitable for children in 5th grade and younger. The collection should maintain a balanced selection across all age groups, ensuring that there are options available for everyone from birth to those in 5th grade/11 years old. For in-building use, large floor puzzles should contain fewer than 50 pieces.

Youth board games for in-building use should be appropriate for ages up to 12, with the exception of timeless classics like chess and checkers. Board games should incorporate some educational and developmental elements.

Adult puzzles should be between 300 and 1,000 pieces and should avoid AI generated art. A variety of themes, holidays, and familiar images or other recognizable intellectual property should be represented.

Adult games should include, but should not be limited to classic and family games. They should include a variety of subjects and interests for varying skill levels. Selectors can consult reviews and ensure quality of both the content and the materials are taken into consideration.

## **Loan Policies**

- ~~Activity kits are only available to residents and members of contract communities~~
- ~~Activity kits can be checked out for one week~~
- ~~One renewal is allowed, unless there is a hold on the item~~
- ~~Holds are allowed~~
- ~~Oversize kits (telescope, ukulele, metal detector) cannot be transferred between branches~~
- ~~Activity kits must be returned to a circulation desk; they cannot be returned in a drop box~~
- ~~One library card can have 2 activity kits checked out at a maximum~~
- ~~Replacement charges based on the current market cost of the item will be assessed if any part of the kit is damaged or not returned~~

## Collection Development Appendix II

**Subject: LABEL AND RATING SYSTEMS**

**Adopted July 13, 1951; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009; and July 1, 2014. Divided into two interpretations, "Labeling Systems: An Interpretation of the Library Bill of Rights," and "Ratings Systems: An Interpretation of the Library Bill of Rights," both adopted June 30, 2015; both amended June 25, 2019. "Labeling Systems" and "Ratings Systems" merged into a single document, "Labeling and Rating Systems: An Interpretation of the Library Bill of Rights," adopted May 29, 2025 by the ALA Council.**

**Adopted by the West Bloomfield Township Public Library Board of Trustees March 24, 2005; Revised April 8, 2026**

~~Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, the ability for library users to access electronic information using library computers does not indicate endorsement or approval of that information by the library.~~

### **Labels**

~~Labels on library materials may be viewpoint-neutral directional aids that save the time of users, or they may be attempts to prejudice or discourage users or restrict their access to materials. When labeling is an attempt to prejudice attitudes, it is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library materials. Prejudicial labels are designed to restrict access, based on a value judgment that the content, language or themes of the material, or the background or views of the creator(s) of the material, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage or prohibit users or certain groups of users from accessing the material. Such labels may be used to remove materials from open shelves to restricted locations where access depends on staff intervention.~~

~~Viewpoint-neutral directional aids facilitate access by making it easier for users to locate materials. The materials are housed on open shelves and are equally accessible to all users, who may choose to consult or ignore the directional aids at their own discretion.~~

~~Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.~~

## **Rating Systems**

A variety of organizations promulgate rating systems as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, Web sites or other materials. The adoption, enforcement, or endorsement of any of these rating systems by the library violates the Library Bill of Rights. Adopting such systems into law may be unconstitutional. If such legislation is passed, the library should seek legal advice regarding the law's applicability to library operations.

Publishers, industry groups, and distributors sometimes add ratings to material or include them as part of their packaging. Librarians should not endorse such practices. However, removing or destroying such ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see *Expurgation of Library Materials: An Interpretation of the Library Bill of Rights*).

Some find it easy and even proper, according to their ethics, to establish criteria for judging materials as objectionable. However, injustice and ignorance, rather than justice and enlightenment, result from such practices. The American Library Association opposes any efforts that result in closing any path to knowledge.

The American Library Association (ALA) affirms that everyone has the right to form their own opinions about the things they read, listen to, or watch. Libraries do not support, endorse or promote the ideas found in the materials or resources they provide. Offering access to a book or digital resource doesn't mean the library agrees with its contents. Labeling and rating systems can conflict with the principles of intellectual freedom.

## **Labeling Systems**

Sometimes, libraries use labels to organize materials or help users find resources. Labels can be simple—like a colored dot to indicate a reference book, or genre labels (such as “mystery” or “western”) for fiction. They can also be more complex, such as the Dewey Decimal System or Library of Congress call numbers. Libraries may also add subject headings from professional sources to guide users in making selections. Classification systems and subject headings are meant to label information in a fair and neutral way. They help users find and use resources more easily and save time. Users can choose to use these labels or ignore them. They are different from labels that try to influence or to restrict access to certain resources.

While classification and subject heading systems try to be viewpoint-neutral, many of these systems reflect outdated or limited views. These systems should be regularly reviewed and updated to address biases, use current language, and better reflect a diverse, multicultural society.

Prejudicial labels are used to try to influence opinions or behaviors and restrict access, which is a form of censorship. The ALA opposes using labels to bias people's views about library resources. These types of labels might be based on a value judgment about:

- the content;
- language;
- themes; or
- the background or views of the creator.

These labels often mark materials as inappropriate or offensive for certain groups of users. They are used to warn, discourage, or block access. Sometimes, libraries use these labels to move materials to restricted areas. This may mean making materials harder to find by separating them from other similar items in the collection or requiring staff assistance to use them.

Directional aids can have the same effect as prejudicial labels when they make it more difficult to access materials. Directional aids should be used to help users locate items. If they are used to restrict access or imply moral or doctrinal approval, they function as prejudicial labeling. Even labels with good intentions can have this effect.

Libraries that use prejudicial labeling assume they know what is appropriate for users. They also assume people need guidance in deciding what ideas to explore. The ALA opposes prejudicial labeling. Everyone has the right to form their own opinions about what they choose to read, listen to, or watch.

### **Rating Systems**

Rating systems are tools or labels designed to guide people on whether materials are suitable or appropriate. The creators of these systems assume there is someone who can decide what is right for others. They also assume that people want or need help choosing what to access.

While creating and publishing rating systems is protected by the First Amendment's right to free speech, the ALA believes everyone has the right to form their own opinions about the content they use.

Using, enforcing, or approving of rating systems violates the Library Bill of Rights. It may also be unconstitutional if it restricts someone's access to library materials or resources. If a law requires libraries to enforce rating systems, the library leadership should seek legal advice to understand how it will affect library operations.

Libraries often acquire items with ratings, such as DVDs, CDs, and video games. Library workers should not approve or endorse these rating systems. However, removing or destroying ratings placed on the original item by the publisher, distributor, or copyright holder could be considered censorship.[i]

Libraries should resist policies that restrict access based on a user's reading or age level. When libraries rate or label materials based on assumed age-appropriateness or readability levels, that may be perceived as restricting access. These systems can stop users from choosing materials that interest them. It can also limit access to the library's full collection.

Some libraries add ratings in their bibliographic records because they accept standard records that include them. Others do so to provide as much information about the resource as possible. Including rating systems in library catalogs can conflict with intellectual freedom principles. Cataloging best practices do not require libraries to include ratings. If ratings are included, the source of the rating should be clear to users. Including ratings without proper attribution is a violation of the Library Bill of Rights. The library should not endorse rating systems and rating systems should never be used to restrict access to materials based on the age of a user. Such restrictions may violate the First Amendment rights of minors.[ii]

Libraries can answer questions about rating systems without endorsing them. Library workers can share resources about rating systems to help users find the information they need. Staff may also guide users to review sources, which can help them form their own opinions about what to read, listen to, or watch.

## Notes

[i] "Censorship by Altering Library Resources: An Interpretation of the Library Bill of Rights," adopted February 2, 1973, by the ALA Council; amended July 1, 1981; January 10, 1990; July 2, 2008; and July 1, 2014, under the previous name "Expurgation of Library Resources"; and June 29, 2025.

[ii] *Engdahl v. City of Kenosha*, 317 F. Supp. 1133 (E.D. Wis. 1970); *Motion Picture Ass'n of Am. v. Specter*, 315 F. Supp. 824 (E.D. Pa. 1970); *Swope v. Lubbers*, 560 F. Supp. 1328 (W.D. Mich. 1983); and *Rosen v. Budco*, 10 Phila. 112 (1983).

## Collection Development Policy No. 2

**Subject: COLLECTION DEVELOPMENT POLICY STATEMENT**

**Adopted by the Board October 14, 1992**

**Revised March 18, 1998; March 20, 2002; February 12, 2003; September 8, 2004;  
February 9, 2022, April 8, 2026**

The West Bloomfield Township Public Library acquires and makes available materials and electronic resources for adults, young adults, and youth that inform, educate, entertain and enrich persons as individuals and as members of society. The Library provides, within its financial limitations, a general collection of reliable materials and electronic resources embracing broad areas of knowledge. Included are works of enduring value and timely materials on current issues. Within the framework of these broad objectives, selection is based on community needs, both those expressed and those inferred from study of community demographics, evidence of areas of interest, and selected library roles.

An obligation of the Library is to reflect within its collection differing points of view on controversial or debatable subjects. The West Bloomfield Township Public Library does not support particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author, artist, or creator. Library materials are not marked or identified to show approval or disapproval of the contents, nor are items sequestered, except to protect them from damage or theft. At no time will library staff act *in loco parentis*. The responsibility of use and viewing of library materials by children rests solely with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that children may view them or come into possession of them.

At all times, selections should be based on materials that build a well-rounded collection, including all viewpoints and opinions, and which meet patrons' needs. Selection should and reflect the diversity within, as well as the individual and unique interests of the community. Diversity in the community creates a demand for books depicting a variety of cultures and lifestyles. Selectors are mindful of diversity by including representation across race, religion, culture, ability, age, gender, gender identity, sexual orientation, and viewpoint within all formats, subjects and genres. Collections are representative of the local community, and also representative of global diversity.

## Collection Development Policy No. 3

**Subject: COLLECTION DEVELOPMENT GOALS**

**Adopted by the Board October 14, 1992; March 18, 1998; March 20, 2002; December 9, 2020; April 8, 2026**

- The West Bloomfield Township Public Library will provide materials and information for the public in a timely manner, which meets patrons' interests and needs.
- The Library will strive to provide a balance of viewpoints on all subjects in its collections.
- The Library will maintain a collection that includes representation across race, religion, culture, ability, age, gender, gender identity, sexual orientation, and viewpoint within all formats, subjects and genres.
- The Library will purchase current materials proportionate to levels of demand and use, taking care to anticipate and respond to indications of significant new needs.
- The Library recognizes the different roles in its two locations. The Main Library ~~serves as a research center, providing more reference materials,~~ provides a significant non-fiction collection suitable for basic research, a generally broader scope of materials, and more depth to the collection. ~~There are more discrete collections at the Main Library such as the career section and short stories.~~ The Main Library also has the space to house more focused and in-depth special collections. The Westacres Branch is a popular materials branch, and the collections reflect that which is currently popular, and materials for homework support. The Branch also maintains a core collection of ~~reference materials,~~ non-fiction, youth, young adult, adult fiction, and the classics, and draws upon the collection at the Main Library for titles in less demand.
- To maintain the vitality of the collections, Library staff will practice ongoing collection management, using output measures, patron surveys, and automated circulation reports for continuous collection evaluation. Worn, obsolete, non-circulating and dated materials will be weeded from the collection on a regular basis.
- The Library will keep current with technological changes, which affect the development of the collection.
- ~~The Library will be aware of the resources available in surrounding libraries and develop its collection with this in mind.~~ Library staff will be aware of the resources

available in surrounding libraries with which the West Bloomfield library cooperates. Staff will use this knowledge during the collection management process, when appropriate.

- The Library encourages, and at all times welcomes, patron suggestions, comments and ideas about the collection and its development.

## Collection Development Policy No. 4

**Subject: SELECTION CRITERIA**

**Adopted by the Board October 14, 1992; March 18, 1998; March 20, 2002; March 24, 2005; February 9, 2022; April 8, 2026**

Selection is a discerning and interpretive process involving a general knowledge of each subject and its important literature, familiarity with the materials in the collection and recognition of the needs of the community. An obligation of the Library is to reflect within its collection differing points of view on controversial or debatable subjects. The West Bloomfield Township Public Library does not support particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author, artist, or creator. Library materials are not marked or identified to show approval or disapproval of the contents, nor are items sequestered, except to protect them from damage or theft.

- Selection of materials is based on the relationship of such work to the needs, interests and demands of the West Bloomfield community. Basic to this policy are the Library Bill of Rights, Labels and Rating System, the Freedom to Read Statement and the Freedom to View Statement of the American Library Association to which this library subscribes.
- Materials are judged on the basis of the content and style of the work as a whole, not by selected portions or passages.
- Selection is based solely on the merits of a work, not on anticipated approval or disapproval, regarding the race, culture, gender, gender identity, sexual orientation, ability, age, nationality, and political or religious views of the author, artist, or creator. ~~or performer.~~
- Selection is not inhibited by the possibility that items may inadvertently come into the possession of children. At no time will library staff act *in loco parentis*. The responsibility of use and viewing of library materials by children rests solely with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that children may view them or come into possession ~~on~~ of them.
- At all times, selections should be based on materials that build a well-rounded collection, including all viewpoints and opinions, and which meet patrons' needs. Selection should ~~and~~ reflect the diversity within, as well as the individual and unique interests of the community. Diversity in the community creates a demand for books depicting a variety of cultures and lifestyles. Selectors are mindful of diversity by including representation across race, religion, culture, ability, age, gender, gender identity, sexual orientation, and viewpoint within all formats, subjects and genres. Collections are representative of the local community, and also representative of global diversity.

## **Collection Development Policy No. 5**

**Subject:      RESPONSIBILITY FOR SELECTION**

**Adopted by the Board October 14, 1992**

**Revised March 18, 1998**

**Revised March 20, 2002**

**Revised April 8, 2026**

All full and part-time professional staff members in areas of service to children, young adults, and adults participate in the selection and purchase of materials, following the Collection Development Guidelines of this Policy.

Department Heads ~~Managers and supervisors in relevant departments~~ ensure that choices reflect the Collection Development Policy of the Library and oversee/coordinate the selection process according to budget allocations.

Ultimate responsibility for materials selection rests with the Executive Library Director, who operates within the framework of the policies determined by the Library Board of Trustees.

## Collection Development Policy No. 6

**Subject: MATERIAL FORMAT**

**Adopted by the Board October 14, 1992**

**Revised March 18, 1998; March 20, 2002; April 8, 2026**

Materials are purchased in the most appropriate format or formats for Library use by library patrons. New formats are considered for the collection based on patron requests, community demand, and staff knowledge and research. ~~when industry reports and evidence from local requests indicate a significant portion of the community has the necessary technology to make use of the format.~~ Availability of the item in the format, cost per item, and the Library's ability to acquire and handle the components will also be factors in determining when a new format will be collected.

Formats are considered for complete removal from the collection when demand, availability, changing technology, or a combination of one or more of these factors dictates that those collections can no longer be maintained at an appropriate level, and they are no longer suitable for the library's patrons.

## Collection Development Policy No. 7

**Subject: ELECTRONIC RESOURCES**

**Adopted by the Board October 14, 1992**

**Revised March 18, 1998; March 20, 2002; February 12, 2003; March 18, 2009; March 19, 2015; October 10, 2018; April 8, 2026**

The Library provides access to electronic **and community** resources through its website by links to select external websites, and through subscriptions to electronic databases and ~~electronic~~ materials in a variety of subject areas and formats. ~~Links to selected~~ **E**lectronic resources are chosen for the purpose of supporting the objectives of the collection development policy, and to expand upon and complement the Library's ~~print~~ **physical** resources. Electronic resources are selected based on many criteria, including their relevancy, age-appropriateness, quality and currency of contents, as well as navigability and ease of use, and availability to multiple users, usually simultaneously. Unsolicited suggestions for electronic resources, particularly for external websites, will not be considered, except from West Bloomfield Library cardholders.

Remote access to subscription-based electronic resources is limited to West Bloomfield Library Cardholders. Non-cardholders may access selected database resources, only when using public computer workstations at the Main **or Branch** Library, or when connected to the Library's wireless network via a personal device at the Main or Branch Library. Electronic materials including, but not limited to, eBooks, eAudiobooks, eMusic, eVideo, and eMagazines are available only to West Bloomfield Library Cardholders, regardless of the access location.

Links to a website from [www.westbloomfieldlibrary.org](http://www.westbloomfieldlibrary.org) **wblib.org** do not imply endorsement of the content of that site or of a particular point of view. The Library reserves the right to add or remove links at any time for any reason. While every effort will be made to screen for inappropriate content in the linked web resources, users will need to evaluate for themselves the validity and the appropriateness of information found. The Library is unable to monitor or control the content of Internet information, which changes rapidly and unpredictably.

## Collection Development Policy No. 8

**Subject: WEEDING**

**Adopted by the Board October 14, 1992**

**Revised March 18, 1998; March 20, 2002; March 18, 2015; December 9, 2020; April 8, 2026**

The systematic removal of worn, inactive and obsolete materials is necessary in order to maintain a current, accurate, diverse and inviting collection. Weeding improves the appearance of the collection, increases circulation and turnover rate, makes more efficient use of space, provides constant feedback on the collection's strengths and weaknesses and increases accessibility of the remaining materials. Staff follows the Collection Development Administrative Guidelines for determining items for removal from the collection.

As is the case with purchasing materials, the differing roles of the Main Library and the Westacres Branch are considered. ~~Insofar as~~ The Westacres Branch is a popular materials branch with more space constraints; therefore, materials that do not circulate are weeded more regularly, with shorter retention periods than the same collections at the Main Library.

## Collection Development Policy No. 10

**Subject: RECONSIDERATION OF LIBRARY MATERIALS**

**Adopted by the Board October 14, 1992**

**Revised March 18, 1998; March 20, 2002; February 9, 2022; July 14, 2023; April 8, 2026**

The Library is committed to reflect within its collection differing points of view on controversial or debatable subjects. The West Bloomfield Township Public Library does not support particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author, artist, or creator. Library materials are not marked or identified to show approval or disapproval of the contents, nor are items sequestered. At no time will library staff act *in loco parentis*. The responsibility of use and viewing of library materials by children rests solely with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that children may view them or come into possession of them.

Diversity in the community creates a demand for books depicting a variety of cultures and lifestyles. Selectors are mindful of diversity by including representation across race, religion, culture, ability, age, gender, gender identity, sexual orientation, and viewpoint within all formats, subjects, and genres. Collections are representative of the local community, and also representative of global diversity.

Comments concerning the collection or individual items in the collection are welcomed, but governed by the Collection Development Policy in making additions to, or deleting items from, the collection.

Only West Bloomfield Township and contract community taxpayers/residents may request reconsideration of library materials. West Bloomfield and contract community taxpayers/residents who request the reconsideration of library materials will be required to put their request in writing by fully completing and signing the "Citizen's Request for Reconsideration of Materials" form (See Appendix VI). **Incomplete forms or those which do not address the listed questions or requests will only be subjected to the reconsideration process based on the discretion of the Executive Library Director.** Taxpayers/residents of West Bloomfield Township and contract communities may submit no more than 10 requests for reconsideration of library materials in a 12-month period.

Upon receipt of a completed form from one eligible to make a request for reconsideration, the **Executive** Library Director will appoint an ad hoc committee from the professional staff including, but not limited to, the librarian for the subject area of the item in question and the appropriate Department Head. The committee will make a written recommendation to the **Executive** Library Director who will present the report to the Library Board of Trustees at a regularly scheduled meeting within sixty (60) days. If

a taxpayer/resident submits multiple titles and/or reasons for reconsideration, the Board reserves the right to extend the 60-day deadline and to review at multiple meetings. If the complainant is present at the meeting, that person may present their views, but they are not allowed to vote on the disposition of the material under consideration. The Board will then make a decision regarding the disposition of the material.

To preserve the limited resources of the Library, titles which have already been reviewed through the reconsideration process are ineligible for reconsideration by any person for the same reason, for one year.

The Library Board of Trustees alone makes the final decision on the disposition of the complaint. No library material will be removed from the collection until all steps in the procedure for handling complaints about the material have been completed.