AGENDA
West Bloomfield Township Public Library
Wednesday, November 11, 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** October 14, 2026

7. **Financial Report** October 2026

   Form 5572 FY2025-2026

8. **Director's Report** November 2026

9. **Accounts Payable** November 2026

10. **Old Business**
    A. Library Property Ownership--update

11. **New Business**
    A. Presentation of proposed FY2027-2028 Library Operating and Capital Budgets
    B. Set Public Hearing for the proposed FY2027-2028 Library Operating and Capital Budgets for the December 9, 2026 Library Board Meeting
    C. Approval of revisions to Library Policy #42, Artificial Intelligence
    D. Approval of Bid Specifications for Janitorial Services
    E. Approval of Bid Specifications for Westacres Roof Replacement & Remodeling

12. **Board Comment**

13. **Adjournment**

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
October 14, 2026
Held in the Main Library Conference Room

Board Members Present:	Kari Eickemeyer Carol Kravetz Cory Nummer Jennifer Taylor Green
Board Members Excused:	Rhonda Orr Raman Singh
Library Staff Present:	Cathleen Russ, Executive Library Director Jeff Crocker, Associate Library Director Hillary LaBonte, Finance Manager Lauren Douglass, IT Director Andrew Efthemiou
Consultants Present via Zoom:	Jaymes Vettraino, MGT Consulting Katy Yee, MGT Consulting
Public Present:	none

Call to Order

President Kravetz called the meeting to order at 6:53 PM. An attendance roll call vote was taken by Secretary Taylor Green. A quorum of four Board members were present.

Approval of Agenda

MOTION:
MOVE TO APPROVE THE AGENDA FOR THE OCTOBER 14, 2026 MEETING

Moved: Taylor Green
Second: Nummer
Ayes: Eickemeyer, Kravetz, Nummer, Taylor Green
Nays: None
MOTION CARRIED.

Correspondence – Crocker noted that the Library received a $500 donation to the Endowment Fund from a patron, in memory of her husband. The patron wanted the library staff to be acknowledged on the plaque, as her husband found the staff to be very helpful while he was writing a book.

Public Comment – none

LIBRARY COMPENSATION AND STAFFING STUDY PRESENTATION—

Katy Yee and Jaymes Vettraino from MGT presented the results of the Compensation and Staffing Study, along with their recommendations.

Approval of Minutes

MOTION:
MOVE TO APPROVE THE MINUTES OF THE REGULAR SESSION OF THE SEPTEMBER 9, 2026 LIBRARY BOARD MEETING

Moved: Eickemeyer
Second: Taylor Green
Ayes: Eickemeyer, Kravetz, Nummer, Taylor Green
Nays: None
MOTION CARRIED.

September 2026 Financial Reports -- were received and filed.

Director's Report & Summer Reading Program 2026 Report -- Were received and filed.

Accounts Payable

MOTION:
MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF $277,366.36 AND RATIFY EXPENSES INCURRED SINCE SEPTEMBER 9, 2026, IN THE AMOUNT OF $418,683.09.

Moved: Taylor Green
Second: Nummer
Ayes: Eickemeyer, Kravetz, Nummer, Taylor Green
Nays: None
MOTION CARRIED.

Old Business—Update on Library Property Ownership—The Township's attorney, Nancy Cooper Green, has reviewed the documents but has not yet spoken with

Township officials regarding her conclusions. She indicated that she will do so at her earliest opportunity and update the Library Board in November.

New Business—

MOTION:
MOVE TO APPROVE 2027 LIBRARY HOLIDAY CLOSINGS CALENDAR WITH ONE ADDITION (CLOSING AT 5 PM ON 12/30/27) AND APPROVE CLOSING AT 5 PM ON 12/30/2026

Moved: Nummer
Second: Taylor Green
Ayes: Eickemeyer, Kravetz, Nummer, Taylor Green
Nays: None
MOTION CARRIED.

MOTION:
MOVE TO APPROVE 2027 LIBRARY BOARD MEETING SCHEDULE

Moved: Eickemeyer
Second: Taylor Green
Ayes: Eickemeyer, Kravetz, Nummer, Taylor Green
Nays: None
MOTION CARRIED.

MOTION:
MOVE TO APPROVE STANDARDIZING LIBRARY HOURS AT BOTH BRANCHES TO MONDAY-THURSDAY, 9 AM – 9 PM; FRIDAY-SATURDAY, 9 AM – 5PM; AND SUNDAY, 12 PM – 5 PM, EFFECTIVE JANUARY 1, 2027

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

MOTION:
MOVE TO APPROVE STANDARDIZING LIBRARY PAY SCALES AT THE 65TH PERCENTILE, PER THE RECOMMENDATIONS OF THE COMPENSATION AND STAFFING STUDY

Moved: Nummer
Second: Taylor Green
Ayes: Kravetz, Nummer, Orr, Singh
Nays: None
MOTION CARRIED.

MOTION:
MOVE TO DIRECT EXECUTIVE DIRECTOR RUSS TO PURSUE THE IMPLEMENTATION OF THE REMAINING RECOMMENDATIONS OF THE COMPENSATION AND STAFFING STUDY

Moved: Nummer
Second: Taylor Green
Ayes: Kravetz, Nummer, Orr, Singh
Nays: None
MOTION CARRIED.

MOTION:
MOVE TO APPROVE PURCHASE OF BIBLIOCOMMONS

Moved: Taylor Green
Second: Nummer
Ayes: Kravetz, Nummer, Orr, Singh
Nays: None
MOTION CARRIED.

Board Comments – none

The meeting adjourned at 7:59 pm.

Respectfully submitted,

Jennifer Taylor Green, Secretary

West Bloomfield Township Public Library

Memo

To: Library Board of Trustees

From: Cathleen Russ, Executive Library Director
Jeff Crocker, Associate Library Director
Hillary LaBonte, Finance/HR Manager

Date: November 4, 2026

Subject: Financial Report Highlights

Financial statements for October 2026 are provided this month.

- In preparation for the transition of the trust accounts (endowment and general fund) from Comerica to Fifth Third on Monday, November 2nd, the majority of the general fund ($2,035,000) has been transferred to the checking and money market accounts. This ensured the funds would be readily available in the event the transition did not go smoothly.
    - As of this writing, the trust accounts are not yet visible on the Fifth Third Direct portal. Administration continues to work with Fifth Third to gain access.
- Donations were made to the endowment fund on behalf of Judith Bergman, Marilyn Sarver, and Bee and Quinn Seley, totaling $3,018.
- Notable expenses include:
    - $23,973 to Dave's Electric for light fixture work at the Main Library.
    - $38,965 to LDA for the renovation of the IT office suite.

WEST BLOOMFIELD TWSP LIBRARY
Balance Sheet
As of October 31, 2026

Assets	
Cash	
Petty Cash	250.00
Cash - Checking	202,914.62
Cash - Premium Business M/M	1,596,165.57
Cash - J Fund	68,387.88
Cash - J Fund (Endowment)	1,000,845.26
Cash - Investment Pool	4,261,131.82
Total Cash	**7,129,695.15**
Other Assets	
Total Assets	**7,129,695.15**
Liabilities & Equity	
Current Liabilities	
Deferred Revenue	79,000.52
Total Current Liabilities	**79,000.52**
Long Term Debt	
Liab. Due to Accr. Benefit Fund	0.00
Liab. Due to Endowment Fund	1,005,845.26
Liab. Due to Cap.Imp/Automation	4,266,954.28
Total Long Term Debt	5,272,799.54
Total Liabilities	**5,351,800.06**
Shareholders' Equity	
Fund Balance (Operating)	5,466,594.02
YTD Net Income	(3,688,698.93)
Total Shareholders' Equity	**1,777,895.09**
Total Liabilities & Shareholders' Equity	**7,129,695.15**

WEST BLOOMFIELD TWSP LIBRARY
Income Statement
For the 7 Months
Ending October 31, 2026

	Oct 2026 Actual	YTD Actual
Income		
Orchard Lake Contract	0.00	29,534.41
Sylvan Lake Contract	0.00	11,182.56
Property Tax	0.00	26.04
Fines	679.07	4,767.01
Meeting Room Rental	850.00	5,606.25
Miscellaneous Income	34.99	30,323.78
Copy Revenue	2,112.50	12,519.12
Penal Fines	0.00	112,285.80
Interest	21,084.97	152,037.51
Other State Sources	0.00	40,000.32
Grants	0.00	11,336.96
Memorials & Gifts	0.00	50.00
Book Tributes	100.00	175.00
Endowment Gift	5,837.71	25,244.53
Gross Operating Income	**30,699.24**	**435,089.29**
Operating Expenses		
Wages - Main	200,624.60	1,403,325.04
Wages - Branch	25,103.69	182,076.04
Wages-Sunday	11,269.48	65,017.95
FICA	17,785.16	123,779.75
MESC	0.00	0.00
Medical Insurance - Admin.	18,145.07	123,080.64
Medical Insurance-Retirees	(12,185.60)	2,437.12
Dental Insurance	1,097.33	9,494.29
Optical Insurance	302.96	1,163.44
Disability Insurance	1,467.15	9,843.45
Life Insurance	349.07	2,418.85
Retirement Annuity	0.00	76,737.62
Longevity & Awards	0.00	0.00
Total Salary Related	**263,958.91**	**1,999,374.19**
General Expenses		
Supplies	8,051.33	49,199.13
Professional & Contractual	38,902.36	358,029.40
Staff Develop. & Transportation	1,655.53	23,692.38
Community Promotion	5,903.24	32,142.03
Insurance & Bonds	8,963.50	37,528.00
Telephone	5,478.82	34,190.03
Electricity	18,675.52	102,495.52
Gas	3,775.02	12,213.09
Sewer/Water/Fire Line	10,187.99	29,141.86
Repair & Maintenance	29,917.49	414,812.45
Rentals	391.50	11,914.74
Cataloging Services	0.00	9,284.05
Capital Outlay	98,238.62	693,726.82
Total General Expenses	**230,140.92**	**1,808,369.50**
Total Operating Expense	**494,099.83**	**3,807,743.69**
Net Operating Income	**(463,400.59)**	**(3,372,654.40)**
Other Expenses		
Transfer to Accr. Benefits Fund	0.00	0.00
Transfer to C.I.A. Fund	(144,425.00)	290,800.00
Transfer to Endowment	5,837.71	25,244.53
Total Other Expenses	**(138,587.29)**	**316,044.53**
Income After Transfers	**(324,813.30)**	**(3,688,698.93)**

WEST BLOOMFIELD TWSP LIBRARY
Income Statement
For the 7 Months
Ending October 31, 2026

	Oct 2026 Actual	YTD Actual	Annual Budget	Annual Variance	% of Budget Used
INCOME					
Orchard Lake Contract	0.00	29,534.41	142,000.00	(112,465.59)	20.80%
Keego Harbor Contract	0.00	0.00	37,000.00	(37,000.00)	0.00%
Sylvan Lake Contract	0.00	11,182.56	26,000.00	(14,817.44)	43.01%
Property Tax	0.00	26.04	7,377,430.00	(7,377,403.96)	0.00%
Fines	679.07	4,767.01	8,400.00	(3,632.99)	56.75%
Meeting Room Rental	850.00	5,606.25	9,075.00	(3,468.75)	61.78%
Miscellaneous Income	34.99	30,323.78	28,170.00	2,153.78	107.65%
Copy Revenue	2,112.50	12,519.12	19,500.00	(6,980.88)	64.20%
Penal Fines	0.00	112,285.80	112,285.00	0.80	100.00%
Interest	21,084.97	152,037.51	150,000.00	2,037.51	101.36%
State Aid	0.00	40,000.32	80,000.00	(39,999.68)	50.00%
Grants	0.00	11,336.96	11,335.00	1.96	100.02%
Memorials & Gifts	0.00	50.00	0.00	50.00	
Book Tributes	100.00	175.00	150.00	25.00	116.67%
Endowment Gift	5,837.71	25,244.53	34,400.00	(9,155.47)	73.39%
GROSS OPERATING INCOME	**30,699.24**	**435,089.29**	**8,035,745.00**	**(7,600,655.71)**	**5.41%**
OPERATING EXPENSES					
Wages-Main	200,624.60	1,403,325.04	2,670,000.00	(1,266,674.96)	52.56%
Wages-Branch	25,103.69	182,076.04	355,000.00	(172,923.96)	51.29%
Wages-Sunday	11,269.48	65,017.95	140,000.00	(74,982.05)	46.44%
FICA	17,785.16	123,779.75	240,000.00	(116,220.25)	51.57%
Medical Insurance	18,145.07	123,080.64	245,000.00	(121,919.36)	50.24%
Medical Insurance-Retirees	(12,185.60)	2,437.12	0.00	2,437.12	
Dental Insurance	1,097.33	9,494.29	16,000.00	(6,505.71)	59.34%
Optical Insurance	302.96	1,163.44	2,100.00	(936.56)	55.40%
Long Term Disability	299.09	1,991.24	4,000.00	(2,008.76)	49.78%
Short Term Disability	1,168.06	7,852.21	14,500.00	(6,647.79)	54.15%
Life Insurance	349.07	2,418.85	5,000.00	(2,581.15)	48.38%
Retirement Annuity	0.00	76,737.62	163,000.00	(86,262.38)	47.08%
Longevity & Awards	0.00	0.00	26,850.00	(26,850.00)	0.00%
TOTAL SALARY RELATED	**263,958.91**	**1,999,374.19**	**3,881,450.00**	**(1,882,075.81)**	**51.51%**
GENERAL EXPENSES					
Supplies	8,051.33	49,199.13	119,960.00	(70,760.87)	41.01%
Professional & Contractual	38,902.36	358,029.40	698,370.00	(340,340.60)	51.27%
Staff Develop. & Transportation	1,655.53	23,692.38	60,625.00	(36,932.62)	39.08%
Community Promotion	5,903.24	32,142.03	78,000.00	(45,857.97)	41.21%
Insurance & Bonds	8,963.50	37,528.00	57,000.00	(19,472.00)	65.84%
Telephone	5,478.82	34,190.03	72,500.00	(38,309.97)	47.16%
Electricity	18,675.52	102,495.52	190,000.00	(87,504.48)	53.95%
Gas	3,775.02	12,213.09	36,000.00	(23,786.91)	33.93%
Sewer/Water/Fire Line	10,187.99	29,141.86	38,000.00	(8,858.14)	76.69%
Repair & Maintenance	29,917.49	414,812.45	720,970.00	(306,157.55)	57.54%
Rentals	391.50	11,914.74	26,800.00	(14,885.26)	44.46%
Cataloging Services	0.00	9,284.05	10,300.00	(1,015.95)	90.14%
Captial Outlay	98,238.62	693,726.82	1,611,370.00	(917,643.18)	43.05%
TOTAL GENERAL EXPENSES	**230,140.92**	**1,808,369.50**	**3,719,895.00**	**(1,911,525.50)**	**48.61%**
TOTAL OPERATING EXP.	**494,099.83**	**3,807,743.69**	**7,601,345.00**	**(3,793,601.31)**	**50.09%**
NET OPERATING INCOME	**(463,400.59)**	**(3,372,654.40)**	**434,400.00**	**(3,807,054.40)**	**-776.39%**
OTHER EXPENSES					

WEST BLOOMFIELD TWSP LIBRARY
Income Statement
For the 7 Months
Ending October 31, 2026

	Oct 2026 Actual	YTD Actual	Annual Budget	Annual Variance	% of Budget Used
Transfer to Accr. Benefits Fund	0.00	0.00	0.00	0.00	
Transfer to CIA Fund	(144,425.00)	290,800.00	400,000.00	(109,200.00)	72.70%
Transfer to Endowment	5,837.71	25,244.53	34,400.00	(9,155.47)	73.39%
TOTAL OTHER EXPENSES	**(138,587.29)**	**316,044.53**	**434,400.00**	**(118,355.47)**	**72.75%**
INCOME AFTER TRANSFERS	**(324,813.30)**	**(3,688,698.93)**	**0.00**	**(3,688,698.93)**	

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

Balance as of September 30, 2026	$ 147,599.37	
Interest	96.93	(Avg. Yield 0.80%)
Transfer to J Fund	(3,018.00)	
Transfer to Endowment	(357,692.41)	
Transfer to Checking		
Deposits	1,304,259.71	
Balance as of October 31, 2026	$ 1,091,245.60	

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

Balance as of September 30, 2026	$ 2,222,601.42	
Interest	6,786.46	(Avg Yield 3.426)
Transfer from Checking		
Transfer to Checking	(861,000.00)	
Transfer from Premium Biz		
Transfer to Premium Biz	(1,300,000.00)	
Transfer from Endowment		
Transfer to Endowment		
Balance as of October 31, 2026	$ 68,387.88	

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

Balance as of September 30, 2026	$ 1,000,007.55	
Interest	2,819.71	(Avg Yield 3.426)
Receipts	3,018.00	
Endowment Spending		
Balance as of October 31, 2026	$ 1,005,845.26	

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

Balance as of September 30, 2026 (balance includes adjustment to FMV at 3/31/20, 3/31/21, 3/31/23, 3/31/24, 3/31/25, 3/31/26)	$ 4,262,227.00	
Interest	14,201.58	(Avg. Yield 4.090)
Balance as of October 31, 2026	$ 4,276,428.58	

WEST BLOOMFIELD TWSP LIBRARY
Budget versus Actual
For the 7 Months
Ending October 31, 2026

	Oct 2026 Actual	YTD Actual	Annual Budget	Variance
INCOME				
101-000-628-Orchard Lake Contract	0.00	29,534.41	142,000.00	(112,465.59)
101-000-629-Keego Harbor Contract	0.00	0.00	37,000.00	(37,000.00)
101-000-630-Sylvan Lake Contract	0.00	11,182.56	26,000.00	(14,817.44)
CHARGES FOR SERVICES	**0.00**	**40,716.97**	**205,000.00**	**(164,283.03)**
101-000-402-Property Tax	0.00	26.04	7,377,430.00	(7,377,403.96)
TOTAL PROPERTY TAX	**0.00**	**26.04**	**7,377,430.00**	**(7,377,403.96)**
101-000-658-Fines	679.07	4,767.01	8,400.00	(3,632.99)
101-000-667-Meeting Room Rental	850.00	5,606.25	9,075.00	(3,468.75)
101-000-675-Miscellaneous Income	34.99	30,323.78	28,170.00	2,153.78
101-000-678-Copy Revenue	2,112.50	12,519.12	19,500.00	(6,980.88)
TOTAL FINES/FEES	**3,676.56**	**53,216.16**	**65,145.00**	**(11,928.84)**
101-000-659-Penal Fines	0.00	112,285.80	112,285.00	0.80
101-000-665-Interest	21,084.97	152,037.51	150,000.00	2,037.51
TOTAL INTEREST	**21,084.97**	**152,037.51**	**150,000.00**	**2,037.51**
101-000-540-State Aid	0.00	40,000.32	80,000.00	(39,999.68)
TOTAL STATE & FEDERAL SOURCES	**0.00**	**40,000.32**	**80,000.00**	**(39,999.68)**
101-000-581-Grants	0.00	11,336.96	11,335.00	1.96
101-000-674-Memorials & Gifts	0.00	50.00	0.00	50.00
101-000-682-Book Tribute-Adult & YA	100.00	125.00	100.00	25.00
101-000-683-Book Tribute-Youth	0.00	50.00	50.00	0.00
101-000-679-Endow Gift Unrestricted	5,527.84	23,369.96	30,700.00	(7,330.04)
101-000-680-Endow Gift Youth	295.84	1,789.70	3,540.00	(1,750.30)
101-000-681-Endow Gift Senior	14.03	84.87	160.00	(75.13)
TOTAL CONTRIBUTIONS	**5,937.71**	**36,806.49**	**45,885.00**	**(9,078.51)**
TOTAL INCOME	**30,699.24**	**435,089.29**	**8,035,745.00**	**(7,600,655.71)**
OPERATING EXPENSES				
101-790-702-Wages-Main	200,624.60	1,403,325.04	2,670,000.00	(1,266,674.96)
101-790-702-Wages-Branch	25,103.69	182,076.04	355,000.00	(172,923.96)
101-790-703-Wages-Sunday	11,269.48	65,017.95	140,000.00	(74,982.05)
101-790-710-FICA	17,785.16	123,779.75	240,000.00	(116,220.25)
101-790-712-Medical Insurance	18,145.07	123,080.64	245,000.00	(121,919.36)
101-790-713-Medical Insurance-Retirees	(12,185.60)	2,437.12	0.00	2,437.12
101-790-714-Dental Insurance	1,097.33	9,494.29	16,000.00	(6,505.71)
101-790-715-Optical Insurance	302.96	1,163.44	2,100.00	(936.56)
101-790-716-Long Term Disability	299.09	1,991.24	4,000.00	(2,008.76)
101-790-717-Short Term Disability	1,168.06	7,852.21	14,500.00	(6,647.79)
101-790-718-Life Insurance	349.07	2,418.85	5,000.00	(2,581.15)
101-790-719-Retirement Annuity	0.00	76,737.62	163,000.00	(86,262.38)
101-790-720-Longevity & Awards	0.00	0.00	26,850.00	(26,850.00)
TOTAL PERSONNEL SERVICES	**263,958.91**	**1,999,374.19**	**3,881,450.00**	**(1,882,075.81)**
GENERAL EXPENSES				
101-790-727-Office Supplies	719.65	12,874.48	24,500.00	(11,625.52)
101-790-728-Postage	3,000.00	3,000.00	5,000.00	(2,000.00)
101-790-729-Processing Supplies	86.88	2,489.50	12,250.00	(9,760.50)
101-790-730-Circulation Supplies	35.68	2,360.66	6,350.00	(3,989.34)
101-790-731-Building & Mainten. Supplies	4,189.86	26,031.68	65,360.00	(39,328.32)
101-790-732-Youth Department Supplies	19.26	2,442.81	5,000.00	(2,557.19)

WEST BLOOMFIELD TWSP LIBRARY
Budget versus Actual
For the 7 Months
Ending October 31, 2026

	Oct 2026 Actual	YTD Actual	Annual Budget	Variance
101-790-733-Other Supplies	0.00	0.00	1,500.00	(1,500.00)
TOTAL SUPPLIES	**8,051.33**	**49,199.13**	**119,960.00**	**(70,760.87)**
101-790-933-Building Maintenance Contract-Main	12,029.10	63,946.30	146,235.00	(82,288.70)
101-790-933-Building Maintenance Contract-Branch	2,179.85	12,008.00	29,500.00	(17,492.00)
101-790-802-Professional & Consultant Fees	5,220.28	128,397.24	263,700.00	(135,302.76)
101-790-955-Cooperative Fees	9,454.05	14,841.00	18,500.00	(3,659.00)
101-790-956-Printing Fees	3,812.00	25,465.73	65,100.00	(39,634.27)
101-790-957-Grant Programs	1,600.00	3,696.41	11,335.00	(7,638.59)
101-790-967-Programs	4,607.08	109,674.72	164,000.00	(54,325.28)
TOTAL PROF/CONTRACT	**38,902.36**	**358,029.40**	**698,370.00**	**(340,340.60)**
101-790-721-Staff Development	904.00	11,809.43	45,000.00	(33,190.57)
101-790-803-Dues & Memberships	222.50	9,060.50	9,175.00	(114.50)
101-790-860-Mileage & Gas	529.03	2,822.45	6,450.00	(3,627.55)
TOTAL STAFF DEVEL/TRANS	**1,655.53**	**23,692.38**	**60,625.00**	**(36,932.62)**
101-790-850-Telephone-Main	5,173.97	32,356.08	70,000.00	(37,643.92)
101-790-850-Telephone-Branch	304.85	1,833.95	2,500.00	(666.05)
TOTAL COMMUNICATIONS	**5,478.82**	**34,190.03**	**72,500.00**	**(38,309.97)**
101-790-920-Electricity-Main	16,182.86	87,038.34	160,000.00	(72,961.66)
101-790-920-Electricity-Branch	2,492.66	15,457.18	30,000.00	(14,542.82)
101-790-921-Gas-Main	3,744.29	11,482.68	30,000.00	(18,517.32)
101-790-921-Gas-Branch	30.73	730.41	6,000.00	(5,269.59)
101-790-922-Sewer/Water/Fire Line-Main	0.00	16,941.89	30,000.00	(13,058.11)
101-790-922-Sewer/Water/Fire Line-Branch	10,187.99	12,199.97	8,000.00	4,199.97
TOTAL UTILITIES	**32,638.53**	**143,850.47**	**264,000.00**	**(120,149.53)**
101-790-930-Repair & Maintenance-Main	20,015.66	143,891.43	281,370.00	(137,478.57)
101-790-930-Repair & Maintenance-Branch	2,695.88	34,009.18	112,500.00	(78,490.82)
101-790-804-Alarm Service	0.00	24,461.72	27,100.00	(2,638.28)
101-790-931-Automation Maint/Develop.	7,205.95	212,450.12	300,000.00	(87,549.88)
TOTAL REPAIR/MAINT	**29,917.49**	**414,812.45**	**720,970.00**	**(306,157.55)**
101-790-880-Community Promotion	**5,903.24**	**32,142.03**	**78,000.00**	**(45,857.97)**
101-790-806-Insurance & Bonds	**8,963.50**	**37,528.00**	**57,000.00**	**(19,472.00)**
101-790-940-Rentals	**391.50**	**11,914.74**	**26,800.00**	**(14,885.26)**
101-790-807-Cataloging Services	**0.00**	**9,284.05**	**10,300.00**	**(1,015.95)**
101-790-971-Books--Adult-Main	9,254.25	83,128.48	171,600.00	(88,471.52)
101-790-971-Books--Adult-Branch	2,376.38	18,238.50	41,450.00	(23,211.50)
101-790-972-Lease Books	0.00	98,695.80	100,700.00	(2,004.20)
101-790-973-eMedia - Adult	15,874.07	105,229.87	290,000.00	(184,770.13)
101-790-974-eMedia - Youth	0.00	5,815.74	22,800.00	(16,984.26)
101-790-975-Books--Youth-Main	5,139.44	59,307.58	130,350.00	(71,042.42)
101-790-975-Books--Youth-Branch	1,383.60	12,583.96	27,150.00	(14,566.04)
101-790-976-Magazines/Newspapers-Main	(29.94)	257.27	27,000.00	(26,742.73)
101-790-976-Magazines/Newspapers-Branch	(28.95)	560.64	8,000.00	(7,439.36)
101-790-977-Reference - Adult-Main	0.00	0.00	5,500.00	(5,500.00)
101-790-978-Online Subscription Services	33,478.89	123,558.17	324,000.00	(200,441.83)
101-790-979-Media - Games Adult-Main	929.07	6,721.57	13,000.00	(6,278.43)
101-790-979-Media - Games Adult-Branch	293.58	2,892.21	5,500.00	(2,607.79)
101-790-980-Media - Games Youth-Main	0.00	3,524.51	24,300.00	(20,775.49)
101-790-980-Media - Games Youth-Branch	0.00	5,438.14	8,500.00	(3,061.86)
101-790-981-CD - Books - Adult-Main	667.87	8,731.48	26,000.00	(17,268.52)
101-790-982-Media - AV Adult-Main	3,024.17	13,729.75	67,000.00	(53,270.25)

WEST BLOOMFIELD TWSP LIBRARY
Budget versus Actual
For the 7 Months
Ending October 31, 2026

	Oct 2026 Actual	YTD Actual	Annual Budget	Variance
101-790-982-Media - AV Adult-Branch	1,311.15	5,500.42	17,800.00	(12,299.58)
101-790-983-Media - AV Youth-Main	505.66	1,622.00	6,000.00	(4,378.00)
101-790-983-Media - AV Youth-Branch	116.75	523.04	1,400.00	(876.96)
101-790-984-Compact Discs - Adult & Youth-Main	192.65	3,678.15	5,000.00	(1,321.85)
101-790-985-Adult Realia-Main	466.08	715.01	9,000.00	(8,284.99)
101-790-985-Adult Realia-Branch	24.93	44.91	2,000.00	(1,955.09)
101-790-986-Games/Realia/Other--Youth-Main	644.57	14,170.08	18,000.00	(3,829.92)
101-790-986-Games/Realia/Other--Youth-Branch	101.14	2,263.39	4,300.00	(2,036.61)
101-790-987-Software--Adult & Youth	838.34	69,417.14	132,175.00	(62,757.86)
101-790-989-Capital Assets-Main	15,929.00	39,369.55	100,845.00	(61,475.45)
101-790-989-Capital Assets-Branch	5,565.00	5,565.00	6,000.00	(435.00)
101-790-932-IT Capital Assets-Main	0.00	2,263.54	10,000.00	(7,736.46)
101-790-932-IT Capital Assets-Branch	0.00	0.00	6,000.00	(6,000.00)
TOTAL MATERIALS	**98,057.70**	**693,545.90**	**1,611,370.00**	**(917,824.10)**
OTHER EXPENSES				
101-790-995-Transfer to C.I.A. Fund	(144,425.00)	290,800.00	400,000.00	(109,200.00)
101-790-995-Transfer to Endowment	5,837.71	25,244.53	34,400.00	(9,155.47)
TOTAL OTHER EXPENSES	**(138,587.29)**	**316,044.53**	**434,400.00**	**(118,355.47)**
TOTAL EXPENSES	**355,331.62**	**4,123,607.30**	**8,035,745.00**	**(3,912,137.70)**
INCOME AFTER TRANSFERS	**(324,632.38)**	**(3,688,518.01)**	**0.00**	**(3,688,518.01)**

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement
For the 7 Months
Ending October 31, 2026

	Current Period				Prior Year			
	Oct 2026		YTD		Oct 2025		YTD	
	Actual	%	Actual	%	Actual	%	Actual	%
INCOME								
Orchard Lake Contract	0.00	0.00%	29,534.41	6.79%	0.00	0.00%	28,170.89	6.47%
Sylvan Lake Contract	0.00	0.00%	11,182.56	2.57%	0.00	0.00%	13,433.66	3.09%
Property Tax	0.00	0.00%	26.04	0.01%	0.00	0.00%	5,721.75	1.31%
Fines	679.07	2.21%	4,767.01	1.10%	673.80	2.37%	6,355.18	1.46%
Meeting Room Rental	850.00	2.77%	5,606.25	1.29%	547.50	1.92%	4,655.16	1.07%
Miscellaneous Income	34.99	0.11%	30,323.78	6.97%	1,541.21	5.42%	22,916.52	5.27%
Copy Revenue	2,112.50	6.88%	12,519.12	2.88%	1,635.35	5.75%	11,369.45	2.61%
Penal Fines	0.00	0.00%	112,285.80	25.81%	0.00	0.00%	108,223.16	24.87%
Interest	21,084.97	68.68%	152,037.51	34.94%	20,293.43	71.33%	159,092.50	36.56%
State Aid	0.00	0.00%	40,000.32	9.19%	0.00	0.00%	39,947.46	9.18%
Grants	0.00	0.00%	11,336.96	2.61%	0.00	0.00%	0.00	0.00%
Memorials & Gifts	0.00	0.00%	50.00	0.01%	0.00	0.00%	0.00	0.00%
Book Tributes	100.00	0.33%	175.00	0.04%	0.00	0.00%	530.00	0.12%
Endowment Gift	5,837.71	19.02%	25,244.53	5.80%	3,760.51	13.22%	34,789.21	7.99%
GROSS OPERATING INCOME	**30,699.24**	**100.00%**	**435,089.29**	**100.00%**	**28,451.80**	**100.00%**	**435,204.94**	**100.00%**
OPERATING EXPENSES								
Wages-Main	200,624.60	653.52%	1,403,325.04	322.54%	177,421.66	623.59%	1,223,234.92	281.07%
Wages-Branch	25,103.69	81.77%	182,076.04	41.85%	26,619.04	93.56%	187,890.15	43.17%
Wages-Sunday	11,269.48	36.71%	65,017.95	14.94%	10,930.86	38.42%	67,416.73	15.49%
FICA	17,785.16	57.93%	123,779.75	28.45%	16,124.99	56.67%	111,261.97	25.57%
Medical Insurance	18,145.07	59.11%	123,080.64	28.29%	15,833.48	55.65%	105,200.45	24.17%
Medical Insurance-Retirees	(12,185.60)	-39.69%	2,437.12	0.56%	2,613.12	9.18%	2,613.12	0.60%
Dental Insurance	1,097.33	3.57%	9,494.29	2.18%	1,153.50	4.05%	8,858.88	2.04%
Optical Insurance	302.96	0.99%	1,163.44	0.27%	0.00	0.00%	705.92	0.16%
Long Term Disability	299.09	0.97%	1,991.24	0.46%	440.24	1.55%	1,966.96	0.45%
Short Term Disability	1,168.06	3.80%	7,852.21	1.80%	1,599.59	5.62%	6,703.45	1.54%
Life Insurance	349.07	1.14%	2,418.85	0.56%	521.60	1.83%	2,069.68	0.48%
Retirement Annuity	0.00	0.00%	76,737.62	17.64%	35,092.51	123.34%	72,365.94	16.63%
TOTAL SALARY RELATED	**263,958.91**	**859.82%**	**1,999,374.19**	**459.53%**	**288,350.59**	**1013.47%**	**1,790,288.17**	**411.37%**
GENERAL EXPENSES								
Supplies	8,051.33	26.23%	49,199.13	11.31%	5,100.35	17.93%	38,563.92	8.86%
Professional & Contractual	38,902.36	126.72%	358,029.40	82.29%	23,805.51	83.67%	274,292.28	63.03%
Staff Develop. & Transportation	1,655.53	5.39%	23,692.38	5.45%	1,433.39	5.04%	22,057.78	5.07%
Community Promotion	5,903.24	19.23%	32,142.03	7.39%	4,914.81	17.27%	28,299.46	6.50%
Insurance & Bonds	8,963.50	29.20%	37,528.00	8.63%	0.00	0.00%	44,187.00	10.15%
Telephone	5,478.82	17.85%	34,190.03	7.86%	1,449.00	5.09%	29,490.50	6.78%

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement
For the 7 Months
Ending October 31, 2026

	Current Period				Prior Year			
	Oct 2026		YTD		Oct 2025		YTD	
	Actual	%	Actual	%	Actual	%	Actual	%
Electricity	18,675.52	60.83%	102,495.52	23.56%	12,394.73	43.56%	91,416.45	21.01%
Gas	3,775.02	12.30%	12,213.09	2.81%	1,347.86	4.74%	11,222.26	2.58%
Sewer/Water/Fire Line	10,187.99	33.19%	29,141.86	6.70%	8,106.67	28.49%	24,000.16	5.51%
Repair & Maintenance	29,917.49	97.45%	414,812.45	95.34%	37,654.47	132.34%	573,334.26	131.74%
Rentals	391.50	1.28%	11,914.74	2.74%	1,530.77	5.38%	10,044.49	2.31%
Cataloging Services	0.00	0.00%	9,284.05	2.13%	0.00	0.00%	0.00	0.00%
Captial Outlay	98,238.62	320.00%	693,726.82	159.44%	79,067.39	277.90%	676,536.40	155.45%
TOTAL GENERAL EXPENSES	**230,140.92**		**1,808,369.50**		**176,804.95**		**1,823,444.96**	
TOTAL OPERATING EXP.	**494,099.83**		**3,807,743.69**		**465,155.54**		**3,613,733.13**	
NET OPERATING INCOME	**(463,400.59)**	**-1509.49%**	**(3,372,654.40)**	**-775.16%**	**(436,703.74)**	**-1534.89%**	**(3,178,528.19)**	**-730.35%**
OTHER EXPENSES								
Transfer to Accr. Benefits Fund	0.00		0.00		0.00		0.00	
Transfer to CIA Fund	(144,425.00)	-470.45%	290,800.00	66.84%	0.00	0.00%	616,934.00	141.76%
Transfer to Endowment	5,837.71	19.02%	25,244.53	5.80%	3,760.51	13.22%	34,789.21	7.99%
TOTAL OTHER EXPENSES	**(138,587.29)**	**-451.44%**	**316,044.53**	**72.64%**	**3,760.51**	**13.22%**	**651,723.21**	**149.75%**
INCOME AFTER TRANSFERS	**(324,813.30)**	**-1058.05%**	**(3,688,698.93)**	**-847.80%**	**(440,464.25)**	**-1548.11%**	**(3,830,251.40)**	**-880.10%**

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement
For the 7 Months
Ending October 31, 2026

	Current Period				Prior Year			
	Oct 2026		YTD		Oct 2025		YTD	
	Actual	%	Actual	%	Actual	%	Actual	%
INCOME								
101-000-628-Orchard Lake Contract	0.00	0.00%	29,534.41	6.79%	0.00	0.00%	28,170.89	6.47%
101-000-630-Sylvan Lake Contract	0.00	0.00%	11,182.56	2.57%	0.00	0.00%	13,433.66	3.09%
CHARGES FOR SERVICES	**0.00**	**0.00%**	**40,716.97**	**9.36%**	**0.00**	**0.00%**	**41,604.55**	**9.56%**
101-000-402-Property Tax	0.00	0.00%	26.04	0.01%	0.00	0.00%	5,721.75	1.31%
TOTAL PROPERTY TAX	**0.00**	**0.00%**	**26.04**	**0.01%**	**0.00**	**0.00%**	**5,721.75**	**1.31%**
101-000-658-Fines	679.07	2.21%	4,767.01	1.10%	673.80	2.37%	6,355.18	1.46%
101-000-667-Meeting Room Rental	850.00	2.77%	5,606.25	1.29%	547.50	1.92%	4,655.16	1.07%
101-000-675-Miscellaneous Income	34.99	0.11%	30,323.78	6.97%	1,541.21	5.42%	22,916.52	5.27%
101-000-678-Copy Revenue	2,112.50	6.88%	12,519.12	2.88%	1,635.35	5.75%	11,369.45	2.61%
TOTAL FINES/FEES	**3,676.56**	**11.98%**	**53,216.16**	**12.23%**	**4,397.86**	**15.46%**	**45,296.31**	**10.41%**
101-000-659-Penal Fines	0.00	0.00%	112,285.80	25.81%	0.00	0.00%	108,223.16	24.87%
101-000-665-Interest	21,084.97	68.68%	152,037.51	34.94%	20,293.43	71.33%	159,092.50	36.56%
TOTAL INTEREST	**21,084.97**	**68.68%**	**152,037.51**	**34.94%**	**20,293.43**	**71.33%**	**159,092.50**	**36.56%**
101-000-540-State Aid	0.00	0.00%	40,000.32	9.19%	0.00	0.00%	39,947.46	9.18%
TOTAL STATE & FEDERAL SOURCES	**0.00**	**0.00%**	**40,000.32**	**9.19%**	**0.00**	**0.00%**	**39,947.46**	**9.18%**
101-000-581-Grants	0.00	0.00%	11,336.96	2.61%	0.00	0.00%	0.00	0.00%
101-000-674-Memorials & Gifts	0.00	0.00%	50.00	0.01%	0.00	0.00%	0.00	0.00%
101-000-682-Book Tribute-Adult & YA	100.00	0.33%	125.00	0.03%	0.00	0.00%	355.00	0.08%
101-000-683-Book Tribute-Youth	0.00	0.00%	50.00	0.01%	0.00	0.00%	175.00	0.04%
101-000-679-Endow Gift Unrestricted	5,527.84	18.01%	23,369.96	5.37%	3,405.56	11.97%	32,636.85	7.50%
101-000-680-Endow Gift Youth	295.84	0.96%	1,789.70	0.41%	338.88	1.19%	2,054.91	0.47%
101-000-681-Endow Gift Senior	14.03	0.05%	84.87	0.02%	16.07	0.06%	97.45	0.02%
TOTAL CONTRIBUTIONS	**5,937.71**	**19.34%**	**36,806.49**	**8.46%**	**3,760.51**	**13.22%**	**35,319.21**	**8.12%**
TOTAL INCOME	**30,699.24**	**100.00%**	**435,089.29**	**100.00%**	**28,451.80**	**100.00%**	**435,204.94**	**100.00%**
OPERATING EXPENSES								
101-790-702-Wages-Main	200,624.60	653.52%	1,403,325.04	322.54%	177,421.66	623.59%	1,223,234.92	281.07%
101-790-702-Wages-Branch	25,103.69	81.77%	182,076.04	41.85%	26,619.04	93.56%	187,890.15	43.17%
101-790-703-Wages-Sunday	11,269.48	36.71%	65,017.95	14.94%	10,930.86	38.42%	67,416.73	15.49%
101-790-710-FICA	17,785.16	57.93%	123,779.75	28.45%	16,124.99	56.67%	111,261.97	25.57%
101-790-712-Medical Insurance	18,145.07	59.11%	123,080.64	28.29%	15,833.48	55.65%	105,200.45	24.17%
101-790-713-Medical Insurance-Retirees	(12,185.60)	-39.69%	2,437.12	0.56%	2,613.12	9.18%	2,613.12	0.60%
101-790-714-Dental Insurance	1,097.33	3.57%	9,494.29	2.18%	1,153.50	4.05%	8,858.88	2.04%

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement
For the 7 Months
Ending October 31, 2026

	Current Period				Prior Year			
	Oct 2026		YTD		Oct 2025		YTD	
	Actual	%	Actual	%	Actual	%	Actual	%
101-790-715-Optical Insurance	302.96	0.99%	1,163.44	0.27%	0.00	0.00%	705.92	0.16%
101-790-716-Long Term Disability	299.09	0.97%	1,991.24	0.46%	440.24	1.55%	1,966.96	0.45%
101-790-717-Short Term Disability	1,168.06	3.80%	7,852.21	1.80%	1,599.59	5.62%	6,703.45	1.54%
101-790-718-Life Insurance	349.07	1.14%	2,418.85	0.56%	521.60	1.83%	2,069.68	0.48%
101-790-719-Retirement Annuity	0.00	0.00%	76,737.62	17.64%	35,092.51	123.34%	72,365.94	16.63%
TOTAL PERSONNEL SERVICES	**263,958.91**	**859.82%**	**1,999,374.19**	**459.53%**	**288,350.59**	**1013.47%**	**1,790,288.17**	**411.37%**
GENERAL EXPENSES								
101-790-727-Office Supplies	719.65	2.34%	12,874.48	2.96%	1,335.87	4.70%	7,641.73	1.76%
101-790-728-Postage	3,000.00	9.77%	3,000.00	0.69%	0.00	0.00%	1,655.26	0.38%
101-790-729-Processing Supplies	86.88	0.28%	2,489.50	0.57%	188.32	0.66%	2,327.97	0.53%
101-790-730-Circulation Supplies	35.68	0.12%	2,360.66	0.54%	0.00	0.00%	980.30	0.23%
101-790-731-Building & Mainten. Supplies	4,189.86	13.65%	26,031.68	5.98%	3,543.09	12.45%	24,258.96	5.57%
101-790-732-Youth Department Supplies	19.26	0.06%	2,442.81	0.56%	33.07	0.12%	1,699.70	0.39%
TOTAL SUPPLIES	**8,051.33**	**26.23%**	**49,199.13**	**11.31%**	**5,100.35**	**17.93%**	**38,563.92**	**8.86%**
101-790-933-Building Maintenance Contract-Main	12,029.10	39.18%	63,946.30	14.70%	10,440.00	36.69%	67,136.36	15.43%
101-790-933-Building Maintenance Contract-Branch	2,179.85	7.10%	12,008.00	2.76%	2,167.50	7.62%	11,987.50	2.75%
101-790-802-Professional & Consultant Fees	5,220.28	17.00%	128,397.24	29.51%	2,622.19	9.22%	91,830.54	21.10%
101-790-955-Cooperative Fees	9,454.05	30.80%	14,841.00	3.41%	0.00	0.00%	9,593.80	2.20%
101-790-956-Printing Fees	3,812.00	12.42%	25,465.73	5.85%	817.00	2.87%	24,072.00	5.53%
101-790-957-Grant Programs	1,600.00	5.21%	3,696.41	0.85%	0.00	0.00%	0.00	0.00%
101-790-967-Programs	4,607.08	15.01%	109,674.72	25.21%	7,758.82	27.27%	69,672.08	16.01%
TOTAL PROF/CONTRACT	**38,902.36**	**126.72%**	**358,029.40**	**82.29%**	**23,805.51**	**83.67%**	**274,292.28**	**63.03%**
101-790-721-Staff Development	904.00	2.94%	11,809.43	2.71%	1,158.69	4.07%	15,239.98	3.50%
101-790-803-Dues & Memberships	222.50	0.72%	9,060.50	2.08%	137.50	0.48%	4,760.50	1.09%
101-790-860-Mileage & Gas	529.03	1.72%	2,822.45	0.65%	137.20	0.48%	2,057.30	0.47%
TOTAL STAFF DEVEL/TRANS	**1,655.53**	**5.39%**	**23,692.38**	**5.45%**	**1,433.39**	**5.04%**	**22,057.78**	**5.07%**
101-790-850-Telephone-Main	5,173.97	16.85%	32,356.08	7.44%	1,219.15	4.28%	28,121.55	6.46%
101-790-850-Telephone-Branch	304.85	0.99%	1,833.95	0.42%	229.85	0.81%	1,368.95	0.31%
TOTAL COMMUNICATIONS	**5,478.82**	**17.85%**	**34,190.03**	**7.86%**	**1,449.00**	**5.09%**	**29,490.50**	**6.78%**
101-790-920-Electricity-Main	16,182.86	52.71%	87,038.34	20.00%	12,394.73	43.56%	77,522.20	17.81%
101-790-920-Electricity-Branch	2,492.66	8.12%	15,457.18	3.55%	0.00	0.00%	13,894.25	3.19%
101-790-921-Gas-Main	3,744.29	12.20%	11,482.68	2.64%	1,257.96	4.42%	10,396.81	2.39%
101-790-921-Gas-Branch	30.73	0.10%	730.41	0.17%	89.90	0.32%	825.45	0.19%
101-790-922-Sewer/Water/Fire Line-Main	0.00	0.00%	16,941.89	3.89%	0.00	0.00%	13,459.73	3.09%
101-790-922-Sewer/Water/Fire Line-Branch	10,187.99	33.19%	12,199.97	2.80%	8,106.67	28.49%	10,540.43	2.42%
TOTAL UTILITIES	**32,638.53**	**106.32%**	**143,850.47**	**33.06%**	**21,849.26**	**76.79%**	**126,638.87**	**29.10%**

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement
For the 7 Months
Ending October 31, 2026

	Current Period				Prior Year			
	Oct 2026		YTD		Oct 2025		YTD	
	Actual	%	Actual	%	Actual	%	Actual	%
101-790-930-Repair & Maintenance-Main	20,015.66	65.20%	143,891.43	33.07%	23,312.00	81.94%	145,171.26	33.36%
101-790-930-Repair & Maintenance-Branch	2,695.88	8.78%	34,009.18	7.82%	14,012.47	49.25%	51,887.44	11.92%
101-790-804-Alarm Service	0.00	0.00%	24,461.72	5.62%	0.00	0.00%	20,971.35	4.82%
101-790-931-Automation Maint/Develop.	7,205.95	23.47%	212,450.12	48.83%	330.00	1.16%	355,304.21	81.64%
TOTAL REPAIR/MAINT	**29,917.49**	**97.45%**	**414,812.45**	**95.34%**	**37,654.47**	**132.34%**	**573,334.26**	**131.74%**
101-790-880-Community Promotion	**5,903.24**	**19.23%**	**32,142.03**	**7.39%**	**4,914.81**	**17.27%**	**28,299.46**	**6.50%**
101-790-806-Insurance & Bonds	**8,963.50**	**29.20%**	**37,528.00**	**8.63%**	**0.00**	**0.00%**	**44,187.00**	**10.15%**
101-790-940-Rentals	**391.50**	**1.28%**	**11,914.74**	**2.74%**	**1,530.77**	**5.38%**	**10,044.49**	**2.31%**
101-790-807-Cataloging Services	**0.00**	**0.00%**	**9,284.05**	**2.13%**	**0.00**	**0.00%**	**0.00**	**0.00%**
101-790-971-Books--Adult-Main	9,254.25	30.14%	83,128.48	19.11%	6,330.26	22.25%	65,235.97	14.99%
101-790-971-Books--Adult-Branch	2,376.38	7.74%	18,238.50	4.19%	2,171.72	7.63%	12,921.85	2.97%
101-790-972-Lease Books	0.00	0.00%	98,695.80	22.68%	0.00	0.00%	100,710.00	23.14%
101-790-973-eMedia - Adult	15,874.07	51.71%	105,229.87	24.19%	17,495.35	61.49%	105,112.28	24.15%
101-790-974-eMedia - Youth	0.00	0.00%	5,815.74	1.34%	0.00	0.00%	4,423.35	1.02%
101-790-975-Books--Youth-Main	5,139.44	16.74%	59,307.58	13.63%	8,090.90	28.44%	42,130.61	9.68%
101-790-975-Books--Youth-Branch	1,383.60	4.51%	12,583.96	2.89%	2,757.61	9.69%	8,912.70	2.05%
101-790-976-Magazines/Newspapers-Main	(29.94)	-0.10%	257.27	0.06%	414.52	1.46%	24,956.25	5.73%
101-790-976-Magazines/Newspapers-Branch	(28.95)	-0.09%	560.64	0.13%	0.00	0.00%	6,446.94	1.48%
101-790-977-Reference - Adult-Main	0.00	0.00%	0.00	0.00%	790.00	2.78%	3,688.25	0.85%
101-790-978-Online Subscription Services	33,478.89	109.05%	123,558.17	28.40%	22,898.50	80.48%	135,689.81	31.18%
101-790-979-Media - Games Adult-Main	929.07	3.03%	6,721.57	1.54%	138.06	0.49%	5,530.50	1.27%
101-790-979-Media - Games Adult-Branch	293.58	0.96%	2,892.21	0.66%	151.85	0.53%	2,043.83	0.47%
101-790-980-Media - Games Youth-Main	0.00	0.00%	3,524.51	0.81%	2,426.73	8.53%	3,432.81	0.79%
101-790-980-Media - Games Youth-Branch	0.00	0.00%	5,438.14	1.25%	4,276.37	15.03%	6,825.65	1.57%
101-790-981-CD - Books - Adult-Main	667.87	2.18%	8,731.48	2.01%	1,819.76	6.40%	10,662.70	2.45%
101-790-981-CD - Books - Adult-Branch	0.00	0.00%	0.00	0.00%	55.90	0.20%	1,281.97	0.29%
101-790-982-Media - AV Adult-Main	3,024.17	9.85%	13,729.75	3.16%	2,846.00	10.00%	19,749.49	4.54%
101-790-982-Media - AV Adult-Branch	1,311.15	4.27%	5,500.42	1.26%	1,227.57	4.31%	7,096.74	1.63%
101-790-983-Media - AV Youth-Main	505.66	1.65%	1,622.00	0.37%	462.36	1.63%	2,251.89	0.52%
101-790-983-Media - AV Youth-Branch	116.75	0.38%	523.04	0.12%	145.53	0.51%	849.74	0.20%
101-790-984-Compact Discs - Adult & Youth-Main	192.65	0.63%	3,678.15	0.85%	954.04	3.35%	3,350.22	0.77%
101-790-984-Compact Discs - Adult & Youth-Branch	0.00	0.00%	0.00	0.00%	299.14	1.05%	635.74	0.15%
101-790-985-Adult Realia-Main	466.08	1.52%	715.01	0.16%	0.00	0.00%	1,386.30	0.32%
101-790-985-Adult Realia-Branch	24.93	0.08%	44.91	0.01%	0.00	0.00%	607.02	0.14%
101-790-986-Games/Realia/Other--Youth-Main	644.57	2.10%	14,170.08	3.26%	399.00	1.40%	10,364.45	2.38%
101-790-986-Games/Realia/Other--Youth-Branch	101.14	0.33%	2,263.39	0.52%	122.29	0.43%	2,205.64	0.51%
101-790-987-Software--Adult & Youth	838.34	2.73%	69,417.14	15.95%	783.73	2.75%	71,485.32	16.43%
101-790-989-Capital Assets-Main	15,929.00	51.89%	39,369.55	9.05%	0.00	0.00%	9,074.34	2.09%

WEST BLOOMFIELD TWSP LIBRARY
Comparative Income Statement
For the 7 Months
Ending October 31, 2026

	Current Period				Prior Year			
	Oct 2026		YTD		Oct 2025		YTD	
	Actual	%	Actual	%	Actual	%	Actual	%
101-790-989-Capital Assets-Branch	5,565.00	18.13%	5,565.00	1.28%	0.00	0.00%	0.00	0.00%
101-790-932-IT Capital Assets-Main	0.00	0.00%	2,263.54	0.52%	2,010.20	7.07%	6,904.35	1.59%
101-790-932-IT Capital Assets-Branch	0.00	0.00%	0.00	0.00%	0.00	0.00%	569.69	0.13%
TOTAL MATERIALS	**98,057.70**	**319.41%**	**693,545.90**	**159.40%**	**79,067.39**	**277.90%**	**676,536.40**	**155.45%**
OTHER EXPENSES								
101-790-995-Transfer to C.I.A. Fund	(144,425.00)	-470.45%	290,800.00	66.84%	0.00	0.00%	616,934.00	141.76%
101-790-995-Transfer to Endowment	5,837.71	19.02%	25,244.53	5.80%	3,760.51	13.22%	34,789.21	7.99%
TOTAL OTHER EXPENSES	**(138,587.29)**	**-451.44%**	**316,044.53**	**72.64%**	**3,760.51**	**13.22%**	**651,723.21**	**149.75%**
TOTAL EXPENSES	**355,331.62**	**1157.46%**	**4,123,607.30**	**947.76%**	**468,916.05**	**1648.11%**	**4,265,456.34**	**980.10%**
INCOME AFTER TRANSFERS	**(324,632.38)**	**-1057.46%**	**(3,688,518.01)**	**-847.76%**	**(440,464.25)**	**-1548.11%**	**(3,830,251.40)**	**-880.10%**

Endowment Fund Allocation Detail
Fiscal Year 2026-2027

	General		Senior Services/ Materials		Tech & Facilities		Youth Services/ Materials		Endowment Fund Total
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
Balance March 2026	$ 684,062.52	$ 189,960.76	$ 3,824.59	$ 984.86	$ -	$ -	$ 80,651.57	$ 21,116.44	$ 980,600.73
April Deposits:									
Bershad	$ 20.00								
	$ 20.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20.00
Sub Total April	$ 684,082.52	$ 189,960.76	$ 3,824.59	$ 984.86	$ -	$ -	$ 80,651.57	$ 21,116.44	$ 980,620.73
May Deposits:									
April Interest		$ 2,484.75		$ 13.89				$ 292.95	
	$ -	$ 2,484.75	$ -	$ 13.89	$ -	$ -	$ -	$ 292.95	$ 2,791.59
Sub Total as of 5/31/26	$ 684,082.52	$ 192,445.51	$ 3,824.59	$ 998.75	$ -	$ -	$ 80,651.57	$ 21,409.38	$ 983,412.32
June Deposits:									
Kravetz Donation	$ 50.00								
May Interest		$ 2,570.13		$ 14.37				$ 303.01	
	$ 50.00	$ 2,570.13	$ -	$ 14.37	$ -	$ -	$ -	$ 303.01	$ 2,937.51
Sub Total as of 6/30/26	$ 684,132.52	$ 195,015.64	$ 3,824.59	$ 1,013.12	$ -	$ -	$ 80,651.57	$ 21,712.39	$ 986,349.83
July Deposits:									
Dzuiba Donation	$ 100.00								
Interest		$ 2,486.68		$ 13.90				$ 293.15	
	$ 100.00	$ 2,486.68	$ -	$ 13.90	$ -	$ -	$ -	$ 293.15	$ 2,893.73
Sub Total as of 7/31/26	$ 684,232.52	$ 197,502.32	$ 3,824.59	$ 1,027.02	$ -	$ -	$ 80,651.57	$ 22,005.55	$ 989,243.56
August Deposits:									
Elbling Donation	$ 5,000.00								
Interest		$ 2,561.76		$ 14.32				$ 301.96	
	$ 5,000.00	$ 2,561.76	$ -	$ 14.32	$ -	$ -	$ -	$ 301.96	$ 7,878.04
Sub Total as of 8/31/26	$ 689,232.52	$ 200,064.08	$ 3,824.59	$ 1,041.34	$ -	$ -	$ 80,651.57	$ 22,307.51	$ 997,121.60

Endowment Fund Allocation Detail
Fiscal Year 2026-2027

	General		Senior Services/ Materials		Tech & Facilities		Youth Services/ Materials		Endowment Fund
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total
September Deposits:									
August Interest		$ 2,568.80		$ 14.36				$ 302.79	
	$ -	$ 2,568.80	$ -	$ 14.36	$ -	$ -	$ -	$ 302.79	$ 2,885.95
Sub Total as of 9/30/25	**$ 689,232.52**	**$ 202,632.88**	**$ 3,824.59**	**$ 1,055.70**	**$ -**	**$ -**	**$ 80,651.57**	**$ 22,610.29**	**$ 1,000,007.55**
October Deposits:									
Bergman, Sarver Donations	$ 3,018.00								
September Interest		$ 2,509.84		$ 14.03				$ 295.84	
Total Deposits	$ 3,018.00	$ 2,509.84	$ -	$ 14.03	$ -	$ -	$ -	$ 295.84	$ 5,837.71
Sub Total as of 10/31/25	**$ 692,250.52**	**$ 205,142.72**	**$ 3,824.59**	**$ 1,069.72**	**$ -**	**$ -**	**$ 80,651.57**	**$ 22,906.13**	**$ 1,005,845.26**

Capital Improvement/Automation Development Fund
Allocation Detail
Fiscal Year 2026-2027

		Building Projects	Computer/ Information Technology Replacement	Replacement/ Repair Reserve	Fund Total
Balance March 2026		**$ 870,194.43**	**$ 905,303.10**	**$ 2,500,207.25**	**$ 4,275,704.78**
	Transfer from Budget	$ 173,800.00	$ 117,000.00		$ 290,800.00
		$ 1,043,994.43	**$ 1,022,303.10**	**$ 2,500,207.25**	**$ 4,566,504.78**
April Expenses:					
					$ -
		$ -	$ -	$ -	$ -
Sub Total April		**$ 1,043,994.43**	**$ 1,022,303.10**	**$ 2,500,207.25**	**$ 4,566,504.78**
May Expenses:					
	CDW - Google Pixel 10a Phone Upgrades		$ 38,590.50		$ 38,590.50
					$ -
		$ -	$ 38,590.50	$ -	$ 38,590.50
Sub Total May		**$ 1,043,994.43**	**$ 983,712.60**	**$ 2,500,207.25**	**$ 4,527,914.28**
June Expenses:					
					$ -
		$ -	$ -	$ -	$ -
Sub Total June		**$ 1,043,994.43**	**$ 983,712.60**	**$ 2,500,207.25**	**$ 4,527,914.28**
July Expenses:					
					$ -
		$ -	$ -	$ -	$ -
Sub Total July		**$ 1,043,994.43**	**$ 983,712.60**	**$ 2,500,207.25**	**$ 4,527,914.28**
August Expenses:					
	TMP Architectural - WACR Roof	16,070.00			$ 16,070.00
	LDA Youth Carpeting	62,205.00			$ 62,205.00
					$ -
		$ 78,275.00	$ -	$ -	$ 78,275.00
Sub Total August		**$ 965,719.43**	**$ 983,712.60**	**$ 2,500,207.25**	**$ 4,449,639.28**

Capital Improvement/Automation Development Fund
Allocation Detail
Fiscal Year 2026-2027

		Building Projects	Computer/ Information Technology Replacement	Replacement/ Repair Reserve	Fund Total
September Expenses:					
	TMP Architectural - WACR Roof	1,390.00			$ 1,390.00
	LDA Youth Installation	50,325.00			$ 50,325.00
	LDA Youth Moving	47,710.00			$ 47,710.00
	TRI-PHASE Acoustic Ceiling Tile	83,260.00			$ 83,260.00
					$ -
		$ 182,685.00	$ -	$ -	$ 182,685.00
Sub Total September		**$ 783,034.43**	**$ 983,712.60**	**$ 2,500,207.25**	**$ 4,266,954.28**
October Expenses:					
	DAVE'S ELECTRIC Light Fixtures	$ 23,973.00			$ 23,973.00
	TRI-PHASE Acoustic Ceiling Tile	$ 1,505.25			$ 1,505.25
	LDA IT Office Suite	$ 38,965.00			$ 38,965.00
					$ -
		$ 64,443.25	$ -	$ -	**$ 64,443.25**
Sub Total October		**$ 847,477.68**	**$ 983,712.60**	**$ 2,500,207.25**	**$ 4,202,511.03**

West Bloomfield Township Public Library

Memo

To: Library Board of Trustees

From: Cathleen Russ, Executive Library Director
Hillary LaBonte, Finance Director

Date: October 19, 2026

Subject: Form 5572 Retirement System Annual Report

We are required by the State of Michigan to file Form 5572, Retirement System Annual Report. This form was filed on Friday, September 11, 2026.

Library Administration is required to share this form with the Library Board of Trustees, and to let you know that it has been filed. However, the Library Board does not need to approve it or otherwise take action on it.

Library Administration is also required to post this form on the Library's website. We will post it following the Library Board meeting.

Michigan Department of Treasury
Form 5572 (7-20)

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Enter Local Government Name	West Bloomfield Township Public Library
Enter Six-Digit Municode	638003
Unit Type	Library
Fiscal Year End Month	March
Fiscal Year (four-digit year only, e.g. 2019)	2026
Contact Name (Chief Administrative Officer)	Kati Vogel
Title if not CAO	Finance Manager
CAO (or designee) Email Address	vogelkat@wblib.org
Contact Telephone Number	248-232-2331

Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting.

Questions: For questions, please email LocalRetirementReporting@michigan.gov. Return this original Excel file. Do not submit a scanned image or PDF.

Pension System Name (not division) 1	No Pension Plan
Pension System Name (not division) 2	
Pension System Name (not division) 3	
Pension System Name (not division) 4	
Pension System Name (not division) 5	

If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement pension system	Calculated from above	No Pension Plan				
3	**Financial Information**						
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report					
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report					
6	Funded ratio	Calculated					
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report					
8	Governmental Fund Revenues	Most Recent Audit Report					
9	All systems combined ADC/Governmental fund revenues	Calculated					
10	**Membership**						
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report					
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report					
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report					
14	**Investment Performance**						
15	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider					
16	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider					
17	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider					
18	**Actuarial Assumptions**						
19	Actuarial assumed rate of investment return	Actuarial Funding Valuation used in Most Recent Audit Report					
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report					
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report					
22	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report					
23	**Uniform Assumptions**						
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report					
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report					
26	Funded ratio using uniform assumptions	Calculated					
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report					
28	All systems combined ADC/Governmental fund revenues	Calculated					
29	**Pension Trigger Summary**						
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	**Primary government triggers:** Less than 60% funded AND greater than 10% ADC/Governmental fund revenues. **Non-Primary government triggers:** Less than 60% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)
Local governments must post the current year report on their website or in a public place.
The local government must electronically submit the form to its governing body.
Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.
Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.

Michigan Department of Treasury
Form 5572 (7-20)

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) Health Care (OPEB) Report

Enter Local Government Name	West Bloomfield Township Public Library	Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting.
Enter Six-Digit Municode	638003	
Unit Type	Library	
Fiscal Year End Month	March	
Fiscal Year (four-digit year only, e.g. 2019)	2026	
Contact Name (Chief Administrative Officer)	Kati Vogel	Questions: For questions, please email LocalRetirementReporting@michigan.gov. Return this original Excel file. Do not submit a scanned image or PDF.
Title if not CAO	Finance Manager	
CAO (or designee) Email Address	vogelkat@wblib.org	
Contact Telephone Number	248-232-2331	

OPEB System Name (not division) 1	West Bloomfield Township OPEB Trust	If your OPEB system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
OPEB System Name (not division) 2		
OPEB System Name (not division) 3		
OPEB System Name (not division) 4		
OPEB System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement health care system	Calculated from above	West Bloomfield Township OPEB Trust				
3	**Financial Information**						
4	Enter retirement health care system's assets (system fiduciary net position ending)	Most Recent Audit Report	2,071,758				
5	Enter retirement health care system's liabilities (total OPEB liability)	Most Recent Audit Report	1,114,971				
6	Funded ratio	Calculated	185.8%				
7	Actuarially determined contribution (ADC)	Most Recent Audit Report	-				
7a	Do the financial statements include an ADC calculated in compliance with Numbered Letter 2018-3?	Most Recent Audit Report	YES				
8	Governmental Fund Revenues	Most Recent Audit Report					
9	All systems combined ADC/Governmental fund revenues	Calculated					
10	**Membership**						
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	4				
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	-				
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	2				
14	Provide the amount of premiums paid on behalf of the retirants	Most Recent Audit Report or Accounting Records	30,542				
15	**Investment Performance**						
16	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	15.19%				
17	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider					
18	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider					
19	**Actuarial Assumptions**						
20	Assumed Rate of Investment Return	Actuarial Funding Valuation used in Most Recent Audit Report	6.50%				
21	Enter discount rate	Actuarial Funding Valuation used in Most Recent Audit Report	6.50%				
22	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Dollar				
23	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	23				
24	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	Yes				
25	Health care inflation assumption for the next year	Actuarial Funding Valuation used in Most Recent Audit Report	6.50%				
26	Health care inflation assumption - Long-Term Trend Rate	Actuarial Funding Valuation used in Most Recent Audit Report	4.50%				
27	**Uniform Assumptions**						
28	Enter retirement health care system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	2,071,758				
29	Enter retirement health care system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	1,088,133				
30	Funded ratio using uniform assumptions	Calculated	190.4%				
31	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	-				
32	All systems combined ADC/Governmental fund revenues	Calculated					
33	**Summary Report**						
34	Did the local government pay the retiree insurance premiums for the year?	Accounting Records	YES				
35	Did the local government pay the normal cost for employees hired after June 30, 2018?	Accounting Records	N/A				
36	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	**Primary government triggers**: Less than 40% funded AND greater than 12% ARC/Governmental fund revenues. **Non-Primary government** triggers: Less than 40% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)
Local governments must post the current year report on their website or in a public place
The local government must electronically submit the form to its governing body.
Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years
Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.

Director's Report
For the Library Board Meeting of
November 11, 2026

Donations Received in October:

Endowment Fund:

Miriam & Ron Bergman in memory of Judith Bergman	$2,500
Stephen Fishman in memory of Judith Bergman	$18
Total Endowment Fund donations:	$2,518

Book Tributes:

George & Linda Seley in memory of Bee Seley	$50
George & Linda Seley in memory of Quinn Seley	$50
Total Book Tribute donations:	$100

Operations Highlights/Main Library Highlights:

The circulation staff fielded numerous phone calls from community members with questions about early voting, which was held at the library from October 24 through the end of the month. This contributed to a 24% increase in phone inquiries compared to October 2025.

IT staff worked to prepare for the installation of new furniture in the IT Office and the move of the IT Director into the IT Office. IT also staff met with a representative from Sound Planning to review modernization plans for the audio visual components in the meeting room.

Circulation Procedure #24: Closing Announcements was updated to improve clarity and communicate more efficiently.

The *Schools Eligible for Library Services* document was updated and uploaded to the intranet. This guide is intended to provide staff with information about what schools are in our service area, and what services the staff and students of these schools are eligible for.

The Associate Library Director along with the IT Director, Support Services Manager, and Community Engagement Librarian attended Library Works' *The Loneliness Epidemic: How to Be Intentional in Connecting Library Users* webinar.

Programming

Spooktacular Storytime was held on October 29. Young costumed patrons and their caretakers heard a Halloween inspired story and completed a craft at this event. Seventy patrons attended.

A new program called Tape Town was held on October 14. A town was laid out on the meeting room floor using masking tape, and the 75 young participants drove small cars around the town and completed different activities.

On October 20, A Doherty kindergarten class of 80 students took a tour of the library and learned about the 100 Best Picture Books to Read in Kindergarten program.

On October 27, Fran the Library Van was taken to Doherty Elementary where a group of 60 3rd graders heard about the library and got a tour of the van.

Library staff attended a trunk or treat event hosted by the Chaldean Chamber of Commerce on October 27. Staff dressed in costume, decorated the library van, and passed out candy. 700 people visited the library's station.

Weekly lunch time programming at the West Bloomfield Middle School continued in October. The Library's VR headsets were taken to the school for students to use. Three visits were made, and twenty-four students participated.

Outreach/Community Relations

The Community Engagement Librarian represented the library at the WB Parks Senior Health Showcase on October 9 at Connect. The library passed out information about services and resources as well as answered questions about digital services. The event had over 200 visitors.

Author John U. Bacon was the featured speaker at a program on October 21st. 147 people attended. The author talked about his latest bestselling book, *The Gales of November.* Books were made available for purchase by Schuler Books of West Bloomfield;book sales were over $1,000.

The annual Storybook Stroll was held on Friday, October 23 on the Storybook Trail. It was a beautiful day and over 125 kids came out to participate. Families walked the trail and collected treats from staff members and volunteers, who were dressed in costume. At the end of the trail, children received cider and donuts at the library van.

The Fine Art of Caregiving program series was held three times in October, with an additional program planned for November. The program is funded by a grant from Molina Healthcare.

Keego BOO Bash was held at Rose Sorter Park on Saturday, October 24. The Community Engagement Librarian staffed the library table and handed out goodies to over 150 families.

Main Facilities

Exterior

- The Main Library parking lots were swept.
- The parking lot trees had their girdling roots clipped and excess removed. Now that the excess roots on top of the root ball have been removed, the trees appear lower in the lawn.

Interior

- The glass table tops in the Conference Room were removed and cleaned.
- The damaged picture frame for Jen Trombly's memorial was replaced in the Youth Department. A new United We Walk picture frame was added near the Meeting Room to hold the additional annual buttons.

- New shelving was added to the Youth Department's tween area. The shelving holds graphic novels.
- The tiles in the Meeting Room were replaced. The new tiles are designed to absorb noise in the room which reduces echo and general noise buildup which also increases sound clarity.
- The rest of the lighting in the Adult area was converted to LED.

Outstanding Issues

- The air/fuel valve on one boiler #1 is failing. Quotes were gathered and a PO issued for replacement. We are waiting on the work to be completed.
- The fireplace glass was broken on the clerestory side. Quotes for replacement are being gathered.
- Approximately 20 of the clerestory windows have problems where either the glass has shifted in the frame or the seals have failed. Maintenance is going to purchase tools to adjust the shifted glass. We will then begin replacing the worst looking windows over time. The failed windows fog up and some are worse than others.
- Two study room chairs had their back cushions come loose. The reupholsterer picked them up for repair.
- The elevator phone is no longer fully functional and will be replaced.
- The lights began flickering. DTE replaced the breaker on the transformer. Our electrician will next check if it is the power draw of the chillers that is causing the flickering.

Westacres Branch Operations Highlights:

The hold lockers continue to see steady use. For October, there were 138 checkouts from the lockers, with the highest day on October 8 with 20 locker checkouts.

The seed library closed for the year on October 4. In total, we gave out 2,412 total seed packets. The three most popular seed packets given out this year were basil (69), cosmos (67), and cucumber (67). Patrons showed they are interested in all different types of seeds, including vegetables, herbs, and flowers. In 2027, Westacres staff will take over all aspects of the seed library including purchasing, maintenance, and keeping stats.

Programming

There were 22 programs held at Westacres this month with a total attendance of 520 patrons.

Outreach/Community Relations

Halloween programming was the bulk of outreach this month. Westacres staff attending the following outreach events:

- West Bloomfield Parks Trick or Treat Trail
- Chaldean Community Center Trunk or Treat event

On Saturday, 10/24 The Westacres Historical Society hosted a family reunion for 32 of the descendants of Senator James Couzens (the person who donated the funds to build the

Westacres Neighborhood). As part of their tour of the Westacres Neighborhood they visited the Westacres Branch where we recreated the archival table from the Westacres Anniversary Celebration. The assistant branch manager also gave a brief talk explaining the history of the Westacres Branch.This was very well received by attendees.

Westacres Facilities—nothing new to report

Patron Feedback/Behavioral Issues:

- Two, five-star Google reviews.
- The Net Promoter Score remains steady at 93.9.

Marketing & Publicity Highlights:

- ***West Bloomfield Beacon:*** *Art program helps dementia patients and caregivers (10/31/26)*
- **Winter Newsletter.** The winter issue is expected to focus on technology in the library, with features on the library's makerspace and AI resources.
- **Cultural Engagement Survey.** Results were reviewed by library and parks staff. An executive summary was prepared and sent to stakeholders.
- **Winter Programs.** The Winter event brochure was completed and sent to the printer.

Friends of the Library:

The Friends held their Fall book sale took place Friday, October 9 – Sunday, October 11. The Friends earned over $8,000, and had a great turnout! The Friends are seeking a new Treasurer to replace Gershon Blumstein.

West Bloomfield Township Public Library

October 2026

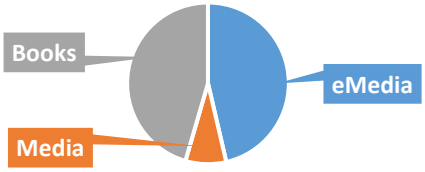
89,171



Library Visits

78,294 Main
10,877 Branch

95,812



Items Checked Out

84,531 Main
11,281 Branch

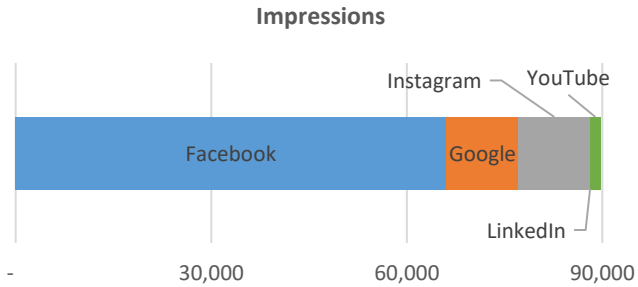
2,821

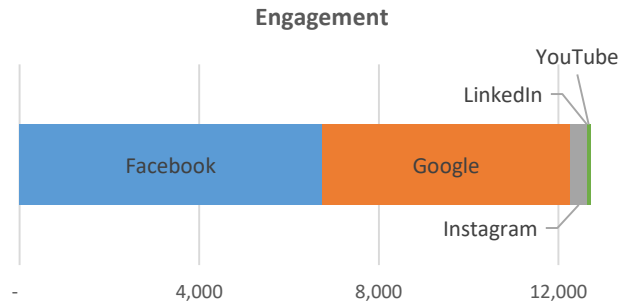


Outreach Attendance

1,088 Adult | 41 Young Adult
1,692 Youth

Social Media

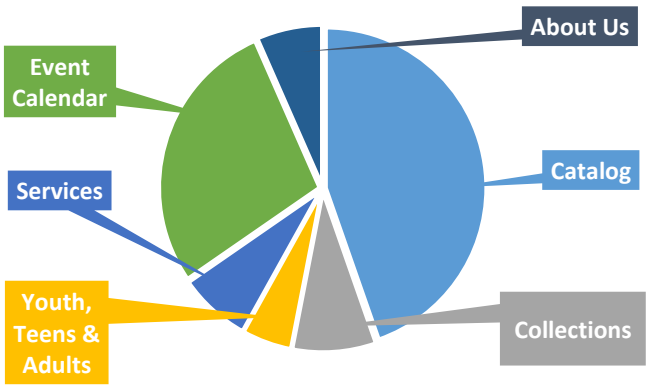




Top Databases Used

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

Homepage Usage



9,693



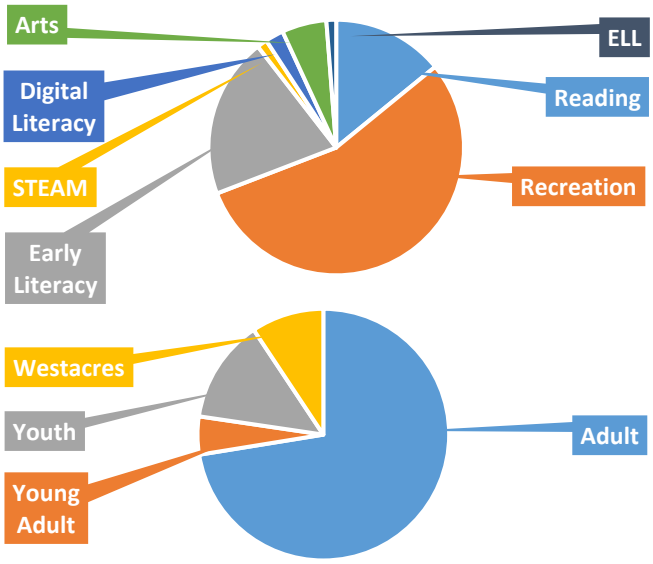
Room Usage

7,567 Meeting Room | 184 Conference Room
1,457 Group Studies | 485 Quiet Studies

Top Subpage Visits

1. Youth-Teens-&-Adults/For-Youth
2. Collections/eResources
3. Collections/eBooks
4. Services/Library-Card
5. About/Support the Friends

Program Attendance
5,180



225 programs
5,180 attendance

Top 10 Reading Lists

1. Summer Chills Thrills Teens
2. Dinosaurs Youth
3. 100 Books...in Kindergarten
4. Babysitters Club Readalikes
5. As Seen on Booktok
6. Autism Awareness Month Youth
7. Books We Loved 2025
8. African American Youth
9. Award Winning Books for Teens
10. 75 Best Books for Children

Top 5 Catalog Searches

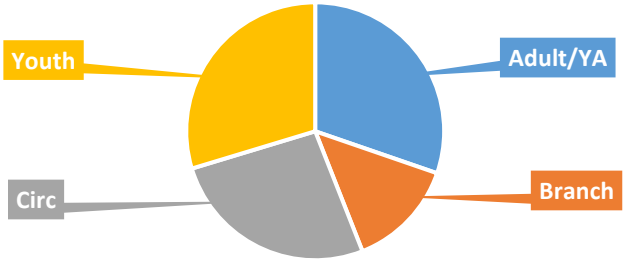
1. Graphic novels
2. China
3. Nintendo Switch
4. Puzzle
5. Horror

In Our Customers' Words

Great place to take kids. Lots of activities and classes offered for all ages. We visit it often.

-Anna Bovio
West Bloomfield Resident

Patrons Assisted
17,355



214 Online
15,506 In-Person
1,635 Telephone

Most Popular Titles

Adult & Young Adult

1. *The Calamity Club*
   by Kathryn Stockett
2. *Yesteryear*
   by Caro Burke
3. *Whistler*
   by Ann Patchett
4. *The French Illusion*
   by John Grisham
5. *Hollow Bones*
   by Jodi Picoult

Youth

1. *I Will Chomp You*
   by Jory John
2. *I Am Stuck*
   by Julia Mills
3. *Butt or Face*
   by Kari Lavelle
4. *Cat Kid Comic Club*
   by Dav Pilkey
5. *I Don't Want to Be a Frog*
   by Dev Petty

PUBLIC LIBRARY
WEST BLOOMFIELD TOWNSHIP

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

9

To: Board of Trustees, West Bloomfield Twp Public Library

From: Hillary LaBonte, Finance and Human Resources Manager

Date: November 11, 2026

Re: Accounts Payable Processed for November 11, 2026

Suggested Motion: Move to approve payment of all bills and accounts due in the amount of $270,202.24 and ratify expenses incurred since October 14th in the amount of $288,644.37.

10/23/2026	$ 133,736.92
11/6/2026	$ 154,907.45
	$ 288,644.37

AP Payment Register

Company/Branch: 101-

From Period: 07-2026
To Period: 07-2026

10/21/26 10/21/26

Date: 10/21/2026 12:18
User: Hillary LaBonte

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	APP0002856	55133	Closed	10/23/2026	GL00020124	V000000272	COMERICA	0.00	1,389.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016355	101-	1789057794881	Workshop - No Cringe, Just Clarity: Giving	135.00	USD	0.00	135.00
Bill	APB0016356	101-	5889-5	Sherwin Williams	116.66	USD	0.00	116.66
Bill	APB0016357	101-	SBUS-10298165	Slack Subscription	78.36	USD	0.00	78.36
Bill	APB0016358	101-	003315	Workshops - Health Hazards in Construction, First	224.00	USD	0.00	224.00
Bill	APB0016359	101-	71679	Workshop - Recordkeeping, Reporting, and the Cost	130.00	USD	0.00	130.00
Bill	APB0016360	101-	23218	Aunt Flow	516.00	USD	0.00	516.00
Bill	APB0016361	101-	849d0530-a234-	Spotify Subscription	18.99	USD	0.00	18.99
Bill	APB0016362	101-	05009-	Canva Renewal	119.99	USD	0.00	119.99
Bill	APB0016363	101-	5HXXTRYLW	9/28/2026 Program - Deposit replacement payment	50.00	USD	0.00	50.00
							Document Total:	1,389.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002857	55134	Closed	10/23/2026	GL00020125	V000000278	CONSUMERS ENERGY	0.00	2,687.15

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016665	101-	1000 0010 6680	Consumers Main 9/11-10/9	2,687.15	USD	0.00	2,687.15
							Document Total:	2,687.15

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002858	55135	Closed	10/23/2026	GL00020126	V000000319	DELTA DENTAL	0.00	1,097.33

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016667	101-	RIS0007289354	Delta Dental November 2026	1,097.33	USD	0.00	1,097.33
							Document Total:	1,097.33

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002859	55136	Closed	10/23/2026	GL00020127	V000000524	HOME DEPOT CREDIT SERVICES	0.00	849.73

Account	Description	Currency	Payment Method

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Debit Adj.	APB0016353	101-	2204269	Home Depot Return	-100.79	USD	0.00	-100.79
Bill	APB0016350	101-	9902976	Maintenance Supplies	718.88	USD	0.00	718.88
Bill	APB0016351	101-	9902975	Maintenance Supplies	111.76	USD	0.00	111.76
Bill	APB0016352	101-	8904293	Lighting supplies	119.88	USD	0.00	119.88
							Document Total:	**849.73**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002862**	**55137**	**Closed**	**10/23/2026**	**GL00020130**	**V000001052**	**LAURA ROSEN**	**0.00**	**12.84**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016666	101-	Mileage 10/16	Rosen Mileage 10/16	12.84	USD	0.00	12.84
							Document Total:	**12.84**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002860**	**55138**	**Closed**	**10/23/2026**	**GL00020128**	**V000000926**	**PAYROLL**	**0.00**	**124,700.87**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016668	101-	pe 10/18/2026	Payroll pe 10/18/2026	124,700.87	USD	0.00	124,700.87
							Document Total:	**124,700.87**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002861**	**55139**	**Closed**	**10/23/2026**	**GL00020129**	**V000000955**	**PITNEY BOWES RESERVE ACCOUNT**	**0.00**	**3,000.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016391	101-	Postage100226	Postage	3,000.00	USD	0.00	3,000.00
							Document Total:	**3,000.00**
							Payment Method Total:	**133,736.92**
							Cash Account Total:	**133,736.92**

Account	Description	Currency	Payment Method

Doc. Type	Count	Amount Paid (USD)
Payment	7	133,736.92
Prepayment	0	0.00
Refund	0	0.00
Voided Payment	0	0.00
Company Total:	**7**	**133,736.92**

AP Payment Register

Company/Branch: 101-

From Period: 08-2026
To Period: 08-2026

Date:
User: Hillary LaBonte

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	APP0002870	55140	Closed	11/6/2026	GL00020668	V000001531	ASHLEY LEHMAN	0.00	19.15

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017190	101-	Mileage 10/8-	Mileage 10/8-10/26	19.15	USD	0.00	19.15

Document Total: 19.15

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002864	55141	Closed	11/6/2026	GL00020662	V000000119	BLUE CROSS BLUE SHIELD OF MI	0.00	20,613.36

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016972	101-	233499587	BCBSM 11/20-12/19	20,613.36	USD	0.00	20,613.36

Document Total: 20,613.36

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amou
Payment	APP0002865	55142	Closed	11/6/2026	GL00020663	V000000119	BLUE CROSS BLUE SHIELD OF MI	0.00	2,572.

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount P
Bill	APB0016973	101-	233499669	BCBSM 11/20-12/19	2,572.34	USD	0.00	2,57

Document Total: 2,57

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. An
Payment	APP0002866	55143	Closed	11/6/2026	GL00020664	V000000327	DTE ENERGY	0.00	2,

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amou
Bill	APB0017007	101-	9100 149 7224	DTE WACR 9/18-10/16	2,239.16	USD	0.00	

Document Total:

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc
Payment	APP0002867	55144	Closed	11/6/2026	GL00020665	V000000485	GUARDIAN	0.00	

Account	Description	Currency	Payment Method

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016993	101-	49716 10/16	Guardian STD LTD Life November 2026	1,629.28	USD	0.00	1,629.28
							Document Total:	**1,629.28**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002869**	**55145**	**Closed**	**11/6/2026**	**GL00020667**	**V000001472**	**MARY NORTHCOTT**	**0.00**	**19.15**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017191	101-	Mileage 10/1-	Mileage 10/1-10/31	19.15	USD	0.00	19.15
							Document Total:	**19.15**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002868**	**55146**	**Closed**	**11/6/2026**	**GL00020666**	**V000000926**	**PAYROLL**	**0.00**	**127,815.01**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017000	101-	pe 11/01/2026	Payroll pe 11/01/2026	127,815.01	USD	0.00	127,815.01
							Document Total:	**127,815.01**
							Payment Method Total:	**154,907.45**
							Cash Account Total:	**154,907.45**

Doc. Type	Count	Amount Paid (USD)
Payment	7	154,907.45
Prepayment	0	0.00
Refund	0	0.00
Voided Payment	0	0.00
Company Total:	**7**	**154,907.45**

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	APP0002871	55147	Closed	11/11/2026	GL00020672	V000000006	4 IMPRINT	0.00	254.85

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017062	101-	15665873	Certificate Folders	254.85	USD	0.00	254.85
							Document Total:	254.85

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002872	55148	Closed	11/11/2026	GL00020673	V000000031	AGE OF LEARNING	0.00	2,870.20

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016396	101-	S10002651	ABC Mouse Renewal	2,870.20	USD	0.00	2,870.20
							Document Total:	2,870.20

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002873	55149	Closed	11/11/2026	GL00020674	V000000048	AMAZON CAPITAL SERVICES	0.00	6,422.75

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016673	101-	1VP1-46LM-	Office Supplies	4.99	USD	0.00	4.99
Bill	APB0016674	101-	1MNY-FGDP-	Processing Supplies	51.01	USD	0.00	51.01
Bill	APB0016675	101-	1CYR-FFJH-	Circ Supplies	135.77	USD	0.00	135.77
Bill	APB0016676	101-	17TF-FQ6M-	Office Supplies	32.59	USD	0.00	32.59
Bill	APB0016677	101-	1XLJ-77M7-	Office Supplies	24.70	USD	0.00	24.70
Bill	APB0016678	101-	1XFY-1VTD-	IT Supplies	254.03	USD	0.00	254.03
Bill	APB0016679	101-	1HCW-FDYF-	Program Supplies - WACR	8.99	USD	0.00	8.99
Bill	APB0016680	101-	1MNY-FGDP-	Youth Collection Materials	82.05	USD	0.00	82.05
Bill	APB0016681	101-	16D1-7WFL-	Youth Supplies	32.98	USD	0.00	32.98
Bill	APB0016682	101-	1QCC-MVVD-	AMAZON REALIA	676.51	USD	0.00	676.51
Bill	APB0016683	101-	1HWM-FX1J-	Office Supplies	27.61	USD	0.00	27.61
Bill	APB0016684	101-	1PYK-DRJR-	Iris Board Game Storage	69.62	USD	0.00	69.62
Bill	APB0016685	101-	1H4R-71PM-	Program Supplies - WACR	91.05	USD	0.00	91.05
Bill	APB0016686	101-	16NC-MHXX-	Program Supplies - WACR	11.98	USD	0.00	11.98

Account	Description			Currency	Payment Method				
Bill	APB0016687	101-	1L4Q-JYNV-	Youth Supplies		23.54	USD	0.00	23.54
Bill	APB0016688	101-	1NCY-3PHL-	Processing Supplies		35.97	USD	0.00	35.97
Bill	APB0016689	101-	1X3J-TFRM-	Office Supplies		198.73	USD	0.00	198.73
Bill	APB0016883	101-	1MWG-W19T-	Maintenance Supplies		75.67	USD	0.00	75.67
Bill	APB0016884	101-	1H1G-K314-	Maintenance Supplies		269.46	USD	0.00	269.46
Bill	APB0016885	101-	1CDD-P1FM-	Maintenance Supplies		78.30	USD	0.00	78.30
Bill	APB0016886	101-	1XDC-NDLP-	Mobile Hotspot Charger		77.94	USD	0.00	77.94
Bill	APB0016887	101-	1LQG-HHL4-	Office Supplies - IT		419.96	USD	0.00	419.96
Bill	APB0017008	101-	11PJ-WPL9-	AMAZON REALIA		479.79	USD	0.00	479.79
Bill	APB0017009	101-	1J3Q-NXN9-	Program Supplies		66.14	USD	0.00	66.14
Bill	APB0017012	101-	1KPP-1Q1L-	Program Supplies		11.24	USD	0.00	11.24
Bill	APB0017013	101-	1VYQ-DYWC-	Adult Realia - MAIN		391.35	USD	0.00	391.35
Bill	APB0017015	101-	1FK1-WLLX-	Program Supplies - MAIN		110.98	USD	0.00	110.98
Bill	APB0017021	101-	1Q49-71XF-	Adult Realia		92.02	USD	0.00	92.02
Bill	APB0017023	101-	17RT-1RYR-	Program Supplies - MAIN		152.06	USD	0.00	152.06
Bill	APB0017024	101-	1NQ4-CCWK-	Youth Collection Materials		195.24	USD	0.00	195.24
Bill	APB0017025	101-	1XDN-H4NK-	Program Supplies - MAIN		43.98	USD	0.00	43.98
Bill	APB0017026	101-	1NT4-LFW7-	Program Supplies- MAIN		95.96	USD	0.00	95.96
Bill	APB0017034	101-	1FDY-MY4K-	Program Supplies- MAIN		51.60	USD	0.00	51.60
Bill	APB0017037	101-	13JX-JPVJ-	Program Supplies - MAIN		71.47	USD	0.00	71.47
Bill	APB0017038	101-	1GQR-VVWK-	Program Supplies - MAIN		305.92	USD	0.00	305.92
Bill	APB0017041	101-	1R6T-VLYK-			169.88	USD	0.00	169.88
Bill	APB0017043	101-	13RP-9FGW-	PROGRAM SUPPLIES MAIN		39.23	USD	0.00	39.23
Bill	APB0017044	101-	1PK9-TC3T-	AMAZON		374.69	USD	0.00	374.69
Bill	APB0017045	101-	16QN-WX94-	AMAZON		11.31	USD	0.00	11.31
Bill	APB0017047	101-	1HX3-RWQG-	Adult Realia - MAIN		491.12	USD	0.00	491.12
Bill	APB0017057	101-	137X-LR6R-	Program Supplies - MAIN		179.90	USD	0.00	179.90
Bill	APB0017058	101-	1HX3-RWQG-	Program Supplies - MAIN		167.40	USD	0.00	167.40
Bill	APB0017059	101-	19RK-RYQX-	Program Supplies		16.65	USD	0.00	16.65
Bill	APB0017060	101-	1RTY-WX4Q-	Youth Supplies - MAIN		185.28	USD	0.00	185.28
Bill	APB0017061	101-	1XJG-41V7-	Office Supplies - ADMIN		36.09	USD	0.00	36.09
								Document Total:	**6,422.75**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002874**	**55150**	**Closed**	**11/11/2026**	**GL00020675**	**V000000059**	**AMERICAN PRINTING SERVICES**	**0.00**	**3,483.00**

Account	Description	Currency	Payment Method

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016919	101-	18180	Book Group Kit brochures (qty 300)	174.00	USD	0.00	174.00
Bill	APB0016988	101-	18182	Posters (qty 600)	3,150.00	USD	0.00	3,150.00
Bill	APB0016989	101-	18181	Brochures (qty 200)	159.00	USD	0.00	159.00
							Document Total:	**3,483.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002878**	**55151**	**Closed**	**11/11/2026**	**GL00020679**	**V000001485**	**ANDREW KERCHER**	**0.00**	**250.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016898	101-	Prog120726	Program 12/7/2026	250.00	USD	0.00	250.00
							Document Total:	**250.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002876**	**55152**	**Closed**	**11/11/2026**	**GL00020677**	**V000001363**	**ARTSCAPE INC**	**0.00**	**297.50**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017014	101-	00061499	Horticultural Service-Main	297.50	USD	0.00	297.50
							Document Total:	**297.50**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002875**	**55153**	**Closed**	**11/11/2026**	**GL00020676**	**V000000767**	**BEVERLY MEYER**	**0.00**	**400.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016895	101-	Prog112526	Program 11/25/2026	400.00	USD	0.00	400.00
							Document Total:	**400.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002877**	**55154**	**Closed**	**11/11/2026**	**GL00020678**	**V000001364**	**BLUE CARE NETWORK**	**0.00**	**2,128.75**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017194	101-	263070038305	BCN 11/20-12/19	2,128.75	USD	0.00	2,128.75
							Document Total:	**2,128.75**

Account	Description	Currency	Payment Method

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002879	55155	Closed	11/11/2026	GL00020680	V000000182	BRODART CO	0.00	35,309.56

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016399	101-	B7326415	BRODART	8.24	USD	0.00	8.24
Bill	APB0016400	101-	B7326371	BRODART	10.79	USD	0.00	10.79
Bill	APB0016401	101-	B7326373	BRODART	33.30	USD	0.00	33.30
Bill	APB0016402	101-	B7326418	BRODART	73.10	USD	0.00	73.10
Bill	APB0016403	101-	B7326413	BRODART	11.80	USD	0.00	11.80
Bill	APB0016404	101-	B7326416	BRODART	7.14	USD	0.00	7.14
Bill	APB0016405	101-	B7326359	BRODART	13.15	USD	0.00	13.15
Bill	APB0016406	101-	B7326410	BRODART	18.41	USD	0.00	18.41
Bill	APB0016407	101-	B7326367	BRODART	134.04	USD	0.00	134.04
Bill	APB0016408	101-	B7326375	BRODART	26.99	USD	0.00	26.99
Bill	APB0016409	101-	B7326354	BRODART	17.99	USD	0.00	17.99
Bill	APB0016410	101-	B7326411	BRODART	20.60	USD	0.00	20.60
Bill	APB0016411	101-	B7326414	BRODART	24.70	USD	0.00	24.70
Bill	APB0016412	101-	B7326365	BRODART	40.80	USD	0.00	40.80
Bill	APB0016413	101-	B7326353	BRODART	25.20	USD	0.00	25.20
Bill	APB0016414	101-	B7326370	BRODART	32.37	USD	0.00	32.37
Bill	APB0016415	101-	B7326374	BRODART	48.99	USD	0.00	48.99
Bill	APB0016416	101-	B7326366	BRODART	209.97	USD	0.00	209.97
Bill	APB0016417	101-	B7326406	BRODART	34.69	USD	0.00	34.69
Bill	APB0016418	101-	B7326369	BRODART	15.30	USD	0.00	15.30
Bill	APB0016419	101-	B7326362	BRODART	8.39	USD	0.00	8.39
Bill	APB0016420	101-	B7326417	BRODART	16.78	USD	0.00	16.78
Bill	APB0016421	101-	B7326358	BRODART	20.69	USD	0.00	20.69
Bill	APB0016422	101-	B7326364	BRODART	17.00	USD	0.00	17.00
Bill	APB0016423	101-	B7326317	BRODART	156.70	USD	0.00	156.70
Bill	APB0016424	101-	B7326318	BRODART	67.46	USD	0.00	67.46
Bill	APB0016425	101-	B7326360	BRODART	44.03	USD	0.00	44.03
Bill	APB0016426	101-	B7326361	BRODART	304.00	USD	0.00	304.00
Bill	APB0016427	101-	B7326405	BRODART	198.28	USD	0.00	198.28
Bill	APB0016428	101-	B7326368	BRODART	89.85	USD	0.00	89.85
Bill	APB0016429	101-	B7326372	BRODART	61.76	USD	0.00	61.76

Account	Description			Currency	Payment Method			
Bill	APB0016430	101-	B7326363	BRODART		173.23 USD	0.00	173.23
Bill	APB0016434	101-	B7325600	BRODART		731.91 USD	0.00	731.91
Bill	APB0016435	101-	B7326530	BRODART		14.28 USD	0.00	14.28
Bill	APB0016436	101-	B7326493	BRODART		5.49 USD	0.00	5.49
Bill	APB0016437	101-	B7326241	BRODART		50.50 USD	0.00	50.50
Bill	APB0016438	101-	B7326533	BRODART		144.00 USD	0.00	144.00
Bill	APB0016439	101-	B7326233	BRODART		23.60 USD	0.00	23.60
Bill	APB0016440	101-	B7326244	BRODART		11.80 USD	0.00	11.80
Bill	APB0016441	101-	B7326231	BRODART		11.25 USD	0.00	11.25
Bill	APB0016442	101-	B7326230	BRODART		63.45 USD	0.00	63.45
Bill	APB0016443	101-	B7326240	BRODART		11.80 USD	0.00	11.80
Bill	APB0016444	101-	B7326532	BRODART		89.90 USD	0.00	89.90
Bill	APB0016445	101-	B7326224	BRODART		54.68 USD	0.00	54.68
Bill	APB0016446	101-	B7326540	BRODART		16.80 USD	0.00	16.80
Bill	APB0016447	101-	B7326225	BRODART		259.50 USD	0.00	259.50
Bill	APB0016448	101-	B7326243	BRODART		62.58 USD	0.00	62.58
Bill	APB0016449	101-	B7326271	BRODART		29.76 USD	0.00	29.76
Bill	APB0016450	101-	B7326221	BRODART		63.07 USD	0.00	63.07
Bill	APB0016451	101-	B7326236	BRODART		55.15 USD	0.00	55.15
Bill	APB0016452	101-	B7326491	BRODART		9.90 USD	0.00	9.90
Bill	APB0016453	101-	B7326531	BRODART		24.28 USD	0.00	24.28
Bill	APB0016454	101-	B7326529	BRODART		35.07 USD	0.00	35.07
Bill	APB0016455	101-	B7326242	BRODART		31.10 USD	0.00	31.10
Bill	APB0016456	101-	B7326541	BRODART		53.98 USD	0.00	53.98
Bill	APB0016457	101-	B7326534	BRODART		31.50 USD	0.00	31.50
Bill	APB0016458	101-	B7326248	BRODART		26.91 USD	0.00	26.91
Bill	APB0016459	101-	B7326234	BRODART		11.80 USD	0.00	11.80
Bill	APB0016460	101-	B7326238	BRODART		12.35 USD	0.00	12.35
Bill	APB0016461	101-	B7326237	BRODART		11.80 USD	0.00	11.80
Bill	APB0016462	101-	B7326535	BRODART		24.30 USD	0.00	24.30
Bill	APB0016463	101-	B7326228	BRODART		116.22 USD	0.00	116.22
Bill	APB0016464	101-	B7326499	BRODART		19.20 USD	0.00	19.20
Bill	APB0016465	101-	B7326494	BRODART		377.85 USD	0.00	377.85
Bill	APB0016466	101-	B7326235	BRODART		23.05 USD	0.00	23.05
Bill	APB0016467	101-	B7326239	BRODART		333.81 USD	0.00	333.81
Bill	APB0016468	101-	B7326232	BRODART		69.20 USD	0.00	69.20
Bill	APB0016475	101-	B7316321	BRODART		26.91 USD	0.00	26.91

Account	Description			Currency	Payment Method			
Bill	APB0016476	101-	B7316468	BRODART		32.38 USD	0.00	32.38
Bill	APB0016477	101-	B7324069	BRODART		34.62 USD	0.00	34.62
Bill	APB0016478	101-	B7316469	BRODART		20.40 USD	0.00	20.40
Bill	APB0016479	101-	B7316315	BRODART		11.80 USD	0.00	11.80
Bill	APB0016480	101-	B7316467	BRODART		23.39 USD	0.00	23.39
Bill	APB0016481	101-	B7316421	BRODART		25.11 USD	0.00	25.11
Bill	APB0016482	101-	B7316227	BRODART		39.95 USD	0.00	39.95
Bill	APB0016483	101-	B7316422	BRODART		44.07 USD	0.00	44.07
Bill	APB0016484	101-	B7316351	BRODART		25.97 USD	0.00	25.97
Bill	APB0016485	101-	B7316225	BRODART		8.99 USD	0.00	8.99
Bill	APB0016486	101-	B7316231	BRODART		41.17 USD	0.00	41.17
Bill	APB0016487	101-	B7316322	BRODART		88.11 USD	0.00	88.11
Bill	APB0016488	101-	B7316226	BRODART		93.60 USD	0.00	93.60
Bill	APB0016489	101-	B7316466	BRODART		16.17 USD	0.00	16.17
Bill	APB0016490	101-	B7316350	BRODART		15.49 USD	0.00	15.49
Bill	APB0016491	101-	B7316425	BRODART		92.47 USD	0.00	92.47
Bill	APB0016492	101-	B7316575	BRODART		28.78 USD	0.00	28.78
Bill	APB0016493	101-	B7316426	BRODART		35.80 USD	0.00	35.80
Bill	APB0016494	101-	B7316553	BRODART		114.00 USD	0.00	114.00
Bill	APB0016495	101-	B7316230	BRODART		62.35 USD	0.00	62.35
Bill	APB0016496	101-	B7316424	BRODART		43.41 USD	0.00	43.41
Bill	APB0016497	101-	B7316423	BRODART		186.07 USD	0.00	186.07
Bill	APB0016498	101-	B7314515	BRODART		7.79 USD	0.00	7.79
Bill	APB0016499	101-	B7314539	BRODART		24.15 USD	0.00	24.15
Bill	APB0016500	101-	B7314527	BRODART		22.50 USD	0.00	22.50
Bill	APB0016501	101-	B7314651	BRODART		11.80 USD	0.00	11.80
Bill	APB0016502	101-	B7314385	BRODART		25.80 USD	0.00	25.80
Bill	APB0016503	101-	B7314652	BRODART		30.50 USD	0.00	30.50
Bill	APB0016504	101-	B7314357	BRODART		34.62 USD	0.00	34.62
Bill	APB0016505	101-	B7314542	BRODART		53.57 USD	0.00	53.57
Bill	APB0016506	101-	B7314544	BRODART		104.68 USD	0.00	104.68
Bill	APB0016507	101-	B7314540	BRODART		33.75 USD	0.00	33.75
Bill	APB0016508	101-	B7314376	BRODART		79.74 USD	0.00	79.74
Bill	APB0016509	101-	B7314340	BRODART		18.80 USD	0.00	18.80
Bill	APB0016510	101-	B7314386	BRODART		38.36 USD	0.00	38.36
Bill	APB0016511	101-	B7314650	BRODART		46.62 USD	0.00	46.62
Bill	APB0016512	101-	B7314356	BRODART		109.68 USD	0.00	109.68

Account	Description			Currency	Payment Method				
Bill	APB0016513	101-	B7314341	BRODART		17.92	USD	0.00	17.92
Bill	APB0016514	101-	B7314649	BRODART		23.60	USD	0.00	23.60
Bill	APB0016515	101-	B7314516	BRODART		159.10	USD	0.00	159.10
Bill	APB0016516	101-	B7314382	BRODART		16.69	USD	0.00	16.69
Bill	APB0016517	101-	B7314546	BRODART		11.98	USD	0.00	11.98
Bill	APB0016518	101-	B7314533	BRODART		34.73	USD	0.00	34.73
Bill	APB0016519	101-	B7314541	BRODART		77.19	USD	0.00	77.19
Bill	APB0016520	101-	B7314520	BRODART		12.00	USD	0.00	12.00
Bill	APB0016521	101-	B7314342	BRODART		32.10	USD	0.00	32.10
Bill	APB0016522	101-	B7314358	BRODART		77.37	USD	0.00	77.37
Bill	APB0016523	101-	B7314343	BRODART		53.24	USD	0.00	53.24
Bill	APB0016524	101-	B7314387	BRODART		136.72	USD	0.00	136.72
Bill	APB0016525	101-	B7314647	BRODART		104.16	USD	0.00	104.16
Bill	APB0016526	101-	B7324296	BRODART		15.26	USD	0.00	15.26
Bill	APB0016527	101-	B7324311	BRODART		56.65	USD	0.00	56.65
Bill	APB0016528	101-	B7324321	BRODART		35.07	USD	0.00	35.07
Bill	APB0016529	101-	B7324067	BRODART		163.17	USD	0.00	163.17
Bill	APB0016530	101-	B7324338	BRODART		13.25	USD	0.00	13.25
Bill	APB0016531	101-	B7324337	BRODART		136.80	USD	0.00	136.80
Bill	APB0016532	101-	B7324055	BRODART		17.86	USD	0.00	17.86
Bill	APB0016533	101-	B7324077	BRODART		149.12	USD	0.00	149.12
Bill	APB0016534	101-	B7324075	BRODART		27.81	USD	0.00	27.81
Bill	APB0016535	101-	B7324072	BRODART		11.25	USD	0.00	11.25
Bill	APB0016536	101-	B7324300	BRODART		39.75	USD	0.00	39.75
Bill	APB0016537	101-	B7324073	BRODART		64.40	USD	0.00	64.40
Bill	APB0016538	101-	B7324320	BRODART		46.43	USD	0.00	46.43
Bill	APB0016539	101-	B7324319	BRODART		41.95	USD	0.00	41.95
Bill	APB0016540	101-	B7324044	BRODART		64.91	USD	0.00	64.91
Bill	APB0016541	101-	B7314653	BRODART		53.94	USD	0.00	53.94
Bill	APB0016542	101-	B7314384	BRODART		27.80	USD	0.00	27.80
Bill	APB0016543	101-	B7312400	BRODART		7.79	USD	0.00	7.79
Bill	APB0016544	101-	B7312412	BRODART		23.60	USD	0.00	23.60
Bill	APB0016545	101-	B7312568	BRODART		23.60	USD	0.00	23.60
Bill	APB0016546	101-	B7312572	BRODART		68.40	USD	0.00	68.40
Bill	APB0016547	101-	B7312287	BRODART		80.77	USD	0.00	80.77
Bill	APB0016548	101-	B7312282	BRODART		70.43	USD	0.00	70.43
Bill	APB0016549	101-	B7312567	BRODART		33.19	USD	0.00	33.19

Account	Description			Currency	Payment Method			
Bill	APB0016550	101-	B7312396	BRODART		28.91 USD	0.00	28.91
Bill	APB0016551	101-	B7312573	BRODART		22.49 USD	0.00	22.49
Bill	APB0016552	101-	B7312394	BRODART		11.68 USD	0.00	11.68
Bill	APB0016553	101-	B7312393	BRODART		40.85 USD	0.00	40.85
Bill	APB0016554	101-	B7312395	BRODART		39.26 USD	0.00	39.26
Bill	APB0016555	101-	B7312283	BRODART		39.75 USD	0.00	39.75
Bill	APB0016556	101-	B7312264	BRODART		414.63 USD	0.00	414.63
Bill	APB0016557	101-	B7317185	BRODART		38.40 USD	0.00	38.40
Bill	APB0016558	101-	B7317183	BRODART		19.60 USD	0.00	19.60
Bill	APB0016559	101-	B7317182	BRODART		34.25 USD	0.00	34.25
Bill	APB0016560	101-	B7317087	BRODART		181.17 USD	0.00	181.17
Bill	APB0016561	101-	B7317393	BRODART		17.31 USD	0.00	17.31
Bill	APB0016562	101-	B7317181	BRODART		40.92 USD	0.00	40.92
Bill	APB0016563	101-	B7317389	BRODART		88.42 USD	0.00	88.42
Bill	APB0016564	101-	B7317065	BRODART		105.77 USD	0.00	105.77
Bill	APB0016565	101-	B7317118	BRODART		17.99 USD	0.00	17.99
Bill	APB0016566	101-	B7317186	BRODART		22.50 USD	0.00	22.50
Bill	APB0016567	101-	B7317394	BRODART		29.06 USD	0.00	29.06
Bill	APB0016568	101-	B7317438	BRODART		149.61 USD	0.00	149.61
Bill	APB0016569	101-	B7317424	BRODART		8.99 USD	0.00	8.99
Bill	APB0016570	101-	B7317086	BRODART		34.62 USD	0.00	34.62
Bill	APB0016571	101-	B7317425	BRODART		17.10 USD	0.00	17.10
Bill	APB0016572	101-	B7317388	BRODART		14.28 USD	0.00	14.28
Bill	APB0016573	101-	B7317184	BRODART		18.80 USD	0.00	18.80
Bill	APB0016574	101-	B7317110	BRODART		35.89 USD	0.00	35.89
Bill	APB0016575	101-	B7317441	BRODART		55.23 USD	0.00	55.23
Bill	APB0016576	101-	B7317311	BRODART		24.70 USD	0.00	24.70
Bill	APB0016577	101-	B7317004	BRODART		11.25 USD	0.00	11.25
Bill	APB0016578	101-	B7317003	BRODART		12.34 USD	0.00	12.34
Bill	APB0016579	101-	B7323160	BRODART		20.06 USD	0.00	20.06
Bill	APB0016580	101-	B7322961	BRODART		17.99 USD	0.00	17.99
Bill	APB0016581	101-	B7323159	BRODART		15.30 USD	0.00	15.30
Bill	APB0016582	101-	B7322934	BRODART		70.99 USD	0.00	70.99
Bill	APB0016583	101-	B7322943	BRODART		25.98 USD	0.00	25.98
Bill	APB0016584	101-	B7322933	BRODART		25.18 USD	0.00	25.18
Bill	APB0016585	101-	B7322942	BRODART		19.25 USD	0.00	19.25
Bill	APB0016586	101-	B7322963	BRODART		26.99 USD	0.00	26.99

Account	Description			Currency	Payment Method			
Bill	APB0016587	101-	B7322937	BRODART		23.60 USD	0.00	23.60
Bill	APB0016588	101-	B7322897	BRODART		32.31 USD	0.00	32.31
Bill	APB0016589	101-	B7322962	BRODART		11.25 USD	0.00	11.25
Bill	APB0016590	101-	B7322931	BRODART		48.63 USD	0.00	48.63
Bill	APB0016591	101-	B7323157	BRODART		93.60 USD	0.00	93.60
Bill	APB0016592	101-	B7322966	BRODART		17.31 USD	0.00	17.31
Bill	APB0016593	101-	B7322945	BRODART		27.81 USD	0.00	27.81
Bill	APB0016594	101-	B7323158	BRODART		20.61 USD	0.00	20.61
Bill	APB0016595	101-	B7322922	BRODART		24.72 USD	0.00	24.72
Bill	APB0016596	101-	B7323124	BRODART		9.58 USD	0.00	9.58
Bill	APB0016597	101-	B7323147	BRODART		37.88 USD	0.00	37.88
Bill	APB0016598	101-	B7323123	BRODART		75.09 USD	0.00	75.09
Bill	APB0016599	101-	B7323190	BRODART		16.48 USD	0.00	16.48
Bill	APB0016600	101-	B7322965	BRODART		33.41 USD	0.00	33.41
Bill	APB0016601	101-	B7322971	BRODART		22.74 USD	0.00	22.74
Bill	APB0016602	101-	B7319578	BRODART		17.09 USD	0.00	17.09
Bill	APB0016603	101-	B7319350	BRODART		16.21 USD	0.00	16.21
Bill	APB0016604	101-	B7319349	BRODART		59.22 USD	0.00	59.22
Bill	APB0016605	101-	B7319577	BRODART		25.19 USD	0.00	25.19
Bill	APB0016606	101-	B7319374	BRODART		64.54 USD	0.00	64.54
Bill	APB0016607	101-	B7319327	BRODART		11.80 USD	0.00	11.80
Bill	APB0016608	101-	B7319766	BRODART		8.99 USD	0.00	8.99
Bill	APB0016609	101-	B7319328	BRODART		162.77 USD	0.00	162.77
Bill	APB0016610	101-	B7319765	BRODART		26.08 USD	0.00	26.08
Bill	APB0016611	101-	B7319673	BRODART		9.59 USD	0.00	9.59
Bill	APB0016612	101-	B7319576	BRODART		16.19 USD	0.00	16.19
Bill	APB0016613	101-	B7319612	BRODART		26.98 USD	0.00	26.98
Bill	APB0016614	101-	B7319366	BRODART		156.05 USD	0.00	156.05
Bill	APB0016615	101-	B7246669	BRODART		12.35 USD	0.00	12.35
Bill	APB0016616	101-	B7324074	BRODART		25.80 USD	0.00	25.80
Bill	APB0016617	101-	B7324340	BRODART		10.99 USD	0.00	10.99
Bill	APB0016618	101-	B7324070	BRODART		47.60 USD	0.00	47.60
Bill	APB0016619	101-	B7324313	BRODART		61.20 USD	0.00	61.20
Bill	APB0016620	101-	B7324298	BRODART		16.48 USD	0.00	16.48
Bill	APB0016621	101-	B7324317	BRODART		8.99 USD	0.00	8.99
Bill	APB0016622	101-	B7324299	BRODART		12.59 USD	0.00	12.59
Bill	APB0016623	101-	B7324078	BRODART		57.43 USD	0.00	57.43

Account	Description			Currency	Payment Method				
Bill	APB0016624	101-	B7324080	BRODART		18.80	USD	0.00	18.80
Bill	APB0016625	101-	B7324076	BRODART		28.34	USD	0.00	28.34
Bill	APB0016626	101-	B7324079	BRODART		33.52	USD	0.00	33.52
Bill	APB0016627	101-	B7324318	BRODART		17.99	USD	0.00	17.99
Bill	APB0016628	101-	B7324336	BRODART		93.44	USD	0.00	93.44
Bill	APB0016629	101-	B7317155	BRODART		61.20	USD	0.00	61.20
Bill	APB0016630	101-	B7317435	BRODART		32.31	USD	0.00	32.31
Bill	APB0016631	101-	B7317398	BRODART		27.81	USD	0.00	27.81
Bill	APB0016632	101-	B7317310	BRODART		27.80	USD	0.00	27.80
Bill	APB0016633	101-	B7317434	BRODART		40.80	USD	0.00	40.80
Bill	APB0016634	101-	B7317397	BRODART		54.41	USD	0.00	54.41
Bill	APB0016635	101-	B7317433	BRODART		14.55	USD	0.00	14.55
Bill	APB0016636	101-	B7317154	BRODART		18.41	USD	0.00	18.41
Bill	APB0016637	101-	B7317005	BRODART		27.04	USD	0.00	27.04
Bill	APB0016638	101-	B7317312	BRODART		6.29	USD	0.00	6.29
Bill	APB0016639	101-	B7317300	BRODART		22.50	USD	0.00	22.50
Bill	APB0016640	101-	B7317301	BRODART		34.18	USD	0.00	34.18
Bill	APB0016641	101-	B7317153	BRODART		21.40	USD	0.00	21.40
Bill	APB0016642	101-	B7317326	BRODART		13.49	USD	0.00	13.49
Bill	APB0016643	101-	B7317299	BRODART		90.92	USD	0.00	90.92
Bill	APB0016644	101-	B7319341	BRODART		47.20	USD	0.00	47.20
Bill	APB0016645	101-	B7319590	BRODART		21.98	USD	0.00	21.98
Bill	APB0016646	101-	B7319390	BRODART		57.60	USD	0.00	57.60
Bill	APB0016647	101-	B7319360	BRODART		34.07	USD	0.00	34.07
Bill	APB0016648	101-	B7319696	BRODART		17.99	USD	0.00	17.99
Bill	APB0016649	101-	B7319342	BRODART		80.83	USD	0.00	80.83
Bill	APB0016650	101-	B7319387	BRODART		32.31	USD	0.00	32.31
Bill	APB0016651	101-	B7319649	BRODART		19.17	USD	0.00	19.17
Bill	APB0016652	101-	B7319373	BRODART		248.02	USD	0.00	248.02
Bill	APB0016653	101-	B7319707	BRODART		173.55	USD	0.00	173.55
Bill	APB0016654	101-	B7319745	BRODART		39.26	USD	0.00	39.26
Bill	APB0016655	101-	B7319343	BRODART		103.34	USD	0.00	103.34
Bill	APB0016656	101-	B7319362	BRODART		18.80	USD	0.00	18.80
Bill	APB0016657	101-	B7319324	BRODART		69.24	USD	0.00	69.24
Bill	APB0016658	101-	B7322964	BRODART		10.44	USD	0.00	10.44
Bill	APB0016659	101-	B7322938	BRODART		26.99	USD	0.00	26.99
Bill	APB0016660	101-	B7322898	BRODART		11.80	USD	0.00	11.80

Account	Description			Currency	Payment Method				
Bill	APB0016661	101-	B7323176	BRODART		70.20	USD	0.00	70.20
Bill	APB0016662	101-	B7322939	BRODART		24.70	USD	0.00	24.70
Bill	APB0016669	101-	B7325609	BRODART		100.73	USD	0.00	100.73
Bill	APB0016690	101-	B7338028	BRODART		68.14	USD	0.00	68.14
Bill	APB0016691	101-	B7337977	BRODART		19.20	USD	0.00	19.20
Bill	APB0016692	101-	B7338003	BRODART		62.90	USD	0.00	62.90
Bill	APB0016693	101-	B7338027	BRODART		63.88	USD	0.00	63.88
Bill	APB0016694	101-	B7337976	BRODART		112.02	USD	0.00	112.02
Bill	APB0016695	101-	B7337923	BRODART		27.80	USD	0.00	27.80
Bill	APB0016696	101-	B7338222	BRODART		13.49	USD	0.00	13.49
Bill	APB0016697	101-	B7338290	BRODART		258.93	USD	0.00	258.93
Bill	APB0016698	101-	B7337972	BRODART		19.70	USD	0.00	19.70
Bill	APB0016699	101-	B7337973	BRODART		22.50	USD	0.00	22.50
Bill	APB0016700	101-	B7338118	BRODART		44.99	USD	0.00	44.99
Bill	APB0016701	101-	B7338110	BRODART		49.48	USD	0.00	49.48
Bill	APB0016702	101-	B7337919	BRODART		65.53	USD	0.00	65.53
Bill	APB0016703	101-	B7338021	BRODART		134.24	USD	0.00	134.24
Bill	APB0016704	101-	B7338076	BRODART		7.19	USD	0.00	7.19
Bill	APB0016705	101-	B7338295	BRODART		17.09	USD	0.00	17.09
Bill	APB0016706	101-	B7338008	BRODART		76.44	USD	0.00	76.44
Bill	APB0016707	101-	B7338001	BRODART		163.35	USD	0.00	163.35
Bill	APB0016708	101-	B7338213	BRODART		100.66	USD	0.00	100.66
Bill	APB0016709	101-	B7338296	BRODART		30.60	USD	0.00	30.60
Bill	APB0016710	101-	B7338009	BRODART		27.80	USD	0.00	27.80
Bill	APB0016711	101-	B7338015	BRODART		14.27	USD	0.00	14.27
Bill	APB0016712	101-	B7338109	BRODART		148.35	USD	0.00	148.35
Bill	APB0016713	101-	B7338215	BRODART		23.37	USD	0.00	23.37
Bill	APB0016714	101-	B7338036	BRODART		45.82	USD	0.00	45.82
Bill	APB0016715	101-	B7338014	BRODART		16.76	USD	0.00	16.76
Bill	APB0016716	101-	B7338073	BRODART		24.18	USD	0.00	24.18
Bill	APB0016717	101-	B7338219	BRODART		28.77	USD	0.00	28.77
Bill	APB0016718	101-	B7338297	BRODART		150.52	USD	0.00	150.52
Bill	APB0016719	101-	B7337974	BRODART		41.95	USD	0.00	41.95
Bill	APB0016720	101-	B7338214	BRODART		15.29	USD	0.00	15.29
Bill	APB0016721	101-	B7337939	BRODART		27.77	USD	0.00	27.77
Bill	APB0016722	101-	B7335234	BRODART		148.35	USD	0.00	148.35
Bill	APB0016723	101-	B7335232	BRODART		10.79	USD	0.00	10.79

Account	Description			Currency	Payment Method				
Bill	APB0016724	101-	B7334787	BRODART		21.95	USD	0.00	21.95
Bill	APB0016725	101-	B7335124	BRODART		25.19	USD	0.00	25.19
Bill	APB0016726	101-	B7334773	BRODART		16.21	USD	0.00	16.21
Bill	APB0016727	101-	B7335037	BRODART		9.59	USD	0.00	9.59
Bill	APB0016728	101-	B7334724	BRODART		17.30	USD	0.00	17.30
Bill	APB0016729	101-	B7334786	BRODART		34.99	USD	0.00	34.99
Bill	APB0016730	101-	B7334720	BRODART		47.50	USD	0.00	47.50
Bill	APB0016731	101-	B7335122	BRODART		38.76	USD	0.00	38.76
Bill	APB0016732	101-	B7335018	BRODART		17.98	USD	0.00	17.98
Bill	APB0016733	101-	B7335128	BRODART		8.99	USD	0.00	8.99
Bill	APB0016734	101-	B7334725	BRODART		22.50	USD	0.00	22.50
Bill	APB0016735	101-	B7335123	BRODART		8.09	USD	0.00	8.09
Bill	APB0016736	101-	B7335209	BRODART		9.34	USD	0.00	9.34
Bill	APB0016737	101-	B7335120	BRODART		41.40	USD	0.00	41.40
Bill	APB0016738	101-	B7335121	BRODART		19.78	USD	0.00	19.78
Bill	APB0016739	101-	B7334770	BRODART		65.08	USD	0.00	65.08
Bill	APB0016740	101-	B7334771	BRODART		44.95	USD	0.00	44.95
Bill	APB0016741	101-	B7335005	BRODART		11.99	USD	0.00	11.99
Bill	APB0016742	101-	B7334785	BRODART		117.18	USD	0.00	117.18
Bill	APB0016743	101-	B7334723	BRODART		22.50	USD	0.00	22.50
Bill	APB0016744	101-	B7334784	BRODART		70.94	USD	0.00	70.94
Bill	APB0016745	101-	B7334718	BRODART		11.25	USD	0.00	11.25
Bill	APB0016746	101-	B7335006	BRODART		26.99	USD	0.00	26.99
Bill	APB0016747	101-	B7335212	BRODART		34.20	USD	0.00	34.20
Bill	APB0016748	101-	B7335035	BRODART		34.19	USD	0.00	34.19
Bill	APB0016749	101-	B7334767	BRODART		75.87	USD	0.00	75.87
Bill	APB0016750	101-	B7334719	BRODART		35.86	USD	0.00	35.86
Bill	APB0016751	101-	B7334783	BRODART		25.80	USD	0.00	25.80
Bill	APB0016752	101-	B7335003	BRODART		17.39	USD	0.00	17.39
Bill	APB0016753	101-	B7334754	BRODART		79.90	USD	0.00	79.90
Bill	APB0016754	101-	B7334987	BRODART		14.37	USD	0.00	14.37
Bill	APB0016755	101-	B7335036	BRODART		35.92	USD	0.00	35.92
Bill	APB0016756	101-	B7335208	BRODART		16.20	USD	0.00	16.20
Bill	APB0016757	101-	B7330841	BRODART		23.60	USD	0.00	23.60
Bill	APB0016758	101-	B7331208	BRODART		24.72	USD	0.00	24.72
Bill	APB0016759	101-	B7330953	BRODART		172.43	USD	0.00	172.43
Bill	APB0016760	101-	B7331186	BRODART		30.60	USD	0.00	30.60

Account	Description			Currency	Payment Method			
Bill	APB0016761	101-	B7331298	BRODART		8.99 USD	0.00	8.99
Bill	APB0016762	101-	B7330858	BRODART		71.60 USD	0.00	71.60
Bill	APB0016763	101-	B7330860	BRODART		37.60 USD	0.00	37.60
Bill	APB0016764	101-	B7330781	BRODART		113.88 USD	0.00	113.88
Bill	APB0016765	101-	B7330857	BRODART		33.75 USD	0.00	33.75
Bill	APB0016766	101-	B7330840	BRODART		45.38 USD	0.00	45.38
Bill	APB0016767	101-	B7331277	BRODART		16.19 USD	0.00	16.19
Bill	APB0016768	101-	B7330838	BRODART		303.74 USD	0.00	303.74
Bill	APB0016769	101-	B7331306	BRODART		85.49 USD	0.00	85.49
Bill	APB0016770	101-	B7330861	BRODART		35.73 USD	0.00	35.73
Bill	APB0016771	101-	B7330789	BRODART		26.01 USD	0.00	26.01
Bill	APB0016772	101-	B7331307	BRODART		17.10 USD	0.00	17.10
Bill	APB0016773	101-	B7330790	BRODART		11.25 USD	0.00	11.25
Bill	APB0016774	101-	B7331305	BRODART		14.37 USD	0.00	14.37
Bill	APB0016775	101-	B7330951	BRODART		51.93 USD	0.00	51.93
Bill	APB0016776	101-	B7331363	BRODART		16.63 USD	0.00	16.63
Bill	APB0016777	101-	B7330950	BRODART		18.80 USD	0.00	18.80
Bill	APB0016778	101-	B7330885	BRODART		36.80 USD	0.00	36.80
Bill	APB0016779	101-	B7330948	BRODART		11.25 USD	0.00	11.25
Bill	APB0016780	101-	B7328848	BRODART		34.20 USD	0.00	34.20
Bill	APB0016781	101-	B7328821	BRODART		48.60 USD	0.00	48.60
Bill	APB0016782	101-	B7328829	BRODART		17.31 USD	0.00	17.31
Bill	APB0016783	101-	B7328853	BRODART		13.17 USD	0.00	13.17
Bill	APB0016784	101-	B7328852	BRODART		25.07 USD	0.00	25.07
Bill	APB0016785	101-	B7328849	BRODART		622.66 USD	0.00	622.66
Bill	APB0016786	101-	B7328820	BRODART		62.38 USD	0.00	62.38
Bill	APB0016787	101-	B7328847	BRODART		51.90 USD	0.00	51.90
Bill	APB0016788	101-	B7328903	BRODART		45.69 USD	0.00	45.69
Bill	APB0016789	101-	B7328864	BRODART		22.16 USD	0.00	22.16
Bill	APB0016790	101-	B7328828	BRODART		151.69 USD	0.00	151.69
Bill	APB0016791	101-	B7328875	BRODART		52.18 USD	0.00	52.18
Bill	APB0016792	101-	B7328906	BRODART		32.40 USD	0.00	32.40
Bill	APB0016793	101-	B7328872	BRODART		46.69 USD	0.00	46.69
Bill	APB0016794	101-	B7328845	BRODART		18.95 USD	0.00	18.95
Bill	APB0016795	101-	B7328894	BRODART		291.27 USD	0.00	291.27
Bill	APB0016796	101-	B7328905	BRODART		22.49 USD	0.00	22.49
Bill	APB0016797	101-	B7328865	BRODART		27.00 USD	0.00	27.00

Account	Description			Currency	Payment Method				
Bill	APB0016798	101-	B7328873	BRODART		18.41	USD	0.00	18.41
Bill	APB0016799	101-	B7328866	BRODART		45.00	USD	0.00	45.00
Bill	APB0016800	101-	B7328904	BRODART		79.55	USD	0.00	79.55
Bill	APB0016801	101-	B7328874	BRODART		91.80	USD	0.00	91.80
Bill	APB0016802	101-	B7328819	BRODART		44.06	USD	0.00	44.06
Bill	APB0016803	101-	B7330911	BRODART		60.18	USD	0.00	60.18
Bill	APB0016804	101-	B7331129	BRODART		33.28	USD	0.00	33.28
Bill	APB0016805	101-	B7330909	BRODART		72.54	USD	0.00	72.54
Bill	APB0016806	101-	B7331247	BRODART		13.49	USD	0.00	13.49
Bill	APB0016807	101-	B7330936	BRODART		145.14	USD	0.00	145.14
Bill	APB0016808	101-	B7331135	BRODART		22.78	USD	0.00	22.78
Bill	APB0016809	101-	B7331369	BRODART		230.31	USD	0.00	230.31
Bill	APB0016810	101-	B7330912	BRODART		40.12	USD	0.00	40.12
Bill	APB0016811	101-	B7331130	BRODART		49.29	USD	0.00	49.29
Bill	APB0016812	101-	B7330935	BRODART		43.94	USD	0.00	43.94
Bill	APB0016813	101-	B7330921	BRODART		157.45	USD	0.00	157.45
Bill	APB0016814	101-	B7331368	BRODART		54.86	USD	0.00	54.86
Bill	APB0016815	101-	B7330928	BRODART		126.72	USD	0.00	126.72
Bill	APB0016816	101-	B7331370	BRODART		17.58	USD	0.00	17.58
Bill	APB0016817	101-	B7330913	BRODART		33.20	USD	0.00	33.20
Bill	APB0016818	101-	B7330975	BRODART		25.98	USD	0.00	25.98
Bill	APB0016819	101-	B7330832	BRODART		41.59	USD	0.00	41.59
Bill	APB0016820	101-	B7331248	BRODART		17.99	USD	0.00	17.99
Bill	APB0016821	101-	B7331134	BRODART		79.50	USD	0.00	79.50
Bill	APB0016822	101-	B7330971	BRODART		17.00	USD	0.00	17.00
Bill	APB0016823	101-	B7330823	BRODART		225.17	USD	0.00	225.17
Bill	APB0016824	101-	B7331249	BRODART		30.60	USD	0.00	30.60
Bill	APB0016825	101-	B7330824	BRODART		23.60	USD	0.00	23.60
Bill	APB0016826	101-	B7330929	BRODART		11.80	USD	0.00	11.80
Bill	APB0016827	101-	B7330934	BRODART		23.60	USD	0.00	23.60
Bill	APB0016828	101-	B7331367	BRODART		205.08	USD	0.00	205.08
Bill	APB0016829	101-	B7330910	BRODART		23.60	USD	0.00	23.60
Bill	APB0016830	101-	B7330110	BRODART		51.90	USD	0.00	51.90
Bill	APB0016831	101-	B7329732	BRODART		17.31	USD	0.00	17.31
Bill	APB0016832	101-	B7329851	BRODART		26.89	USD	0.00	26.89
Bill	APB0016833	101-	B7330105	BRODART		42.76	USD	0.00	42.76
Bill	APB0016834	101-	B7330104	BRODART		18.81	USD	0.00	18.81

Account	Description			Currency	Payment Method				
Bill	APB0016835	101-	B7329850	BRODART		50.26	USD	0.00	50.26
Bill	APB0016836	101-	B7329738	BRODART		25.99	USD	0.00	25.99
Bill	APB0016837	101-	B7330180	BRODART		19.17	USD	0.00	19.17
Bill	APB0016838	101-	B7330002	BRODART		37.92	USD	0.00	37.92
Bill	APB0016839	101-	B7330106	BRODART		79.38	USD	0.00	79.38
Bill	APB0016840	101-	B7329739	BRODART		107.10	USD	0.00	107.10
Bill	APB0016841	101-	B7329654	BRODART		89.65	USD	0.00	89.65
Bill	APB0016842	101-	B7329729	BRODART		119.63	USD	0.00	119.63
Bill	APB0016843	101-	B7330001	BRODART		28.54	USD	0.00	28.54
Bill	APB0016844	101-	B7330179	BRODART		25.20	USD	0.00	25.20
Bill	APB0016845	101-	B7329852	BRODART		70.95	USD	0.00	70.95
Bill	APB0016846	101-	B7329731	BRODART		6.04	USD	0.00	6.04
Bill	APB0016847	101-	B7329705	BRODART		13.49	USD	0.00	13.49
Bill	APB0016848	101-	B7329853	BRODART		41.38	USD	0.00	41.38
Bill	APB0016849	101-	B7329854	BRODART		21.57	USD	0.00	21.57
Bill	APB0016850	101-	B7329726	BRODART		70.11	USD	0.00	70.11
Bill	APB0016851	101-	B7329706	BRODART		23.60	USD	0.00	23.60
Bill	APB0016852	101-	B7330003	BRODART		31.18	USD	0.00	31.18
Bill	APB0016853	101-	B7329730	BRODART		10.77	USD	0.00	10.77
Bill	APB0016854	101-	B7329733	BRODART		58.81	USD	0.00	58.81
Bill	APB0016855	101-	B7329849	BRODART		8.39	USD	0.00	8.39
Bill	APB0016856	101-	B7330111	BRODART		26.17	USD	0.00	26.17
Bill	APB0016857	101-	B7330772	BRODART		50.28	USD	0.00	50.28
Bill	APB0016858	101-	B7330804	BRODART		347.29	USD	0.00	347.29
Bill	APB0016859	101-	B7330937	BRODART		96.84	USD	0.00	96.84
Bill	APB0016860	101-	B7330776	BRODART		21.40	USD	0.00	21.40
Bill	APB0016861	101-	B7331392	BRODART		15.29	USD	0.00	15.29
Bill	APB0016862	101-	B7331281	BRODART		16.20	USD	0.00	16.20
Bill	APB0016863	101-	B7331408	BRODART		8.78	USD	0.00	8.78
Bill	APB0016864	101-	B7331286	BRODART		24.29	USD	0.00	24.29
Bill	APB0016865	101-	B7331179	BRODART		16.50	USD	0.00	16.50
Bill	APB0016866	101-	B7331405	BRODART		22.80	USD	0.00	22.80
Bill	APB0016867	101-	B7330775	BRODART		178.03	USD	0.00	178.03
Bill	APB0016868	101-	B7330764	BRODART		535.76	USD	0.00	535.76
Bill	APB0016869	101-	B7330943	BRODART		11.25	USD	0.00	11.25
Bill	APB0016870	101-	B7331283	BRODART		230.68	USD	0.00	230.68
Bill	APB0016871	101-	B7330812	BRODART		18.80	USD	0.00	18.80

Account	Description			Currency	Payment Method			
Bill	APB0016872	101-	B7331403	BRODART		26.10 USD	0.00	26.10
Bill	APB0016873	101-	B7331313	BRODART		77.39 USD	0.00	77.39
Bill	APB0016874	101-	B7330944	BRODART		55.62 USD	0.00	55.62
Bill	APB0016875	101-	B7330770	BRODART		110.57 USD	0.00	110.57
Bill	APB0016876	101-	B7331404	BRODART		259.20 USD	0.00	259.20
Bill	APB0016877	101-	B7331282	BRODART		64.80 USD	0.00	64.80
Bill	APB0016878	101-	B7330813	BRODART		45.00 USD	0.00	45.00
Bill	APB0016879	101-	B7331312	BRODART		131.35 USD	0.00	131.35
Bill	APB0016880	101-	B7331311	BRODART		22.49 USD	0.00	22.49
Bill	APB0016921	101-	B7339372	BRODART		553.37 USD	0.00	553.37
Bill	APB0016922	101-	B7332547	BRODART		59.33 USD	0.00	59.33
Bill	APB0016923	101-	B7332446	BRODART		175.80 USD	0.00	175.80
Bill	APB0016924	101-	B7332548	BRODART		25.19 USD	0.00	25.19
Bill	APB0016925	101-	B7332763	BRODART		25.10 USD	0.00	25.10
Bill	APB0016926	101-	B7332771	BRODART		67.46 USD	0.00	67.46
Bill	APB0016927	101-	B7332405	BRODART		122.89 USD	0.00	122.89
Bill	APB0016928	101-	B7332770	BRODART		16.19 USD	0.00	16.19
Bill	APB0016929	101-	B7332764	BRODART		37.40 USD	0.00	37.40
Bill	APB0016930	101-	B7332550	BRODART		34.18 USD	0.00	34.18
Bill	APB0016931	101-	B7332717	BRODART		25.20 USD	0.00	25.20
Bill	APB0016932	101-	B7332404	BRODART		98.83 USD	0.00	98.83
Bill	APB0016933	101-	B7332450	BRODART		13.49 USD	0.00	13.49
Bill	APB0016934	101-	B7332447	BRODART		30.60 USD	0.00	30.60
Bill	APB0016935	101-	B7332549	BRODART		63.00 USD	0.00	63.00
Bill	APB0016936	101-	B7332449	BRODART		29.10 USD	0.00	29.10
Bill	APB0016937	101-	B7332448	BRODART		17.99 USD	0.00	17.99
Bill	APB0016938	101-	B7332718	BRODART		8.99 USD	0.00	8.99
Bill	APB0016939	101-	B7335718	BRODART		1,443.05 USD	0.00	1,443.05
Bill	APB0016940	101-	B7336137	BRODART		10.79 USD	0.00	10.79
Bill	APB0016941	101-	B7336230	BRODART		32.38 USD	0.00	32.38
Bill	APB0016942	101-	B7336109	BRODART		88.61 USD	0.00	88.61
Bill	APB0016943	101-	B7336065	BRODART		20.40 USD	0.00	20.40
Bill	APB0016944	101-	B7336060	BRODART		65.03 USD	0.00	65.03
Bill	APB0016945	101-	B7336229	BRODART		26.97 USD	0.00	26.97
Bill	APB0016946	101-	B7336130	BRODART		132.19 USD	0.00	132.19
Bill	APB0016947	101-	B7335957	BRODART		107.90 USD	0.00	107.90
Bill	APB0016948	101-	B7336114	BRODART		20.06 USD	0.00	20.06

Account	Description			Currency	Payment Method			
Bill	APB0016949	101-	B7336069	BRODART		22.50 USD	0.00	22.50
Bill	APB0016950	101-	B7336064	BRODART		18.77 USD	0.00	18.77
Bill	APB0016951	101-	B7336237	BRODART		29.15 USD	0.00	29.15
Bill	APB0016952	101-	B7336068	BRODART		20.66 USD	0.00	20.66
Bill	APB0016953	101-	B7336113	BRODART		18.80 USD	0.00	18.80
Bill	APB0016954	101-	B7335956	BRODART		7.19 USD	0.00	7.19
Bill	APB0016955	101-	B7336062	BRODART		39.28 USD	0.00	39.28
Bill	APB0016956	101-	B7335982	BRODART		34.18 USD	0.00	34.18
Bill	APB0016957	101-	B7335955	BRODART		11.69 USD	0.00	11.69
Bill	APB0016958	101-	B7336112	BRODART		17.79 USD	0.00	17.79
Bill	APB0016959	101-	B7336067	BRODART		67.23 USD	0.00	67.23
Bill	APB0016960	101-	B7335981	BRODART		45.91 USD	0.00	45.91
Bill	APB0016961	101-	B7335954	BRODART		80.99 USD	0.00	80.99
Bill	APB0016962	101-	B7336139	BRODART		10.79 USD	0.00	10.79
Bill	APB0016963	101-	B7336111	BRODART		175.12 USD	0.00	175.12
Bill	APB0016964	101-	B7335953	BRODART		39.50 USD	0.00	39.50
Bill	APB0016965	101-	B7336234	BRODART		34.18 USD	0.00	34.18
Bill	APB0016966	101-	B7336138	BRODART		16.19 USD	0.00	16.19
Bill	APB0016967	101-	B7336110	BRODART		134.07 USD	0.00	134.07
Bill	APB0016968	101-	B7336066	BRODART		15.29 USD	0.00	15.29
Bill	APB0016969	101-	B7335979	BRODART		221.33 USD	0.00	221.33
Bill	APB0016970	101-	B7335952	BRODART		46.07 USD	0.00	46.07
Bill	APB0016971	101-	B7336235	BRODART		18.80 USD	0.00	18.80
Bill	APB0017067	101-	B7340154	BRODART		46.80 USD	0.00	46.80
Bill	APB0017068	101-	B7340186	BRODART		22.50 USD	0.00	22.50
Bill	APB0017069	101-	B7340187	BRODART		16.19 USD	0.00	16.19
Bill	APB0017070	101-	B7340120	BRODART		26.96 USD	0.00	26.96
Bill	APB0017071	101-	B7340141	BRODART		41.01 USD	0.00	41.01
Bill	APB0017072	101-	B7339978	BRODART		53.08 USD	0.00	53.08
Bill	APB0017073	101-	B7341730	BRODART		36.81 USD	0.00	36.81
Bill	APB0017074	101-	B7341821	BRODART		68.87 USD	0.00	68.87
Bill	APB0017075	101-	B7342013	BRODART		122.23 USD	0.00	122.23
Bill	APB0017076	101-	B7342138	BRODART		13.20 USD	0.00	13.20
Bill	APB0017077	101-	B7341726	BRODART		70.68 USD	0.00	70.68
Bill	APB0017078	101-	B7341809	BRODART		33.57 USD	0.00	33.57
Bill	APB0017079	101-	B7341801	BRODART		16.21 USD	0.00	16.21
Bill	APB0017080	101-	B7342168	BRODART		26.98 USD	0.00	26.98

Account	Description			Currency	Payment Method				
Bill	APB0017081	101-	B7341843	BRODART		34.38	USD	0.00	34.38
Bill	APB0017082	101-	B7341799	BRODART		51.69	USD	0.00	51.69
Bill	APB0017083	101-	B7341798	BRODART		107.50	USD	0.00	107.50
Bill	APB0017084	101-	B7342045	BRODART		17.09	USD	0.00	17.09
Bill	APB0017085	101-	B7342042	BRODART		71.87	USD	0.00	71.87
Bill	APB0017086	101-	B7341763	BRODART		17.98	USD	0.00	17.98
Bill	APB0017087	101-	B7341731	BRODART		28.28	USD	0.00	28.28
Bill	APB0017088	101-	B7341732	BRODART		139.86	USD	0.00	139.86
Bill	APB0017089	101-	B7342151	BRODART		22.49	USD	0.00	22.49
Bill	APB0017090	101-	B7342152	BRODART		34.18	USD	0.00	34.18
Bill	APB0017091	101-	B7342153	BRODART		35.95	USD	0.00	35.95
Bill	APB0017092	101-	B7342154	BRODART		17.99	USD	0.00	17.99
Bill	APB0017093	101-	B7341734	BRODART		39.60	USD	0.00	39.60
Bill	APB0017094	101-	B7341727	BRODART		128.11	USD	0.00	128.11
Bill	APB0017095	101-	B7341729	BRODART		168.95	USD	0.00	168.95
Bill	APB0017096	101-	B7342155	BRODART		13.49	USD	0.00	13.49
Bill	APB0017097	101-	B7342156	BRODART		17.09	USD	0.00	17.09
Bill	APB0017098	101-	B7341733	BRODART		190.39	USD	0.00	190.39
Bill	APB0017099	101-	B7340086	BRODART		11.80	USD	0.00	11.80
Bill	APB0017100	101-	B7339992	BRODART		40.50	USD	0.00	40.50
Bill	APB0017101	101-	B7340046	BRODART		17.96	USD	0.00	17.96
Bill	APB0017102	101-	B7340192	BRODART		76.29	USD	0.00	76.29
Bill	APB0017103	101-	B7340043	BRODART		51.93	USD	0.00	51.93
Bill	APB0017104	101-	B7339997	BRODART		26.91	USD	0.00	26.91
Bill	APB0017105	101-	B7340045	BRODART		30.90	USD	0.00	30.90
Bill	APB0017106	101-	B7340049	BRODART		22.19	USD	0.00	22.19
Bill	APB0017107	101-	B7340085	BRODART		16.77	USD	0.00	16.77
Bill	APB0017108	101-	B73400253	BRODART		29.61	USD	0.00	29.61
Bill	APB0017109	101-	B7340252	BRODART		72.50	USD	0.00	72.50
Bill	APB0017110	101-	B7340000	BRODART		196.60	USD	0.00	196.60
Bill	APB0017111	101-	B7340191	BRODART		58.20	USD	0.00	58.20
Bill	APB0017112	101-	B7340001	BRODART		23.30	USD	0.00	23.30
Bill	APB0017113	101-	B7340277	BRODART		32.36	USD	0.00	32.36
Bill	APB0017114	101-	B7340047	BRODART		11.69	USD	0.00	11.69
Bill	APB0017115	101-	B7340040	BRODART		8.99	USD	0.00	8.99
Bill	APB0017116	101-	B7340050	BRODART		71.72	USD	0.00	71.72
Bill	APB0017117	101-	B7339822	BRODART		39.75	USD	0.00	39.75

Account	Description			Currency	Payment Method			
Bill	APB0017118	101-	B7340048	BRODART		39.52 USD	0.00	39.52
Bill	APB0017119	101-	B7339993	BRODART		7.79 USD	0.00	7.79
Bill	APB0017120	101-	B7340021	BRODART		177.21 USD	0.00	177.21
Bill	APB0017121	101-	B7340010	BRODART		8.09 USD	0.00	8.09
Bill	APB0017122	101-	B7340254	BRODART		62.91 USD	0.00	62.91
Bill	APB0017123	101-	B7340011	BRODART		16.16 USD	0.00	16.16
Bill	APB0017124	101-	B7340012	BRODART		16.21 USD	0.00	16.21
Bill	APB0017125	101-	B7340251	BRODART		24.70 USD	0.00	24.70
Bill	APB0017126	101-	B7339821	BRODART		11.69 USD	0.00	11.69
Bill	APB0017127	101-	B7340125	BRODART		17.31 USD	0.00	17.31
Bill	APB0017128	101-	B7340133	BRODART		23.30 USD	0.00	23.30
Bill	APB0017129	101-	B7340276	BRODART		8.38 USD	0.00	8.38
Bill	APB0017130	101-	B7340051	BRODART		82.67 USD	0.00	82.67
Bill	APB0017131	101-	B7340190	BRODART		29.61 USD	0.00	29.61
Bill	APB0017132	101-	B7339996	BRODART		53.31 USD	0.00	53.31
Bill	APB0017133	101-	B7340044	BRODART		68.37 USD	0.00	68.37
Bill	APB0017134	101-	B7340189	BRODART		10.77 USD	0.00	10.77
Bill	APB0017135	101-	B7340087	BRODART		35.98 USD	0.00	35.98
Bill	APB0017136	101-	B7340193	BRODART		21.57 USD	0.00	21.57
Bill	APB0017137	101-	B7340117	BRODART		117.88 USD	0.00	117.88
Bill	APB0017138	101-	B7340151	BRODART		17.58 USD	0.00	17.58
Bill	APB0017139	101-	B7339985	BRODART		15.29 USD	0.00	15.29
Bill	APB0017140	101-	B7340116	BRODART		88.75 USD	0.00	88.75
Bill	APB0017141	101-	7339979	BRODART		17.31 USD	0.00	17.31
Bill	APB0017142	101-	B7339990	BRODART		51.38 USD	0.00	51.38
Bill	APB0017143	101-	B7339976	BRODART		106.02 USD	0.00	106.02
Bill	APB0017144	101-	B7340143	BRODART		35.80 USD	0.00	35.80
Bill	APB0017145	101-	B7340149	BRODART		25.17 USD	0.00	25.17
Bill	APB0017146	101-	B7340142	BRODART		8.99 USD	0.00	8.99
Bill	APB0017147	101-	B7340140	BRODART		17.99 USD	0.00	17.99
Bill	APB0017148	101-	B7339981	BRODART		653.34 USD	0.00	653.34
Bill	APB0017149	101-	B7339980	BRODART		71.00 USD	0.00	71.00
Bill	APB0017150	101-	B7340156	BRODART		692.75 USD	0.00	692.75
Bill	APB0017151	101-	B7339986	BRODART		29.95 USD	0.00	29.95
Bill	APB0017152	101-	B7339984	BRODART		50.94 USD	0.00	50.94
Bill	APB0017153	101-	B7340150	BRODART		37.31 USD	0.00	37.31
Bill	APB0017154	101-	B7340144	BRODART		60.18 USD	0.00	60.18

Account	Description			Currency	Payment Method				
Bill	APB0017155	101-	B7340155	BRODART		147.82	USD	0.00	147.82
Bill	APB0017156	101-	B7340121	BRODART		27.80	USD	0.00	27.80
								Document Total:	**35,309.56**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002880**	**55156**	**Closed**	**11/11/2026**	**GL00020681**	**V000000213**	**CAPFINANCIAL PARTNERS, LLC**	**0.00**	**1,892.65**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017193	101-	LT160197	Captrust Advisory Fees	1,892.65	USD	0.00	1,892.65
							Document Total:	**1,892.65**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002881**	**55157**	**Closed**	**11/11/2026**	**GL00020682**	**V000000219**	**CASS DISTRICT LIBRARY**	**0.00**	**19.99**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016394	101-	1197	MeLCat item	19.99	USD	0.00	19.99
							Document Total:	**19.99**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002893**	**55158**	**Closed**	**11/11/2026**	**GL00020694**	**V000000376**	**CERTASITE LLC**	**0.00**	**676.80**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016888	101-	12865968	Fire Extinguisher Inspection	215.60	USD	0.00	215.60
Bill	APB0016889	101-	12865782	CERTASITE	265.50	USD	0.00	265.50
Bill	APB0016890	101-	12865784	CERTASITE	195.70	USD	0.00	195.70
							Document Total:	**676.80**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002882**	**55159**	**Closed**	**11/11/2026**	**GL00020683**	**V000000254**	**CINTAS CORPORATION NO 2**	**0.00**	**2,160.34**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016899	101-	4286117088	Janitorial-Restroom Sanitizing	229.79	USD	0.00	229.79
Bill	APB0016904	101-	4286907026	Janitorial-Restroom Sanitizing	229.79	USD	0.00	229.79

Account	Description			Currency	Payment Method				
Bill	APB0016910	101-	4285392769	Janitorial-Restroom Sanitizing		244.63	USD	0.00	244.63
Bill	APB0016912	101-	5367659604	First Aid Service - Branch		120.28	USD	0.00	120.28
Bill	APB0016914	101-	4285392779	Janitorial-Restroom Sanitizing		96.42	USD	0.00	96.42
Bill	APB0016980	101-	4285392779	Janitorial-Restroom Sanitizing		96.42	USD	0.00	96.42
Bill	APB0017003	101-	4287661838	Janitorial-Restroom Sanitizing		229.79	USD	0.00	229.79
Bill	APB0017004	101-	5369842104	CINTAS		420.92	USD	0.00	420.92
Bill	APB0017053	101-	9397206651	Cintas AED Rental		261.00	USD	0.00	261.00
Bill	APB0017054	101-	9397278408	Cintas AED Rental		130.50	USD	0.00	130.50
Bill	APB0017055	101-	9397206653	Eyewash bundle		100.80	USD	0.00	100.80
								Document Total:	**2,160.34**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002883**	**55160**	**Closed**	**11/11/2026**	**GL00020684**	**V000000272**	**COMERICA**	**0.00**	**4,461.78**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Debit Adj.	APB0017188	101-	71679	Workshop - Recordkeeping, Reporting, and the Cost	-130.00	USD	0.00	-130.00
Bill	APB0017173	101-	RPUQY	LibraryWorks - Workshop	49.00	USD	0.00	49.00
Bill	APB0017174	101-	12173111	Pinmart - Service Pins	399.00	USD	0.00	399.00
Bill	APB0017175	101-	SBUS-10592962	SLACK	22.33	USD	0.00	22.33
Bill	APB0017176	101-	1891-6160	Easybits	128.94	USD	0.00	128.94
Bill	APB0017177	101-	192-116330	MIAEYC Infant Toddler Conference Registration -	222.00	USD	0.00	222.00
Bill	APB0017178	101-	27113	MLA Membership and Conference Regsitration - TM	440.00	USD	0.00	440.00
Bill	APB0017179	101-	4305928	ALA Membership Renewal - RH	199.00	USD	0.00	199.00
Bill	APB0017180	101-	SS-170241	Cleanerfloors.com	184.79	USD	0.00	184.79
Bill	APB0017181	101-	a8e152a3-6468-	Spotify Subscription	18.99	USD	0.00	18.99
Bill	APB0017182	101-	15725361	1000bulbs.com	946.62	USD	0.00	946.62
Bill	APB0017183	101-	PI20261017-6	LEDlightinghut.com	191.02	USD	0.00	191.02
Bill	APB0017184	101-	192-117404	MIAEYC Infant Toddler Conference Registration -	222.00	USD	0.00	222.00
Bill	APB0017185	101-	UW-US-288789	Userway Renewal	990.00	USD	0.00	990.00
Bill	APB0017186	101-	209832900	CRICUT	119.88	USD	0.00	119.88
Bill	APB0017187	101-	15740251	1000Bulbs.com	362.71	USD	0.00	362.71
Bill	APB0017189	101-	9014117	BP GAS	95.50	USD	0.00	95.50
							Document Total:	**4,461.78**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002884**	**55161**	**Closed**	**11/11/2026**	**GL00020685**	**V000000278**	**CONSUMERS ENERGY**	**0.00**	**152.67**

Account	Description	Currency	Payment Method

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017196	101-	1000 1561 9404	Consumers WACR 9/25-10/22	152.67	USD	0.00	152.67
							Document Total:	**152.67**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002885**	**55162**	**Closed**	**11/11/2026**	**GL00020686**	**V000000278**	**CONSUMERS ENERGY**	**0.00**	**26.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017197	101-	1000 7836 1589	Consumers WACR Gen 9/25-10/22	26.00	USD	0.00	26.00
							Document Total:	**26.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002895**	**55163**	**Closed**	**11/11/2026**	**GL00020696**	**V000001590**	**Cox Subscriptions, Inc.**	**0.00**	**2,927.90**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017165	101-	3169801	WT COX - WACR	1,393.90	USD	0.00	1,393.90
Bill	APB0017166	101-	3169800	WT COX - Main	1,534.00	USD	0.00	1,534.00
							Document Total:	**2,927.90**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002886**	**55164**	**Closed**	**11/11/2026**	**GL00020687**	**V000000308**	**DALTON COMMERCIAL CLEANING**	**0.00**	**1,229.10**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016977	101-	244468	Carpet Cleaning	464.10	USD	0.00	464.10
Bill	APB0016978	101-	244469	Carpet Cleaning	765.00	USD	0.00	765.00
							Document Total:	**1,229.10**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002894**	**55165**	**Closed**	**11/11/2026**	**GL00020695**	**V000001588**	**Dan Phillips**	**0.00**	**50.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016996	101-	10/26/2026	Room reservation refund	50.00	USD	0.00	50.00

Account	Description	Currency	Payment Method		
				Document Total:	**50.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002887**	**55166**	**Closed**	**11/11/2026**	**GL00020688**	**V000000312**	**DAVE'S ELECTRIC SERVICES, INC.**	**0.00**	**35,703.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016915	101-	20915	Dave's Electric	11,730.00	USD	0.00	11,730.00
Bill	APB0016916	101-	20909	Remove and Reinstall Light Fixtures	4,710.00	USD	0.00	4,710.00
Bill	APB0016917	101-	20910	Replace PLT-60040 Lamps	2,920.00	USD	0.00	2,920.00
Bill	APB0016918	101-	20912	Dave's Electric	16,343.00	USD	0.00	16,343.00
						Document Total:		**35,703.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002888**	**55167**	**Closed**	**11/11/2026**	**GL00020689**	**V000000313**	**DAVEY TREE EXPERT COMPANY**	**0.00**	**3,250.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016906	101-	920947542	Root Pruning	3,250.00	USD	0.00	3,250.00
						Document Total:		**3,250.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002889**	**55168**	**Closed**	**11/11/2026**	**GL00020690**	**V000000321**	**DEMCO**	**0.00**	**757.37**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016891	101-	7873389	Building Supplies - MAIN	396.00	USD	0.00	396.00
Bill	APB0017063	101-	7873833	Processing Supplies	250.84	USD	0.00	250.84
Bill	APB0017192	101-	7872991	General Supplies - WACR	110.53	USD	0.00	110.53
						Document Total:		**757.37**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002891**	**55169**	**Closed**	**11/11/2026**	**GL00020692**	**V000000352**	**DMW DESIGN**	**0.00**	**520.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016911	101-	4591	October 26 Youth Digital Calendar	95.00	USD	0.00	95.00

Account	Description			Currency	Payment Method				
Bill	APB0016975	101-	4597	Business cards - Steve Hawkins		50.00	USD	0.00	50.00
Bill	APB0016976	101-	4596	Tender Topic Kit label		95.00	USD	0.00	95.00
Bill	APB0017006	101-	4595	Years of Service certificates (qty 29)		185.00	USD	0.00	185.00
Bill	APB0017049	101-	4601	November Youth digital calendar		95.00	USD	0.00	95.00
								Document Total:	**520.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002890**	**55170**	**Closed**	**11/11/2026**	**GL00020691**	**V000000327**	**DTE ENERGY**	**0.00**	**13,077.84**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Debit Adj.	APB0017198	101-	90438924	DTE Quarterly Pole Rental	-125.30	USD	0.00	-125.30
Bill	APB0017052	101-	90438924	DTE Quarterly Pole Rental	125.30	USD	0.00	125.30
Bill	APB0017195	101-	9100 149 7237	Main 9/30-10/28	13,077.84	USD	0.00	13,077.84
							Document Total:	**13,077.84**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002892**	**55171**	**Closed**	**11/11/2026**	**GL00020693**	**V000000360**	**DTE ENERGY COMPANY**	**0.00**	**125.30**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017199	101-	90438924	Quarterly Pole Rental	125.30	USD	0.00	125.30
							Document Total:	**125.30**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002896**	**55172**	**Closed**	**11/11/2026**	**GL00020697**	**V000000378**	**EBSCO PUBLISHING**	**0.00**	**46.20**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016984	101-	2605038	EBSCO	46.20	USD	0.00	46.20
							Document Total:	**46.20**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002897**	**55173**	**Closed**	**11/11/2026**	**GL00020698**	**V000000407**	**FAIRYTALE ENTERTAINMENT PARTYS**	**0.00**	**176.00**

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

Account	Description			Currency	Payment Method			
Bill	APB0016893	101-	ProgDep120526	FAIRYTALE ENTERTAINMENT DEPOSIT		176.00	USD	0.00	176.00
								Document Total:	**176.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002898**	**55174**	**Closed**	**11/11/2026**	**GL00020699**	**V000000407**	**FAIRYTALE ENTERTAINMENT PARTYS**	**0.00**	**264.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016894	101-	ProgBal120526	Program 12/5/2026 Balance	264.00	USD	0.00	264.00
							Document Total:	**264.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002899**	**55175**	**Closed**	**11/11/2026**	**GL00020700**	**V000000408**	**FARMINGTON COMMUNITY LIBRARY**	**0.00**	**5,907.04**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016397	101-	2027-014	ProQuest Ancestry Library Edition 10/1/2026-	2,563.37	USD	0.00	2,563.37
Bill	APB0017040	101-	2027-021	BookFlix, World Trade Press subscription renewal	3,343.67	USD	0.00	3,343.67
							Document Total:	**5,907.04**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002900**	**55176**	**Closed**	**11/11/2026**	**GL00020701**	**V000000413**	**FEDERAL FIREPLACE**	**0.00**	**570.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016979	101-	105546	Fireplace Inspections	570.00	USD	0.00	570.00
							Document Total:	**570.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002901**	**55177**	**Closed**	**11/11/2026**	**GL00020702**	**V000000443**	**FUN EXPRESS**	**0.00**	**73.05**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016670	101-	74410481801	Program Supplies - MAIN	73.05	USD	0.00	73.05
							Document Total:	**73.05**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount

Account	Description		Currency	Payment Method				
Payment	**APP0002902**	**55178**	**Closed**	**11/11/2026**	**GL00020703**	**V000000474**	**GRAINGER**	**0.00**	**38.60**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017064	101-	9120105888	Maintenance Supplies	38.60	USD	0.00	38.60
							Document Total:	**38.60**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002903**	**55179**	**Closed**	**11/11/2026**	**GL00020704**	**V000000483**	**GREAT OAKS MAINTENANCE**	**0.00**	**145.72**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016908	101-	65721	Lawn Care - Fertilizing - Branch	62.86	USD	0.00	62.86
Bill	APB0016987	101-	65720	Lawn Care - Fertilizing - Main	82.86	USD	0.00	82.86
							Document Total:	**145.72**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002904**	**55180**	**Closed**	**11/11/2026**	**GL00020705**	**V000000484**	**GROUND AFFECTS**	**0.00**	**6,242.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016994	101-	7874	Lawn, Bed, and Irrigation at Main	6,242.00	USD	0.00	6,242.00
							Document Total:	**6,242.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002913**	**55181**	**Closed**	**11/11/2026**	**GL00020714**	**V000001574**	**HEATHER REGITS**	**0.00**	**0.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Debit Adj.	APB0016364	101-	9/28/26 Program	9/28/2026 Program	-50.00	USD	0.00	-50.00
Bill	APB0014459	101-	9/28/26 Program	9/28/2026 Program	50.00	USD	0.00	50.00
							Document Total:	**0.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002905**	**55182**	**Closed**	**11/11/2026**	**GL00020706**	**V000000524**	**HOME DEPOT CREDIT SERVICES**	**0.00**	**203.11**

Account	Description	Currency	Payment Method

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Debit Adj.	APB0017172	101-	5081650	HOME DEPOT	-16.93	USD	0.00	-16.93
Bill	APB0017171	101-	WH45315086	Home Depot	220.04	USD	0.00	220.04
							Document Total:	**203.11**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002906**	**55183**	**Closed**	**11/11/2026**	**GL00020707**	**V000000575**	**JAN-PRO DETROIT**	**0.00**	**8,583.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016974	101-	82771	Janitorial	8,583.00	USD	0.00	8,583.00
							Document Total:	**8,583.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002911**	**55184**	**Closed**	**11/11/2026**	**GL00020712**	**V000001244**	**JOHNSON CONTROLS SECURITY**	**0.00**	**1,508.48**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Debit Adj.	APB0017167	101-	42725163	TROUBLESHOOTING CAT CABLES - deposit	-2,262.73	USD	0.00	-2,262.73
Debit Adj.	APB0017169	101-	42816647	Security Cameras	-1,508.48	USD	0.00	-1,508.48
Bill	APB0016303	101-	42725163	TROUBLESHOOTING CAT CABLES - deposit	2,262.73	USD	0.00	2,262.73
Bill	APB0017005	101-	42816647	Security Cameras	1,508.48	USD	0.00	1,508.48
Bill	APB0017170	101-	42816647	TROUBLESHOOTING CAT CABLES	1,508.48	USD	0.00	1,508.48
							Document Total:	**1,508.48**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002907**	**55185**	**Closed**	**11/11/2026**	**GL00020708**	**V000000603**	**KANOPY LLC**	**0.00**	**519.35**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016398	101-	524870-PPU	KANOPY	519.35	USD	0.00	519.35
							Document Total:	**519.35**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002908**	**55186**	**Closed**	**11/11/2026**	**GL00020709**	**V000000604**	**KAPLAN EARLY LEARNING**	**0.00**	**16.95**

Account	Description	Currency	Payment Method

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016671	101-	0007487187	Kaplan - Youth Realia WACR	16.95	USD	0.00	16.95
							Document Total:	**16.95**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002909**	**55187**	**Closed**	**11/11/2026**	**GL00020710**	**V000000649**	**LAKESHORE LEARNING MATERIALS**	**0.00**	**335.68**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017065	101-	94796622	Youth Realia - WACR	128.73	USD	0.00	128.73
Bill	APB0017066	101-	94796623	Youth Collection Materials - MAIN	206.95	USD	0.00	206.95
							Document Total:	**335.68**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002910**	**55188**	**Closed**	**11/11/2026**	**GL00020711**	**V000000659**	**LIBRARY DESIGN ASSOCIATES, INC**	**0.00**	**53,230.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016998	101-	26-225-01	SitOnIt chairs	14,265.00	USD	0.00	14,265.00
Bill	APB0016999	101-	26-266-01	Quote P-43804 Items	38,965.00	USD	0.00	38,965.00
							Document Total:	**53,230.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002912**	**55189**	**Closed**	**11/11/2026**	**GL00020713**	**V000001408**	**LIBRARY JOURNAL LLC**	**0.00**	**0.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Debit Adj.	APB0016354	101-	1789057794881	Workshop - No Cringe, Just Clarity: Giving	-135.00	USD	0.00	-135.00
Bill	APB0016239	101-	1789057794881	Workshop - No Cringe, Just Clarity: Giving	135.00	USD	0.00	135.00
							Document Total:	**0.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002939**	**55190**	**Closed**	**11/11/2026**	**GL00020740**	**V000001460**	**MACDONALD PUBLIC LIBRARY**	**0.00**	**40.99**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016986	101-	000025	Lost MeL item	40.99	USD	0.00	40.99

Account	Description	Currency	Payment Method		
				Document Total:	**40.99**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002915**	**55191**	**Closed**	**11/11/2026**	**GL00020716**	**V000000719**	**MANAGED WAY**	**0.00**	**1,449.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017056	101-	257627657	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	**APP0002916**	**55192**	**Closed**	**11/11/2026**	**GL00020717**	**V000000750**	**MCMI**	**0.00**	**551.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016995	101-	260706B-IN	EcoStruxure Issues	551.00	USD	0.00	551.00
							Document Total:	**551.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002917**	**55193**	**Closed**	**11/11/2026**	**GL00020718**	**V000000785**	**MIDWEST TAPE**	**0.00**	**23,225.96**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Debit Adj.	APB0016370	101-	509489935	MIDWEST TAPE	-255.95	USD	0.00	-255.95
Debit Adj.	APB0016371	101-	509420109	MIDWEST TAPE	-147.97	USD	0.00	-147.97
Debit Adj.	APB0016372	101-	509403913	MIDWEST TAPE	-28.48	USD	0.00	-28.48
Debit Adj.	APB0016373	101-	509403912	MIDWEST TAPE	-114.01	USD	0.00	-114.01
Bill	APB0016365	101-	509489935	MIDWEST TAPE	255.95	USD	0.00	255.95
Bill	APB0016366	101-	509420109	MIDWEST TAPE	147.97	USD	0.00	147.97
Bill	APB0016367	101-	509403913	MIDWEST TAPE	28.48	USD	0.00	28.48
Bill	APB0016368	101-	509403912	MIDWEST TAPE	114.01	USD	0.00	114.01
Bill	APB0016369	101-	509403915	MIDWEST TAPE	53.38	USD	0.00	53.38
Bill	APB0016374	101-	509403912	MIDWEST TAPE	114.01	USD	0.00	114.01
Bill	APB0016375	101-	509403913	MIDWEST TAPE	28.48	USD	0.00	28.48
Bill	APB0016376	101-	509420109	MIDWEST TAPE	147.97	USD	0.00	147.97
Bill	APB0016377	101-	509489935	MIDWEST TAPE	255.95	USD	0.00	255.95
Bill	APB0016378	101-	509403911	MIDWEST TAPE	216.92	USD	0.00	216.92

Account	Description			Currency	Payment Method				
Bill	APB0016379	101-	509392816	MIDWEST TAPE		49.99	USD	0.00	49.99
Bill	APB0016380	101-	509466607	MIDWEST TAPE		136.48	USD	0.00	136.48
Bill	APB0016381	101-	509466605	MIDWEST TAPE		59.96	USD	0.00	59.96
Bill	APB0016382	101-	509440430	MIDWEST TAPE		328.24	USD	0.00	328.24
Bill	APB0016383	101-	509440431	MIDWEST TAPE		34.48	USD	0.00	34.48
Bill	APB0016384	101-	509440109	MIDWEST TAPE		122.21	USD	0.00	122.21
Bill	APB0016385	101-	509440107	MIDWEST TAPE		45.23	USD	0.00	45.23
Bill	APB0016386	101-	509495390	MIDWEST TAPE		85.44	USD	0.00	85.44
Bill	APB0016387	101-	509495391	MIDWEST TAPE		1,301.77	USD	0.00	1,301.77
Bill	APB0016388	101-	509495394	MIDWEST TAPE		74.22	USD	0.00	74.22
Bill	APB0016389	101-	509495392	MIDWEST TAPE		963.97	USD	0.00	963.97
Bill	APB0016390	101-	509495393	MIDWEST TAPE		59.99	USD	0.00	59.99
Bill	APB0017016	101-	509595470	MIDWEST TAPE		1,175.12	USD	0.00	1,175.12
Bill	APB0017017	101-	509595474	MIDWEST TAPE		367.26	USD	0.00	367.26
Bill	APB0017018	101-	509586645	MIDWEST TAPE		190.96	USD	0.00	190.96
Bill	APB0017019	101-	509564561	MIDWEST TAPE		148.44	USD	0.00	148.44
Bill	APB0017020	101-	509564560	MIDWEST TAPE		40.13	USD	0.00	40.13
Bill	APB0017022	101-	509564562	MIDWEST TAPE		107.95	USD	0.00	107.95
Bill	APB0017027	101-	509558461	MIDWEST TAPE		601.51	USD	0.00	601.51
Bill	APB0017028	101-	509558429	MIDWEST TAPE		49.99	USD	0.00	49.99
Bill	APB0017029	101-	509531781	MIDWEST TAPE		249.92	USD	0.00	249.92
Bill	APB0017030	101-	509531780	MIDWEST TAPE		388.80	USD	0.00	388.80
Bill	APB0017031	101-	509531783	MIDWEST TAPE		214.72	USD	0.00	214.72
Bill	APB0017032	101-	509531782	MIDWEST TAPE		24.74	USD	0.00	24.74
Bill	APB0017033	101-	509531698	MIDWEST TAPE		413.76	USD	0.00	413.76
Bill	APB0017035	101-	509595472	MIDWEST TAPE		58.99	USD	0.00	58.99
Bill	APB0017036	101-	509595471	MIDWEST TAPE		1,253.37	USD	0.00	1,253.37
Bill	APB0017051	101-	509637450	HOOPLA - October		13,861.61	USD	0.00	13,861.61
								Document Total:	**23,225.96**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002918**	**55194**	**Closed**	**11/11/2026**	**GL00020719**	**V000000814**	**MONROE COUNTY LIBRARY SYSTEM**	**0.00**	**19.99**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016392	101-	26-0074	MeLCat Item	19.99	USD	0.00	19.99
							Document Total:	**19.99**

Account	Description	Currency	Payment Method

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002919	55195	Closed	11/11/2026	GL00020720	V000000869	NICHOLS - IMPERIAL DADE	0.00	997.82

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016882	101-	43591806	Maintenance Supplies	997.82	USD	0.00	997.82
							Document Total:	997.82

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002920	55196	Closed	11/11/2026	GL00020721	V000000890	OCLC, INC.	0.00	16,719.11

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016431	101-	1000525719	CloudLibrary eBook and eAudiobook Content -	1,594.45	USD	0.00	1,594.45
Bill	APB0016432	101-	1000525818	CloudLibrary eBook and eAudiobook Content -	15,124.66	USD	0.00	15,124.66
							Document Total:	16,719.11

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002921	55197	Closed	11/11/2026	GL00020722	V000000905	ORANGEBOY, INC	0.00	8,950.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017164	101-	6361	Marketing Initiatives	8,950.00	USD	0.00	8,950.00
							Document Total:	8,950.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002940	55198	Closed	11/11/2026	GL00020741	V000001461	OTSEGO DISTRICT PUBLIC LIBRARY	0.00	10.99

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016393	101-	3907800046554	MeLCat item	10.99	USD	0.00	10.99
							Document Total:	10.99

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002922	55199	Closed	11/11/2026	GL00020723	V000000915	OVERDRIVE	0.00	5,444.00

Account	Description	Currency	Payment Method

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016982	101-	00721CO263217	OVERDRIVE	1,019.38	USD	0.00	1,019.38
Bill	APB0016983	101-	00721CO263070	OVERDRIVE	1,617.74	USD	0.00	1,617.74
Bill	APB0017039	101-	00721CO263618	OVERDRIVE	716.64	USD	0.00	716.64
Bill	APB0017042	101-	00721CO263552	OVERDRIVE	2,090.24	USD	0.00	2,090.24
							Document Total:	**5,444.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002923**	**55200**	**Closed**	**11/11/2026**	**GL00020724**	**V000000924**	**PAYCHEX, INC.**	**0.00**	**37.50**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016992	101-	15173859	PAYCHEX	37.50	USD	0.00	37.50
							Document Total:	**37.50**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002924**	**55201**	**Closed**	**11/11/2026**	**GL00020725**	**V000000925**	**PAYPAL, INC.**	**0.00**	**6.40**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017050	101-	PPGW17666662	PAYPAL	6.40	USD	0.00	6.40
							Document Total:	**6.40**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002925**	**55202**	**Closed**	**11/11/2026**	**GL00020726**	**V000000964**	**PLAYAWAY**	**0.00**	**4,912.10**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016473	101-	551356	PLAYAWAY	839.95	USD	0.00	839.95
Bill	APB0016474	101-	551389	PLAYAWAY	509.97	USD	0.00	509.97
Bill	APB0016663	101-	547855	PLAYAWAY	74.99	USD	0.00	74.99
Bill	APB0016664	101-	547833	PLAYAWAY	74.99	USD	0.00	74.99
Bill	APB0017157	101-	552333	PLAYAWAY	201.97	USD	0.00	201.97
Bill	APB0017158	101-	553107	PLAYAWAY	69.99	USD	0.00	69.99
Bill	APB0017159	101-	552371	PLAYAWAY	1,190.82	USD	0.00	1,190.82
Bill	APB0017160	101-	552359	PLAYAWAY	67.99	USD	0.00	67.99
Bill	APB0017161	101-	552367	PLAYAWAY	404.94	USD	0.00	404.94

Account	Description			Currency	Payment Method				
Bill	APB0017162	101-	552740	PLAYAWAY		1,061.06	USD	0.00	1,061.06
Bill	APB0017163	101-	552654	PLAYAWAY		415.43	USD	0.00	415.43
								Document Total:	**4,912.10**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002926**	**55203**	**Closed**	**11/11/2026**	**GL00020727**	**V000000988**	**PROQUEST LLC**	**0.00**	**250.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016433	101-	70919118	National Theatre Collection 11/1/2025-10/31/2026	250.00	USD	0.00	250.00
							Document Total:	**250.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002927**	**55204**	**Closed**	**11/11/2026**	**GL00020728**	**V000001044**	**ROLLS MECHANICAL**	**0.00**	**253.25**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016990	101-	24324	Boiler repair	253.25	USD	0.00	253.25
							Document Total:	**253.25**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002928**	**55205**	**Closed**	**11/11/2026**	**GL00020729**	**V000001050**	**ROSE PEST SOLUTIONS**	**0.00**	**683.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016901	101-	31271276	Pest Control	276.00	USD	0.00	276.00
Bill	APB0016902	101-	31271277	Pest Control	276.00	USD	0.00	276.00
Bill	APB0016907	101-	31270777	Pest Control	63.00	USD	0.00	63.00
Bill	APB0016920	101-	31265948	Pest Control	68.00	USD	0.00	68.00
							Document Total:	**683.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002929**	**55206**	**Closed**	**11/11/2026**	**GL00020730**	**V000001078**	**SCHOLASTIC INC.**	**0.00**	**1,966.72**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017048	101-	91838780	Program Supplies - MAIN	1,966.72	USD	0.00	1,966.72

Account	Description	Currency	Payment Method		
				Document Total:	1,966.72

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002941	55207	Closed	11/11/2026	GL00020742	V000001543	SCHOOLCRAFT COMMUNITY LIBRARY	0.00	10.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016395	101-	1137	MeLCat item	10.00	USD	0.00	10.00
						Document Total:		10.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002930	55208	Closed	11/11/2026	GL00020731	V000001084	SCHULER BOOKS	0.00	455.91

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016985	101-	20330857	SCHULER	455.91	USD	0.00	455.91
						Document Total:		455.91

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002932	55209	Closed	11/11/2026	GL00020733	V000001185	SWEEPMASTER	0.00	225.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016997	101-	26-4104	Sweep Parking Lot	225.00	USD	0.00	225.00
						Document Total:		225.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002931	55210	Closed	11/11/2026	GL00020732	V000001144	TASTE: A COOK'S PLACE	0.00	375.00

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016892	101-	Prog 121326	Program 12/13/2026	375.00	USD	0.00	375.00
						Document Total:		375.00

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	APP0002937	55211	Closed	11/11/2026	GL00020738	V000001411	THE ROBOT GARAGE	0.00	399.50

Account	Description	Currency	Payment Method

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016896	101-	ProgDep120526	Program 12/5/2026 Deposit	399.50	USD	0.00	399.50
							Document Total:	**399.50**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002938**	**55212**	**Closed**	**11/11/2026**	**GL00020739**	**V000001411**	**THE ROBOT GARAGE**	**0.00**	**399.50**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016897	101-	ProgBal120526	Program 12/5/2026 Balance	399.50	USD	0.00	399.50
							Document Total:	**399.50**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002914**	**55213**	**Closed**	**11/11/2026**	**GL00020715**	**V000000295**	**THOMAS KLISE/CRIMSON MULTIMEDIA**	**0.00**	**1,480.82**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016469	101-	031172	THOMAS KLISE	232.08	USD	0.00	232.08
Bill	APB0016470	101-	031173	THOMAS KLISE	163.91	USD	0.00	163.91
Bill	APB0016471	101-	031174	THOMAS KLISE	82.90	USD	0.00	82.90
Bill	APB0016472	101-	031175	THOMAS KLISE	82.90	USD	0.00	82.90
Bill	APB0016672	101-	031866	THOMAS KLISE/CRIMSON MULTIMEDIA	84.34	USD	0.00	84.34
Bill	APB0017046	101-	032455	THOMAS KLISE	834.69	USD	0.00	834.69
							Document Total:	**1,480.82**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002933**	**55214**	**Closed**	**11/11/2026**	**GL00020734**	**V000001212**	**THOMSON REUTERS - WEST**	**0.00**	**908.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016981	101-	854008726	THOMSON REUTERS	908.00	USD	0.00	908.00
							Document Total:	**908.00**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002935**	**55215**	**Closed**	**11/11/2026**	**GL00020736**	**V000001226**	**TOSHIBA AMERICA BUSINESS**	**0.00**	**345.13**

Account	Description	Currency	Payment Method

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0017010	101-	6970213	Copier Maintenance	65.34	USD	0.00	65.34
Bill	APB0017011	101-	6970163	Copier Maintenance	279.79	USD	0.00	279.79
							Document Total:	**345.13**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002934**	**55216**	**Closed**	**11/11/2026**	**GL00020735**	**V000001225**	**TOSHIBA FINANCIAL SERVICES**	**0.00**	**1,871.87**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016909	101-	592879449	Copier Lease	1,871.87	USD	0.00	1,871.87
							Document Total:	**1,871.87**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002943**	**55217**	**Closed**	**11/11/2026**	**GL00020744**	**V000001545**	**TRI-PHASE COMMERCIAL**	**0.00**	**1,505.25**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016991	101-	26-TRI-17	Tri-Phase Commercial Construction	1,505.25	USD	0.00	1,505.25
							Document Total:	**1,505.25**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002936**	**55218**	**Closed**	**11/11/2026**	**GL00020737**	**V000001253**	**UNIFIRST CORPORATION**	**0.00**	**151.90**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016913	101-	1390511025	Mat & Towel Service	56.04	USD	0.00	56.04
Bill	APB0017001	101-	1390514788	Mat & Towel Service	56.04	USD	0.00	56.04
Bill	APB0017002	101-	1390515623	Mat & Towel Service	39.82	USD	0.00	39.82
							Document Total:	**151.90**

Doc. Type	Ref. Number	Payment Ref.	Status	Date	Batch Nbr.	Vendor	Vendor Name	Doc. Balance	Orig. Doc. Amount
Payment	**APP0002942**	**55219**	**Closed**	**11/11/2026**	**GL00020743**	**V000001544**	**VIRTUAL GUARDIAN INC**	**0.00**	**250.00**

Doc. Type	Ref. Number	Branch	Vendor Ref.	Description	Original Amount	Currency	Discount Taken	Amount Paid
Bill	APB0016900	101-	VG1027049	Palo Alto Software Upgrade	250.00	USD	0.00	250.00

Account	Description	Currency	Payment Method	
			Document Total:	**250.00**
			Payment Method Total:	**270,202.24**
			Cash Account Total:	**270,202.24**

Doc. Type	Count	Amount Paid (USD)
Payment	73	270,202.24
Prepayment	0	0.00
Refund	0	0.00
Voided Payment	0	0.00
Company Total:	**73**	**270,202.24**

West Bloomfield Township Public Library

Memo

To: Library Board of Trustees

From: Cathleen Russ, Library Director
Jeff Crocker, Associate Library Director
Hillary LaBonte, Finance Manager

Date: November 4, 2026

Subject: New Business #11A: Presentation of Proposed 2027-2028 Library Operating Budget & CIAD Expenditures

---

Library Administration is presenting the proposed fiscal year 2027-2028 Operating and Capital budgets to the Library Board for review and discussion. The Operating budget reflects a balanced budget of $7,991,100. The Capital budget is discussed later in this memo.

The budget documents attached consist of:

- The summary budget. This is the official version of the budget which will be approved at the December 9, 2026 Board meeting after a public hearing on the budget is held at the beginning of the meeting.
- Budget detail. These pages provide subcategory detail to the summary budget. This level of detail is included in the financial statements each month.
- The proposed expenditures from the Capital Improvement/Automation Development Fund (CIAD) for the 2027-2028 fiscal year.

Proposed 2027-2028 Operating Budget Overview:

Revenue:

Operating revenue is stable, in that revenue from property taxes is generous, and revenue from the library's contract communities and state aid is not expected to change.

Projected revenue for the 2027-2028 fiscal year is $7,991,100, which is $44,645 less than the projected revenue for the current 2026-2027 fiscal year. The two primary reasons for this difference are:

- **Interest:** interest rates fluctuate, so we are projecting interest revenue somewhat conservatively. We are on track to receiving $200,000 in interest in the current fiscal year; however, it cannot be guaranteed that the library will derive this much interest in the next fiscal year.

- **Memorials and Gifts:** we always estimate conservatively here as well, because we do not know from year to year how much the library will receive in donations, bequests and contributions to the Endowment Fund.

Updated projections to **Interest** and **Memorials and Gifts** will take place in August 2027 with the mid-year budget adjustments.

Property tax revenue will also be updated after the library receives the 2027 L-4029 form, which will have revised property tax information and a new millage rate, which will be effective with the Winter Tax Collection in December 2027. There is usually an increase to revenue in the mid-year budget adjustments due to this update.

Expenditures:

Expenditures are also stable across most categories. Exceptions to this include:

- Personnel costs increased largely due to an 18% increase for the cost of medical insurance. The board will also see this increase reflected in the year-end budget adjustments in March 2027, as the increase takes effect December 1, 2026. We do not have the final for health care at the time of this writing, as the library's open enrollment period is currently underway. Additionally, the staff health care incentive has been reduced in order to retain the current health care plan. Updated rates and projections will be included in the mid-year budget adjustments.

    - We always forecast personnel costs based on a "full staff," that is, every position filled at all times throughout the year. Based on that assumption, we project a $20,000 increase in contributions to Staff Retirement/Defined Contribution accounts, due to increases in staff salaries and longevity of staff. That said, this is subject to change, as it is a rare year when every single position is filled at all times through the duration of the year. Library staff will receive the standard 3% wage increase in April 2027, based on the new wage scales approved by the board at the October 2026 meeting.

- Utility costs are projected to increase from $264,000 to $272,000, an increase of $8,000. This is due to increasing water/sewer rates.

- Library Policy #30, Financial Strategies and Guidelines, specifies that 20-25% of the operating budget should be devoted to the collection. We realized we had dropped below that threshold to 19.58% in the mid-year budget, so needed to increase spending on collection materials. The materials/collection budget increased by $127,335, primarily in the areas of eBooks, eAudiobooks and kits (Realia), given the high demand for these items. The collection budget now comprises 20.35% of the overall budget.

Capital Improvement and Automation Development Fund (CIAD):

One of the primary reasons for the library's millage increase in 2024 was to fund capital needs and improvements over the next 10 years.

We expect to spend $726,939 in FY2027-2028 in capital improvements; we are fortunate that $3,690.285.28 will remain in the CIAD account for future building and technology repairs and improvements.

It should also be noted that, in order to make our projected capital and technology repairs and infrastructure upgrades over the next 8-9 years, the library will need to put at least $491,031.67 into the CIAD fund each year. Currently, we are projecting that we will be able to put a minimum of $221,475 into CIAD for the 2027-2028 fiscal year. We expect this projection to increase at mid-year, following the receipt of the 2027 Form L-4029, where we will gain a more accurate picture of the library's millage revenue for the fiscal year. We will also be able to make targeted budget reductions and/or increases in specific areas based on this information.

Necessary CIAD Expenses in the 2027-2028 fiscal year include:

- A new roof and signage for the Westacres Branch
- Replacement of acoustic ceiling tiles at the Westacres Branch
- A new public PC reservation system, public printing system and POS system
- New fan motors and updates to HVAC mechanicals at Main

I am happy to answer any questions you may have about the proposed 2027-2028 operating and capital budgets, and the 10-year capital plan.

You do not approve the budget at this time. The next item on the agenda is a request for you to set a public hearing on the budget for the Board meeting of December 9, 2026. Budget approval by the board will be on the agenda following the public hearing on December 9, 2026.

West Bloomfield Township Public Library

Fiscal Year 2025-2026 Budget

Proposed November 11, 2026

	2023-2024 FY Actual	2024-2025 FY Actual	2025-2026 FY Actual	2026-2027 FY Approved	2026-2027 FY Amended	2027-2028 PROPOSED	Difference	Budget Percent
REVENUE								
Property Tax Total	$ 5,981,235	$ 6,760,971	$ 7,102,257	$ 7,132,425	$ 7,377,430	$ 7,377,430	$ -	92.32%
State Revenue Sources	$ 89,774	$ 91,975	$ 97,356	$ 79,895	$ 80,000	$ 80,000	$ -	1.00%
Federal Revenue Sources	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0.00%
Contract for Services	$ 188,064	$ 200,491	$ 206,494	$ 199,000	$ 205,000	$ 205,000	$ -	2.57%
Fines and Fees Total	$ 77,809	$ 80,390	$ 66,850	$ 58,000	$ 65,145	$ 78,620	$ 13,475	0.98%
Penal Fines	$ 97,401	$ 99,744	$ 108,223	$ 100,000	$ 112,285	$ 100,000	$ (12,285)	1.25%
Interest	$ 379,816	$ 390,139	$ 258,431	$ 75,000	$ 150,000	$ 150,000	$ -	1.88%
Sale of Fixed Assets	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0.00%
Contributions Total	$ 111,975	$ 124,975	$ 62,752	$ -	$ 45,885	$ 50	$ (45,835)	0.00%
Use of Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0.00%
Revenue Grand Total	$ 6,926,074	$ 7,748,685	$ 7,902,363	$ 7,644,320	$ 8,035,745	$ 7,991,100	$ (44,645)	100.00%

	2023-2024 FY Actual	2024-2025 FY Actual	2025-2026 FY Actual	2026-2027 FY Approved	2026-2027 FY Amended	2027-2028 PROPOSED	Difference	Budget Percent	Operating Percent
Expenditures									
Personnel Services Total	$ 2,934,670	$ 3,216,085	$ 3,368,695	$ 3,769,800	$ 3,881,450	$ 3,966,400	$ 84,950	49.64%	51.05%
Supplies Total	$ 110,341	$ 89,922	$ 95,704	$ 117,060	$ 119,960	$ 123,610	$ 3,650	1.55%	1.59%
Professional/Contractual Total	$ 468,271	$ 482,743	$ 501,055	$ 597,345	$ 698,370	$ 628,700	$ (69,670)	7.87%	8.09%
Communications Total	$ 31,028	$ 48,795	$ 59,352	$ 72,500	$ 72,500	$ 67,500	$ (5,000)	0.84%	0.87%
Staff Development/Transportation	$ 27,749	$ 37,528	$ 37,124	$ 59,600	$ 60,625	$ 62,000	$ 1,375	0.78%	0.80%
Community Promotion	$ 77,729	$ 72,088	$ 50,085	$ 78,000	$ 78,000	$ 83,000	$ 5,000	1.04%	1.07%
Insurance/Bonds	$ 54,050	$ 55,876	$ 60,247	$ 57,000	$ 57,000	$ 61,000	$ 4,000	0.76%	0.79%
Utilities Total	$ 225,213	$ 228,494	$ 235,727	$ 292,500	$ 264,000	$ 272,000	$ 8,000	3.40%	3.50%
Repairs/Maintenance Total	$ 462,491	$ 419,031	$ 748,622	$ 703,720	$ 720,970	$ 731,355	$ 10,385	9.15%	9.41%
Rentals	$ 9,001	$ 13,100	$ 21,271	$ 26,800	$ 26,800	$ 26,800	$ -	0.34%	0.34%
Online Cataloging Services	$ 8,543	$ 8,970	$ 8,970	$ 9,970	$ 10,300	$ 10,400	$ 100	0.13%	0.13%
Capital Outlay Total	$ 1,289,306	$ 1,387,467	$ 1,419,717	$ 1,569,225	$ 1,611,370	$ 1,736,860	$ 125,490	21.73%	22.35%
Expenditures Subtotal	$ 5,698,392	$ 6,060,099	$ 6,606,569	$ 7,353,520	$ 7,601,345	$ 7,769,625	$ 168,280	97.23%	100.00%
Transfer to AB Fund	$ (500,000)	$ -	$ -	$ -	$ -	$ -	$ -	0.00%	
Transfer to CIAD Fund	$ 1,051,962	$ 1,042,517	$ 1,085,750	$ 290,800	$ 400,000	$ 221,475	$ (178,525)	2.77%	
Transfer to Endowment Fund	$ 106,500	$ 123,800	$ 61,042	$ -	$ 34,400	$ -	$ (34,400)	0.00%	
Transfer to Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0.00%	
Expenditures Grand Total	$ 6,356,854	$ 7,226,416	$ 7,753,360	$ 7,644,320	$ 8,035,745	$ 7,991,100	$ (44,645)	100.00%	

West Bloomfield Township Public Library
Fiscal Year 2025-2026 Budget
Worksheet Detail

	2023-2024 FY Actual	2024-2025 FY Actual	2025-2026 FY Actual	2026-2027 FY Approved	2026-2027 FY Amended	2027-2028 PROPOSED	Dollar Difference	Budget Percent
REVENUE								
Property Tax Total	**$ 5,981,235**	**$ 6,760,971**	**$ 7,102,257**	**$ 7,132,425**	**$ 7,377,430**	**$ 7,377,430**	**$ -**	**92.32%**
State Revenue Sources	**$ 89,774**	**$ 91,975**	**$ 97,356**	**$ 79,895**	**$ 80,000**	**$ 80,000**	**$ -**	**1.00%**
Federal Revenue Sources	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Orchard Lake Village	$ 132,152	$ 141,051	$ 142,663	$ 140,000	$ 142,000	$ 142,000	$ -	1.78%
Keego Harbor	$ 32,524	$ 34,389	$ 37,359	$ 34,000	$ 37,000	$ 37,000	$ -	0.46%
Sylvan Lake	$ 23,388	$ 25,051	$ 26,472	$ 25,000	$ 26,000	$ 26,000	$ -	0.33%
Contract for Services	**$ 188,064**	**$ 200,491**	**$ 206,494**	**$ 199,000**	**$ 205,000**	**$ 205,000**	**$ -**	**2.57%**
Fines	$ 22,886	$ 11,471	$ 10,809	$ 10,000	$ 8,400	$ 8,100	$ (300)	0.10%
Copy Fees	$ 19,811	$ 21,428	$ 18,834	$ 21,000	$ 19,500	$ 20,800	$ 1,300	0.26%
Book Rental	$ 729		$ -	$ -	$ -	$ -	$ -	0.00%
Meeting Room Rental	$ 2,119	$ 6,188	$ 7,714	$ 7,000	$ 9,075	$ 9,400	$ 325	0.12%
Miscellaneous	$ 32,264	$ 41,304	$ 29,493	$ 20,000	$ 28,170	$ 40,320	$ 12,150	0.50%
Fines and Fees Total	**$ 77,809**	**$ 80,390**	**$ 66,850**	**$ 58,000**	**$ 65,145**	**$ 78,620**	**$ 13,475**	**0.98%**
Penal Fines	**$ 97,401**	**$ 99,744**	**$ 108,223**	**$ 100,000**	**$ 112,285**	**$ 100,000**	**$ (12,285)**	**1.25%**
Interest	**$ 379,816**	**$ 390,139**	**$ 258,431**	**$ 75,000**	**$ 150,000**	**$ 150,000**	**$ -**	**1.88%**
Sale of Fixed Assets	**$ -**		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Grants	$ -	$ -	$ -	$ -	$ 11,335	$ -	$ (11,335)	0.00%
Memorials and Gifts	$ 515	$ 675	$ 1,710	$ -	$ 150	$ 50	$ (100)	0.00%
Friends' Gift	$ 4,960	$ 500	$ -	$ -	$ -	$ -	$ -	0.00%
Endowment	$ 106,500	$ 123,800	$ 61,042	$ -	$ 34,400	$ -	$ (34,400)	0.00%
Contributions Total	**$ 111,975**	**$ 124,975**	**$ 62,752**	**$ -**	**$ 45,885**	**$ 50**	**$ (45,835)**	**0.00%**
Use of Fund Balance	**$ -**						**$ -**	**0.00%**
Revenue Grand Total	**$ 6,926,074**	**$ 7,748,685**	**$ 7,902,363**	**$ 7,644,320**	**$ 8,035,745**	**$ 7,991,100**	**$ (44,645)**	**100.00%**

	2023-2024 FY Actual	2024-2025 FY Actual	2025-2026 FY Actual	2026-2027 FY Approved	2026-2027 FY Amended	2027-2028 PROPOSED	Dollar Difference	Budget Percent	Operating Percent
Expenditures									
Salaries--Work Week	$ 2,308,881	$ 2,515,568	$ 2,644,672	$ 2,915,000	$ 3,025,000	$ 3,025,000	$ -	37.85%	38.93%
Salaries--Sunday	$ 103,916	$ 121,473	$ 130,359	$ 146,000	$ 140,000	$ 152,000	$ 12,000	1.90%	1.96%
Salaries Subtotal	**$ 2,412,797**	**$ 2,637,041**	**$ 2,775,032**	**$ 3,061,000**	**$ 3,165,000**	**$ 3,177,000**	**$ 12,000**	**39.76%**	**40.89%**
Benefits--FICA	$ 182,794	$ 199,860	$ 210,441	$ 235,000	$ 240,000	$ 240,000	$ -	3.00%	3.09%
Benefits--MESC	$ 590		$ -	$ -	$ -	$ -	$ -	0.00%	0.00%
Benefits--Medical	$ 144,890	$ 165,000	$ 182,174	$ 245,000	$ 245,000	$ 300,000	$ 55,000	3.75%	3.86%
Benefits--Dental	$ 11,821	$ 13,753	$ 13,444	$ 16,000	$ 16,000	$ 16,000	$ -	0.20%	0.21%
Benefits--Optical	$ 1,599	$ 2,052	$ 1,652	$ 2,100	$ 2,100	$ 2,200	$ 100	0.03%	0.03%
Benefits--Disability	$ 12,873	$ 13,970	$ 13,596	$ 15,500	$ 18,500	$ 18,000	$ (500)	0.23%	0.23%
Benefits--Life	$ 3,037	$ 3,150	$ 3,351	$ 3,500	$ 5,000	$ 4,200	$ (800)	0.05%	0.05%
Benefits--Retirement	$ 136,909	$ 150,398	$ 143,670	$ 165,000	$ 163,000	$ 180,000	$ 17,000	2.25%	2.32%
Benefits--Longevity	$ 27,359	$ 30,860	$ 25,336	$ 26,700	$ 26,850	$ 29,000	$ 2,150	0.36%	0.37%
Benefits Subtotal	**$ 521,873**	**$ 579,044**	**$ 593,664**	**$ 708,800**	**$ 716,450**	**$ 789,400**	**$ 72,950**	**9.88%**	**10.16%**
Personnel Services Total	**$ 2,934,670**	**$ 3,216,085**	**$ 3,368,695**	**$ 3,769,800**	**$ 3,881,450**	**$ 3,966,400**	**$ 84,950**	**49.64%**	**51.05%**
Office Supplies	$ 24,151	$ 19,252	$ 18,635	$ 22,200	$ 24,500	$ 27,000	$ 2,500	0.34%	0.35%
Postage	$ 2,190	$ 74	$ 3,824	$ 5,000	$ 5,000	$ 5,500	$ 500	0.07%	0.07%
Processing Supplies	$ 3,621	$ 9,010	$ 4,131	$ 12,000	$ 12,250	$ 12,000	$ (250)	0.15%	0.15%
Circulation Supplies	$ 3,507	$ 3,259	$ 3,413	$ 6,000	$ 6,350	$ 6,950	$ 600	0.09%	0.09%
Building Supplies	$ 61,607	$ 55,160	$ 61,814	$ 65,360	$ 65,360	$ 65,360	$ -	0.82%	0.84%
Public Services Supplies (formerly Youth Sup	$ 14,112	$ 1,901	$ 2,223	$ 5,000	$ 5,000	$ 5,000	$ -	0.06%	0.06%
Other Supplies	$ 1,153	$ 1,266	$ 1,665	$ 1,500	$ 1,500	$ 1,800	$ 300	0.02%	0.02%
Supplies Total	**$ 110,341**	**$ 89,922**	**$ 95,704**	**$ 117,060**	**$ 119,960**	**$ 123,610**	**$ 3,650**	**1.55%**	**1.59%**
Building Contracts	$ 167,059	$ 152,037	$ 155,649	$ 177,235	$ 175,735	$ 185,700	$ 9,965	2.32%	2.39%
Grant Programming					$ 11,335	$ -	$ (11,335)	0.00%	0.00%
Programming	$ 93,735	$ 146,787	$ 125,360	$ 161,500	$ 164,000	$ 169,000	$ 5,000	2.11%	2.18%
Prof./Consultant Fees	$ 128,096	$ 109,317	$ 152,556	$ 176,200	$ 263,700	$ 190,000	$ (73,700)	2.38%	2.45%
Cooperative Fee	$ 17,158	$ 17,483	$ 18,188	$ 17,810	$ 18,500	$ 19,800	$ 1,300	0.25%	0.25%
Printing Services	$ 62,224	$ 57,120	$ 49,303	$ 64,600	$ 65,100	$ 64,200	$ (900)	0.80%	0.83%
Professional/Contractual Total	**$ 468,271**	**$ 482,743**	**$ 501,055**	**$ 597,345**	**$ 698,370**	**$ 628,700**	**$ (69,670)**	**7.87%**	**8.09%**
Telecommunications--Main	$ 29,014	$ 46,757	$ 56,834	$ 70,000	$ 70,000	$ 65,000	$ (5,000)	0.81%	0.84%
Telecommunications--Branch	$ 2,014	$ 2,038	$ 2,518	$ 2,500	$ 2,500	$ 2,500	$ -	0.03%	0.03%
Communications Total	**$ 31,028**	**$ 48,795**	**$ 59,352**	**$ 72,500**	**$ 72,500**	**$ 67,500**	**$ (5,000)**	**0.84%**	**0.87%**
Mileage & Gas	$ 2,231	$ 3,646	$ 3,869	$ 10,350	$ 6,450	$ 6,500	$ 50	0.08%	0.08%
Staff Development	$ 18,465	$ 28,433	$ 27,178	$ 42,200	$ 45,000	$ 47,300	$ 2,300	0.59%	0.61%
Dues/Memberships	$ 7,053	$ 5,449	$ 6,077	$ 7,050	$ 9,175	$ 8,200	$ (975)	0.10%	0.11%
Staff Development/Transportation	**$ 27,749**	**$ 37,528**	**$ 37,124**	**$ 59,600**	**$ 60,625**	**$ 62,000**	**$ 1,375**	**0.78%**	**0.80%**

	2023-2024 FY Actual	2024-2025 FY Actual	2025-2026 FY Actual	2026-2027 FY Approved	2026-2027 FY Amended	2027-2028 PROPOSED	Dollar Difference	Budget Percent	Operating Percent
Community Promotion	**$ 77,729**	**$ 72,088**	**$ 50,085**	**$ 78,000**	**$ 78,000**	**$ 83,000**	**$ 5,000**	**1.04%**	**1.07%**
Insurance/Bonds	**$ 54,050**	**$ 55,876**	**$ 60,247**	**$ 57,000**	**$ 57,000**	**$ 61,000**	**$ 4,000**	**0.76%**	**0.79%**
Electricity--Main	$ 148,558	$ 147,793	$ 138,862	$ 185,000	$ 160,000	$ 160,000	$ -	2.00%	2.06%
Electricity--Branch	$ 25,244	$ 27,993	$ 25,591	$ 35,000	$ 30,000	$ 30,000	$ -	0.38%	0.39%
Gas--Main	$ 21,070	$ 20,832	$ 25,874	$ 26,000	$ 30,000	$ 32,000	$ 2,000	0.40%	0.41%
Gas--Branch	$ 3,743	$ 4,349	$ 5,142	$ 5,500	$ 6,000	$ 6,000	$ -	0.08%	0.08%
Water/Sewer--Main	$ 23,946	$ 23,695	$ 27,765	$ 35,000	$ 30,000	$ 34,000	$ 4,000	0.43%	0.44%
Water/Sewer--Branch	$ 2,650	$ 3,832	$ 12,494	$ 6,000	$ 8,000	$ 10,000	$ 2,000	0.13%	0.13%
Utilities Total	**$ 225,213**	**$ 228,494**	**$ 235,727**	**$ 292,500**	**$ 264,000**	**$ 272,000**	**$ 8,000**	**3.40%**	**3.50%**
Repairs/Maintenance	$ 251,783	$ 294,441	$ 362,148	$ 377,220	$ 393,870	$ 403,155	$ 9,285	5.05%	5.19%
Security Alarm System	$ 11,157	$ 18,252	$ 20,971	$ 26,500	$ 27,100	$ 28,200	$ 1,100	0.35%	0.36%
Automation Maintenance	$ 199,551	$ 106,338	$ 365,503	$ 300,000	$ 300,000	$ 300,000	$ -	3.75%	3.86%
Repairs/Maintenance Total	**$ 462,491**	**$ 419,031**	**$ 748,622**	**$ 703,720**	**$ 720,970**	**$ 731,355**	**$ 10,385**	**9.15%**	**9.41%**
Rentals	**$ 9,001**	**$ 13,100**	**$ 21,271**	**$ 26,800**	**$ 26,800**	**$ 26,800**	**$ -**	**0.34%**	**0.34%**
Online Cataloging Services	**$ 8,543**	**$ 8,970**	**$ 8,970**	**$ 9,970**	**$ 10,300**	**$ 10,400**	**$ 100**	**0.13%**	**0.13%**
Books--Main--Adult	$ 151,701	$ 167,936	$ 163,930	$ 184,300	$ 171,600	$ 212,800	$ 41,200	2.66%	2.74%
Books--Branch--Adult	$ 25,986	$ 32,200	$ 33,298	$ 39,950	$ 41,450	$ 46,950	$ 5,500	0.59%	0.60%
Books--Main--Youth	$ 108,584	$ 117,196	$ 97,480	$ 112,550	$ 130,350	$ 135,100	$ 4,750	1.69%	1.74%
Books--Branch--Youth	$ 19,155	$ 22,039	$ 21,781	$ 27,150	$ 27,150	$ 32,450	$ 5,300	0.41%	0.42%
Books--Electronic--Adult/YA	$ 211,153	$ 226,140	$ 287,475	$ 290,000	$ 290,000	$ 305,000	$ 15,000	3.82%	3.93%
Book-Electronic-Youth	$ 29,537	$ 20,910	$ 21,835	$ 22,800	$ 22,800	$ 26,000	$ 3,200	0.33%	0.33%
Lease Books	$ 116,424	$ 98,696	$ 100,710	$ 100,700	$ 100,700	$ 90,700	$ (10,000)	1.14%	1.17%
Mag/News--Main	$ 24,654	$ 25,164	$ 25,671	$ 27,000	$ 27,000	$ 29,000	$ 2,000	0.36%	0.37%
Mag/News--Branch	$ 7,629	$ 7,777	$ 6,491	$ 8,000	$ 8,000	$ 8,200	$ 200	0.10%	0.11%
Reference Books--Main--Adult	$ 5,242	$ 6,120	$ 4,292	$ 5,500	$ 5,500	$ 5,500	$ -	0.07%	0.07%
Reference Books--Branch	$ -	$ -	$ -	$ -		$ -	$ -	0.00%	0.00%
Online Services	$ 307,807	$ 313,844	$ 328,807	$ 332,000	$ 324,000	$ 332,000	$ 8,000	4.15%	4.27%
Digital Media--Main--Adult	$ 12,458	$ 12,033	$ 12,430	$ 13,000	$ 13,000	$ 13,000	$ -	0.16%	0.17%
Digital Media--Branch--Adult	$ 4,806	$ 3,933	$ 5,166	$ 5,000	$ 5,500	$ 5,500	$ -	0.07%	0.07%
Digital Media--Main--Youth	$ 7,668	$ 26,769	$ 20,312	$ 18,600	$ 24,300	$ 24,500	$ 200	0.31%	0.32%
Digital Media--Branch--Youth	$ 2,150	$ 8,629	$ 9,699	$ 8,500	$ 8,500	$ 11,300	$ 2,800	0.14%	0.15%
Media--Main--Adult--AV	$ 81,332	$ 71,068	$ 56,385	$ 76,000	$ 67,000	$ 67,000	$ -	0.84%	0.86%
Media--Branch--Adult--AV	$ 20,815	$ 17,096	$ 17,136	$ 17,800	$ 17,800	$ 17,800	$ -	0.22%	0.23%
Media--Main--Youth--AV	$ 3,783	$ 4,123	$ 4,947	$ 6,000	$ 6,000	$ 6,000	$ -	0.08%	0.08%

	2023-2024 FY Actual	2024-2025 FY Actual	2025-2026 FY Actual	2026-2027 FY Approved	2026-2027 FY Amended	2027-2028 PROPOSED	Dollar Difference	Budget Percent	Operating Percent
Media--Branch--Youth--AV	$ 2,089	$ 2,176	$ 1,616	$ 1,400	$ 1,400	$ 1,800	$ 400	0.02%	0.02%
Media--Main--Adult--CD Music	$ 6,396	$ 5,302	$ 5,315	$ 5,000	$ 5,000	$ 5,000	$ -	0.06%	0.06%
Media--Branch--Adult--CD Music	$ 2,539	$ 1,309	$ 986			$ -	$ -	0.00%	0.00%
Media--Main--Adult--CD Books	$ 24,161	$ 27,024	$ 24,747	$ 25,000	$ 26,000	$ 27,000	$ 1,000	0.34%	0.35%
Media--Branch--Adult--CD Books	$ 5,369	$ 2,988	$ 1,912	$ -		$ -	$ -	0.00%	0.00%
Media--Main--Adult--Software	$ 76,514	$ 111,516	$ 90,669	$ 131,675	$ 132,175	$ 174,760	$ 42,585	2.19%	2.25%
Realia--Main--Adult/YA	$ 2,336	$ 2,171	$ 4,932	$ 9,000	$ 9,000	$ 14,000	$ 5,000	0.18%	0.18%
Realia--Branch--Adult/YA	$ 1,035	$ 723	$ 798	$ 2,000	$ 2,000	$ 2,000	$ -	0.03%	0.03%
Realia--Main--Youth	$ 7,359	$ 10,952	$ 16,587	$ 15,000	$ 18,000	$ 18,000	$ -	0.23%	0.23%
Realia--Branch--Youth	$ 2,646	$ 3,302	$ 3,884	$ 4,300	$ 4,300	$ 4,500	$ 200	0.06%	0.06%
Materials Subtotal	**$ 1,271,326**	**$ 1,349,137**	**$ 1,369,289**	**$ 1,488,225**	**$ 1,488,525**	**$ 1,615,860**	**$ 127,335**	**20.22%**	**20.80%**
Gifts and Memorials						$ -	$ -	0.00%	0.00%
IT Capital Assets	$ -	$ 13,952	$ 7,973	$ 16,000	$ 16,000	$ 16,000	$ -	0.20%	0.21%
Capital Assets	$ 17,980	$ 24,379	$ 42,454	$ 65,000	$ 106,845	$ 105,000	$ (1,845)	1.31%	1.35%
Capital Outlay Total	**$ 1,289,306**	**$ 1,387,467**	**$ 1,419,717**	**$ 1,569,225**	**$ 1,611,370**	**$ 1,736,860**	**$ 125,490**	**21.73%**	**22.35%**
Expenditures Subtotal	**$ 5,698,392**	**$ 6,060,099**	**$ 6,606,569**	**$ 7,353,520**	**$ 7,601,345**	**$ 7,769,625**	**$ 168,280**	**97.23%**	**100.00%**
Transfer to AB Fund	**$ (500,000)**					**$ -**	**$ -**	**0.00%**	
Transfer to CIAD Fund	**$ 1,051,962**	**$ 1,042,517**	**$ 1,085,750**	**$ 290,800**	**$ 400,000**	**$ 221,475**	**$ (178,525)**	**2.77%**	
Transfer to Endowment Fund	**$ 106,500**	**$ 123,800**	**$ 61,042**		**$ 34,400**	**$ -**	**$ (34,400)**	**0.00%**	
Transfer to Fund Balance						**$ -**	**$ -**	**0.00%**	
Expenditures Grand Total	**$ 6,356,854**	**$ 7,226,416**	**$ 7,753,360**	**$ 7,644,320**	**$ 8,035,745**	**$ 7,991,100**	**$ (44,645)**	**100.00%**	
				$ -	$ -	$ -			

Capital Improvement/Automation Development Fund
Monthly Spending - Projected
Fiscal Year 2027-2028

Beginning Balance	4,195,749.28
Transfer from Budget	221,475.00
Total FY 2027-28	4,417,224.28

Vendor	Description	Apr 2027	May 2027	Jun 2027	Jul 2027	Aug 2027	Sep 2027	Oct 2027	Nov 2027	Dec 2027	Jan 2028	Feb 2028	Mar 2028	Annual Spend
	Acoustic ceilings - WACR				38,898.00	38,898.00								77,796.00
	Roof & signage - WACR	185,308.00	185,308.00											370,616.00
	Security camera replacements						1,500.00	1,500.00	1,500.00	1,500.00				6,000.00
	Public PC reservation system and public printing system + POS system			40,000.00										40,000.00
	Fan motors & exhaust fans											26,382.00		26,382.00
	HVAC Mechanicals										150,000.00	56,145.00		206,145.00
														-
														-
														-
														-
														-
Budget Transfer														-
	Monthly Spend	185,308.00	185,308.00	40,000.00	38,898.00	38,898.00	1,500.00	1,500.00	1,500.00	1,500.00	150,000.00	82,527.00	-	726,939.00
	Remaining Balance	4,231,916.28	4,046,608.28	4,006,608.28	3,967,710.28	3,928,812.28	3,927,312.28	3,925,812.28	3,924,312.28	3,922,812.28	3,772,812.28	3,690,285.28	3,690,285.28	3,690,285.28
	DUE TO CIAD	4,566,504.78	4,527,914.28	4,527,914.28	4,527,914.28									
		(334,588.50)	(481,306.00)	(521,306.00)	(560,204.00)									

West Bloomfield Township Public Library

Memo

To: Library Board of Trustees

From: Cathleen Russ, Library Director

Date: October 28, 2026

Subject: New Business #11B: Public Hearing on Proposed Library Budget 2027-2028

The Board needs to set a public hearing on the budget for the Board meeting of December 9, 2026.

Please see the attachment for the Notice of Public Hearing on the Library Budget, which will be published in the Oakland Press as well as being posted in both the Main and Westacres Branches of the Library.

Suggested Motion: Move to Set the Public Hearing on the Proposed FY2027-2028 Library Budget as the first item of business after the approval of the agenda at the next regular library board meeting on Wednesday, December 9, 2026, at 6:30 pm.

NOTICE OF PUBLIC HEARING ON PROPOSED LIBRARY BUDGET 2027-2028
WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD
WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

WEDNESDAY, DECEMBER 9, 2026 at 6:30 p.m.

The West Bloomfield Township Public Library Board ("Library Board") will hold a public hearing on the proposed Library budget for the fiscal year April 1, 2027 – March 31, 2028 in the Main Library's Conference Room at 4600 Walnut Lake Road on December 9, 2026, at 6:30 pm.

The property tax millage rate proposed to be levied to support the proposed Fiscal Year 2027-2028 budget will be a subject of this hearing.

A copy of the budget, including the proposed property tax millage rates, is available for public inspection at the Library Administration Offices, West Bloomfield Township Public Library, 4600 Walnut Lake Road, West Bloomfield, MI 48323.

The proposed budget is available on the library's website at www.wblib.org.

The Library must hold a public hearing before the final adoption of the budget. Any interested person will be given the opportunity to be heard at the public hearing regarding the proposed budget.

Dated: November 12, 2026

West Bloomfield Township Public Library
4600 Walnut Lake Road
West Bloomfield, MI 48323
(248) 682-2120

*****Note to NEWSPAPER: The statement in bold above must be published in the newspaper in 11 point boldfaced type.*

West Bloomfield Township Public Library

Memo

To: Library Board of Trustees

From: Cathleen Russ, Executive Library Director
Jeff Crocker, Associate Library Director
Lauren Douglass, IT Director
Carolyn Levardsen, Digital Services Supervisor

Date: October 28, 2026

Subject: New Business 11C: Revisions to Library Policy #42, Artificial Intelligence

---

The Library Board adopted Library Policy #42, Artificial Intelligence, at its board meeting on December 10, 2025. Information and use of AI continues to evolve and the library's policy needs to evolve with it.

The suggested revisions detail more specifically the privacies that the library protects for its staff and users; adds component language regarding AI training and uses; and addresses how the situation should be handled in the event of staff non-compliance with the policy.

The revisions also incorporate more comprehensively the library's philosophy regarding AI (see also the attached handout, which will be available to the public):

- We help patrons and staff understand AI
- We prioritize AI literacy over fluency
- We use AI tools if there is a real need and have it work for us, rather than the other way around
- We value the public's trust and never enter private information into an AI tool
- We do not use AI-generated media in programming, services or marketing
- AI does not replace the need for excellent customer service
- We provide information and respect patrons' ability to decide for themselves

Suggested motion: Move to approve the revisions to Library Policy #42, Artificial Intelligence

Library Policy No. #42

Subject: Artificial Intelligence

Adopted by the Library Board of Trustees on December 10, 2025

The West Bloomfield Township Public Library recognizes the potential of artificial intelligence (AI) to enhance services, increase efficiency, and support staff in delivering high-quality library experiences. The Library also acknowledges the ethical, privacy, and implementation challenges that come with use of AI tools. Poorly governed AI use can compromise credibility, spread misinformation, overlook bias, and erode trust with audiences. This policy establishes guidelines for the responsible and ethical use of AI tools by library staff, ensuring compliance with legal standards and reinforcing the library's commitment to patron privacy, responsible innovation, and equitable access.

Definitions

Artificial Intelligence (AI)
AI refers to a broad field of computer science focused on creating intelligent systems that can perform tasks typically requiring human intelligence. AI is not a single technology, but rather a collection of methods and approaches aimed at achieving intelligent behavior in machines.

AI Tools
An AI tool is a computer program designed to perform tasks intelligently. These programs receive various inputs, like data or user requests, and analyze them to achieve a specific goal, set by humans either directly or indirectly. AI tools can operate independently to varying degrees, and some may even improve their performance over time without needing reprogramming. AI tools can be standalone programs such as ChatGPT, or they can be embedded into other programs like Google search results.

1. Privacy Protection

Library use of AI tools must comply with all applicable laws and library policies. AI tools must not be used to collect, store, or analyze personally identifiable patron or staff information. Staff are prohibited from inputting sensitive or personally identifiable patron or staff information into an AI tool, including but not limited to:

- Name
- Address
- Phone number or email address
- Date of birth
- Library card number
- Social security number
- Driver's license number
- Reading or borrowing history

- Any other personally identifiable information or non-public records

2. Training, Transparency and Accountability

Library staff must be trained in AI use by designated library staff or appropriate third-party trainers, and are responsible for assessing the reliability, accuracy, and appropriateness of AI generated content before using or sharing it, whether they **directly** use an AI tool (such as a ChatGPT query) or whether the AI generated content is **presented elsewhere** (such as a Google search).

- When AI assists in information retrieval, staff must take steps to verify the information.
- When AI generated content is shared with patrons, staff must disclose its origin.
- When AI generated content is used in any capacity ~~for library operations~~ to create a work product, staff must disclose this use to their direct supervisor.

No disclosure is required for using AI solely to correct spelling or grammar in original works; edit content for word count limits; or for generating inspiration for original creations. Examples of AI generated inspiration include:

- Brainstorming
- Generating ideas or examples that are further developed and refined
- Aiding in research on a topic as a starting point

Reporting Non-Compliance with This Policy
Library staff who know of an actual or potential violation of this policy should immediately report such violation to their supervisor. The library prohibits any form of discipline, reprisal, intimidation, or retaliation for any good-faith reporting of a violation of this policy.

3. Assessment, Training, and Approval

- **Assessment:** Before introducing a new application of AI, the IT department, in conjunction with the Technology Committee, must evaluate the ethical implications, privacy considerations, provenance of the AI's training data, copyright considerations, and potential impact on patrons.
- **Approval:** Any new AI tools used on library-owned and managed devices and networks must first be vetted and approved by the IT department in conjunction with the Technology Committee.
- **Training:** Library staff must receive training by designated library staff or appropriate third-party trainers on library policy, ethical AI practices, bias mitigation, privacy protection, and fact-checking.
- **Review and compliance:** AI tools must be periodically reviewed by the Technology Committee, in conjunction with the IT department, to ensure ongoing compliance with ethical standards and library policies.
- **Registry:** The IT department will maintain a listing of the AI tools currently in use on library devices and networks.

4. Allowable AI Uses

- **Enhancing library services and operations**: AI tools ~~may assist library staff and support library programs and services in ways that align with ethical standards~~ may assist with services, operations, programs, and patron experiences when library staff have identified a clear public-service purpose, reviewed benefits and risks, and preserved human judgment. Library staff should use AI tools only where they serve clear patron-centered purposes, not simply because a tool is available. ~~It can help with information retrieval, research support, communications, data analysis, and to improve library operations and user experiences.~~ All AI tools must be used responsibly and remain subject to staff oversight and fact-checking.
- **Decision-making purposes:** Approved AI tools can be used to aid in decision-making, but those tools must follow the regular approval process and any decisions arrived at using the AI tools must be noted as an AI-informed decision. Library staff and committees using AI to inform decisions should be prepared to back up their decision with a reasonable amount of verification.
- **Marketing content:** AI tools can be used to assist in marketing content, including (but not limited to), content on the library's website, social media, and print and digital materials. The primary purpose of AI tools in this context is to assist and augment human creativity rather than replace it. Additionally, it is crucial to ensure that the use of these tools does not fundamentally alter the context or integrity of the content, maintaining the content's authenticity and intended message. The library must ensure that use of AI tools in marketing content is intentional, transparent, and trustworthy.
- **Accessibility:** AI tools can be used to support accessibility – such as draft plain-language summaries, draft alt text, language-support aids, or translation support – when library staff has identified a clear access need and reviewed risks. Staff or qualified reviewers with relevant language, cultural, subject, or accessibility expertise should review outputs before public use.

5. Prohibited AI Uses

- **Modifying library system settings, configurations, software and hardware, code and database entries:** The use of AI tools to directly alter or change library owned and licensed systems, configurations, software and hardware, code and database entries, i.e. an AI tool acting as an autonomous agent, is not permitted ~~at this time~~.
- **Personally identifiable information:** AI tools must not be used to collect, store, or analyze personally identifiable patron or staff information. Staff are prohibited from inputting personally identifiable patron or staff information into an AI tool, including but not limited to ~~name, address, phone number, email address, date of birth, library card number, social security number, driver's license number or other identifying information.~~ the information listed in section 1.
- **Synthetic media:** The library prioritizes the community's shared values to build and maintain trust; using synthetic media in marketing, programming, services, and operations erodes trust. Using AI tools to generate synthetic media (images, video,

audio) for any purpose other than ***AI literacy*** instruction during library technology programs and technology tutoring is prohibited. AI tools can be used to modify media that is owned by or licensed to the library, so long as the use follows the marketing content guidelines in section 4.

West Bloomfield Library's AI Philosophy

- We help patrons understand AI
  - We prioritize literacy over fluency
  - We recognize that views on AI differ amongst both patrons and staff
- We use AI only when it serves patrons, and we make sure AI works for us – not the other way around
  - We use AI tools **only** when there is a clear, real, patron-centered need
- We protect the trust patrons have placed in us
  - We **never** enter private information into an AI tool
  - We do not use AI generated media in programming, services, or marketing
  - We disclose when AI has been used
- We provide patrons with excellent customer service
  - We use our professional skills to make people feel welcome and provide an experience that AI can't replace
- We provide information and respect patrons' ability to decide
  - We provide access to a range of viewpoints and trust people to weigh them

See the library's AI policy (policy #42, Artificial Intelligence) on the intranet for further details. If you have questions about the policy, please ask your supervisor.

West Bloomfield Township Public Library

Memo

To: Library Board of Trustees

From: Jeff Crocker, Associate Library Director

Date: November 4, 2026

Subject: New Business #11D: Janitorial Services at Main Library and Westacres Branch Bid Specification Approval Request

---

JanPro is the Library's current vendor; their current contract began March 1, 2025 and runs through February 28, 2027. Therefore, we must go out for bids in order to have a custodial company in place beginning in March 2027.

This current invitation to bid includes the option for two one-year extensions rather than the usual one one-year extension to maintain the continuity of cleaning crews as much as possible. Porter service is also included. The library brought back porter service to the Main Library this year upon the retirement of the part-time custodian.

NOTICE TO BIDDERS

WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Notice is hereby given that the West Bloomfield Township Public Library of West Bloomfield, Michigan will receive sealed bids for formal process up to 10 AM, Tuesday, December 8, 2026 for the following:

JANITORIAL SERVICES
MAIN LIBRARY AND WESTACRES BRANCH

Bid packages can be obtained at the Library's administration office from 9 - 5 PM, Monday through Friday. A mandatory on-site inspection pre-bid meeting is scheduled for Monday, November 30, 2026 at 10 AM in the Main Library's Conference Room. The branch pre-bid meeting will follow at 7321 Commerce Road, West Bloomfield, MI 48324.

The West Bloomfield Township Public Library reserves the right to accept or reject any or all bids and to waive any irregularities. Address bids to:

Cathleen Russ
Executive Library Director
West Bloomfield Township Public Library
4600 Walnut Lake Road
West Bloomfield, MI 48323

WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
INVITATION TO BID

ITEM: Janitorial Services
Main Library & Westacres Branch

DEADLINE: Tuesday, December 8, 2026 at 10 AM

Sealed bids for janitorial services for the Main Library and the Westacres Branch of the West Bloomfield Township Public Library will be accepted by the Library's Administration Office until Tuesday, December 8, 2026 at 10 AM, after which time they will be publicly opened and read in the Library's Conference Room, located at 4600 Walnut Lake Road, West Bloomfield. Bid packets can be obtained at the Library's administration office from 9 - 5 PM, Monday through Friday.

The bids will cover the one-year period, from March 1, 2027 through February 29, 2028. There may be an option for two one-year extensions upon mutual consent between the contractor and the West Bloomfield Township Public Library.

1. Preparation of Bid

- Bidders are expected to examine specifications and all instructions. Failure to do so will be at the bidder's risk.
- Each bidder shall furnish all the information required. The person signing the bid form must initial erasures or other changes. Partial bid packages may be rejected.
- For clarification of specifications or other conditions, contact Jeff Crocker, Associate Library Director at (248) 232-2307.
- Before bidding on this project, bidders are required to attend an on-site inspection meeting scheduled for Monday, November 30 at 10 AM in the Main Library's Conference Room, 4600 Walnut Lake Road, West Bloomfield, MI 48323. A meeting will follow immediately at the Westacres Branch, 7321 Commerce Road. For information regarding the Main Library and Westacres Branch, contact Steve Hawkins, Maintenance Manager at 213-286-7524.

2. Submission of Bid

- All bids will be submitted in a sealed envelope and will include the following information on the face of the envelope: bidder's name, address, and bid item. Failure to do so may result in the premature opening of or failure to open such a proposal. All bids must be hand delivered or mailed to: Cathleen Russ, Executive Library Director, West Bloomfield Township Public Library, 4600 Walnut Lake Road, West Bloomfield, MI 48323.
- Bidders are responsible for submitting proposals before the stated closing time. Delays in the mail will not be considered. Any proposal received after the stated deadline will be rejected.
- Any bid may be withdrawn by giving written notice to the Executive Library Director before the stated closing time. After the stated closing time, no bid may be withdrawn or canceled for a period of (60) sixty days after said closing time, except the successful bidder whose prices will remain for the entire contract period.

3. Terms & Invoicing

- All bids are tax-exempt.
- Work orders should be presented for signature after each job completion. A copy of the work order must be attached to all invoicing.
- Bills should be submitted at the end of the month for the previous month's service. The library requests that service provided for the Main and Branch library buildings be invoiced separately.
- Library invoices are paid once a month, normally following the second Wednesday of the month.
- Invoices should be sent to the West Bloomfield Township Public Library, 4600 Walnut Lake Road, West Bloomfield, MI 48323, Attn: Finance Manager.

4. Award

- The evaluation and award of this bid will be based on a combination of factors including, but not limited to, the following: bid price, past performance, ability to meet service requirements, manpower and equipment available to perform this service, compliance with specifications, positive references for similar facilities and any other factors considered to be in the Library's best interest.
- The West Bloomfield Township Public Library reserves the right to make an award in total or to split the award in whatever manner deemed to be in the best interest of the Library.
- The West Bloomfield Township Public Library reserves the right to accept or reject any or all bids, to waive any irregularities in the best interest of the Library, and to repost this bid again for any reason.

5. General Conditions

- In case of default of the contractor, the Library may cancel the contract or purchase order and procure services from other sources and hold the contractor responsible for any excess costs occasioned thereby. The Library may remove a defaulting contractor from future bid lists.
- The Library reserves the right to cancel this contract without cause or reason upon 30 days written notice.
- The Library will not be responsible for any failure or delay in performing an obligation under this contract that is due to unforeseen events or circumstances beyond its reasonable control.
- The Library reserves the right to pause or cancel scheduled services during the term of this contract and will not be invoiced for canceled services.
- The vendor may assign no agreement with the Library without prior written consent of the Library.
- Insurance: The contractor will secure and maintain during the term of this contract, insurance from an insurance agency authorized to do business in the State of Michigan, whose rating is satisfactory to the Library, and in accordance with Attachment A. Attachment A must be signed and returned with your bid. A copy of your current insurance coverages should be attached to this bid.
- Any errors, omissions, or discrepancies in the specifications discovered by a prospective contractor and/or service provider should be brought to the attention of Cathleen Russ, Executive Library Director as soon as possible after discovery. Further, the contractor and/or service provider will not be allowed to take advantage of errors, omissions or discrepancies in the specifications.
- Proper precautions must be exercised regarding patron and employee safety while the requested services are being performed.
- The maintenance staff will strictly monitor service specifications. Work left undone, or not completed, will require the return of your staff to remedy the situation.

6. Additional Items

A. List the equipment and detail manpower you have available to service this bid.

_____
_____
_____
_____
_____

B. Is this company associated with or does it own other companies? If so please list the names of these companies.

_____
_____
_____

C. Telephone and cell phone numbers must be provided below:

_____
_____
_____

D. References: Please list below at least (5) five companies or public agencies for which you have done similar work in similar facilities. Provide contact names, phone numbers and addresses.

1. _____

2. _____

3. _____

4. _____

5. _____

E. During the bid evaluation process the Library reserves the right to request additional information or clarification of any bids received.

F. Attach a copy of your current insurance coverages to this bid.

7. Bid Specifications

WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
JANITORIAL SPECIFICATIONS
MAIN LIBRARY

Services below to be performed using the specified materials and equipment.

Porter Service:

1. Porter must be on site Monday – Thursday, 3 PM – 6 PM.
1. Clean and sanitize all bathrooms to include toilets, sinks, floors, fixtures, and mirrors. Empty all trash and diaper containers and change liners daily. Refill toilet paper and soap dispensers. Trash to be placed in dumpster, making sure to close lid and gates.
2. Casual Study area floor to be swept and mopped, and scrubbed if necessary to remove food or spills in grout or on tiles. Tables, counters, sides of cabinets, garbage cans, and vending machines should be wiped down. Refill napkin dispensers. Empty trash container and replace liner. Container must be examined for fluid leakage. Any leakage must be washed out. Trash to be placed in dumpster, making sure to close lid and gates. Empty recycling container, placing in recycling bins in receiving room.
3. Staff Lounge counters, sink, and table tops to be wiped down. Microwaves to be cleaned inside and out.
4. Empty outdoor trash containers and replace liners at both entrances. (Due to stains from leakage, trash should not be dragged across the walk-way pavers.)
5. Perform room setups of tables and chairs as needed.
6. Spot clean book drops and counter in vestibule.
7. Spot clean interior and exterior door and entrance glass.
8. Spot clean public service desks and self checkout areas.
9. Spot clean public areas. Push in chairs and wipe table tops as needed.
10. Check for cobwebs and remove.
11. Complete other cleaning tasks assigned by Maintenance Staff as time permits.

Nightly Service:

1. Empty all trash and diaper containers, replacing liners in staff lounge, bathrooms, casual study, and large trash containers nightly. All liners in smaller trash containers must be replaced at least once per week. Trash containers in casual study, meeting room and staff lounge must be examined for fluid leakage. Any leakage must be washed out. Use the library's trash cart to collect bags and take to dumpster; make sure to close lid and gate.
2. Empty all outdoor trash containers and replace liners (both entrances and on adult and youth terraces). (Due to stains from leakage, trash should not be dragged across the walk-way pavers.)
3. Empty recycling containers, placing in recycling bins in receiving room.
4. Complete cleaning and sanitizing of bathrooms to include toilets, sinks, floors, fixtures, mirrors, walls, and partitions. Refill toilet paper and soap dispensers. "Out of order" sign on bathroom means the toilet is not working, but all other cleaning needs to be done.
5. Casual Study area floor to be swept and mopped, and scrubbed if necessary to remove food or spills in grout or on tiles. Tables, counters, cabinets, garbage cans, and vending machines should be wiped down. Window ledge between glass partition and eating counter to be vacuumed free of food crumbs/trash. Refill napkin dispensers.

6. Youth Activity Center to be swept and mopped paying special attention to the decorative border and the edge between floor and wall. Vacuum carpet. Clean sinks. Tables, benches and counters wiped off; windowsill carpet brushed or vacuumed.
7. Wipe down book drops and counter in vestibule.
8. Clean interior and exterior door and entrance glass.
9. Spot clean interior glass walls and display cases
10. Clean all glass dry-erase boards.
11. Clean all sinks and counters. Spot clean all black laminate cabinets in kitchens and workrooms.
12. Clean and sanitize drinking fountains.
13. Clean all microwaves inside and out.
14. Wipe down all tables/desk tops to remove hand oils and pencil marks.
15. Remove graffiti wherever possible without damaging surfaces. Report other graffiti to Maintenance Supervisor.
16. All chairs to have paper fragments, crumbs, etc. brushed off and be pushed in. Report any damage or stains to Maintenance Supervisor.
17. Children's Playscape mirror to be cleaned; carpeted area vacuumed.
18. Check for cobwebs and remove.
19. Sweep hard surface flooring with treated dust mops; damp mop vinyl surfaces. Damp mop lobby slate flooring.
20. Vacuum carpeted areas; report stains, gum, or grime to Maintenance Supervisor.
21. Vacuum entrance doormats and under mats, repositioning mats in front of doors.
22. Replace all outlet covers that are removed.

Weekly Service:

1. Flush all restroom floor drains with one cup of vinegar followed by one gallon of water ten minutes later.
2. Wash/clean vinyl tile surface floors of Staff Lounge, Mailroom, Receiving Room, and Meeting Room kitchen.
3. Vacuum baseboards and carpet edges.
4. Spot clean doorjambs, door handles, light switches, and wall areas for fingerprints.
5. Dust all computer station surfaces.
6. Dust all self-checkout station surfaces.
7. Move upholstered furniture and sofas – vacuum under and around.

Twice-Monthly Service:

1. Damp clean or dust all surfaces in public and office areas: furniture, ledges, sills, moldings, files and wall hangings. (Computer screens are excluded) Areas with exposed wiring require the use of a duster. Remove cobwebs from corners.
2. Wash/clean vinyl tile surface floors of youth storage room and Administration kitchen.
3. High dusting: bookshelves, light fixtures, walls and ceilings. Remove debris from top of bookshelves.

Monthly Service:

1. Vacuum corners, air ducts, high moldings, and trims.
2. Vacuum exhaust ducts in all kitchens, bathrooms, and storage rooms.
3. Clean and polish kick plates, light switches, handles, and push plates.

Semi-Annual Service (every 6 months):

1. Refinish (strip, apply 3 coats of wax and machine buff) vinyl tile floors in Meeting Room storage area, Casual Study janitorial closet, east entrance janitorial closet, and Youth Activity storage room and Outreach & Engagement office storage room. The maintenance supervisor should be contacted to schedule this work for March and September. Cleaning crew will be responsible for moving and returning furniture to original location.
2. Machine-wash all tiled bathrooms and casual study floors. The maintenance supervisor should be contacted to schedule this work for March and September.

Starting Time:

For **porter service**, staff is to be onsite Monday – Thursday, 3 PM – 6 PM.

Work can begin in non-public areas while the library is closing to the public.

9 PM arrival Monday – Thursday
5 PM arrival Friday – Sunday

WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
JANITORIAL SPECIFICATIONS
WESTACRES BRANCH

Services below to be performed using the specified materials and equipment.

Nightly Service:

2. Empty all trash containers, replacing liners as needed. Place in dumpster.
3. Empty all diaper containers and change liners daily. Place in dumpster.
4. Empty all outdoor trash containers, placing in dumpster.
5. Empty all recycling containers, placing in recycling bins near staff workroom building exit.
6. Youth Activity Center to be swept and mopped paying special attention to the edge between floor and wall. Vacuum carpet. Clean sinks. Tables, chairs, and counters wiped off; windowsill carpet brushed or vacuumed.
7. Staff lounge is to be swept and mopped, with chairs brushed free of crumbs, lint, etc. Clean microwave inside and out.
8. Complete cleaning and sanitizing of bathrooms to include toilets, sinks, floors, fixtures, mirrors, walls, and partitions. Refill toilet paper and soap dispensers.
9. Clean interior glass. This includes entrances and walls.
10. Clean and sanitize drinking fountains.
11. Wipe down all tables/desk tops to remove hand oils and pencil marks.
12. Remove graffiti wherever possible without damaging surfaces. Report other graffiti to Maintenance Supervisor.
23. All chairs to have paper fragments, crumbs, etc. brushed off and be pushed in. Report any damage or stains to Maintenance Supervisor.
13. Sweep and mop all hard surface flooring.
14. Vacuum carpeted areas; report stains, gum, or grime to Maintenance Supervisor.
15. Replace all outlet covers that are removed.
16. For nights that the Westacres Branch is closed, makeup dates will be assigned by the library.

Weekly Service:

1. Flush all restroom floor drains with one cup of vinegar followed by one gallon of water ten minutes later.
2. Vacuum baseboards and carpet edges.
3. Spot clean doorjambs, door handles, light switches, and wall areas for fingerprints.
4. Dust all computer station surfaces.
5. Dust all self-checkout station surfaces.
6. Move upholstered furniture and sofas – vacuum under and around.

Twice-Monthly Service:

1. Damp clean or dust all surfaces in public and office areas: furniture, ledges, sills, moldings, files and wall hangings. (Computer screens are excluded) Areas with exposed wiring require the use of a duster. Remove cobwebs from corners.
2. High dusting: bookshelves, light fixtures, walls and ceilings. Remove debris from top of bookshelves.

Monthly Service:

1. Vacuum corners, air ducts, high moldings, and trims.
2. Vacuum exhaust ducts in all kitchens, bathrooms, and storage rooms.
3. Clean and polish kick plates, light switches, handles, and push plates.

Semi-Annual Service (every 6 months):

1. Machine-wash all tiled bathrooms. The maintenance supervisor should be contacted to schedule this work for March and September.

Starting Time:

Work can begin in non-public areas while the library is closing to the public.

9 PM arrival Monday – Thursday
5 PM arrival Friday – Sunday

WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
JANITORIAL SPECIFICATIONS
MATERIALS AND EQUIPMENT LIST (to be used for both buildings)

- Library will supply: vacuums, personal supplies for bathroom dispensers, napkins, and trash can liners.
- Vendor will provide all necessary labor, supervision, transportation, equipment, tools, supplies, and all else necessary to clean and maintain the buildings.

AREA OR ITEM	PRODUCT TO BE USED
General Cleaning	
• Dusting	Swiffer duster
• Graffiti	Motsenbockers #3 "Marker & Ink"
• Light switches	409 Glass & Surface Cleaner
• Painted walls	409 Glass & Surface Cleaner
• Spots on hard surfaces	409 Glass & Surface Cleaner
Bathrooms	
• Cleaning/sanitizing	Spartan Profect Neutral 64
• Floors	Spartan Profect Neutral 64
Desks/tables/countertops	
• Corian, granite, laminate, quartz	Spartan Profect Neutral 64
• Fireslate tabletops	Spartan Profect Neutral 64
• Plastic chairs	409 Glass & Surface Cleaner
Doors, mirrors, and windows	
• Doors, doorjambs, handles	409 Glass & Surface Cleaner
• Glass	409 Glass & Surface Cleaner
• Kick plates	409 Glass & Surface Cleaner and stainless steel polish
• Whiteboards	Expo White Board Care
Drinking fountains	
• Clean/sanitize, wipe down	409 Glass & Surface Cleaner and stainless steel polish
Flooring	
• Rubber flooring	Zep Neutral pH Floor Cleaner
• Slate flooring	Spartan Profect Neutral 64
• Vinyl tile	Spartan Profect Neutral 64
• Vinyl tile waxing/polishing	Stripper and self-polishing wax
Kitchens	
• Countertops and cabinets	409 Glass & Surface Cleaner
• Microwaves	409 Glass & Surface Cleaner
• Sinks	409 Glass & Surface Cleaner and stainless steel polish

Dusters

- Microfiber dusters only. No feather dusters.

Mops

- Wringer style wet mops and spin mops only. No microfiber flat mops.

Toilet Cleaners

- Toilet bowl mop or toilet bowl swab.

Vacuums

- Must use library-provided upright vacuum cleaners for all carpet vacuuming.
- Backpack vacuum may only be used for details such as carpet borders/baseboards, corners, air ducts, high moldings, etc.

CAUTIONS:

- Removing gum – use "Zep" gum remover (library will supply); carefully remove the gum with a non-metal spatula. Mineral spirits can be used to remove any remaining residue. Hand buff the spot with a soft towel.
- **DO NOT** use mechanical polishers that exceed 350 RPM.

WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
JANITORIAL SPECIFICATIONS
MISCELLANEOUS

Supervision for both buildings:

- Job to be checked twice weekly by supervisor.
- Monthly inspection of building with Maintenance Supervisor.
- Damage control of moldings and floorboards needs discussion and follow-up.
- Any wired equipment/furniture cannot be moved.

The Maintenance Supervisor, Associate Library Director, and Branch Manager will strictly monitor the nightly, weekly, twice-monthly and semi-annual service specifications. **It is expected that all work will be properly completed during the evening hours.** Work left undone or not completed will require the return of your janitorial staff to remedy the situation by the time the library opens. If the library maintenance staff must complete unfinished work prior to opening hours, your firm will be charged back at the hourly rate of $40.00 in ¼ hour increments.

Cleaning staff may not enter the Main Library during morning hours without a member of the maintenance staff present. Cleaning staff may not enter the Westacres Branch during morning hours without a library staff member present, staff report at 8:30 AM.

Insurance for both buildings:

- Vendor must provide certificates of insurance coverage and bonded personnel.

8. Bid Form

Please quote yearly rates on the previous specifications for specified nights of service, with cleaning supplies included.

	Yearly Bid 7 Nights	Nightly # Staff Scheduled	Nightly # Hours Scheduled	Nightly Total Hours	Yearly Bid 4 Days Porter Service	Hourly Rate Additional Service
MAIN LIBRARY						
	Yearly Bid 6 Nights (Mon-Thurs, Sat-Sun)	Nightly # Staff Scheduled	Nightly # Hours Scheduled	Nightly Total Hours		Hourly Rate Additional Service
WESTACRES BRANCH						

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

The undersigned agrees that this proposal is firm for the period March 1, 2027 through February 29, 2028. Two one-year options to renew may be exercised upon mutual consent between the contractor and the West Bloomfield Township Public Library.

In submitting this bid, it is understood by the undersigned that the West Bloomfield Township Public Library reserves the right to accept or reject any and all bids, to let bids again and to waive any irregularities or informalities in the best interest of the Library.

Company Name: _____

Representative: _____

Address: _____

Phone: _____ Fax: _____

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

If partnership, give names of:

Partner: _____

Partner: _____

Partner: _____

Partner: _____

If corporation, give names of:

President: _____

Secretary: _____

Treasurer: _____

Manager: _____

_____
State in which Incorporated

ATTACHMENT A
WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
INSURANCE REQUIREMENTS

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

The Contractor shall procure and maintain the following insurance coverage:

1. **Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

2. **Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than $1,000,000.00 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

3. **Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than $1,000.000.00 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

4. **Excess Liability Insurance:** The Contractor shall procure and maintain during the life of this contract Excess Liability Insurance in the amount of $1,000,000.00 per occurrence and $1,000,000.00 aggregate.

5. **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be Additional Insureds: The West Bloomfield Township Public Library, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.

6. **Cancellation Notice:** Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (Cathleen Russ, Executive Library Director, West Bloomfield Township Public Library, 4600 Walnut Lake Road, West Bloomfield, MI 48323.)

7. **Proof of Insurance Coverage:** Insurance certificates must be supplied within (5) five business days of contract award and sent to: Cathleen Russ, Executive Library Director, West Bloomfield Township Public Library, 4600 Walnut Lake Road, West Bloomfield, MI 48323.

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

HOLD HARMLESS AGREEMENT CLAUSE AND INDEMNIFICATION CLAUSE

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

The undersigned understands the requirements of this attachment:

_____ _____

Signature Date

_____

Title

_____

Company Name

West Bloomfield Township Public Library

Memo

To: Library Board of Trustees

From: Jeff Crocker, Associate Library Director

Date: November 4, 2026

Subject: New Business #11E: Westacres Roof Replacement & Remodeling Bid Specification Approval Request

---

The bid specifications for several renovations to the Westacres Branch are attached.

Most of the renovations are centered on work necessary to keep the building weather-tight. The largest part of the project is to replace the aging roof. The roof is 25 years old and has experienced an increasing amount of failures in recent years requiring ongoing repairs. During the summer of 2025, a roof evaluation and moisture survey was performed by Roofing Technology Associates, who was recommended by TMP Architecture. The findings indicated that the roof was at or near the end of its service life. There are also cracks and holes in some of the vinyl siding and the building would benefit from larger gutters and downspouts.

The specifications include mandatory and alternate categories of work. The mandatory work is roof replacement, gutter replacement, caulking around the windows and doors, replacing and patching vinyl siding. This work all needs to be completed to protect the building. The alternate work consists of replacing the aluminum trim, staining the bricks, adding automatic doors to the entrance and handicap accessible doors to the bathrooms, as well as remodeling the sign on Commerce Rd. The alternate work would enhance the building's functionality and appearance. We may elect to do all, some, or none of the alternate work.

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

Assuming approval from the Library Board, this project will be bid out immediately. We expect to have a bid recommendation for you at the January 13, 2027, Library Board meeting.

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

ARCHITECTURE

TMP ARCHITECTURE INC
1191 WEST SQUARE LAKE ROAD · BLOOMFIELD HILLS · MICHIGAN · 48302
PH · 248.338.4561 EM · INFO@TMP-ARCHITECTURE.COM

Exterior Refresh Westacres Library

Westacres Branch Library

W. Bloomfield Twp, Michigan 48324

Project Number 26032

Construction Documents

CONSULTANTS:

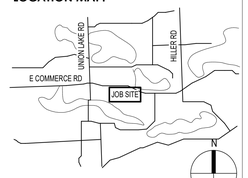
LIST OF DRAWINGS

GENERAL INFORMATION
TS.1 Cover Sheet
TG.1 General Information

ARCHITECTURAL
A1 Floor Plan
A2 Roof Demolition Plan
A3 Roof Plan
A4 Exterior Demolition Elevations
A5 Exterior Elevations

PROJECT DATA:

LOCATION MAP:



W. Bloomfield Twp, NO SCALE

Building:

BUILDING AREA(S) = 0 SF (ADDITION)
11,800 SF (EXISTING)
11,800 SF (TOTAL)

CODE:

GOVERNING CODES:

- **2021 MICHIGAN BUILDING CODE**
- **2021 REHABILITATION CODE FOR EXISTING BUILDINGS**
- **2021 MICHIGAN COMMERCIAL ENERGY CODE** (ANSI/ASHRAE/IES Standard 90.1-2019)
- **2017 MICHIGAN ACCESSIBILITY CODE** (A117.1 2017 amended)

ADDRESS: Westacres Branch Library
7321 Commerce Rd.
W. Bloomfield Twp, Michigan 48324

USE GROUP CLASSIFICATION: "A-3" ASSEMBLY & "B" BUSINESS

CONSTRUCTION CLASSIFICATION: TYPE V-B FULLY SPRINKLERED

ISSUE DATES

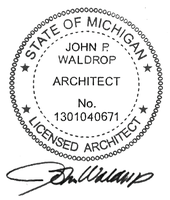
DATE:	ISSUED FOR:
09-10-2026	Construction Documents

LICENSEE'S STATEMENT:

This Document has been prepared under the supervision of the Architect, as the person in Responsible Charge with the firm of TMP ARCHITECTURE, INC. An original embossed or rubber stamp seal and original signature of the Architect is required and shall be affixed to any copy of this Document submitted to a governmental agency for approval or record. This is in conformance with the State of Michigan's PA 299, Article 20 and the General Rules of the Board of Architects.

The Architect's seal provided hereon does not take responsibility for certain portions of the Documentation or project requiring the services of a licensed Professional Engineer or other design professional. An original embossed or rubber stamp seal and original signature of the Professional Engineer is required and shall be affixed to any copy of this or other Document submitted to a governmental agency for approval or record. The engineering firms associated with this document are listed above as Consultants.

REGISTRATION SEALS



COPYRIGHT

© The "architectural work" displayed on these documents is owned exclusively by TMP Architecture, Inc. and may not be used for any purpose without their involvement or express written consent.

PROJECT TITLE
Exterior Refresh Westacres Library

PROJECT NO.
26032

DRAWING NO.
TS.1

ABBREVIATIONS

A

ABV	ABOVE
AFF	ABOVE FINISH FLOOR
ARF	ABOVE REFERENCE FLOOR
ABR	ABRASIVE
ABS	ABSORBING
ACC	ACCESS
ACC PNL	ACCESS PANEL
AC	ACOUSTIC/ACOUSTICAL
ACT	ACOUSTIC TILE
AC INSUL	ACOUSTIC INSULATION
ADD	ADDENDUM
ADDN	ADDITION
ADDNL	ADDITIONAL
ADH	ADHESIVE
ADJ	ADJUSTABLE
AGGR	AGGREGATE
ACB	AIR CIRCUIT BREAKER
A/C	AIR CONDITIONING
ACC	AIR CONDITIONING COMPRESSOR
ACU	AIR CONDITIONING UNIT
AHU	AIR HANDLING UNIT
ALT	ALTERNATE
ALUM/AL	ALUMINUM
AMT	AMOUNT
AMP	AMPHERE
AMPL	AMPLIFIER
ANCH	ANCHOR
AB	ANCHOR BOLT
&	AND
ANG/L	ANGLE
ANOD	ANODIZED
APT	APARTMENT
APPR	APPROVED
APPROX	APPROXIMATE
ARCH	ARCHITECT/ARCHITECTURAL
A-	ARCHITECTURAL DRAWING-NO
ATM	AUTOMATIC TELLER MACHINE
ASPH	ASPHALT
ASSY	ASSEMBLY
@	AT
AUTO	AUTOMATIC
ASR	AUTOMATIC SPRINKLER RISER
AUX	AUXILIARY
AVG	AVERAGE

B

B/B	BACK-TO-BACK
BFP	BACK FLOW PREVENTER
BDD	BACK DRAFT DAMPER
BF	BARRIER FREE
BBR	BASE BOARD RADIATION
BPL	BASE PLATE
BSMT	BASEMENT
B	BATH ROOM
BM	BEAM
B/C	BACK OF CURB
BRG	BEARING
BR	BEDROOM
BM	BENCH MARK
BT	BENT
BETW	BETWEEN
BEV	BEVEL
BIT	BITUMINOUS
BI	BLACK-IRON
BLK	BLOCK
BLKG	BLOCKING
BD	BOARD
BLR	BOILER
BLR F	BOILER FEED
BLR H	BOILER HOUSE
BK SH	BOOK SHELVES
BS	BOTH SIDES
BW	BOTH WAYS
BOT	BOTTOM
BOT EL	BOTTOM ELEVATION
BLVD	BOULEVARD
BDRY	BOUNDARY
BRKT	BRACKET
BR	BRASS
BRKR	BREAKER
BRK	BRICK
BTU	BRITISH THERMAL UNIT
BRZ	BRONZE
BLDG	BUILDING
BL	BUILDING LINE
BUR	BUILT-UP ROOFING
BN	BULLNOSE
BLKD	BULKHEAD
BULL	BULLETIN
BA	BURGLAR ALARM
BUZZ	BUZZER

C

CAB	CABINET
CUH	CABINET UNIT HEATER
CAP	CAPACITY
CPT	CARPET
CRS	CARPET REDUCER STRIP
CSMT	CASEMENT
CSWRK	CASEWORK
CSG	CASING
CI	CAST IRON
CIF	CAST IRON FRAME
CIP	CAST IRON PIPE/CAST IN PLACE
CSTG	CASTING
CAT NO	CATALOG NUMBER
CB	CATCH BASIN
CLG	CEILING
CD	CEILING DIFFUSER
CLG HT	CEILING HEIGHT
CEM	CEMENT
CEM PLAS	CEMENT PLASTER
CTR	CENTER
C/C	CENTER-TO-CENTER
CER	CERAMIC
CT	CERAMIC TILE
CBD	CHALKBOARD
CHAM	CHAMFER
CHG	CHANGE
CHAN	CHANNEL
CHKD PL	CHECKERED PLATE
CHWR	CHILLED WATER RETURN
CHWS	CHILLED WATER SUPPLY
CHD	CHORD
CIRCUM	CIRCUMFERENCE
CIR	CIRCLE/CIRCULAR
CIRC	CIRCUIT
CBR	CIRCUIT BREAKER
C-	CIVIL DRAWING-NO
CL	CLASS
CLRM	CLASSROOM
CO	CLEAN OUT
CLR	CLEAR
CLR GL	CLEAR GLASS
CLR WGL	CLEAR WIRE GLASS
CL	CLOSET
CLO	CLOSURE
CCL	COAT CLOSET
COEF	COEFFICIENT
CW	COLD WATER
COL	COLUMN
CO	COMPANY
COMPT	COMPARTMENT
COMPO	COMPOSITION
CA	COMPRESSED AIR
COMPR	COMPRESSOR
CONC	CONCRETE
CMU	CONCRETE MASONRY UNIT
CWR	CONDENSING WATER RETURN
CWS	CONDENSING WATER SUPPLY
COND	CONDUIT
CONF	CONFERENCE
CONN	CONNECT
CONST	CONSTRUCTION
CJ	CONTROL JOINT
CONT	CONTINUE/CONTINUOUS
CONTR	CONTRACTOR
CP	CONTROL PANEL
CONV	CONVECTOR
CNVYR	CONVEYOR
COR	CORNER
CG	CORNER GUARD
CORR	CORRIDOR/CORRUGATED
CPR	COPPER
CNTR	COUNTER
CTSK	COUNTERSINK
CRS	COURSE
COV	COVER
COV PL	COVER PLATE
CCT	CUBICAL CURTAIN TRACK
CUFT	CUBIC FEET/CUBIC FOOT
CFM	CUBIC FEET PER MINUTE
CY	CUBIC YARD
CULV	CULVERT
CD	CUP DISPENSER
CYL	CYLINDER
CYC	CYCLES

D

DMPR	DAMPER
DMPFG	DAMPPROOFING
DL	DEAD LOAD
DB	DECIBEL
D	DEEP
DGL	DOOR GLAZING
DWG	DRAWING
DMT PARTN	DEMOUNTABLE PARTITION
DEPT	DEPARTMENT
DEPR	DEPRESSED
DES	DESIGN
DET	DETAIL
DIAG	DIAGONAL
DGM	DIAGRAM
DIA	DIAMETER
DIFF	DIFFUSER
DIM	DIMENSION
DR	DINING ROOM
DIR	DIRECTORY
DISC	DISCONNECT
DISCONT	DISCONTINUOUS
DW	DISHWASHER
DISP	DISPENSER
DIST	DISTANCE
DP	DISTRIBUTION PANEL
DO	DITTO (DO OVER)
DIV	DIVIDER/DIVISION
DR	DOOR
DO	DOOR OPENING
DR OP	DOOR OPERATOR
DBL	DOUBLE
DA	DOUBLE ACTING
DH	DOUBLE HUNG
DWL	DOWEL
DN	DOWN
DS	DOWNSPOUT
DRN	DRAIN
DT	DRAIN TILE
DTC	DRAIN TILE CONNECTOR
DWR	DRAWER
DF	DRINKING FOUNTAIN
DB	DRY BULB
DSP	DRY STAND PIPE
DBWTR	DUMBWAITER
DUP	DUPLICATE
DDR	DUTCH DOOR
DTE	DTE ENERGY

E

EA	EACH
EF	EACH FACE
EW	EACH WAY
E	EAST
EIFS	EXTERIOR INSULATION FINISH SYSTEM
ELAST	ELASTOMERIC
ELAST FLASH	ELASTOMERIC FLASHING
ELAST WP	ELASTOMERIC WATERPROOFING
ESR	ELASTOMERIC SHEET ROOFING
ELEC	ELECTRIC/ELECTRICAL
ELEC CL	ELECTRICAL CLOSET
ELEC CAB	ELECTRICAL CABINET
EC	ELECTRICAL CONTRACTOR
E-	ELECTRICAL DRAWING-NO
EP	ELECTRICAL PANEL
EWC	ELECTRICAL WATER COOLER
ELEC OPER	ELECTRICALLY OPERATED
EL	ELEVATION
ELEV	ELEVATOR
EMERG	EMERGENCY
ENCL	ENCLOSURE
ENGR	ENGINEER
E/E	END-TO-END
ENTR	ENTRANCE/ENTRY
EP	EPOXY
EPDM	ETHYLENE PROPYLENE DIENE MONOMER
EQ	EQUAL
EQUIP	EQUIPMENT
EQUIV	EQUIVALENT
ESC	ESCALATOR
EST	ESTIMATE
EXC	EXCAVATED
EXH	EXHAUST
ED	EXHAUST DUCT
EF	EXHAUST FAN
EG	EXHAUST GRILLE
ER	EXHAUST REGISTER
EXIST	EXISTING
EXP	EXPANSION
EXPB	EXPANSION BOLT
EJ	EXPANSION JOINT
EXPLP	EXPLOSION PROOF
EXP'D	EXPOSED
EXT'N	EXTENSION
EXT	EXTERIOR
EH	EXTRA HEAVY
EXTR	EXTRUDED
ESP	EXTERNAL STATIC PRESSURE

F

FAB	FABRICATED/FABRIC
F/F	FACE-TO-FACE
FFIN	FACTORY FINISH
FCU	FAN COIL UNIT
FS	FAR SIDE
FAS	FASTENER
FDR	FEEDER
FT or '	FEET/FOOT
FPM	FEET PER MINUTE
FN	FENCE
FBD	FOAM BOARD
FIG	FIGURE
FIN	FINISH/FINISHED
FIN FLR/FF	FINISHED FLOOR
FTR	FINNED TUBE RADIATION
FA	FIRE ALARM
FACP	FIRE ALARM CONTROL PANEL
F BRK	FIRE BRICK
FD	FIRE DAMPER
FE	FIRE EXTINGUISHER
FEC	FIRE EXTINGUISHER CABINET
FHC	FIRE HOSE CABINET
FH	FIRE HYDRANT
FL	FIRE LINE
FR	FIRE RETARDANT/FIRE RATED
FRTWD	FIRE RETARDANT TREATED WOOD
FVC	FIRE VALVE CABINET
FP	FIREPLACE
FPRFG	FIREPROOFING
FIXT	FIXTURE
FLASH	FLASHING
FHMS	FLAT HEAD MACHINE SCREW
FHWS	FLAT HEAD WOOD SCREW
FC	FLEXIBLE CONNECTION
FLR	FLOOR
FCO	FLOOR CLEAN OUT
FD	FLOOR DRAIN
FLR FIN	FLOOR FINISH
FLUOR	FLUORESCENT
FLDG	FOLDING
FTG	FOOTING
FM BD	FOAMBOARD
FDN	FOUNDATION
FR	FRAME
FR/COV	FRAME AND COVER
FRMG	FRAMING
FRZR	FREEZER
FRP	FIBERGLASS REINFORCED PLASTIC
FS	FULL SIZE
FURN	FURNISH/FURNISHED
FURR	FURRING/FURRED
FUT	FUTURE

G

GA	GAUGE
GAL	GALLON
GPH	GALLONS PER HOUR
GPM	GALLONS PER MINUTE
GALV	GALVANIZED
GALV I	GALVANIZED IRON
G	GAS
GSKT	GASKET
GV & B	GATE VALVE AND BOX
GEN'L	GENERAL
GL	GLASS
GLZ	GLAZING
GHT	GLAZED HOLLOW TILE
GB	GRAB BAR
GR	GRADE/GRILLE
GB	GRADE BEAM
GRAT	GRATING
GL	GRID LINE
GRN	GRANITE
GS	GREASE SEPARATOR
FT	GREASE TRAP
GND	GROUND
GFI	GROUND FAULT INTERRUPTER
GT	GROUT
G	GUTTER ELEVATION
GYP	GYPSUM
GYPBD	GYPSUM BOARD

H

HNDCP	HANDICAPPED
HR	HANDRAIL
HBD	HARDBOARD
HDWE	HARDWARE
HDWD	HARDWOOD
HD	HEAD
HDR	HEADER
HA GL	HEAT ABSORBING GLASS
HRU	HEAT RECOVERY UNIT
HTR	HEATER
HTG	HEATING
H/V	HEATING AND VENTILATING
HVAC	HEATING, VENTILATING AND AIR CONDITIONING
HHWR	HEATING HOT WATER RETURN
HHWS	HEATING HOT WATER SUPPLY
HGT	HEIGHT
HEX	HEXAGON
H	HIGH
HID	HIGH INTENSITY DISCHARGE
HP	HIGH POINT
HPR	HIGH PRESSURE
HS	HIGH STRENGTH
HSB	HIGH STRENGTH BOLT
HV	HIGH VOLTAGE
HWY	HIGHWAY
HSTWY	HOISTWAY
HC	HOLLOW CORE
HM	HOLLOW METAL
HNYCB	HONEYCOMB
HK	HOOK
HORIZ	HORIZONTAL
HP	HORSEPOWER
HB	HOSE BIBB
HSP	HOSE STAND PIPE
HVC	HOSE VALVE CABINET
HOSP	HOSPITAL
HW	HOT WATER
HWR	HOT WATER RETURN
HWS	HOT WATER SUPPLY
HR	HOUR
HO	HUB OUTLET
HYD	HYDRANT/HYDRAULIC
H	HYDROGEN

I

ID	IDENTIFICATION
INCAND	INCANDESCENT
IN OR "	INCH/INCHES
INCIN	INCINERATOR
INCL	INCLUDE / INCLUDING
IW	INDIRECT WASTE
INFO	INFORMATION
ID	INSIDE DIAMETER
IF	INSIDE FACE
INST'L	INSTALL/INSTALLATION
INSUL	INSULATE/INSULATION
INT	INTERIOR
INTER	INTERMEDIATE
INV	INVERT
IE	INVERT ELEVATION

J

JC	JANITOR CLOSET
JT	JOINT
JST	JOIST
JB	JUNCTION BOX
JR	JUNIOR

K

KP	KICK PLATE
KV	KILOVOLT
KVA	KILOVOLT AMPERE
KW	KILOWATT
K	KIP (100#)
KIT	KITCHEN
KS	KNEE SPACE
KD	KNOCK DOWN
KOP	KNOCK-OUT PANEL

L

LBL	LABEL
LAB	LABORATORY
LAD	LADDER
LB	LAG BOLT
LAM	LAMINATE/LAMINATED
LDG	LANDING
L-	LANDSCAPE DRAWING-NO
LGE	LARGE
LDRY	LAUNDRY
LAV	LAVATORY
LH	LEFT HAND
LHRB	LEFT HAND REVERSE BEVEL
LGTH	LENGTH
LEV	LEVEL
LIB	LIBRARY
LT	LIGHT
LPRF	LIGHTPROOF
LTG	LIGHTING
LP	LIGHTING PANEL
LRP	LIGHTING RECEPTACLE PANEL
LTWT	LIGHTWEIGHT
LTWT CONC	LIGHTWEIGHT CONCRETE
LMS	LIMESTONE
LTL	LINTEL
LIN DIFF	LINEAR DIFFUSER
LF	LINEAR FEET/FOOT
LIN SD	LINEAR SLOT DRAIN
LIQ	LIQUID
LPG	LIQUID PROPANE GAS
LPG	LIQUID PETROLEUMM GAS
LL	LIVE LOAD
LR	LIVING ROOM
LOC	LOCATION
LKR	LOCKER
LG	LONG
LLH	LONG LEG HORIZONTAL
LLV	LONG LEG VERTICAL
LVR	LOUVER
LO	LOUVER OPENING
LP	LOW POINT
LPR	LOW PRESSURE
LBR	LUMBER
LBS OR #	POUNDS
LED	LIGHT EMITTING DIODE

M

MACH	MACHINE
MB	MACHINE BOLT
MACH RM	MACHINE ROOM
MAU	MAKE-UP AIR UNIT
MDP	MAIN DISTRIBUTION PANEL
MSB	MAIN SWITCH BOARD
MAINT	MAINTENANCE
MH	MANHOLE
MFR	MANUFACTURER
MAR	MARBLE
MK	MARK
MAS	MASONRY
MO	MASONRY OPENING
MATL	MATERIAL
MAX	MAXIMUM
MECH	MECHANICAL
M-	MECHANICAL DRAWING-NO
MC	MEDICINE CABINET
MED	MEDIUM
MEMB	MEMBRANE
MET	METAL
MDS	METAL DIVIDER STRIP
MES	METAL EDGE STRIP
ML	METAL LATH
ML & PLAS	METAL LATH AND PLASTER
MT	METAL THRESHOLD
MET WP	METALLIC WATERPROOFING
MEZZ	MEZZANINE
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MWK	MILLWORK
MIN	MINIMUM
MIR	MIRROR
M&S	MIRROR AND SHELF
MOD	MOTOR OPERATED DAMPER
MLDG	MOULDING
MTD	MOUNTED
MTG	MEETING/MOUNTING
MOV	MOVEABLE
MOV PARTN	MOVEABLE PARTITION
MULL	MULLION
M	THOUSAND (1000)

N

NAT	NATURAL
NS	NEAR SIDE
NEUT	NEUTRAL
NRC	NOISE REDUCTION COEFFICIENT
NOM	NOMINAL
NOR	NORMAL
N	NORTH
NOS	NOSING
NIC	NOT-IN-CONTRACT
NTS	NOT-TO-SCALE
NO OR #	NUMBER

O

OBS	OBSCURE
OBSGL	OBSCURE GLASS
OFF	OFFICE
OC	ON CENTER
OPQ	OPAQUE
OPG	OPENING
OPER	OPERATOR
OPP	OPPOSITE
OPP HD	OPPOSITE HAND
ORIG	ORIGINAL
ORN	ORNAMENTAL
OZ	OUNCE
O/O	OUT-TO-OUT
OA	OUTSIDE AIR
OD	OUTSIDE DIAMETER
OF	OUTSIDE FACE
OHS	OVAL HEAD SCREW
OA	OVERALL
OHD	OVERHEAD
OHDDR	OVERHEAD DOOR
OXY	OXYGEN

P

PTD	PAINTED
PR	PAIR
PG	PAGE
PNL	PANEL
PTD	PAPER TOWEL DISPENSER
PTWR	PAPER TOWEL WASTE RECEPTACLE
PRL	PARALLEL
PKG	PARKING
PBD	PARTICLE BOARD
PRTN	PARTITION
PASS	PASSAGE
PAT	PATENT
PVMT	PAVEMENT
PVG	PAVING
PED	PEDESTAL
PERF	PERFORATED
PERIM	PERIMETER
PERM	PERMANENT
PERP	PERPENDICULAR
P	PHASE
PHOTO	PHOTOGRAPH
PH	PHYSICALLY HANICAPPED
PC	PIECE
PCS	PIECES
PLAS	PLASTER
PL LAM	PLASTIC LAMINATE
PL	PLATE
PL GL	PLATE GLASS
PLAT	PLATFORM
PLBG	PLUMBING
PLWD	PLYWOOD
PT	POINT
PT	POINT OF TANGENCY
PC	POINT OF CURVATURE
POL	POLISH/POLISHED
PVC	POLYVINYLCLORIDE
PORC	PORCELAIN
PORC ENAM	PORCELAIN ENAMEL
POR	POROUS
PORT	PORTABLE
POS	POSITION
PIV	POST INDICATOR VALVE
PLF	POUNDS PER LINEAR FOOT
PSF	POUNDS PER SQUARE FOOT
PSI	POUNDS PER SQUARE INCH
PCF	POUNDS PER CUBIC FOOT
PP	POWER PANEL
P/C	PRECAST
PTR	PRECAST TERRAZZO RECEPTOR
PREFAB	PREFABRICATED
PFN	PREFINISHED
PTWD	PRESERVATIVE TREATED WOOD
PG	PRESSURE GAUGE
PRV	PRESSURE REDUCING VALVE
PRIM	PRIMARY
PROJ	PROJECT/PROJECTION
PROP	PROPERTY/PROPOSED
PL	PROPERTY LINE
PA	PUBLIC ADDRESS
PS	PURSE SHELF
PB	PUSH BUTTON

Q

QTY	QUANTITY
QT	QUARRY TILE
QTR	QUARTER
QTR RD	QUARTER ROUND

R

RBT	RABBET
RAD or R	RADIUS
RWC	RAIN WATER CONDUCTOR
RR	RAILROAD
RECV	RECEIVE/RECEIVING
RECPT	RECEPTACLE
RP	RECEPTACLE PANEL
REC	RECESS
RECT	RECTANGLE/RECTANGULAR
RED	REDUCER
RWD	REDWOOD
REF	REFER/REFERENCE
REFL	REFLECTED/REFECTIVE
REFR	REFRIGERATOR
REG	REGISTER
REINF	REINFORCE/REINFORCING/ REINFORCEMENT
REM	REMOVE/REMOVABLE
REP	REPAIR
REQ'D	REQUIRED
RESIL	RESILIENT
RET	RETURN
RA	RETURN AIR
RAD	RETURN AIR DIFFUSER
RAF	RETURN AIR FAN
REV	REVISED/REVISION
RPM	REVOLUTIONS PER MINUTE
R	RISER
RH	RIGHT HAND
RHRB	RIGHT HAND REVERSE BEVEL
ROW	RIGHT OF WAY
RVT	RIVET
RD	ROAD
RSC	ROLLING STEEL CURTAIN
RF	ROOF
RC	ROOF CONDUCTOR
RD	ROOF DRAIN
RFH	ROOF HATCH
RS	ROOF SUMP
RV	ROOF VENTILATOR
RFG	ROOFING
RTU	ROOF TOP UNIT
RM	ROOM
RO	ROUGH OPENING
RND	ROUND
RHMS	ROUND HEAD MACHINE SCREW
RHWS	ROUND HEAD WOOD SCREW
RT	RUBBER TILE

S

SAN	SANITARY
SND	SANITARY NAPKIN DISPENSER
SNR	SANITARY NAPKIN RECEPTACLE
SCHED	SCHEDULE
SCN	SCREEN
STG	SEATING
SECT	SECTION
SERV	SERVICE
SS	SERVICE SINK
SHTHG	SHEATHING
SHT	SHEET
SHT MET	SHEET METAL
SH & R	SHELF AND ROD
SHWR	SHOWER
SCR	SHOWER CURTAIN ROD
SDR	SHOWER DOOR
SW	SIDEWALK
SIM	SIMILAR
SGL	SINGLE
SK	SINK
SD	SOAP DISPENSER
SC	SOLID CORE
SS	SOLID SURFACE
STC	SOUND TRANSMISSION CLASS
S	SOUTH
SP	SPACE
SPR	SPARE
SPKR	SPEAKER
SPEC	SPECIFICATIONS
SD	SPLITTER DAMPER
SPRYD	SPRAYED
SPKLR	SPRINKLER
SQ	SQUARE
SF	SQUARE FEET/SQUARE FOOT
STAG	STAGGERED
STSTL	STAINLESS STEEL
STD	STANDARD
SP	STANDPIPE
SP	STATIC PRESSURE
STA	STATION
STM	STEAM
STL	STEEL
STL PL	STEEL PLATE
STIFF	STIFFENER
STO FR	STOREFRONT
STOR	STORAGE
STR	STRAIGHT
ST	STREET
STRUCT	STRUCTURAL
S-	STRUCTURAL DRAWING-NO
SGFT	STRUCTURAL GLAZED FACING TILE
SSTL	STRUCTURAL STEEL
SSD	SUBSOIL DRAIN
SSDC	SUBSOIL DRAIN CONNECTION
SUB	SUBSTATION
SAG	SUPPLY AIR GRILLE
SD	SUPPLY DIFFUSER/DUCT
SUBST	SUBSTITUTE
SAR	SUPPLY AIR REGISTER
SF	SUPPLY FAN
SW	SWITCH
SWBD	SWITCHBOARD
SWGR	SWITCHGEAR
SYM	SYMBOL/SYMMETRICAL
SYS	SYSTEM
SUPP	SUPPORT
SURF	SURFACE/SURFACING
SUSP	SUSPEND/SUSPENSION

T

TBD	TACKBOARD
TAN	TANGENT
TECH	TECHNICAL
TEL	TELEPHONE
TEL CAB	TELEPHONE CABINET
TV	TELEVISION
TVM	TELEVISION MONITOR
TEMP	TEMPERATURE
TEMP GL	TEMPERED GLASS
TU	TERMINAL UNIT
TERR	TERRAZZO
TB	TEST BORING
T	THERMOSTAT
THK	THICK/THICKNESS
TS	THICKENED SLAB
THD	THREAD
THRESH	THRESHOLD
THRU	THROUGH
T/TOIL	TOILET
TPD	TOILET PAPER DISPENSER
TPH	TOILET PAPER HOLDER
T & G	TOUNGE AND GROOVE
T & B	TOP AND BOTTOM
T/C	TOP OF CURB
T/EL	TOP ELEVATION
T/F	TOP OF FOOTING
T/G	TOP OF GUTTER
T/M	TOP OF MASONRY
T/P	TOP OF PARAPET
T/P	TOP OF PAVEMENT
T/R	TOP OF RIM
T/S	TOP OF STEEL
T/W	TOP OF WALL
TB	TOWEL BAR
TD	TOWEL DISPENSER
TD & WR	TOWEL DISPENSER AND WASTE RECEPTACLE
TG	TRANSFER GRILLE
TRFR	TRANSFORMER
TRAN	TRANSOM
T	TREAD
TD	TRENCH DRAIN
TS	TUBE SECTION
TV	TURNING VANE
TT	TWIN TEE
TYP	TYPICAL

U

UC	UNDERCUT
UG	UNDER GROUND
UL	UNDERWRITERS LABORATORY
ULT	ULTIMATE
UNFIN	UNFINISHED
UH	UNIT HEATER
USUB	UNIT SUBSTATION
UV	UNIT VENTILATOR
USGS	UNITED STATES GEOLOGICAL SURVEY
UON	UNLESS OTHERWISE NOTED
UR	URINAL

V

VAC	VACUUM
VB	VACUUM BREAKER
VCO	VACUUM CLEANER OUTLET
V BARR	VAPOR BARRIER
VAR	VARIABLE
VARN	VARNISH
VNR	VENEER
V PLAS	VENEER PLASTER
V	VENT
VTR	VENT THRU ROOF
VENT	VENTILATE/VENTILATION
VIF	VERIFY IN FIELD
VS	VERSUS
VERT	VERTICAL/VERTICALLY
VERT C	VERTICAL CURVE
VEST	VESTIBULE
VI	VIBRATION ISOLATOR
VNY	VINYL
VCT	VINYL COMPOSITION TILE
VIN FAB	VINYL FABRIC
VRS	VINYL REDUCER STRIP
VIT	VITREOUS
VCP	VITRIFIED CLAY PIPE
VOL	VOLUME
VD	VOLUME DAMPER
V	VOLTS

W

WAINS	WAINSCOT
WCAB	WALL CABINET
WCO	WALL CLEAN OUT
WH	WALL HYDRANT
W/W	WALL-TO-WALL
WV	WALL VENT
WHSE	WAREHOUSE
WF	WASH FOUNTAIN
W	WASTE/WATTS
W & V	WASTE AND VENT
WR	WASTE RECEPTACLE
WC	WATER CLOSET
WG	WATER GUAGE
WH	WATER HEATER
WP	WATERPROOFING
WSTPG	WEATHERSTRIPPING
WT	WEIGHT
WWF	WELDED WIRE FABRIC
W	WEST
WB	WET BULB
W	WIDE/WIDTH
W_x_	WIDE FLANGE SECTION
WT	WIDE FLANGE TEE SECTION
WO	WINDOW OPENING
WGL	WIRE GLASS
WM	WIRE MESH
w/	WITH
w/o	WITHOUT
WD	WOOD
WL	WORK LINE
WP	WORK POINT
WI	WROUGHT IRON

X

Y

YD	YARD
YP	YIELD POINT
YS	YIELD STRENGTH
YR	YEAR

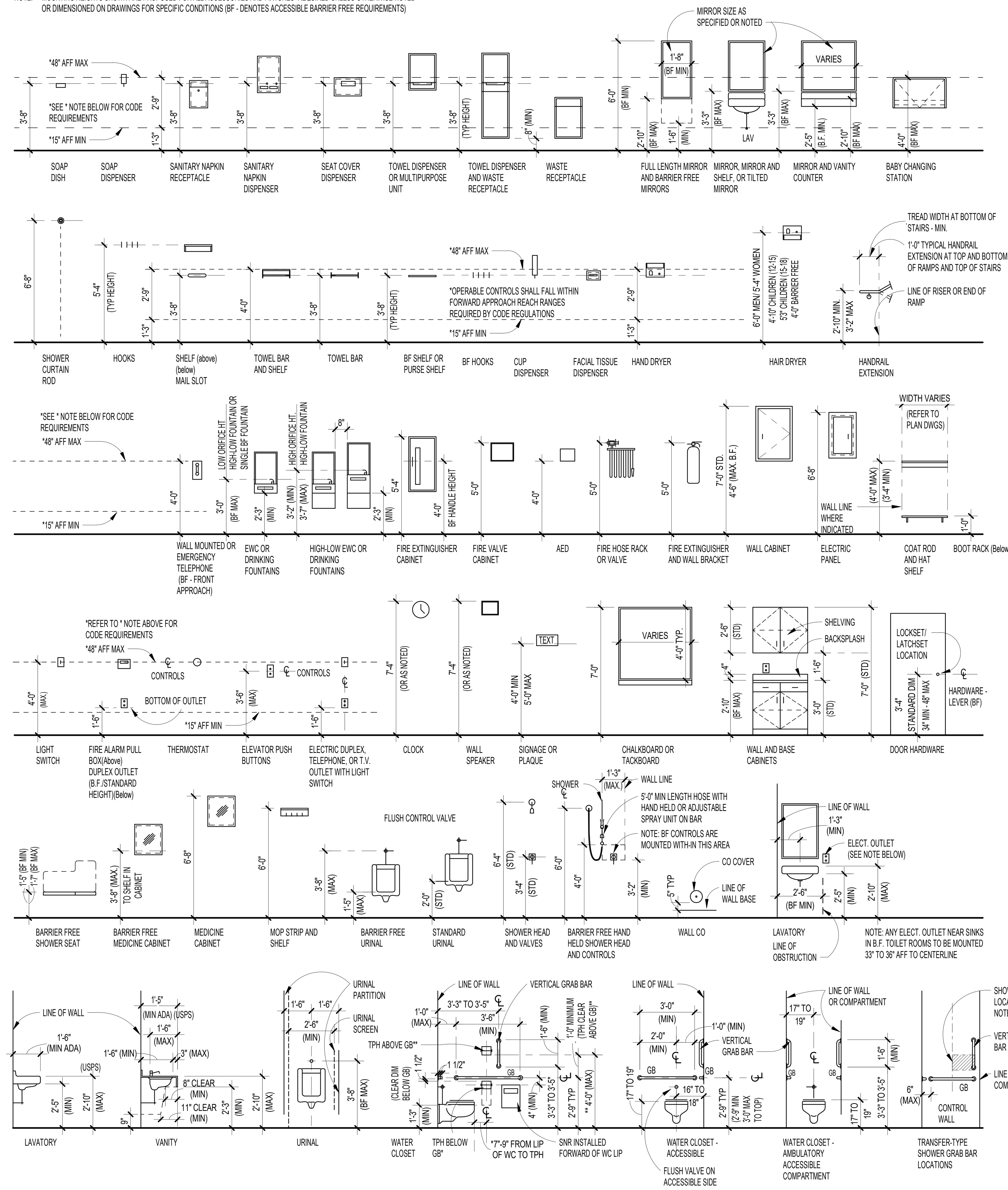
Z

ZC	ZINC

TYPICAL MOUNTING HEIGHTS

MISCELLANEOUS ACCESSORIES, TOILET ACCESSORIES AND FIXTURES

NOTE: MOUNTING HEIGHTS SHOWN ARE PROPOSED FOR ALL ACCESSORIES AND FIXTURES REQUIRED UNLESS OTHERWISE NOTED OR DIMENSIONED ON DRAWINGS FOR SPECIFIC CONDITIONS (BF - DENOTES ACCESSIBLE BARRIER FREE REQUIREMENTS)



MATERIAL DESIGNATIONS

ELEVATION	SECTION	MATERIAL
		BRICK
		CONCRETE MASONRY UNITS (BLOCK)
		SOLID CONCRETE MASONRY UNITS
		PREFACED CONCRETE MASONRY UNITS
		STRUCTURAL GLAZED FACING TILE
		CONCRETE
		STONE/ SLATE/ OR GRANITE
		EARTH
		POROUS FILL (GRAVEL OR STONE)
		COMPACTED DRAINAGE FILL (SAND)
		MARBLE
		STEEL AND FERROUS METAL (LARGE SCALE)
		ALUMINUM AND NON-FERROUS METAL (LARGE SCALE)
		FINISH HARDWOOD
		WOOD BLOCKING/ NAILER (CONTINUOUS)
		WOOD BLOCKING/ NAILER (NON-CONTINUOUS)
		PARTICLE BOARD (Large Scale)
		PLYWOOD (Large Scale)
		HARDWOOD VENEER PLYWOOD (Large Scale)
		PLASTIC LAMINATE CLAD PLYWOOD OR PARTICLE BOARD
		BATT OR BLANKET INSULATION
		RIGID INSULATION
		ACOUSTICAL CEILING TILE OR PANEL
		GLASS (Large Scale)
		GLASS (Small Scale)
		GYPSUM DRYWALL (WALLBOARD)
		PLASTER OR VENEER PLASTER
		CEMENT PLASTER AND METAL LATH
		CERAMIC TILE (LARGE SCALE)
		TERRAZZO (LARGE SCALE)
		CARPET (LARGE SCALE)
		VINYL COMPOSITION TILE (VCT)
		SEALANT AND BACKER ROD (LARGE SCALE) (DEPTH EQUAL TO HALF JOINT WIDTH)
		JOINT FILLER MATERIAL OR ISOLATION JOINT FILLER (LARGE SCALE)
		COLD FORMED METAL FRAMING
		STRUCTURAL STEEL SHAPES (CONTINUOUS SECTIONS HATCHED OR SOLID, NON-CONTINUOUS SECTIONS OPEN)

REFERENCE SYMBOLS

DETAIL IDENTIFICATION

DETAIL IDENTIFICATION NUMBER (SAME NUMBER ON SHEET WHERE DRAWN OR REFERENCED)

1. / A1.1 — DETAIL TITLE — SCALE:1/8" = 1'-0"

SHEET IDENTIFICATION NUMBER (INDICATES SHEET NUMBER WHERE DETAIL IS DRAWN SHEET NUMBER(S) TO REFER TO WHEN REFERENCED ON THE SHEET WHERE THE DETAIL IS DRAWN)

DETAIL LOCATION INDICATION

DETAIL IDENTIFICATION NUMBER

1 / A1.1 (WALL SECTIONS) — 1 / A1.1 (PLAN SECTIONS)

SHEET IDENTIFICATION NUMBER (INDICATES SHEET NUMBER WHERE DETAIL IS DRAWN)

DETAIL LOCATION INDICATION FOR ENLARGED PLANS

DETAIL IDENTIFICATION NUMBER

1 / A1.1

SHEET IDENTIFICATION NUMBER (INDICATES SHEET NUMBER WHERE DETAIL IS DRAWN)

SECTION IDENTIFICATION

SECTION IDENTIFICATION NUMBER (SAME NUMBER ON SHEET WHERE DRAWN OR REFERENCED)

1. / A1.1 — SECTION TITLE — SCALE:1/8" = 1'-0"

SHEET IDENTIFICATION NUMBER (INDICATES SHEET NUMBER WHERE SECTION IS DRAWN SHEET NUMBER(S) TO REFER TO WHEN REFERENCED ON THE SHEET WHERE THE SECTION IS DRAWN)

SECTION LOCATION INDICATION

SECTION IDENTIFICATION NUMBER

1. / A1.1 — 1. / A1.1

SHEET IDENTIFICATION NUMBER (INDICATES SHEET NUMBER WHERE DETAIL IS DRAWN)

ELEVATION IDENTIFICATION

ELEVATION IDENTIFICATION NUMBER (SAME NUMBER ON SHEET WHERE DRAWN OR REFERENCED)

1. / A1.1 — ELEVATION TITLE — SCALE:1/8" = 1'-0"

SHEET IDENTIFICATION NUMBER (INDICATES SHEET NUMBER WHERE ELEVATION IS DRAWN SHEET NUMBER(S) TO REFER TO WHEN REFERENCED ON THE SHEET WHERE THE ELEVATION IS DRAWN)

ELEVATION INDICATION

ELEVATION IDENTIFICATION NUMBER(S) (SAME NUMBER ON SHEET WHERE DRAWN OR REFERENCED)

1 / A1.1 — INDICATES DIRECTION OF VIEW OR MULTIPLE VIEWS — 1. 2. 3. 4. A1.1

SHEET IDENTIFICATION NUMBER (INDICATES SHEET NUMBER WHERE DETAIL IS DRAWN)

MATCHLINE INDICATION

SHEET IDENTIFICATION NUMBER (INDICATES SHEET NUMBER OF DRAWING)

A1.1A / A1.1B — ZONE - A / ZONE - B — ZONE - A / ZONE - B — A1.1A / A1.1B

SHEET IDENTIFICATION NUMBER (INDICATES SHEET NUMBER WHERE DRAWING IS CONTINUED))

DOOR INDICATION

DOOR SWING INDICATION - NEW DOOR

DOOR SWING INDICATION - EXISTING DOOR

DOOR SWING INDICATION - EXISTING DOOR TO BE REMOVED

ROOM NAME AND NUMBER INDICATION

ROOM NAME

TMP ROOM IDENTIFICATION NUMBER

OWNER ROOM NUMBER

ROOM IDENTIFICATION BY FLOOR AND/OR ZONE SHALL BE AS FOLLOWS:

BASEMENT ROOMS	001	ZONE A	A101
FIRST FLOOR ROOMS	101	ZONE B	B101
SECOND FLOOR ROOMS	201	ZONE C	C101
THIRD FLOOR ROOMS	301		

...

CONTINUE FOR AS MANY FLOORS AS REQUIRED.

DOOR IDENTIFICATION

DOOR TO ROOM SHALL REPEAT ROOM NUMBER ASSIGNED TO ROOM. MULTIPLE DOORS TO ROOM SHALL REPEAT ROOM NUMBER WITH A POSTSCRIPT LETTER FOR EACH ADDITIONAL DOOR REQUIRED.

101/101A/101B FOR NUMBER NEEDED.

DOOR IDENTIFICATION BY FLOOR AND/OR ZONE SHALL BE AS FOLLOWS:

BASEMENT DOORS	001	ZONE A	A101
FIRST FLOOR DOORS	101	ZONE B	B101
SECOND FLOOR DOORS	201	ZONE C	C101
THIRD FLOOR DOORS	301		

...

CONTINUE FOR AS MANY FLOORS AS REQUIRED.

COLUMN INDICATION

A — COLUMN INDICATION NUMBER OR NUMBER FOR NEW CONSTRUCTION

A — COLUMN INDICATION LETTER OR NUMBER FOR EXISTING CONSTRUCTION

NORTH INDICATION

N — ASSUMED NORTH IF NOT TRUE NORTH OR PLAN NORTH WHERE TRUE NORTH IS INDICATED BY ARROW ANNOTATION

TRUE NORTH

WALL TYPE NOTATION

3A — WALL CONSTRUCTION TYPE NUMBER AS LISTED IN 'WALL TYPE LEGEND'

DESCRIPTION ORIGINATES AT WALL SURFACE DESIGNATED

CASEWORK NOTATION

CASEWORK IDENTIFICATION NUMBER BASED ON MANUFACTURERS CATALOG NUMBERS AS NOTED IN SPECIFICATION OR 'CASEWORK LEGEND'

A1-100-36

KEYED NOTE INDICATION

? — KEYED NOTE IDENTIFICATION NUMBER AS LISTED IN 'NOTES' LEGEND (PLAN NOTATION)

? — KEYED NOTE IDENTIFICATION NUMBER AS LISTED IN 'NOTES' LEGEND (DEMOLITION NOTATION)

? — KEYED NOTE IDENTIFICATION NUMBER AS LISTED IN 'NOTES' LEGEND (LIFE SAFETY PLAN NOTATION)

ADDENDUM INDICATION

1 — ADDENDUM NUMBER (CURRENT REVISIONS SHALL BE SHOWN ENCIRCLED BY A FREEFORM LINE)

BULLETIN INDICATION

1 — BULLETIN NUMBER (CURRENT REVISIONS SHALL BE SHOWN ENCIRCLED BY A FREEFORM LINE)

ASI/CCD/RFI INDICATION

ASI 01 — ASI/CCD/RFI NUMBER (CURRENT REVISIONS SHALL BE SHOWN ENCIRCLED BY A FREEFORM LINE)

STAIR DIRECTION NOTATION

UP (DN) — STAIR DIRECTION TO FLOOR ABOVE (UP) OR BELOW (DN)

NUMBER OF TREADS (OR RISERS) IN STAIR RUN

DRAWING DIMENSION LINE INDICATION

10'-0".

NOTE: DO NOT SCALE DRAWINGS WITHOUT GRAPHIC SCALES WITH PROPORTIONS OTHER THAN 1:1

MATERIAL OR WORK DIVISION NOTATION

MATERIAL 'A' (NEW CONST) | MATERIAL ' B' (EXIST CONST)

JOINT BETWEEN MATERIALS (OR CONSTRUCTION WORK DIVISION LINE)

DRAWING NOTATION INDICATION

MATERIAL NOTATION AND INFORMATION (REFER TO TECHNICAL SPECIFICATIONS FOR MATERIAL DESCRIPTIONS AND METHODS OF CONSTRUCTION)

ARCHITECTURE

TMP ARCHITECTURE INC

1191 WEST SQUARE LAKE ROAD
BLOOMFIELD HILLS · MICHIGAN · 48302
PH · 248.338.4561
EM · INFO@TMP-ARCHITECTURE.COM

REGISTRATION SEAL

STATE OF MICHIGAN
JOHN P. WALDROP
ARCHITECT
No. 1301040671
LICENSED ARCHITECT

CONSULTANT

PROJECT TITLE

Exterior Refresh Westacres Library

Westacres Branch Library
W. Bloomfield Twp, MI

DRAWING TITLE

General Information

ISSUE DATES

DATE:	ISSUED FOR:
09-10-2026	Construction Documents

DRAWN	Author
CHECKED	Checker
APPROVED	Approver

PROJECT NO.

26032

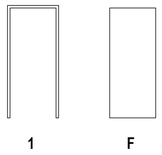
DRAWING NO.

TG.1

Autodesk Docs://26032_West Bloomfield - Westacres Library/26032-ARCH-25.rvt
9/10/2026 10:29:37 AM

DOOR & FRAME SCHEDULE

Opening		Door				Frame				Details			Threshold	U.L. Label	Hdwe. Set	Remarks
No.	Opening Size (Width x Height)	Type	Material	Finish	Glass	Type	Material	Finish	Glass	Head	Jamb	Sill				
A1	7'-6"		AL	PFN	GL-1	SEE SHEET A5	AL	PFN	GL-1							ADD ALTERNATE #1 AUTOMATIC SLIDERS WITH SIDELIGHTS
A2	7'-6"		AL	PFN	GL-1	SEE SHEET A5	AL	PFN	GL-1							ADD ALTERNATE #1 AUTOMATIC SLIDERS WITH SIDELIGHTS
A101	3'-0" x 7'-2"	F	WD	PFN	-	1	HM	PTD	-						1	MATCH EXISTING - REFER TO SPEC FOR HARDWARE
A102	3'-0" x 7'-2"	F	WD	PFN	-	1	HM	PTD	-						1	MATCH EXISTING - REFER TO SPEC FOR HARDWARE



FRAME AND DOOR TYPES

DOOR SCHEDULE ABBREVIATIONS AND NOTES

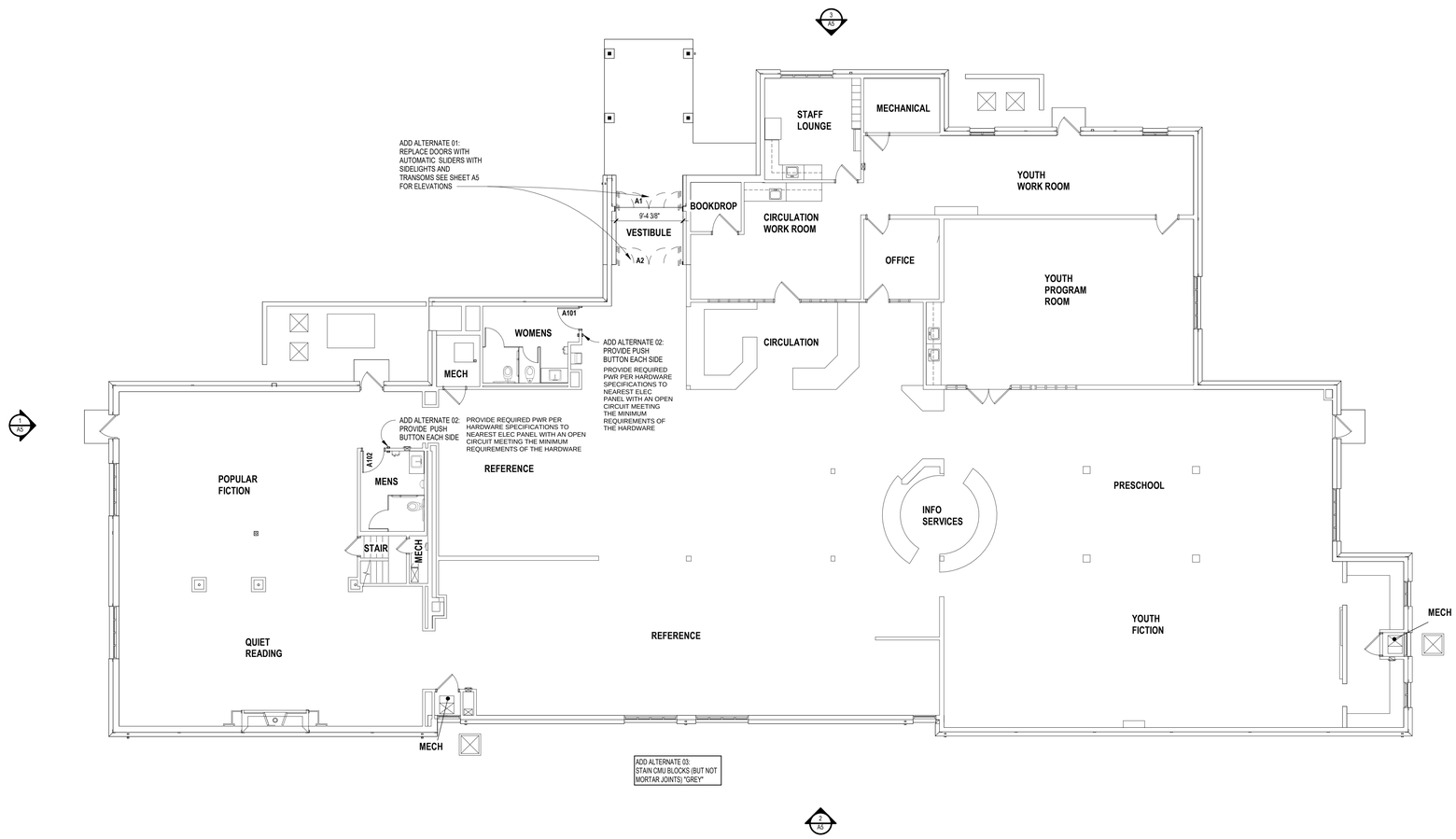
(REFER TO SPECIFICATIONS FOR ADDITIONAL DOOR INFORMATION)

DOOR SCHEDULE ABBREVIATIONS

AL	ALUMINUM
ALGL	ALUMINUM AND GLASS
EX	EXISTING
FRAF	FIRE RATED ALUMINUM FRAMING
FRP	FIBERGLASS REINFORCED POLYESTER
HM	HOLLOW METAL
LAM	PLASTIC LAMINATE CLAD
MET	METAL THRESHOLD
NAT	NATURAL FINISHED WOODWORK
PFN	PREFINISHED BY MANUFACTURER
PTD	PAINTED
SDSF	SOLID SURFACE THRESHOLD
STL	STEEL
STSTL	STAINLESS STEEL
WD	SOLID CORE HARDWOOD

DOOR SCHEDULE GENERAL NOTES

1. DOORS ARE 1-3/4" THICKNESS UNLESS OTHERWISE NOTED
2. DETAIL NUMBERS NOTED SIM. REFER TO DETAILS SHOWING HEAD, JAMB, AND/OR SILL DETAILS THAT REPRESENT CONDITIONS SIMILAR TO THOSE NOTED.
3. HOLLOW METAL FRAMES SET IN GYPSUM BD./METAL STUD PARTITIONS SHALL BE "DOUBLE BACK-BEND" FRAMES WITH A THROAT DIMENSION EQUAL TO THE PARTITION THICKNESS PLUS 9/16" RETURNS ON EACH SIDE OF THE PARTITION. PROVIDE EQUAL RABBETS.



FIRST LEVEL FLOOR PLAN

SCALE: 1/8" = 1'-0"

FOR REFERENCE ONLY

TMP ARCHITECTURE

TMP ARCHITECTURE INC

1191 WEST SQUARE LAKE ROAD
BLOOMFIELD HILLS · MICHIGAN · 48302
PH · 248.338.4561
EM · INFO@TMP-ARCHITECTURE.COM

REGISTRATION SEAL

STATE OF MICHIGAN · JOHN P. WALDROP · ARCHITECT · No. 1301040671 · LICENSED ARCHITECT

CONSULTANT

PROJECT TITLE

Exterior Refresh Westacres Library

Westacres Branch Library
W. Bloomfield Twp, MI

DRAWING TITLE

Floor Plan

ISSUE DATES

DATE:	ISSUED FOR:
09-10-2026	Construction Documents

DRAWN	Author
CHECKED	Checker
APPROVED	Approver

PROJECT NO.

26032

DRAWING NO.

A1

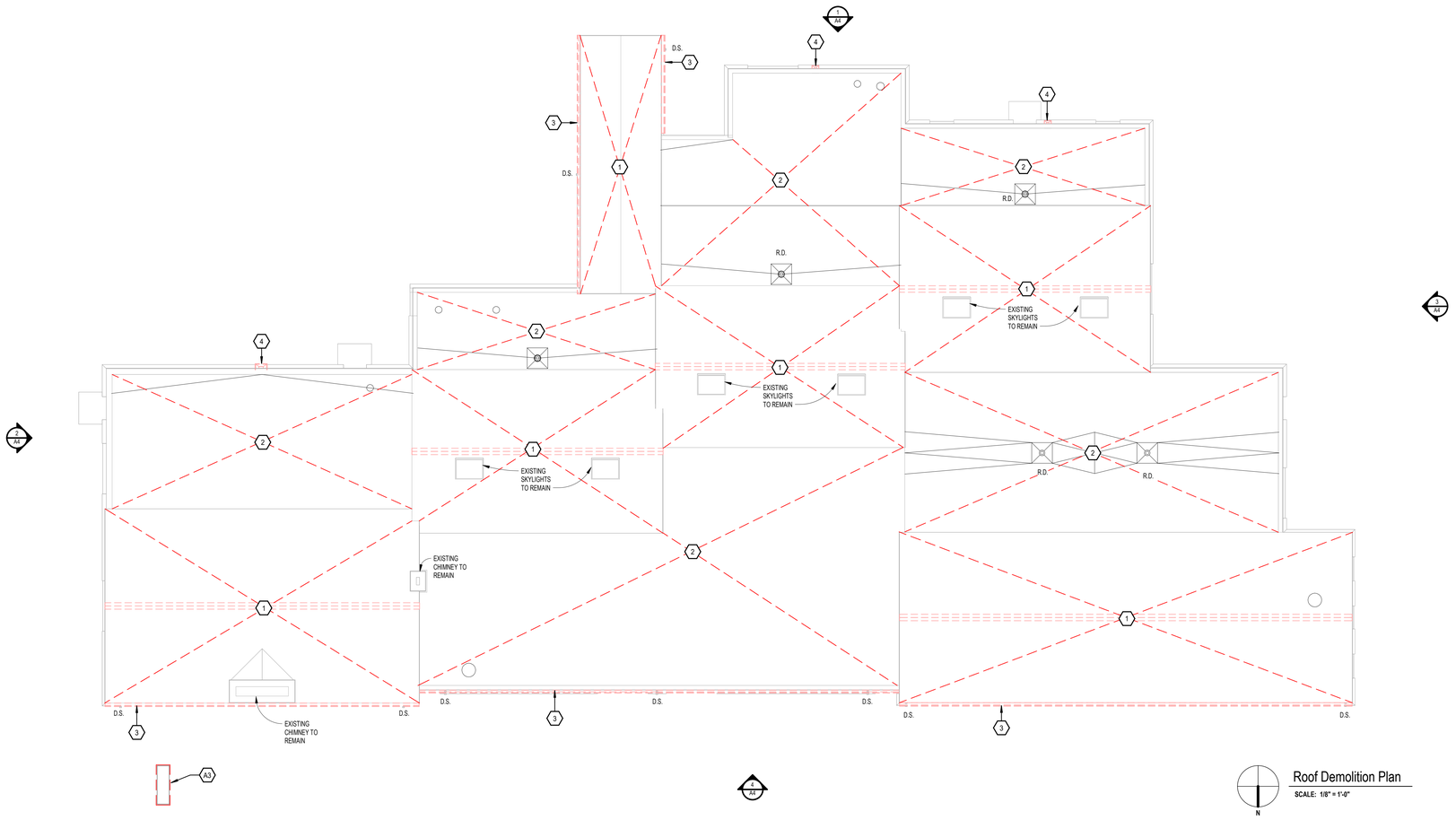
Autodesk Docs://26032_West Bloomfield - Westacres Library/26032-ARCH-25.rvt
9/10/2026 10:29:37 AM

GENERAL DEMOLITION NOTES

1. REFER TO ROOF PLANS FOR THE EXTENT OF ROOFING DEMOLITION.
2. SEE EXTERIOR ELEVATIONS FOR ADDITIONAL DEMOLITION AND PATCHING WORK AT EXTERIOR OF BUILDING, INCLUDING (BUT NOT LIMITED TO) DEMOLITION NOTES RELATED TO WINDOW REPLACEMENT.
3. SEE SPECIFICATION SECTIONS 017329 FOR ADDITIONAL DEMOLITION AND PATCHING REQUIREMENTS.
4. REFER ALSO TO ARCHITECTURAL WALL SECTIONS FOR ADDITIONAL SELECTIVE DEMOLITION.

DEMOLITION KEYNOTES

1	REMOVE AND DISPOSE OF EXISTING ASPHALT SHINGLE ROOFING SYSTEM DOWN TO PLYWOOD DECK. REMOVE DRIP EDGE. REPLACE ANY DAMAGED PLYWOOD.
2	REMOVE AND DISPOSE OF EXISTING SINGLE PLY MEMBRANE ROOFING SYSTEM DOWN TO COVERBOARD. REMOVE DRIP EDGE OR PARAPET CAP. REPLACE ANY DAMAGED COVERBOARD.
3	REMOVE AND DISPOSE OF EXISTING GUTTER AND DOWNSPOUT SYSTEM. PREP FOR NEW WORK.
4	REMOVE AND DISPOSE OF EXISTING SCUPPER.
5	ADD ALTERNATE 05: REMOVE AND DISPOSE OF EXISTING CAULK AROUND EXISING DOOR AND WINDOW OPENINGS. PREP SURFACE FOR NEW WORK.
6	REMOVE AND DISPOSE OF AREAS OF DAMAGED VINYL SIDING. PREP AREAS FOR NEW WORK.
7	ADD ALTERNATE 06: REMOVE AND SALVAGE EXISTING SIDING ON THIS WALL. USE SALVAGED SIDING TO PATCH/REPAIR/REPLACE DAMAGED SIDING ON OTHER PORTIONS OF THE BUILDING.
A1	ADD ALTERNATE 01: REMOVE AND DISPOSE OF EXISTING DOOR AND FRAME AND ALL ASSOCIATED APPURTENANCES. REMOVE ANY ALUMINUM CLADDING ON TRIM AND WOOD TRIM. PREP OPENING FOR NEW WORK.
A2	ADD ALTERNATE 05: REMOVE AND DISPOSE OF EXISTING ALUMINUM CLADDING ON WINDOW TRIM. PREP SURFACES FOR NEW WORK.
A3	ADD ALTERNATE 04: SEE DETAIL 9/A4 FOR SIGN DEMOLITON WORK AND SIGN REFRESH.



TMP ARCHITECTURE INC
1191 WEST SQUARE LAKE ROAD
BLOOMFIELD HILLS · MICHIGAN · 48302
PH · 248.338.4561
EM · INFO@TMP-ARCHITECTURE.COM

REGISTRATION SEAL

STATE OF MICHIGAN · JOHN P. WALDROP · ARCHITECT · No. 1301040671 · LICENSED ARCHITECT

CONSULTANT

PROJECT TITLE

Exterior Refresh Westacres Library

Westacres Branch Library
W. Bloomfield Twp, MI

DRAWING TITLE

Roof Demolition Plan

ISSUE DATES

DATE:	ISSUED FOR:
09-10-2026	Construction Documents

DRAWN	Author
CHECKED	Checker
APPROVED	Approver

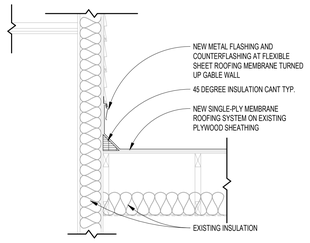
PROJECT NO.

26032

DRAWING NO.

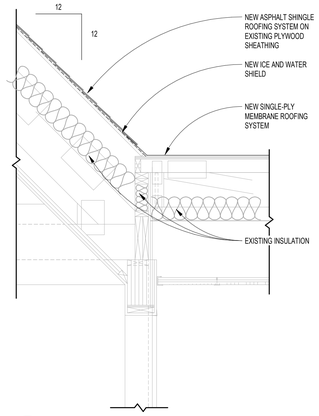
A2

Autodesk Docs://26032. West Bloomfield - Westacres Library/26032-ARCH-25.rvt
9/10/2026 10:29:37 AM



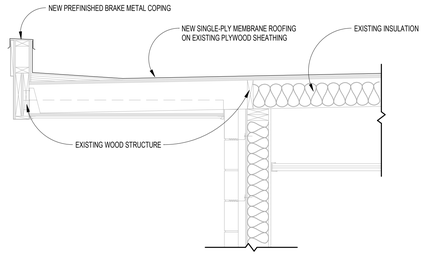
9 / A3 GABLE WALL TO FLAT ROOF

SCALE: 3/4" = 1'-0"



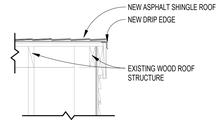
8 / A3 SLOPED TO FLAT TRANSITION

SCALE: 3/4" = 1'-0"



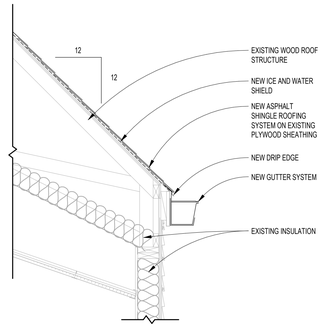
7 / A3 OVERHANG @ BOOKDROP OVERHANG

SCALE: 3/4" = 1'-0"



6 / A3 RAKE SECTION

SCALE: 3/4" = 1'-0"



5 / A3 SLOPED ROOF @ GUTTER

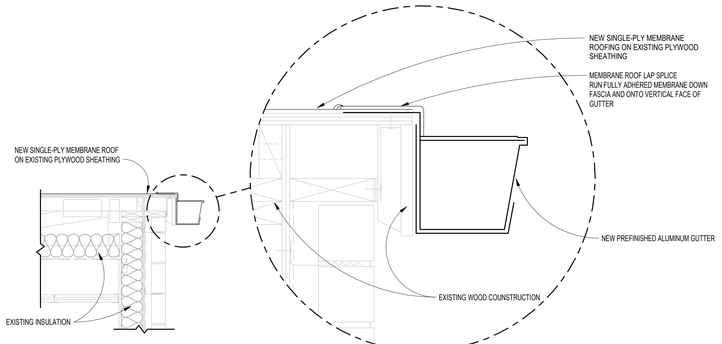
SCALE: 3/4" = 1'-0"

ROOF PLAN LEGEND

- RD — ROOF DRAIN
- EXISTING ROOF PENETRATION
- NEW SINGLE PLY MEMBRANEROOFING ON EXISTING TAPERED INSULATION OR SLOPED STRUCTURE.
- ASPHALT SHINGLE ROOFING ON EXISTING DECK
- INDICATES PITCH OF ROOF SURFACE TOWARDS DRAINS OR GUTTERS

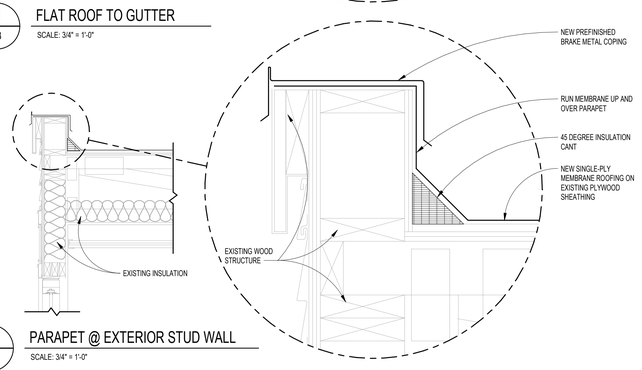
ROOF PLAN NOTES

1. INFORMATION FOR EXISTING CONDITIONS TAKEN FROM HISTORICAL DRAWINGS AND VISUAL INSPECTIONS OF EACH BUILDING. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS IN THE FIELD PRIOR TO INSTALLATION OF NEW WORK AND REPORT ALL DISCREPANCIES TO THE ARCHITECT.
2. LOCATIONS AND QUANTITIES OF ALL EXISTING ROOF PENETRATIONS ARE APPROXIMATE AND MUST BE VERIFIED BY CONTRACTOR PRIOR TO WORK IN THOSE AREAS.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR PROPER FLASHING OF ALL EXISTING DRAINS, CURBS, VENT STACKS, ETC., AFFECTED WITHIN THE PROJECT SCOPE.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES ON OR NEAR PROJECT ROOFS DURING THE WORK. PROVIDE PROPER SAFETY MEASURES NEAR ELECTRICAL SERVICE LINES.



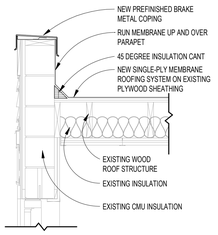
4 / A3 FLAT ROOF TO GUTTER

SCALE: 3/4" = 1'-0"



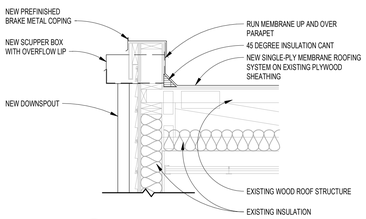
3 / A3 PARAPET @ EXTERIOR STUD WALL

SCALE: 3/4" = 1'-0"



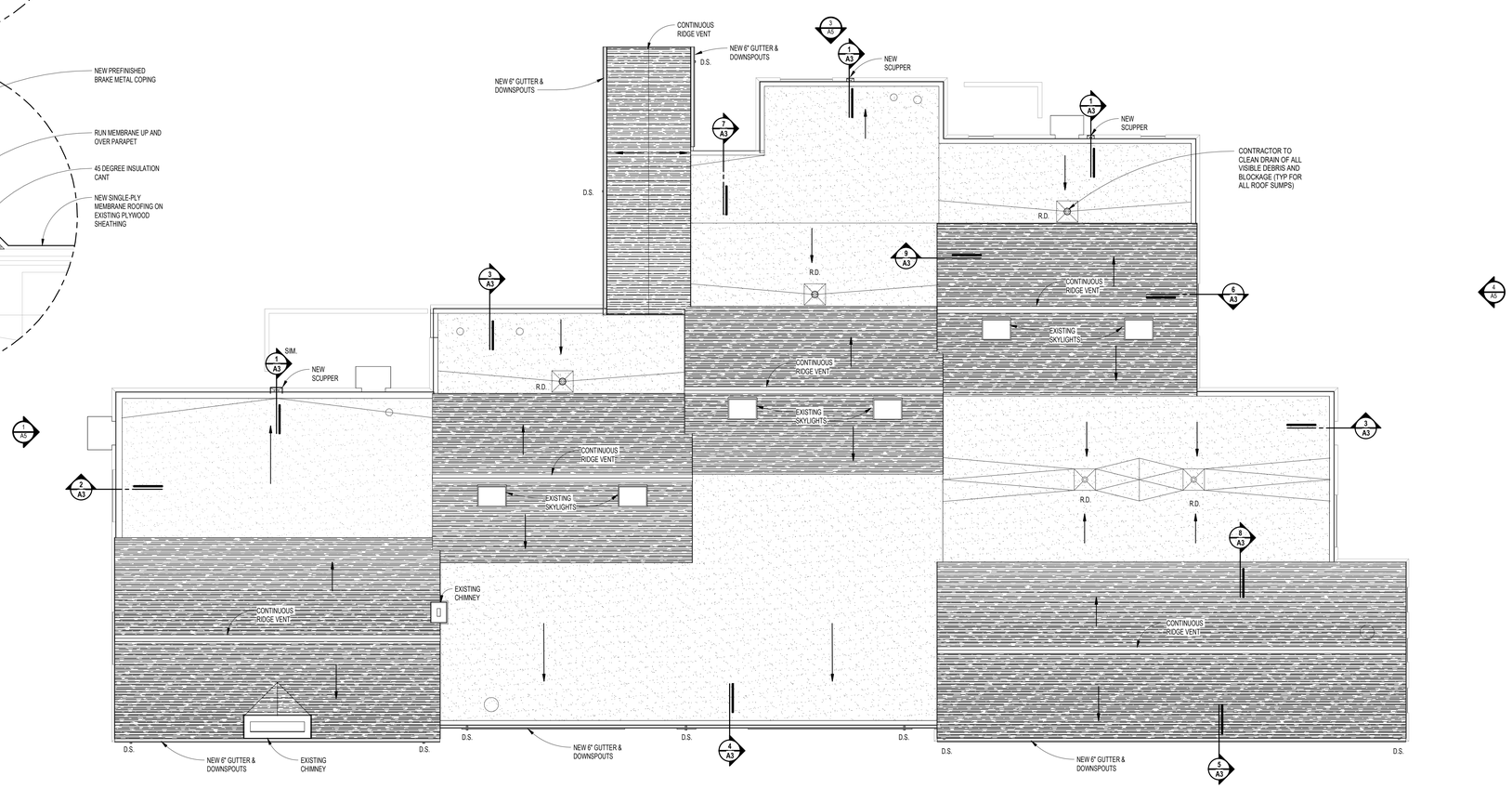
2 / A3 PARAPET @ MASNORY

SCALE: 3/4" = 1'-0"



1 / A3 SCUPPER SECTION

SCALE: 3/4" = 1'-0"



ROOF PLAN

SCALE: 1/8" = 1'-0"

N

TMP ARCHITECTURE

TMP ARCHITECTURE INC
1191 WEST SQUARE LAKE ROAD
BLOOMFIELD HILLS · MICHIGAN · 48302
PH · 248.338.4561
EM · INFO@TMP-ARCHITECTURE.COM

REGISTRATION SEAL

STATE OF MICHIGAN
JOHN P. WALDROP
ARCHITECT
No. 1301040671
LICENSED ARCHITECT

CONSULTANT

PROJECT TITLE

Exterior Refresh Westacres Library

Westacres Branch Library
W. Bloomfield Twp, MI

DRAWING TITLE

Roof Plan

ISSUE DATES

DATE:	ISSUED FOR:
09-10-2026	Construction Documents

DRAWN	Author
CHECKED	Checker
APPROVED	Approver

PROJECT NO.

26032

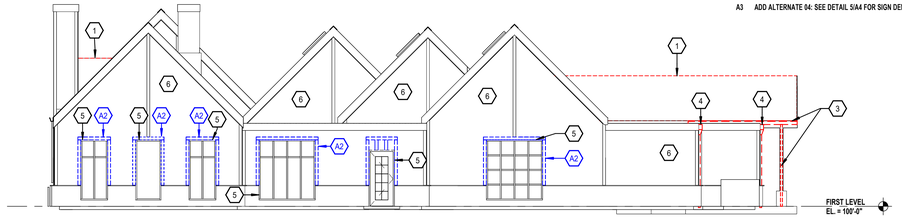
DRAWING NO.

A3

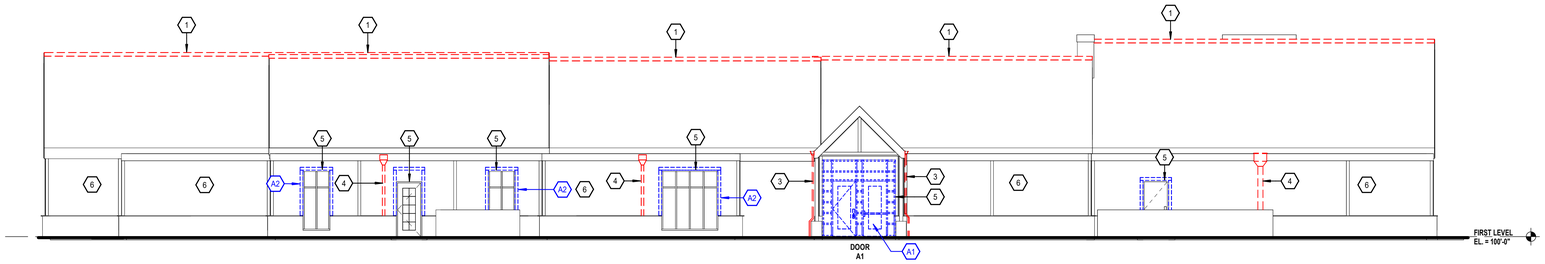
Autodesk Docs://26032_West Bloomfield - Westacres Library/26032-ARCH-25.rvt
9/10/2026 10:29:38 AM

DEMOLITION KEYNOTES

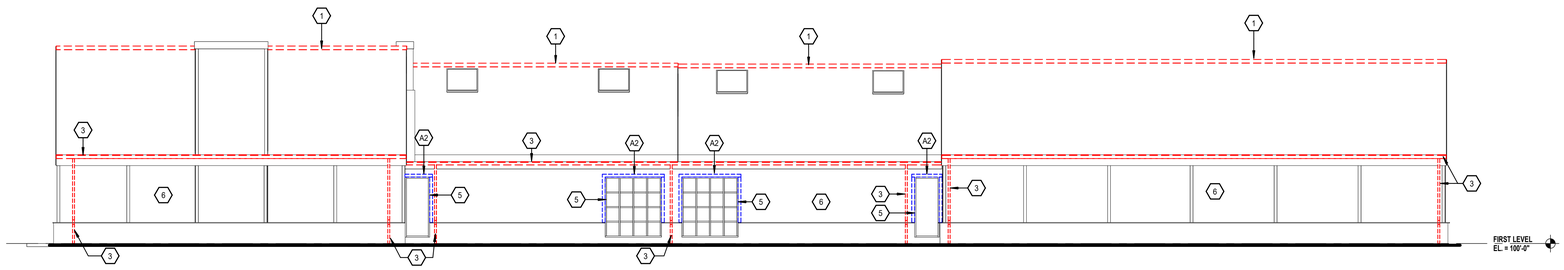
1 REMOVE AND DISPOSE OF EXISTING ASPHALT SHINGLE ROOFING SYSTEM DOWN TO PLYWOOD DECK. REMOVE DRIP EDGE. REPLACE ANY DAMAGED PLYWOOD.
2 REMOVE AND DISPOSE OF EXISTING SINGLE PLY MEMBRANE ROOFING SYSTEM DOWN TO COVERBOARD. REMOVE DRIP EDGE OR PARAPET CAP. REPLACE ANY DAMAGED COVERBOARD.
3 REMOVE AND DISPOSE OF EXISTING GUTTER AND DOWNSPOUT SYSTEM. PREP FOR NEW WORK.
4 REMOVE AND DISPOSE OF EXISTING SCUPPER.
5 ADD ALTERNATE 05: REMOVE AND DISPOSE OF EXISTING CAULK AROUND EXISING DOOR AND WINDOW OPENINGS. PREP SURFACE FOR NEW WORK.
6 REMOVE AND DISPOSE OF AREAS OF DAMAGED VINYL SIDING. PREP AREAS FOR NEW WORK.
7 ADD ALTERNATE 06: REMOVE AND SALVAGE EXISTING SIDING ON THIS WALL. USE SALVAGED SIDING TO PATCH/REPAIR/REPLACE DAMAGED SIDING ON OTHER PORTIONS OF THE BUILDING.
A1 ADD ALTERNATE 01: REMOVE AND DISPOSE OF EXISTING DOOR AND FRAME AND ALL ASSOCIATED APPURTENANCES. REMOVE ANY ALUMINUM CLADDING ON TRIM AND WOOD TRIM. PREP OPENING FOR NEW WORK.
A2 ADD ALTERNATE 05: REMOVE AND DISPOSE OF EXISTING ALUMINUM CLADDING ON WINDOW TRIM. PREP SURFACES FOR NEW WORK.
A3 ADD ALTERNATE 04: SEE DETAIL 5/A4 FOR SIGN DEMOLITON WORK AND SIGN REFRESH.



3 / A2 WEST ELEVATION
SCALE: 1/8" = 1'-0"

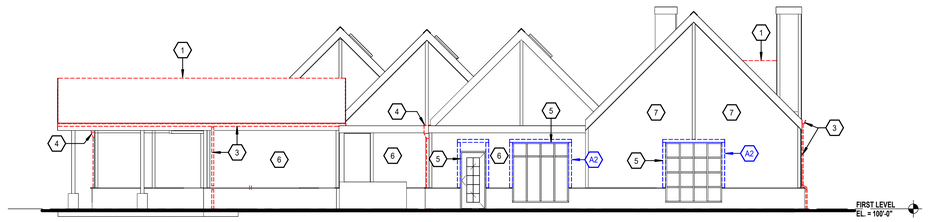


1 / A2 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



4 / A2 NORTH ELEVATION
SCALE: 1/8" = 1'-0"

NOTE: SEE ROOF DEMOLITION PLAN
A2 FOR ADDITIONAL ROOFING SCOPE



2 / A2 EAST ELEVATION
SCALE: 1/8" = 1'-0"

TMP ARCHITECTURE

TMP ARCHITECTURE INC
1191 WEST SQUARE LAKE ROAD
BLOOMFIELD HILLS · MICHIGAN · 48302
PH · 248.338.4561
EM · INFO@TMP-ARCHITECTURE.COM

REGISTRATION SEAL

STATE OF MICHIGAN
JOHN P WALDROP
ARCHITECT
No. 1301040671
LICENSED ARCHITECT

CONSULTANT

PROJECT TITLE

Exterior Refresh Westacres Library

Westacres Branch Library
W. Bloomfield Twp, MI

DRAWING TITLE

Exterior Demolition Elevations

ISSUE DATES

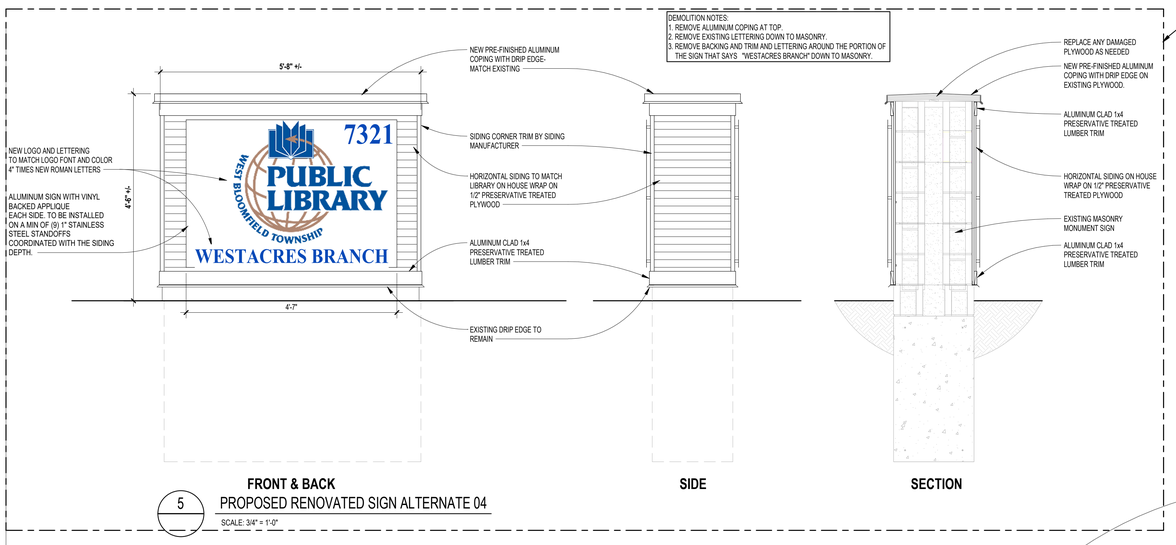
DATE:	ISSUED FOR:
09-10-2026	Construction Documents

DRAWN	Author
CHECKED	Checker
APPROVED	Approver

PROJECT NO.
26032

DRAWING NO.
A4

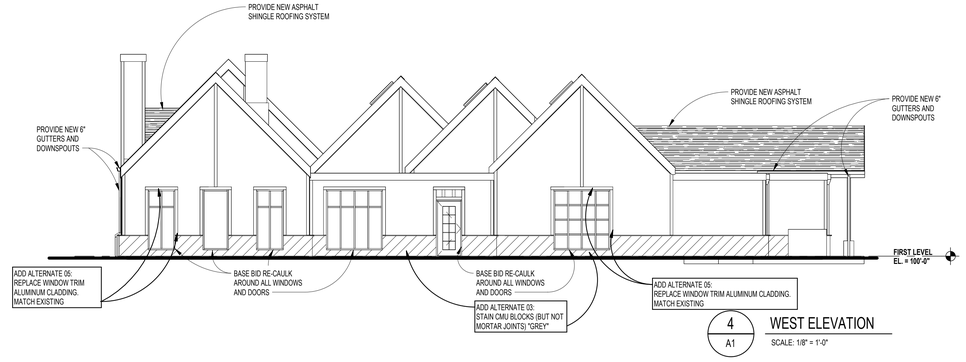
Autodesk Docs://26032_West Bloomfield - Westacres Library/26032-ARCH-25.rvt
9/10/2026 10:29:39 AM



5 — PROPOSED RENOVATED SIGN ALTERNATE 04

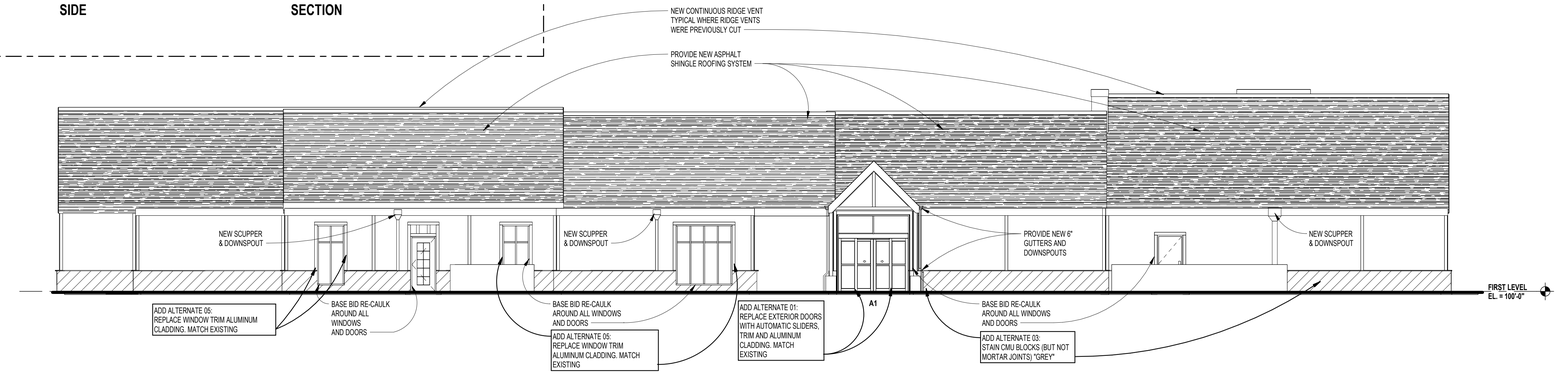
SCALE: 3/4" = 1'-0"

ADD ALTERNATE 04: SIGN WORK



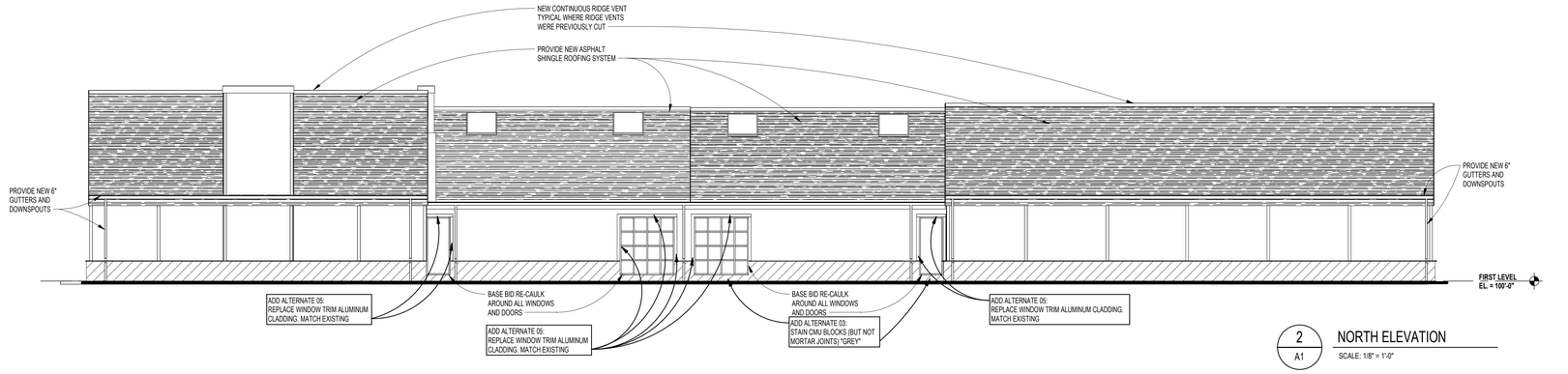
4 / A1 — WEST ELEVATION

SCALE: 1/8" = 1'-0"



3 / A1 — SOUTH ELEVATION

SCALE: 1/8" = 1'-0"



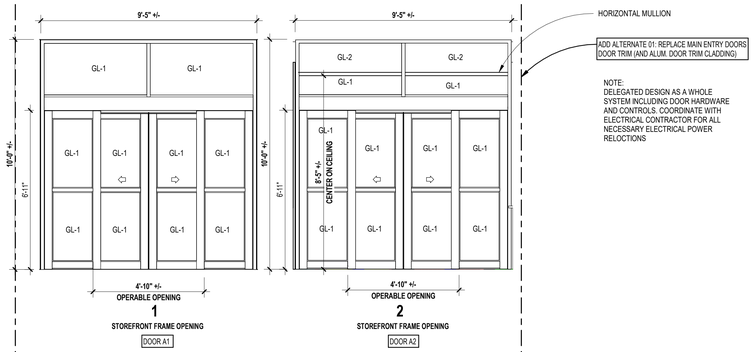
2 / A1 — NORTH ELEVATION

SCALE: 1/8" = 1'-0"

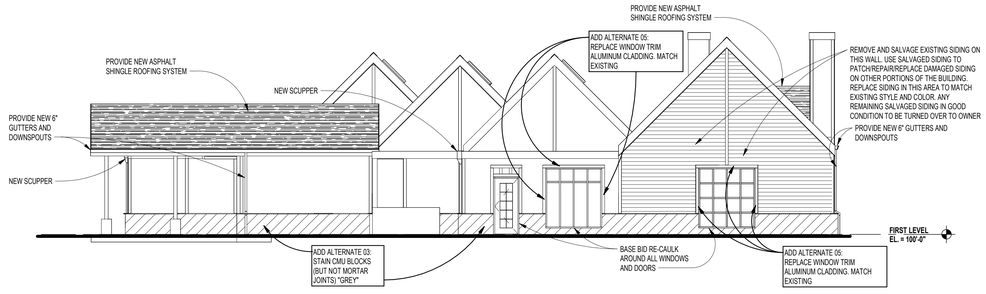
NOTE: SEE ROOF PLAN A2 FOR ADDITIONAL ROOFING SCOPE

GLAZING TYPES	
GL-1	1" (25mm) CLEAR TEMPERED INSULATING GLASS (LOW-E)
GL-2	1" (25mm) SPANDREL TEMPERED INSULATING GLASS (LOW-E)

NOTE: FIELD VERIFY ALL DIMENSIONS BEFORE FABRICATION.



FRAME TYPES



1 / A1 — EAST ELEVATION

SCALE: 1/8" = 1'-0"

TMP ARCHITECTURE

TMP ARCHITECTURE INC
1191 WEST SQUARE LAKE ROAD
BLOOMFIELD HILLS · MICHIGAN · 48302
PH · 248.338.4561
EM · INFO@TMP-ARCHITECTURE.COM

REGISTRATION SEAL

STATE OF MICHIGAN
JOHN P. WALDROP
ARCHITECT
No. 1301040671
LICENSED ARCHITECT

CONSULTANT

PROJECT TITLE

Exterior Refresh Westacres Library

Westacres Branch Library
W. Bloomfield Twp, MI

DRAWING TITLE

Exterior Elevations

ISSUE DATES

DATE:	ISSUED FOR:
09-10-2026	Construction Documents

DRAWN	Author
CHECKED	Checker
APPROVED	Approver

PROJECT NO.

26032

DRAWING NO.

A5

Autodesk Docs://26032_West Bloomfield - Westacres Library/26032-ARCH-25.rvt
9/10/2026 10:29:40 AM

PROJECT MANUAL

FOR

West Bloomfield Township Public Library
Exterior Refresh Westacres Branch

(11-4-2026)

TABLE OF CONTENTS

A. Advertisement for Bids
B. Instructions to Bidders
C. General Notes to Bidders
D. Project Specific Notes to Bidders
E. Project Bid Scopes
F. Project Milestone Schedule
G. Bid Proposal Form
H. Insurance (sample certificate)
I. Subcontract (sample)

FRANK REWOLD & SONS INC.
248.651.7242 | frankrewold.com
303 E. Third Street | Suite 300 | Rochester, MI 48307

ADVERTISEMENT FOR BIDS

Project: West Bloomfield Township Public Library – Exterior Refresh Westacres Branch
Description: Exterior Renovation and Roofing

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

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

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

Bid Documents: Bid documents including bid forms may be obtained from Frank Rewold and Son Portal at https://www.dropbox.com/scl/fo/xha22pxqp9akz2cceuivd/AHLUE8cq6hoiYHaelI6kIEs?rlkey=3r2i0znfpczdo9eg0aq4wut70&st=djujwt3f&dl=0
Bid documents will be available on or after August 15th.

Non-Mandatory Prebid Walk-Through: ***10:00 a.m., Thursday, November 19, 2026*** *– Meet at the West Bloomfield Township Library – Westacres branch (7321 Commerce Rd., W. Blomfield Twp., MI 48324) main entrance.*

Bid Due Date: **10:00 a.m., Wednesday, December 2nd, 2026**
Bids will only be accepted on forms provided. Please deliver to the following in a SEALED Envelope, include Bid Category on face of the envelope:

Library Director
Westacres Branch Exterior Refresh Project
West Bloomfield Township Public Library
4600 Walnut Lake Rd
West Bloomfield, MI, 48323

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

Bid Security: Not required

Prevailing Wage Rates: Not required

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

Disclosure Statements: Not required

FRANK REWOLD & SONS INC.
248.651.7242 | frankrewold.com
303 E. Third Street | Suite 300 | Rochester, MI 48307

BID CATEGORIES

A	Masonry Staining – Alternate #3
B	Rough Carpentry – Alternate #2
C	Asphalt Shingle Roofing
D	Membrane Roofing
E	Joint Sealants
F	Aluminum Glass and Glazing – Alternate #1
G	Signage – Alternate #4
H	Electrical – Alternate #2

FRANK REWOLD & SONS INC.
248.651.7242 | frankrewold.com
303 E. Third Street | Suite 300 | Rochester, MI 48307

INSTRUCTIONS TO BIDDERS
West Bloomfield Township Library Remodeling – Westacres Branch

Bid Documents Availability

FRS will make the bid documents available for reviewing on or after November 12th, 2026 at these locations:

FRS Office:	303 E. Third Street, Suite 300 Rochester, MI 48307
FRS Portal:	https://www.dropbox.com/scl/fo/xha22pxqp9akz2cceuivd/AHLUE8cq6hoiYHaelI6kIEs?rlkey=3r2i0znfpczdo9eg0aq4wut70&st=djujwt3f&dl=0

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

BIDDERS SHALL NOT CONTACT THE OWNER OR ARCHITECT FOR DOCUMENTS.

Drawings and specifications remain the property of the Architect.

Pre-bid Meeting

A non-mandatory walk-through is scheduled for Thursday, November 19th at 10:00 a.m. The pre-bid meeting will be held at West Bloomfield Township Library – Westacres Branch (7321 Commerce Rd., W. Bloomfield Twp, MI 48324). Meet at the entrance Lobby.

Bond Requirements

Payment and Performance Bonds are required for this project. Price as a separate cost as shown on the bid form.

Equal Opportunity – Employment Policies

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

Bidder Qualifications

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

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

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

Method of Bidding

Bids will be accepted only on forms provided.

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

Library Director
Westacres Exterior Refresh Project
4600 Walnut Lake Rd
West Bloomfield, MI, 48323

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

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

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

Bid Form

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

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

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

Examination of Documents and Site of Work

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

Withdrawal of Bids

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

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

Execution of Agreement

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

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

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

Interpretation of Contract Documents Prior to Bidding

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

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

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

Taxes

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

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

This entire project is <u>not</u> exempt from state sales tax.

Post Bid Information

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

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

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

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

Schedule of Work

The project will begin early Spring 2027 and conclude no later than Early Summer 2027. ***See Section G Project Milestone Schedule.***

Permits

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

Bid Opening

The bid opening will occur at the Main Library on **December 2nd, 2026 at 10:00am right after bid due date time**. Sealed bids for the Westacres Branch Library project will be publicly opened and read in the Main Library's Conference Room located at 4600 Walnut Lake Rd, West Bloomfield, MI, 48323. Low bidders will be notified afterwards. All bids will be made publicly available as soon as appropriate. Bids received after the due date or time as posted by the Advertisement for Bids or subsequent Addendum will be rejected.

Post Bid Conference

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

Bid Documents

The Bid Documents consist of Instructions to Bidders, FRS Project Manual and bid category descriptions, drawings, and project specifications prepared by the architect. Drawings and specifications dated September 10th, 2026 and subsequent bid memorandums and addendums.

Voluntary Alternates

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

Trade Alternates

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

Mandatory Alternates

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

Extra Work

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

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

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

Required Meetings

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

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

Owner's Rights

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

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

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

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

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

Document Information Discrepancy

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

Insurance Requirements

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

- - General instruction notes to bidders follow - -

GENERAL NOTES TO BIDDERS

Applies to all bid categories and Bidders

A. FRS has been selected by the Owner as Construction Manager and shall have such authority with regard to each contractor as its agreement with the Owner allows.

B. Contractor shall coordinate its work all the contractors and Owner's Consultants and shall cooperate for the expedient completion of the project.

C. Contractor shall include, within their bid proposal, sufficient compensation as part of their scope of work for the following items.

1. All taxes appropriate and payable except property taxes assigned to completed work.

2. All permits, licenses, and fees unless noted otherwise by the specifications. The Owner will obtain the building permit. Contractor to schedule and attend all inspections.

3. Restoration of damaged area outside of the project limits, or within the project limits when deemed by the Owner to be due to negligence.

4. Unloading, movement, hoisting, and placement of material or equipment.

5. Surveying and layout beyond building corner and elevation benchmarks.

6. All layout work, engineering, and field measuring required for the work of the individual trade.

7. Off-site or on-site storage and security of equipment and material.

8. Barricades, traffic controls, and all other safety measures relating to its work.

9. Coring, cutting, and patching as required by the work.

10. Cleanup on a daily basis, including placing of all debris in project dumpsters in an efficient manner. Failure to do so will result in FRS performing cleanup work and back charging the appropriate contractor. There will be no exceptions.

11. Full-time on-site supervision during the performance of this work. The Supervisor will be responsible for coordination, scheduling of labor and equipment, safety, and other activities necessary to achieve the project safety, quality and scheduling requirements. The Supervisor shall not be removed or changed without prior consent and approval of FRS.

12. Protection of all new and existing work as required to prevent damage from contractors or any other work. The installing contractor will make any required repairs to materials or work in place, which is not properly protected, at no cost to the Owner.

D. All shipping containers, pallets, and other packaging materials to be uniquely identified by each contractor and must include the delivery date in which material was stored on site. This identification process will ensure efficient clean up and proper timely disposal of debris into dumpsters.

E. Location of material and equipment storage, vehicle parking, and staging areas shall be established only after approval of the FRS field superintendent.

F. Existing driveways, sidewalks, building entrances are not to be obstructed except with prior written authorization of FRS.

G. Contractor shall take all necessary safety precautions with respect to its own work and shall comply with all government regulations, Owner rules, and the FRS safety program. The contractor shall immediately report to FRS any injury to any of the contractor's employees.

H. Marked-up or reproduced Architect's drawings are not to be submitted as shop drawings.

I. Contractor shall maintain worker compensation insurance during the life of the contract, as required by the state of Michigan. Contractor shall also maintain comprehensive general liability insurance, as described in the Contract Agreement.

J. Contractor to provide product warranties in a form acceptable to the Owner for a term not less than one year, or as required by the specifications, commencing with substantial completion. Warranties shall be provided prior to final payment.

K. Contractor shall attend regular and special meetings as deemed necessary by the Owner or FRS.

L. In the event contractor encounters on-the-site material reasonably believed to be asbestos, polychlorinated biphenyl (PCB), or other hazardous materials that have not been rendered harmless, contractor shall immediately stop work in the area affected and report the condition to FRS in writing.

M. Contractor shall be responsible to provide Safety Data Sheets (SDS) to FRS for any proposed materials or supplies to be used on site per OSHA Hazard Communications Standard and/or Michigan Right-To-Know Law.

N. Contractor shall be responsible for compliance with the current requirements, laws and ordinances regulating or prohibiting disposal of any contaminants and contaminated substances.

P. Prior to mobilizing on site, contractor shall meet with the project team to discuss and resolve any issues relating to material ordering, scheduling, safety, site conditions, site logistics, quality control, and sequencing of work. Prior to this meeting, contractor shall have provided a schedule of values, site specific safety manual, SDS data, insurance certificate, bond (if required), permits (if required), emergency contact information data, and a detailed working schedule to FRS.

Q. Provide a copy of contractor's site-specific safety program.

R. Contractor employees must attend FRS project specific safety orientation program, which includes review of our safety video, review of project specific written safety program, sign-in and employee identification requirements.

S. Contractor shall designate a safety representative(s) who will be working on site. Provide the safety representative’s telephone and emergency telephone numbers. Safety rep must be CPR, first aid certified.

T. No smoking or chewing tobacco allowed anywhere in the building or site.

U. No radios/i-pod-like devices allowed within areas of construction.

V. Hard hats, safety glasses, proper footwear, and reflective high visibility top are to be worn 100% all the time.

W. Hoisting over occupied areas is not be permitted unless areas are vacated or a controlled access program is approved and initiated. A pre-lift plan is required.

X. Hot work permits shall be obtained from FRS for all cutting, torching, and grinding activities.

Y. Shutdown notifications shall be obtained from FRS for interruptions to existing Owner operations, including utility shutdowns or modifications.

Z. 100% fall protection for all exposures 6' or greater will be enforced in all areas of work, for all workers.

AA. Toolbox safety talks will be completed on a weekly basis by each contractor. Sign-in sheets will be submitted to FRS as a condition of payment.

BB. Contractor within one (1) week after receiving a notice to proceed, shall start submitting required shop drawings, apply for local permits, submit product data and other required submittals to support project scheduling. Each submittal shall follow submittal procedures as identified.

CC. Furnish and deliver all materials required by this work, FOB jobsite. All deliveries shall be closely coordinated (minimum 48-hour notification) and approved by FRS prior to shipping. Materials can be delivered and staged on carts within certain areas as long as they are installed within 30 days of being delivered. Excessive, out-of-sequence and early delivery of materials will be prohibited and subject to re-handling and removal off site as directed by FRS.

DD. Working hours will be defined by FRS and local ordinance. Any deviation from these may result in a back charge for FRS Superintendent overtime.

EE. Any work that the contractor feels is a change to the contract must be brought to the attention of FRS within 10 calendar days with signed field tickets. Failure to do so will result in forfeiture of any monies owed.

FF. All punch list items must have completion approved by FRS within 10 business days of issuance of punch list. Failure to do so will result in FRS completing the work and back charging the contractor.

GG. Contractor proposal IS NOT part of the contract document unless specifically noted with the Contractor Agreement. Any exclusion not specifically written into the Contractor Agreement will not be acknowledged.

HH. Contractor acknowledges and agrees the work within their contract may not be completed in a single mobilization and that their bid includes as many mobilizations as required to complete the project as scheduled by FRS.

II. All contractors should note that there will not be any extras allowed except for requested added scope. Any work that can be inferred from the drawings and/or specifications must be included in the base bid.

PROJECT SPECIFIC NOTES TO BIDDERS
Applies to all bid categories and Bidders

1. The terms and conditions of the Rewold contract are being extended to all subcontractors. The contract and all terms and conditions are available with the bid documents.

2. Subcontractor Affidavit – All subcontractors awarded a subcontract will be required to execute a signed and notarized familial relationship affidavit.

3. Daily Cleanup – All on-site personnel will spend a minimum 15 minutes at the end of each day cleaning up the site including picking up trash and debris, sweeping floors, and hauling trash to the appropriate dumpsters.

4. Site Security:
   a. All persons entering the site will be required to contact the FRS superintendent.

   b. All persons entering the site shall have proper identification consisting of a visible company badge, company logo clothing, or hard hat with FRS sticker.

   c. All deliveries entering the site will be required to check in with the FRS Superintendent.

5. The project site is located on a highly visible and public property and requires the utmost care and consideration for the property and its visitors. Therefore:

   a. There will not be any smoking or tobacco use allowed on the property.

   b. All personnel will be required to stay within the construction limits at all times. Pre-approval by the owner will be required for any work outside the boundaries.

   c. Any inappropriate interactions with visitors will be reason for immediate removal from the site.

   d. The public will be adjacent to the construction activities so all site personnel are expected to act appropriately at all times including no vulgar language, no radios, no inappropriate activities, and no unwanted interactions with the public. Warnings will be provided, but removal from the site will be an option.

   e. All contractor storage, layout areas, trailers, etc. must be coordinated with FRS to have the least amount of impact on public areas.

   f. Any interruptions of existing utilities must be planned well in advanced and time frames strictly adhered to so as not to interrupt the owners use of the property.

   g. Use of the lakefront property is not allowed without specific approval from the property owner.

6. The project base bid is not to include third-party commissioning other than that required directly by the contractors and/or factory and manufacturer reps.

7. Standard work hours for this project are from 7:00 a.m. until 3:30 p.m. Monday through Friday. FRS personnel are to be on site during all work hours so any contractor working outside those hours may be required to reimburse FRS for their additional hours.

8. If any contractor cannot maintain the schedule, they will be required to work overtime at the contractor's expense, including any additional expense for FRS personnel.

9. If any contractor fails to properly staff the project or cannot maintain the schedule, FRS may hire additional companies or labor, at the contractor's expense, to complete the contractor's work any time after 48 hours written notice.

10. Contractors are to have trained and qualified personnel completing all work. Any personnel FRS deems to be unqualified can be removed from the site at any time.

11. Contractor shall provide three hard copies and one electronic copy of all operation and maintenance manuals, as-built drawings and other closeout documents specified by the project documents or as deemed appropriate by the Owner.

12. Any damage to existing facilities, existing site, or new installed work is to be reported immediately by anyone and everyone that notices it. If it is not reported, all contractors on site will split the cost of repairs.

13. All contractors are to include any service and/or maintenance services specifically listed in the specifications.

14. All dumpsters will be provided by Rewold, except as specifically noted in work scopes. There will not be any backcharges to contractors for their use except as specifically mentioned in the appropriate bid scope. All contractors will be responsible for placing all their debris in the dumpsters in an efficient manner.

15. All contractors are to note all delegated-design requirements including engineered sealed drawings listed in the specifications and include those requirements in the base bid.

16. ProCore: The project will be managed via ProCore and all contractors must participate. If needed, FRS will provide training.

17. All project submittals, samples, closeout documents, etc. are to be delivered to FRS corporate office at 303 E. Third St., Suite 300, Rochester, MI 48307

18. All submittals should be delivered as noted in Item 19 above and all billings should be submitted via email to accounting@frankrewold.com.

19. Contractors are not to include any costs for third party inspections in their base bid. However, contractors are to cooperate and coordinate their work with FRS and the inspecting agency as required.

20. Contractors are to include all costs for owner training in their base bid. This includes any costs required for subcontractors or suppliers and the contractor's time to coordinate and attend all training sessions.

21. Contractors are to include all factory, manufacturer inspections, start-ups, reports, training, etc. will be required where specifically noted in the specifications.

22. Contractors are not to include any costs for packing, storing, or moving owner furnishings, decorations, equipment, supplies, etc. in their base bid unless specifically noted in the bid scope.

23. Contractors are not to include any allowances in their base bid, even if specifically listed in the project documents, unless specifically noted in the bid scope.

24. Contractors are not to include any costs in their base bid for temporary utility usage costs, temporary heating, cooling, dehumidification, or fire protection equipment unless specifically noted in the bid scope.

25. Contractors are not to include any costs in their base bid for winter conditions, temporary roads, temporary walls or enclosures, temporary facilities, private utility markings, general floor protection, or final cleaning, unless specifically noted in the bid scope.

26. Contractors are not to include any utility company fees or costs within their base bid unless specifically noted in the bid scope. However, contractors are to cooperate and coordinate their work with the respective utilities as required.

27. Contractors are to include all and any costs for drawing and/or CAD fees as specified in the architect's technical specifications. Contractors are to fill out the proper forms and work directly with the architect for any required CAD drawings.

28. Contractors are not to include BIM, however, the cost for BIM per project specifications must be provided as a mandatory trade alternate.

29. Any and all damage to existing facilities, existing trees, or new installed work is to be reported immediately by anyone and everyone that notices it. If it is not reported the cost of repairs will be split by all contractors on site.

30. All contractors are required to provide protection of their installed materials as required for subsequent work except as specifically excluded. Repairs to materials not properly protected will be completed by the installing contractor at no cost.

31. Bid Form:

    a. All contractors must quote the required project alternates
    b. All contractors must quote the listed trade alternates
    c. All contractors are requested to provide as many additional voluntary alternates as possible
    d. All contractors must provide the requested manpower on the bid form
    e. All contractors must provide the requested supplier and subcontractor information on the bid form
    f. All contractors must provide the requested delivery times on the bid form
    g. All bidders are to provide their billable hourly rates either on the bid form or on a separate attachment. Hourly billable rates are to include overhead, profit, and all office staff.

32. Contractors are not to include any costs for fire watches in their base bid. However, any work that will limit, hinder, or shut down any existing fire alarm, fire protection or other facility safety system, including safe access routes, must provide FRS 48 hours written notice prior to that work beginning. After notification, FRS must give approval prior to this work beginning.

33. Contractor to provide standard one-year labor and workmanship warranty in base bid.

34. All contractors should note that there will not be any extras allowed except for requested added scope. Any work that can be inferred from the drawings and/or specifications must be included in the base bid.

35. This project will require a team effort to be successful so we expect cooperation, proper coordination, and constant communication between all contractors.

PROJECT BID SCOPES

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

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

Bid Category A – Masonry Staining – Alternate #3

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

1. The requirements of the General Notes To Bidders Section.

2. **On the Bid form, fill out as a base bid, in the Mandatory Project Alternates section, select "See Base Bid"**

3. Provide and install all masonry staining as shown on drawings. Include all prep work necessary to provide a uniform look.

4. Provide all samples, submittals, and mockups as specified and include adequate time for Architect and owner to review prior to install.

5. All required protective measures required to complete work adjacent to, or over finished surfaces installed prior to your work. This includes, but is not limited to, roof protection, window protection, flooring protection, wall protection, etc.

6. Protect all installed work, including installed work by others, as needed prior to cleaning of masonry.

7. Cleaning of all exposed masonry products as called out in the specifications.

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

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

Exclude

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

2. Caulking/joint sealants

3. Signage

Mandatory Alternates

Mandatory alternate pricing is not required for this bid category.

Trade Alternates

Trade alternate pricing is not required for this bid category.

Unit Costs

Unit cost pricing is not required for this bid category.

-- End --

Bid Category B – Rough Carpentry - Alternate #2

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

1. The requirements of the General Notes To Bidders Section.

2. **On the Bid form, fill out as a base bid, in the Mandatory Project Alternates section, select "See Base Bid"**

3. It is the intention of this bid category to furnish and install all rough carpentry shown on the drawings, and described in the specifications, except as specifically noted. Itemization and detailed references are provided as general reference to indicate intent. It is the bidder's responsibility to perform a thorough investigation of the documents to ensure full scope is provided.

4. Furnish and install all HM door frames and wood doors with hardware. This includes all installation of construction cores and coordination with the library for final keying. Provide Low voltage hardware and coordinate with electrical contractor.

5. Furnish and install all wood blocking, plywood, and nailers as indicated on drawings or required, except as specifically noted.

6. Furnish and install all gypsum board work for a complete finished system, including all finishing.

7. Provide all anchors and fasteners for work of this category.

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

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

B. Provide removal of existing doors and frames as shown in Alternate #2.

C. Furnish and install HM Door frames, wood doors and hardware.

D. Furnish and install blocking for HM door frames.

E. Provide removal of construction cores and installation of final keyed cores in new hardware.

F. Include an allowance of $5K for miscellaneous cleanup and temporary protection in your base bid for FRS use only. Unused allowance will be credited back to the owner at the end of the project.

Exclude

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

2. Decorative metals

3. Caulking/joint sealants, except as specifically noted

4. Surface mounted millwork blocking

5. Aluminum door frames and glazing.

Alternates
Mandatory alternates pricing is not required for this bid category.

Trade Alternates
Trade alternate pricing is not required for this bid category.

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

-- End –

Bid Category C – Asphalt Shingle Roofing

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

1. The requirements of the General Notes To Bidders Section.

2. Provide all existing shingle roofing demolition. Include all dumpsters and cleanup; including magnetic sweeping to for any nails.

3. Furnish and install all wood blocking or nailers required by this bid category that are not shown on the drawings and required for a complete system.

4. Furnish and install asphalt shingle system complete. Provide all underlayment, flashings, closures, and other miscellaneous items required for a complete installation and obtaining specified warranty.

5. Furnish and install joint sealants within and between components of work of this trade and at all copings, flashings, and dissimilar materials.

6. Furnish and install all flashings, copings, counter flashings, metal-drip edge, etc. associated with asphalt roof systems.

7. One hundred percent (100%) fall protection for roof work above (6) foot or in areas where work is within a (6) foot of the leading edge with more than a 3'-0" drop. Including any temporary work required to provide tie-off points, including maintenance of fall protection for the duration of the project.

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

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

B. Furnish and install all subframing, clips, etc. as required for installation of work of this trade.

C. Furnish and install vinyl siding; include removal as shown on A5. Assume 10% of existing building for repair of existing vinyl siding.

D. Furnish and install all gutters and downspouts.

E. Furnish and install all metal facias, friezes, and coping work at all roofing locations.

Exclude

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

2. Metal associated with membrane roofing.

3. Sheathing

4. Insulation

5. Membrane roofing

6. Window aluminum trim and caulking.

Mandatory Alternates

Mandatory alternate pricing is required for this bid category.

1. Alternate #4 – Sign Vinyl siding removal and replacement and top of sign aluminum flashing.
2. Alternate #5 – Replace Aluminum cladding around doors and windows shown on A5.

Trade Alternates

Trade alternate pricing is required for this bid category.

1. Install Ice and water shield on entire roof in lieu of felt.

Unit Costs

Unit cost pricing is required for this bid category.

1. Sheathing removal and replacement; Per Sheet.
2. Parapet Nailer; per LF

-- End --

Bid Category D – Membrane Roofing

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

1. The requirements of the General Notes To Bidders Section.

2. Furnish and install all wood blocking or nailers required for the roofing system that are shown or not shown on the drawings and required for a complete system.

3. Furnish and install roof insulation system as indicated and for proper roof drainage.

4. Furnish and install membrane roofing system complete. Provide all flashings, termination bars, and other miscellaneous items required for a complete installation and obtaining specified warranty. Include work on vertical surfaces where shown.

5. Furnish and install all flashings, copings, counter flashings, metal-drip edge, etc. associated with membrane roof systems.

6. Furnish and install joint sealants within and between roofing components, at all terminations, at all copings and flashings and all dissimilar materials.

7. Furnish and install all membrane roof specialties and accessories.

8. All labor and materials to flash in new roof curbs or penetrations through roof.

9. One hundred percent (100%) fall protection for roof work above (6) foot or in areas where work is within a (6) foot of the leading edge with more than a 3'-0" drop. Including any temporary work required to provide tie-off points; including maintenance of fall protection for the duration of the project.

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

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

B. Include Existing membrane roofing removal. Include all dumpsters and cleanup associated with work.

C. Include removal, furnish and install of scuppers. Provide flashing and caulking as required. Downspouts by shingle roofing contractor.

D. Provide and install all insulation cants. See sheet A3.

Exclude

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

2. Parapet nailers

3. Asphalt Shingle roofing or siding

4. Window aluminum trim and caulking

Mandatory Alternates

Mandatory alternate pricing is not required for this bid category.

Trade Alternates

Trade alternate pricing is not required for this bid category.

Unit Costs

Unit cost pricing is required for this bid category.

1. Sheathing removal and replacement; Per Sheet.

-- End --

Bid Category E – Joint Sealants

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

1. The requirements of the General Notes To Bidders Section.

2. Furnish and install all backer rod, caulking, and sealant work associated with drawings.

3. Furnish and install caulking and sealant of hollow metal frames.

4. Provide cleaning and surface prep prior to installation.

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

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

B. Remove and install new caulk as shown on sheet A5.

Exclude

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

2. Caulking and sealant work for aluminum framing

3. Caulking and sealants for roofing and sheet metal work

Mandatory Alternates

Mandatory alternate pricing is not required for this bid category

Trade Alternates

Trade alternate pricing is not required for this bid category

Unit Costs

Unit cost pricing is not required for this bid category.

-- End --

Bid Category F – Aluminum, Glass, and Glazing – Alternate #1

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

1. The requirements of the General Notes To Bidders Section.

2. **On the Bid form, fill out as a base bid, in the Mandatory Project Alternates section, select "See Base Bid"**

3. Furnish and install all aluminum storefront, aluminum windows, sliding aluminum doors, transoms and associated hardware. (Except final cores).

4. Furnish and install all interior and exterior glazing. It is the intent of this bid category to furnish and install all glass and glazing on this project except as specifically excluded.

5. Furnish and install all door hardware for aluminum doors. Final cores will be supplied by others but installed by this contractor.

6. Furnish and install all interior and exterior caulking and sealant between work of this trade and dissimilar materials where noted, specified, or otherwise required for a watertight installation.

7. Coordinate with and provide opening dimensions and tolerances to other contractors as required.

8. Furnish and install closure pieces, flashings, break-metal pieces, blocking, plywood, shims, clips angles, or support steel as required for the installation of the work of this bid category regardless if they are shown on the design documents or not.

9. Coordinate and provide frame and doors preparations and raceways within work of this trade to receive security devices, card readers, electric strikes, etc.

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

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

B. Furnish and install new electric sensors/operators at work of this trade. Provide power supplies, interior and exterior sensors. Include wiring of sensors to operator and from operator to power J-box. Power to junction box provided by others.

Exclude

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

2. Furnishing final cores for locks

3. Hollow metal/wood door hardware

Mandatory Alternates

Mandatory alternate pricing is required for this bid category.

1. Alternate # 1 – Replace Aluminum doors and windows with sliding with sidelights and transoms.

Trade Alternates

Trade alternate pricing is not required for this bid category.

Unit Costs

Unit cost pricing is not required for this bid category.

-- End --

Bid Category G – Signage – Alternate #4

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

1. The requirements of the General Notes To Bidders Section.

2. **On the Bid form, fill out as a base bid, in the Mandatory Project Alternates section, select "See Base Bid"**

3. Furnish and install signage.

4. Furnish and install all hardware, trim, fasteners, and accessories, etc. for complete installation.

5. Provide all anchors, structural supports, etc. as required for a complete installation.

6. Provide all caulking and sealants for work of this trade.

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

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

B. Furnish and install all signage shown on A5.

Exclude

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

2. Power wiring

3. Stenciling/lettering fire-rated walls

Mandatory Alternates

Mandatory alternate pricing is not required for this bid category.

Trade Alternates

Trade alternate pricing is not required for this bid category.

Unit Costs

Unit cost pricing is not required for this bid category.

-- End --

Bid Category H – Electrical – Alternate #2

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

1. The requirements of the General Notes To Bidders Section.

2. **On the Bid form, fill out as a base bid, in the Mandatory Project Alternates section, select "See Base Bid"**

3. All required permits and inspection fees for work of this bid category. Contractors are to schedule and attend all inspections.

4. Provide all common work results as specified for work of this trade.

5. Furnish and install all hangers, supports, fasteners, etc. as required for work of this trade.

6. Furnish and install all firestopping for work of this trade.

7. Furnishing, installation, maintenance, and removal of temporary power distribution system as required for use by all contractors from existing electrical service. Temporary power to meet MIOSHA standards.

8. Furnishing, installation, maintenance, and removal of temporary lighting as required. Maintain lighting for duration of project; includes changing light bulbs. Temporary lighting to meet MIOSHA standards.

9. Furnish and install all sleeves, raceways, and boxes for low voltage work. Include furnish and install of firestopping at all sleeves; cable and equipment to be installed by others, except where specifically noted. Furnish and install blank covers over all boxes installed by this bid category.

10. Furnish and install power system work and related accessories/specialties for a complete system as required.

11. Installation and wiring of electrical items supplied by others.

12. Coordinate installation of all electrical work with the architectural drawings.

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

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

B. Provide rework and relocations of existing electrical work to remain/be reworked.

C. Provide blank cover plates on conduits for work by others.

D. Furnish and install conduits for powering the doors, reference Alternate #2

Exclude

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

2. Demolition, except as specifically noted

3. Low voltage cabling and equipment except as specifically noted above

Alternates
Mandatory alternates pricing is not required for this bid category.

Trade Alternates
Trade alternate pricing is not required for this bid category.

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

-- End --

West Bloomfield Township Public Library Westacres Branch Exterior Refresh

MILESTONE SCHEDULE

Activity	Date
Bids Due	12/02/2026
Letters of Intent Issued	01/13/2027
All Submittals Received By	01/28/2027
Project Start	Spring 2027
Project Complete	Mid Summer 2027