

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
July 14, 2016
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Pamela Williams, Vice President

Judy Lindstrom, Secretary

Margaret Cohen

Grant Gerhart

Eli Greenbaum

Director:

muellerc@btpl.org

Carol Mueller

All meetings are open to the public.

We invite you to attend a meeting or watch it online at www.btpl.org

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO

DISCOVER

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING**

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
for THURSDAY, July 14, 2016 7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	7/13/16
2a	Request to remove items from the Consent Agenda for Discussion	7/13/16
2b	Motion to approve the order of items for the regular and consent agendas	7/13/16
5	Motion to approve remaining consent agenda items 6-8d	7/13/16
6	Regular Board Meeting Minutes of 6-21-16	7/13/16
7a	Cash Disbursements	7/13/16
7b	Revenues/Expenditures Budget Report	7/13/16
7c	Energy Report	7/13/16
8a	President's Report	7/13/16
8b	Director's Report	7/13/16
8c	Bloomfield Township Liaison –no report	
8c	Cranbrook –no report	
8c	Art Committee –Meeting Minutes of 7-8-16	7/13/16
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Development Committee – no report	
8c	Finance Committee – Meeting Minutes of 6-23-16	7/13/16
8c	Friends of the Library Liaison – no report	
8c	Investment Committee – no report	
8c	Jeanette P. Myers Scholarship Committee –Meeting Minutes of 7-6-16	7/13/16
8c	Personnel Committee – no report	
8c	Policy Committee – no report	
11a	Audit	7/13/16
11b	Annual Report	7/13/16
13	Motion to approve any items removed from the consent agenda	7/13/16

	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Jeanette P. Myers Scholarship Memo	7/13/16
	Strategic Plan Update	7/13/16
	Board Follow Up Question	7/13/16
	RFQ Network Upgrade	7/13/16
	Administrative Calendar – August 2016	7/13/16

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Thursday, July 14, 2016
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

1. Call to order of regular meeting
- 2a. Request to remove items from the Consent Agenda for Discussion
- 2b. MOTION to approve the order of items for the Regular and Consent Agendas
3. President's Verbal Report
4. Director's Verbal Report
5. MOTION to approve the remaining Consent Agenda items 6-8d

CONSENT AGENDA ITEMS #6-8d
Items removed will be discussed under Item #12

6. Regular Board meeting minutes of June 21, 2016
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Joan Luksik
 - b. Director: *Carol Mueller
 - c. Committee: *Art Committee *Ad Hoc*
*Bloomfield Township Liaison
*Building, Grounds, Landscaping, Interiors
*Cranbrook
*Development
*Finance
*Friends of the Library Liaison
*Investment
*Personnel
*Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Audit – Alan Panter, CPA, Abraham & Gaffney
 - b. Annual Report
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, August 16, 2016
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**REQUEST TO REMOVE ITEMS FROM THE CONSENT AGENDA
FOR DISCUSSION**

I REQUEST THAT ITEM (S):

**BE REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION
DURING REGULAR AGENDA ITEM 12.**

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA ITEM #12 for discussion and REGULAR AGENDA ITEM #13 for approval.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**MOTION TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR
AND CONSENT AGENDAS**

OPTION - NO AMENDMENT NEEDED:

I move to approve the order of items as listed on the REGULAR and CONSENT AGENDAS as presented.

OPTION - AMENDMENT TO AGENDA:

I move to approve the order of items as listed on the AGENDAS, with the following items to be moved from

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA ITEM #12 for discussion and REGULAR AGENDA ITEM #13 for approval.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

I move to approve the remaining items on the consent agenda.

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES**

Oakland County, Michigan
Tuesday, June 21, 2016

At 7:00p.m. The Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Joan Luksik.

Present: Trustees: Grant Gerhart, Eli Greenbaum, Judy Lindstrom, Joan Luksik, Pam Williams

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Director's Secretary, Andrea Aragona

Guests: Emily Hudak, SOC; Jacki Boyer, FOL representative; Sandra Bird, Finance Coordinator Administration.

After discussion, a motion was made by Grant Gerhart, seconded by Judy Lindstrom **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan stated that "summer slide" is an amount of learning loss students experience when not in school over summer vacation. The biggest areas are in reading and math. Joan stated that we are very fortunate at Bloomfield Township Public Library with the great contribution our summer reading programs provide our township students. She thanked the Friends of the Library for their continued support funding the summer reading programs at the Library.

Director's Verbal Report:

Carol stated that our summer reading kickoff was last weekend and we had over 300 participants! This years' summer reading themes are *On you mark, Get set, and Read* for Youth Services, and *Exercise your Mind* for Adult Services. We have over 300 children registered for summer reading along with 110 teens and over 60 adults! Carol thanked the Friends of the Library for funding and supporting these summer reading programs that are so very important to our community.

The Library held a special needs family night on Friday May 20th. There were 13 in attendance and the families were happy to have this special time at the Library! Our afterhours *Art Heist* program was limited to 20 people and it was full!

May was the first month of our HITS program. There were 602 books checked out and 87% were borrowed by township residents. 1438 DVD's were borrowed and 82% of those borrowed were by township residents. These results are comparable to the rental usage statistics. Comments have been that patrons are thrilled new books are now a 3-week loan term instead of a 7-day loan term.

Carol introduced Sandra Bird, the new Finance Coordinator and welcomed her to the Board Meeting.

CONSENT AGENDA MOTION:

After discussion, a motion was made by Pam Williams, seconded by Judy Lindstrom, **TO APPROVE THE ITEMS ON THE CONSENT AGENDA AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

REGULAR AGENDA:

Call to the Public:

Joan welcomed Emily Hudak, SOC representative and Jacki Boyer, FOL representative. Emily informed the Trustees to "save the date" for Saturday, December 3, 2016 for the Staff Holiday Party. This year's event will be at the Emagine Theater in Royal Oak from 6:30pm to 8:30pm.

Jacki Boyer, Vice President of the Friends of the Library, attended the meeting as a liaison for the Friends. She stated it is a huge pleasure being part of this Library on so many levels. She is thrilled to contribute her efforts to the Friends as they have given over \$1.3 million in revenue back to the Library!

UNFINISHED BUSINESS:

No discussion items at this time.

NEW BUSINESS:

11a 2017 Periodical Subscription Services Bid

Carol stated that each year the Library releases a request for periodical subscription services proposals and four companies responded. The Library carries over 400 subscriptions. The Trustees were given a copy of the request for proposals along with the company responses and quotes for the subscription services. WT Cox is our current vendor and after reviewing the four proposals, Assistant Director, Tera Moon along with Adult Services Librarian, Ed Niemchak recommended continuing our services with them.

After discussion, a motion was made by Pam Williams, seconded by Judy Lindstrom **TO APPROVE AWARDING THE 2017 LIBRARY SERIALS BID TO W. T. COX SUBSCRIPTIONS, INC., 201 VILLAGE ROAD, SHALLOTTE, NC 28470.**

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

Pam Williams questioned the increase in the water bill by 2/3 over last year at this time. Carol stated that there is no consistent pattern in the billing for the water and she will review and report on this at the July Board Meeting.

After discussion, a motion was made by Grant Gerhart, seconded by Eli Greenbaum, **TO APPROVE AND ACCEPT THE REPORTS AND RECOMMENDATIONS AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Gerhart, Greenbaum, Lindstrom, Luksik, Williams

Nays: None

MOTION CARRIED

OTHER:

Due to the lack of a quorum for the July 19th Board of Trustees Meeting, the meeting will be changed to Thursday, July 14, 2017.

Meeting adjourned at 7:27 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Thursday, July 14, 2016 at 7:00 p.m. in the Library Board Room.

Submitted by:

Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

July 2016

New Vendors:

There were no new vendors this month

General Fund Advance

- Check #16203 payable to the Charter Township of Bloomfield in the amount of \$125.00 was payment for the site review for our three additional parking lot lights.

General Fund

- Check #16233 payable to Bloomfield Township in the amount of \$217,868.29 was payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual and included an insurance reimbursement of \$40,876.61 for the April 3 broken sewer pipe claim.
- Check #16233 payable to the Charter Township of Bloomfield in the amount of \$10.00 was payment for a program DVD.
- Check #16241 payable to Midwest Collaborative for Library Services in the amount of \$3,465.00 was payment for our annual interlibrary loan delivery service.
- Check #16242 payable to the Metro Net Library Consortium in the amount of \$2,385.29 was payment for ebooks and the Detroit Free Press database purchased for our Library.
- Check #16249 payable to Professional Engineering Associates, Inc. in the amount of \$1,100.00 was payment for work on our water remediation project.
- Check #16265 payable to the West Bloomfield Public Library in the amount of \$14.99 was payment for a book borrowed by a BTPL patron that was lost. Our patron has been billed for this item.

Gift Fund

- Check #4709 payable to the Farmington Community Library in the amount of \$1,500.00 was payment for the Everyone's Reading program.
- Check #4712 payable to the Charter Township of Bloomfield in the amount of \$10.00 was payment for a program DVD.
- Check #4713 payable to the Detroit Historical Society in the amount of \$500.00 was payment for our May lobby display case maritime display.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF JUNE 2016

Check Register - General Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
16167	6/9/16	Elaine Asher	104.01	205.64
16168	6/9/16	Brooke Hoskins	104.01	156.11
16169	6/9/16	Emily Hudak	104.01	36.49
16170	6/9/16	Martha McGee	104.01	88.07
16171	6/9/16	Tera Moon	104.01	201.42
16172	6/9/16	Carol Mueller	104.01	52.38
16173	6/9/16	Killian Weston	104.01	77.12
16174	6/9/16	AMAZON.COM	104.01	1,540.97
16175	6/9/16	AT&T	104.01	1,893.62
16176	6/9/16	AT&T LONG DISTANCE	104.01	17.85
16177	6/9/16	PETTY CASH - BTPL	104.01	165.01
16178	6/9/16	CONSUMERS ENERGY	104.01	4,208.72
16179	6/9/16	DTE ENERGY	104.01	17,290.02
16180	6/9/16	BRIAN GRANADER	104.01	100.00
16181	6/9/16	HOME DEPOT CR. SERV.	104.01	153.96
16182	6/9/16	ORIENTAL TRADING CO., INC.	104.01	63.70
16183	6/9/16	PACIFIC TELEMAGEMENT SERVICES	104.01	78.00
16184	6/9/16	PITNEY BOWES, INC.	104.01	252.00
16185	6/9/16	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	721.17
16186	6/9/16	T MOBILE	104.01	33.98
16187	6/22/16	Joel Dion	104.01	34.88
16188	6/22/16	Brooke Hoskins	104.01	37.58
16189	6/22/16	Emily Hudak	104.01	79.38
16190	6/22/16	Carol Mueller	104.01	31.32
16202	6/22/16	Karrie Yukon	104.01	139.80
16203	6/22/16	CHARTER TOWNSHIP OF BLOOMFIELD	104.01	125.00
16204	6/22/16	COMCAST	104.01	130.73
16205	6/22/16	DTE ENERGY	104.01	19,698.58
16206	6/22/16	FLAGSTAR BANK	104.01	1,999.52
16207	6/22/16	ORG. FOR BAT CONSERVATION	104.01	50.00
16208	6/22/16	VERIZON WIRELESS	104.01	201.88
16209	6/29/16	Brooke Hoskins	104.01	77.80
16210	6/29/16	Emily Hudak	104.01	245.20
16211	6/29/16	Martha McGee	104.01	179.31
16212	6/29/16	Connie Silver	104.01	36.79
16213	6/29/16	AMAZON.COM	104.01	1,796.84
16214	6/29/16	AT&T	104.01	1,286.86
16215	6/29/16	AT&T LONG DISTANCE	104.01	5.35
16216	6/29/16	CONSUMERS ENERGY	104.01	3,737.03
16217	6/29/16	HOME DEPOT CR. SERV.	104.01	483.03
16218	6/29/16	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	1,417.37
16219	6/29/16	T MOBILE	104.01	33.98
16218V	6/29/16	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	-1,417.37
16220	6/29/16	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	696.20
Total				\$58,443.29
REGULAR CHECKS:				
16221	7/6/16	AMERICAN LIBRARY ASSOCIATION	104.01	182.30
16222	7/6/16	AMERICAN PEST CONTROL	104.01	376.80
16223	7/6/16	ASSA ABLOY ENTRANCE SOLUTIONS	104.01	192.72
16224	7/6/16	BAKER & TAYLOR, INC.	104.01	8,055.15
16224a	7/6/16	VOID	104.01	
16224b	7/6/16	VOID	104.01	

Check #	Date	Payee	Cash Account	Amount
16225	7/6/16	BERNAN ASSOCIATES	104.01	494.37
16226	7/6/16	BLACKSTONE AUDIO, INC.	104.01	251.50
16227	7/6/16	BLOOMFIELD TOWNSHIP	104.01	217,868.29
16228	7/6/16	BOOKS GALORE INC.	104.01	4,114.88
16229	7/6/16	BRILLIANCE PUBLISHING, INC.	104.01	230.43
16230	7/6/16	BUTZEL LONG	104.01	331.50
16231	7/6/16	CDW GOVERNMENT, INC.	104.01	355.00
16232	7/6/16	CENGAGE LEARNING/GALE	104.01	3,859.17
16233	7/6/16	CHARTER TOWNSHIP OF BLOOMFIELD	104.01	10.00
16234	7/6/16	DISCOURT SCHOOL SUPPLY	104.01	237.77
16235	7/6/16	DU ALL CLEANING, INC	104.01	4,730.00
16236	7/6/16	ENVISIONWARE, INC.	104.01	725.00
16237	7/6/16	INSTITUTE OF CONT. LEGAL EDUCATION	104.01	133.50
16238	7/6/16	INGRAM LIBRARY SERVICES	104.01	1,320.17
16238a	7/6/16	VOID	104.01	
16239	7/6/16	LJ ROLLS REFRIGERATION CO., INC	104.01	390.00
16240	7/6/16	LAFORCE	104.01	310.78
16241	7/6/16	MIDWEST COLLABORATIVE for LIB. SVCS	104.01	3,465.00
16242	7/6/16	METRONET LIB. CONSORT.	104.01	2,385.29
16243	7/6/16	MICROMARKETING LLC	104.01	343.70
16244	7/6/16	MIDWEST TAPE	104.01	15,907.78
16244a	7/6/16	VOID	104.01	
16244b	7/6/16	VOID	104.01	
16244c	7/6/16	VOID	104.01	
16245	7/6/16	VICTORIA MOBLEY	104.01	250.00
16246	7/6/16	MOSAIC YOUTH THEATRE OF DETROIT	104.01	500.00
16247	7/6/16	ORIENTAL TRADING CO., INC.	104.01	232.58
16248	7/6/16	OVERDRIVE	104.01	6,509.02
16249	7/6/16	PEA	104.01	1,100.00
16250	7/6/16	PENGUIN RANDOM HOUSE LLC	104.01	426.50
16251	7/6/16	QUALITY BOOKS INC.	104.01	100.08
16252	7/6/16	RECORDED BOOKS, LLC	104.01	755.78
16253	7/6/16	RHODE ISLAND NOVELTY	104.01	43.00
16254	7/6/16	RICOH USA, INC	104.01	143.61
16255	7/6/16	S & P CAPITAL IQ LLC	104.01	476.01
16256	7/6/16	S & S WORLDWIDE, INC.	104.01	136.70
16257	7/6/16	SALEM PRESS, INC.	104.01	1,206.75
16258	7/6/16	SCHOLASTIC, INC	104.01	1,006.49
16259	7/6/16	SHOWCASES	104.01	349.38
16260	7/6/16	STAPLES ADVANTAGE	104.01	593.95
16261	7/6/16	TECH LOGIC CORP.	104.01	39.60
16262	7/6/16	UPSTART	104.01	58.50
16263	7/6/16	US GOVERNMENT PRINTING OFFICE	104.01	14.00
16264	7/6/16	VIGILANTE SECURITY	104.01	1,950.00
16265	7/6/16	WEST BLOOMFIELD TWP. PUB. LIBRARY	104.01	14.99
Total				<u><u>\$282,178.04</u></u>

Check Register - Gift Fund

Check #	Date	Payee	Cash Account	Amount
ADVANCE CHECKS:				
4707	6/9/16	AMAZON.COM	102.03	80.00
4708	6/9/16	HOME DEPOT CREDIT SERVICES	102.03	298.00
4709	6/9/16	FARMINGTON COMMUNITY LIBRARY	102.03	1,500.00
4710	6/22/16	FLAGSTAR BANK	102.03	7.59
4711	6/29/16	AMAZON.COM	102.03	232.02
				<u><u>\$2,117.61</u></u>

REGULAR CHECKS:

Check #	Date	Payee	Cash Account	Amount
4712	7/6/16	CHARTER TOWNSHIP OF BLOOMFIELD	102.03	10.00
4713	7/6/16	DETROIT HISTORICAL SOCIETY	102.03	500.00
4714	7/6/16	GOLDNER WALSH NURSERY, INC.	102.03	190.40
Total				<u>\$700.40</u>

Bloomfield Township Public Library 2016-2017 General Fund Budget

7b

PRESENTED: JULY 14, 2016 FOR THE MONTH OF: JUNE 2016

Three months 25%

ACCOUNT NAME	2016-2017	2016-2017	REVENUE/EXPENSE	REVENUE/	% OF	VARIANCE
	ADOPTED BUDGET AS OF MAR 15, 2016	AMENDED BUDGET AS OF MAR 15, 2016	CURRENT MONTH	EXPENSE YTD	BUDGET YTD	
<u>Revenues</u>						
Taxes	\$6,846,279	\$6,846,279	\$0	(\$5,090)	-0.07%	(\$6,851,369)
Penal Fines	\$55,845	\$55,845	\$0	\$0	0.00%	(\$55,845)
State Aid	\$34,507	\$34,507	\$0	\$13,339	38.66%	(\$21,168)
Circulation Fines & Fees	\$100,000	\$100,000	\$8,830	\$24,829	24.83%	(\$75,171)
Charges for Services	\$11,987	\$11,987	\$1,394	\$3,931	32.79%	(\$8,056)
Investment earnings	\$81,546	\$81,546	\$39,320	\$57,772	70.85%	(\$23,774)
Miscellaneous	\$10,470	\$10,470	\$6,029	\$8,182	78.15%	(\$2,288)
Total Revenues	\$7,140,634	\$7,140,634	\$55,573	\$102,963	1.44%	(\$7,037,671)
<u>Expenditures</u>						
Personnel	\$3,842,532	\$3,842,532	\$258,441	\$986,332	25.67%	(\$2,856,200)
Library Services	\$834,856	\$834,856	\$53,088	\$187,086	22.41%	(\$647,770)
Facilities & Equipment	\$1,289,805	\$1,289,805	\$19,377	\$229,580	17.80%	(\$1,060,225)
Other Operating Expenditures	\$905,593	\$905,593	(\$17,421)	\$47,706	5.27%	(\$857,887)
Total Expenditures	\$6,872,786	\$6,872,786	\$313,485	\$1,450,703	21.11%	(\$5,422,083)
Fund Balance - Beginning	\$10,269,038	\$10,595,205		\$10,595,205		
Net revenue (expenditure)	\$267,848	\$267,848		(\$1,347,741)		
Fund Balance - Ending	\$10,536,886	\$10,863,053		\$9,247,464		

Amendments to the budget:

None

Non-spendable Fund Balance (includes all fixed assets)	\$25,123,307	\$24,221,713
Restricted Fund Balance (nothing included here)	\$0	\$0
Committed Fund Balance (is 8- months of expenditures amount)	\$4,469,191	\$4,469,191
Assigned Fund Balance (is \$477,493 (3/31/16 compensated absences accrual) plus \$5,257,680 7/1/15 OPEB obligation plus \$558,689 capital improvements)	\$5,967,695	\$6,293,862
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

**Bloomfield Township Public Library
2016-2017 Gift Fund Budget**

7b

PRESENTED: JULY 14, 2016 FOR THE MONTH OF: JUNE 2016

Three Months 25%

ACCOUNT NAME	2016-2017 ADOPTED BUDGET AS OF MAR 15, 2016	2016-2017 AMENDED BUDGET AS OF JUNE 30, 2016	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$21,707	\$19,246	\$21,707	100.00%	\$0
Investment Earnings	\$200	\$200	\$13	\$38	18.99%	(\$162)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$21,907	\$19,259	\$21,745	99.26%	(\$162)
<u>Expenditures</u>						
Library Services	\$25,523	\$38,043	\$742	\$9,071	23.84%	(\$28,972)
Facilities & Equipment	\$30,594	\$36,229	\$190	\$938	2.59%	(\$35,291)
Other Operating Expenditures	\$96,533	\$100,340	\$8	\$6,517	6.50%	(\$93,823)
Total Expenditures	\$152,650	\$174,612	\$940	\$16,527	9.46%	(\$158,086)
Fund Balance - Beginning	\$78,311	\$78,839		\$78,839		
Reserved Fund Bal.	\$73,838	\$74,066		\$74,066		
Net revenue (expenditures)	(\$151,950)	(\$152,705)		\$5,218		
Fund Balance - Ending	\$200	\$200		\$158,123		

Amendments to the budget:
All changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
June 2016

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	6/30/2016	\$158,898.07
	Flagstar Public Funds Savings	0.35%	6/30/2016	\$225,228.93
	Flagstar Premier Public Entities Checking	0.28%	6/30/2016	\$16,300.20
	RBC Capital Cash/Money Market	0.01%	6/30/2016	\$39.15
	RBC Capital - Investments	2.48%	6/30/2016	\$9,126,842.86
	Total General Fund			<u><u>\$9,368,411.14</u></u>
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	6/30/2016	\$107,136.07
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	6/30/2016	\$50,228.12
	Fifth Third Bank Business Standard Checking	0.00%	6/30/2016	\$1,459.16
	Total Gift Fund			<u><u>\$158,823.35</u></u>

CFSEM

The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM.

Jeanette P. Myers Memorial Scholarship Fund	12/31/2015	\$12,775.00
Yvonne T. Atkinson Fund	12/31/2015	\$27,203.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2015	\$30,356.00
BTPL Endowment Fund	12/31/2015	\$28,582.00
Fair Radom Garden Endowment Fund	12/31/2015	\$13,856.00
BTPL Director's Legacy Fund	12/31/2015	\$12,790.00
Total CFSEM holdings		<u><u>\$125,562.00</u></u>

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	6/30/2016 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.0%	\$39	\$39	\$0	0.01%
Wells Fargo Advantage Adjustable Rate Gov't	19.1%	1,724,142	1,747,316	16,448	0.94%
Eaton Vance Short Duration Government Income	12.2%	1,091,438	1,111,691	30,184	2.72%
Loomis Sayles Limited Term U.S. Gov't & Agency	13.3%	1,120,412	1,214,860	17,340	1.43%
BlackRock GNMA Portfolio	9.2%	828,000	840,012	20,958	2.49%
Victory INCORE Fund for Income	12.4%	1,112,160	1,129,385	55,897	4.95%
Ridgeworth SEIX U.S. Mortgage	9.2%	827,000	840,188	12,846	1.53%
VOYA GNMA Income	11.8%	1,060,000	1,077,573	31,517	2.92%
Eaton Vance Government Obligations	12.8%	1,117,212	1,165,819	41,431	3.55%
Total Portfolio	100.0%	\$8,880,402	\$9,126,882	\$226,622	2.48%

2nd Quarter Activity - March 31, 2016 - June 30, 2016

Cash Activity

Beginning Balance	\$389.15
Deposits & Sales Proceeds	\$1,584,650.00
Withdrawals	(\$1,585,000.00)
Dividends	\$57,489.47
Capital Gains	\$0.00
Net funds to purchase securities	(\$57,489.47)
Ending Balance	\$39.15

Change in Security Value

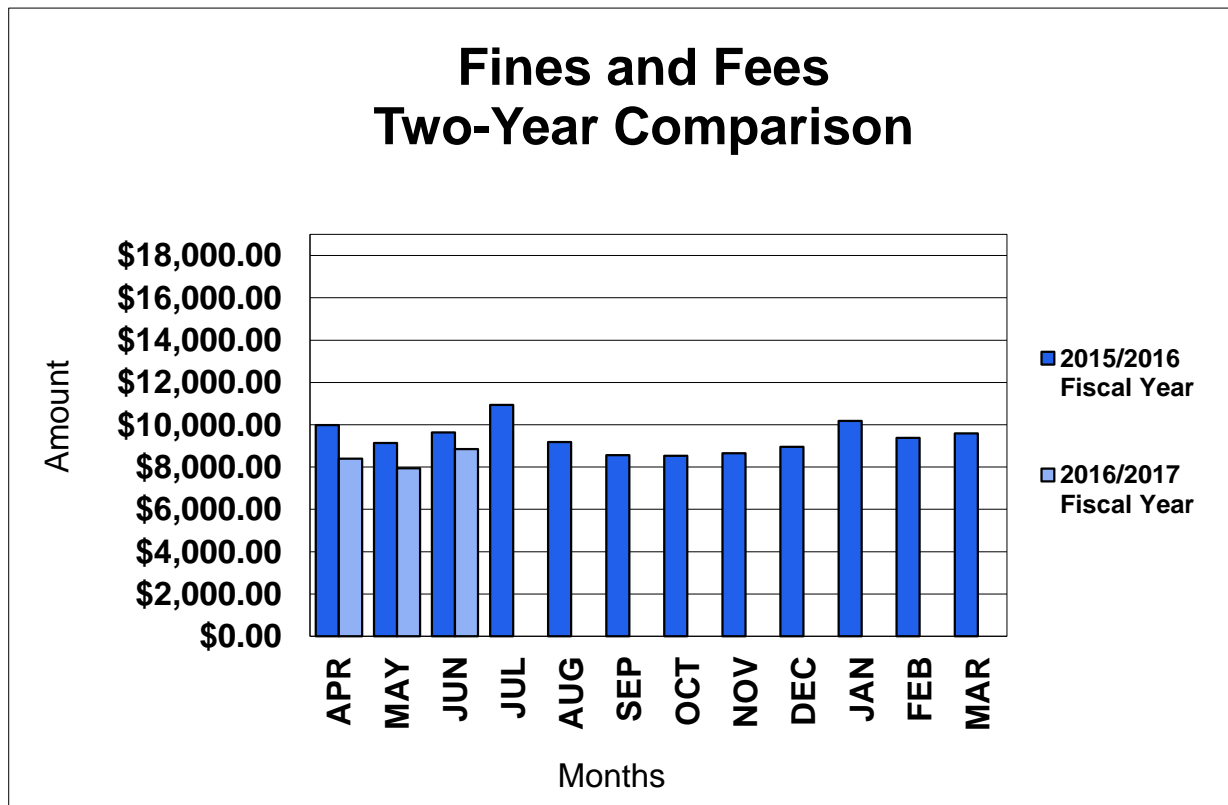
Beginning value of securities	\$10,654,004.03
Securities purchased	\$57,489.47
Securities sold	(\$1,584,650.00)
Change in value of priced securities	(\$0.64)
Ending Value of priced securities	\$9,126,842.86

Total account value as of June 30, 2016

\$ 9,126,882.01

FINES AND FEES - TWO-YEAR COMPARISON

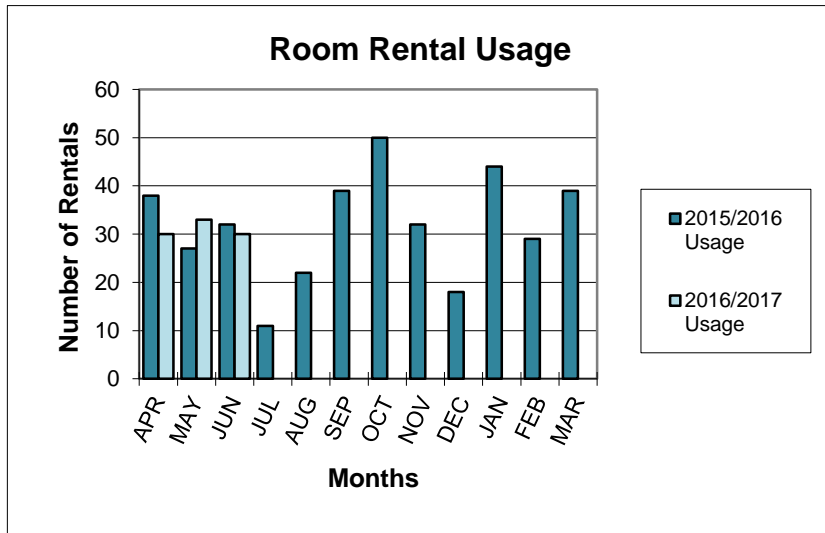
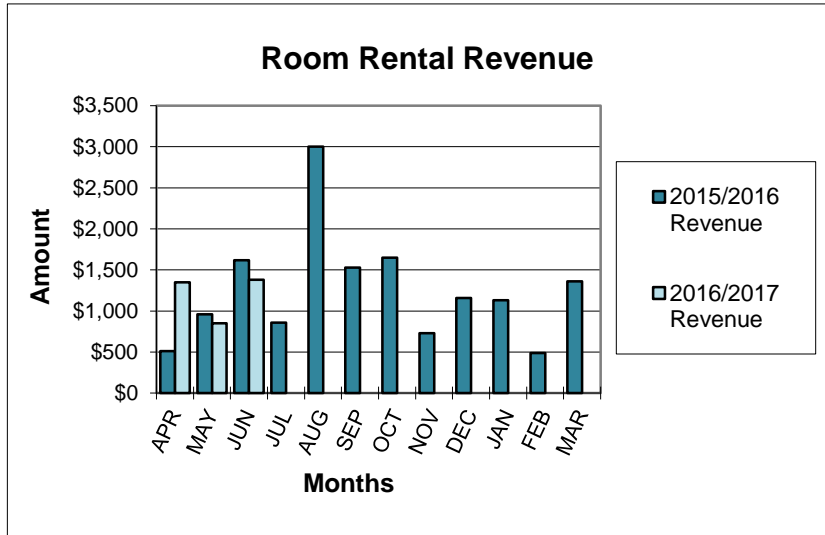
Month	2015/2016 Fiscal Year	2016/2017 Fiscal Year	Difference
APR	\$9,986.61	\$8,389.09	(\$1,597.52)
MAY	\$9,134.31	\$7,946.70	(\$1,187.61)
JUN	\$9,636.30	\$8,843.80	(\$792.50)
JUL	\$10,931.35		(\$10,931.35)
AUG	\$9,178.79		(\$9,178.79)
SEP	\$8,567.73		(\$8,567.73)
OCT	\$8,525.53		(\$8,525.53)
NOV	\$8,653.54		(\$8,653.54)
DEC	\$8,955.43		(\$8,955.43)
JAN	\$10,177.91		(\$10,177.91)
FEB	\$9,376.66		(\$9,376.66)
MAR	\$9,597.22		(\$9,597.22)
TOTAL	\$112,721.38	\$25,179.59	YTD Difference (\$87,541.79)



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	<u>2015/2016</u> <u>Revenue</u>	<u>2016/2017</u> <u>Revenue</u>	<u>Difference</u>	<u>2015/2016</u> <u>Usage</u>	<u>2016/2017</u> <u>Usage</u>	<u>Month</u>
APR	\$510.00	\$1,350.00	\$840.00	38	30	APR
MAY	\$960.00	\$850.00	(\$110.00)	27	33	MAY
JUN	\$1,620.00	\$1,380.00	(\$240.00)	32	30	JUN
JUL	\$860.00		(\$860.00)	11		JUL
AUG	\$3,000.00		(\$3,000.00)	22		AUG
SEP	\$1,530.00		(\$1,530.00)	39		SEP
OCT	\$1,650.00		(\$1,650.00)	50		OCT
NOV	\$730.00		(\$730.00)	32		NOV
DEC	\$1,160.00		(\$1,160.00)	18		DEC
JAN	\$1,130.00		(\$1,130.00)	44		JAN
FEB	\$490.00		(\$490.00)	29		FEB
MAR	\$1,360.00		(\$1,360.00)	39		MAR
TOTAL	\$15,000.00	\$3,580.00	YTD Difference (\$11,420.00)	381	93	



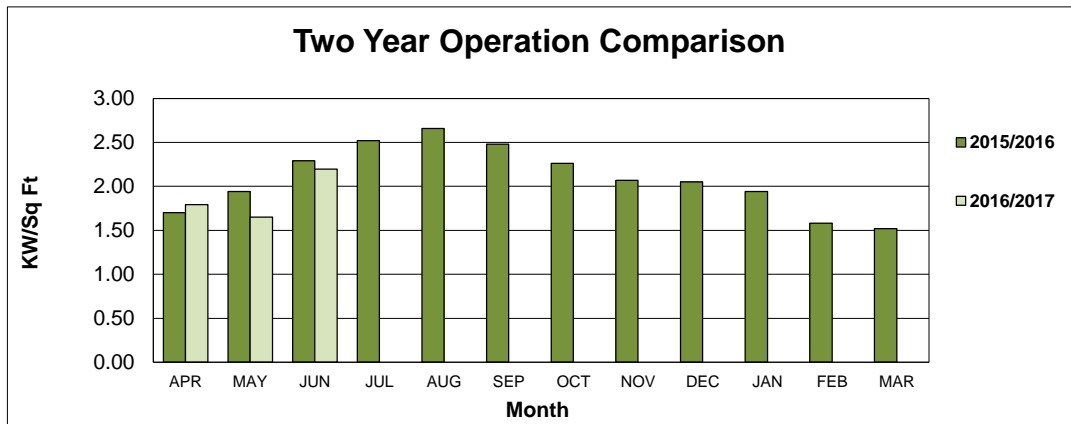
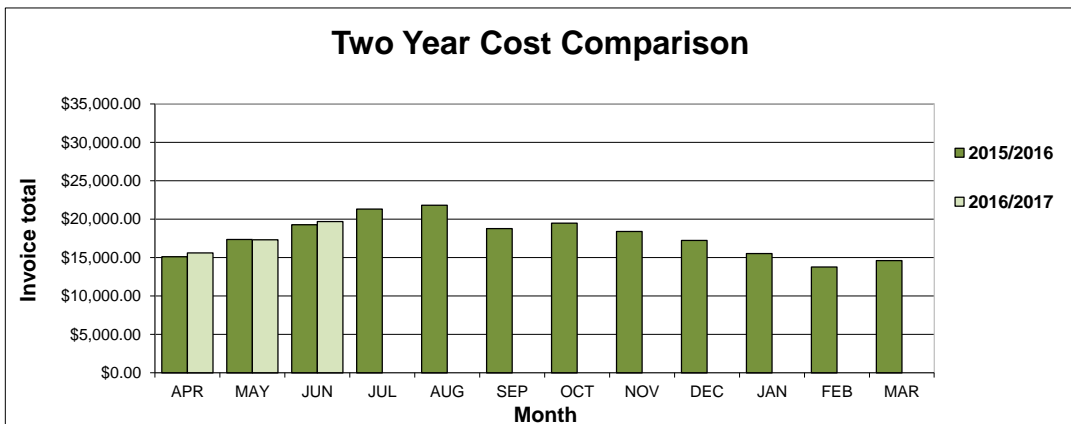
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2015/2016	2016/2017	Difference	TOTAL	COST/KWH	KWH/HR	KWH/SQ FT	COST/HR	COST/SQ FT.
		(3)		(1)	(3)/(1)	(1) / (24 x no.days per month)	(1)/101,023	(3) / (24 x no. days per month)	(3)/101,023
APR	\$15,097.13	\$15,619.14	\$522.01	180,880	\$0.09	251.22	1.79	\$21.69	\$0.15
MAY	\$17,360.67	\$17,290.02	(\$70.65)	166,670	\$0.10	224.02	1.65	\$23.24	\$0.17
JUN	\$19,257.21	\$19,698.58	\$441.37	221,760	\$0.09	308.00	2.20	\$27.36	\$0.19
JUL	\$21,323.77		(\$21,323.77)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$21,814.32		(\$21,814.32)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$18,760.03		(\$18,760.03)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$19,458.96		(\$19,458.96)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$18,411.95		(\$18,411.95)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$17,217.24		(\$17,217.24)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$15,518.62		(\$15,518.62)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$13,761.89		(\$13,761.89)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,594.92		(\$14,594.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$212,576.71	\$52,607.74	(\$159,968.97)						

NOTES:

Mar 2013 - found that electric meter was malfunctioning. \$25,000 is estimated credit DTE to issue in April

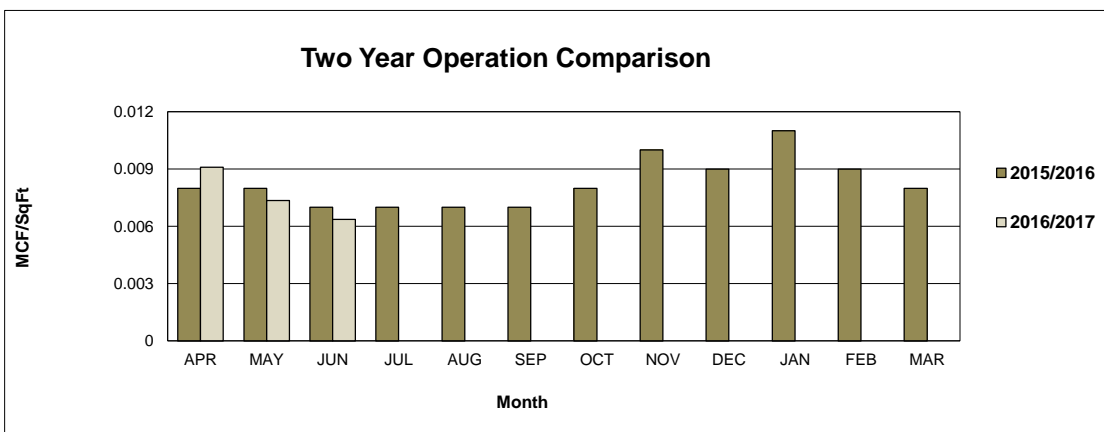
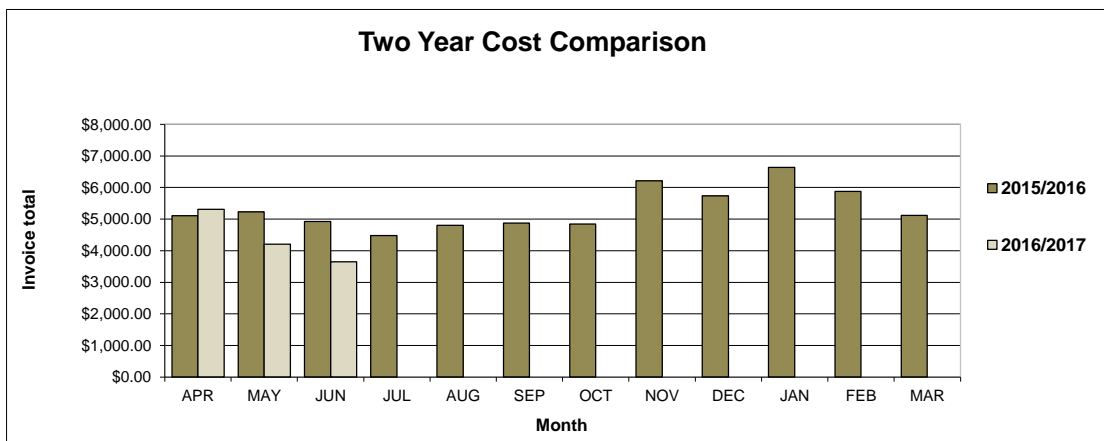


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

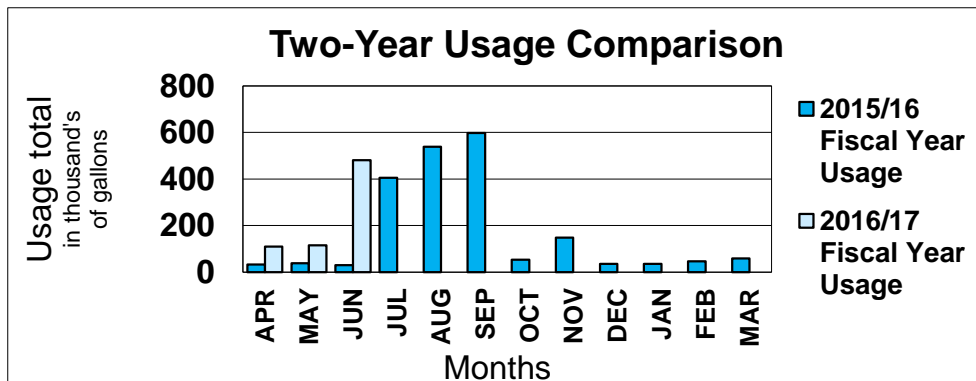
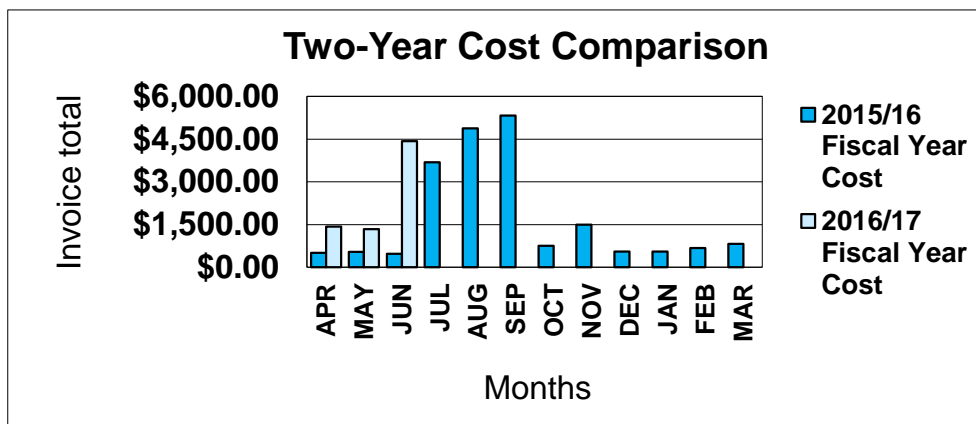
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2015/2016	2016/2017 (3)	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,104.45	\$5,307.83	\$203.38	919.2	\$5.77	720	1.28	0.009	7.37	0.052
MAY	\$5,233.14	\$4,208.72	(\$1,024.42)	742.2	\$5.67	744	1.00	0.007	5.66	0.041
JUN	\$4,920.53	\$3,652.86	(\$1,267.67)	643.1	\$5.68	720	0.89	0.006	5.07	0.036
JUL	\$4,475.51		(\$4,475.51)		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$4,805.28		(\$4,805.28)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$4,874.11		(\$4,874.11)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$4,847.90		(\$4,847.90)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$6,215.09		(\$6,215.09)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$5,732.42		(\$5,732.42)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$6,640.09		(\$6,640.09)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,880.08		(\$5,880.08)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,115.86		(\$5,115.86)		#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference							
TOTAL	\$63,844.46	\$13,169.41	(\$50,675.05)							



Bloomfield Township Public Library Water Analysis

Month	2015/16 Fiscal Year Cost	2016/17 Fiscal Year Cost	Difference	2015/16 Fiscal Year Usage	2016/17 Fiscal Year Usage	Difference
APR	\$510.99	\$1,432.45	\$921.46	33	109	76
MAY	\$543.83	\$1,333.69	\$789.86	38	115	77
JUN	\$474.87	\$4,428.69	\$3,953.82	30	480	450
JUL	\$3,690.27		(\$3,690.27)	405		(405)
AUG	\$4,879.55		(\$4,879.55)	539		(539)
SEP	\$5,329.99		(\$5,329.99)	598		(598)
OCT	\$751.79		(\$751.79)	53		(53)
NOV	\$1,498.87		(\$1,498.87)	148		(148)
DEC	\$547.11		(\$547.11)	36		(36)
JAN	\$547.11		(\$547.11)	36		(36)
FEB	\$679.55		(\$679.55)	47		(47)
MAR	\$824.03		(\$824.03)	59		(59)
			YTD Difference			YTD Difference
TOTAL	\$20,277.96	\$7,194.83	(\$13,083.13)	2,022	704	(1,318)



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****July, 2016**

Please save the date of Thursday, September 22, 2016 at 5:00pm for an art unveiling at the Library! A wonderful mosaic art piece has been created by the Conant Elementary School fourth graders in Art Teacher Pennie Ellis's class and will be placed in our Library late this summer. Brief comments, the unveiling and reception will take place on this date. Hope you can join us!

The Library's network infrastructure has not been upgraded since 2006 and has now reached the end of its life cycle. This project is scheduled to be completed this fiscal year. As it is a large and complex project, we have asked for requests for qualifications from consultants to assist the Library's Systems team with the design and bidding processes. Included in this packet is a copy of the request for qualifications document for your information. This request has been mailed out to several companies and also is available on the Library's website.

The term of office for one seat on The Library Network (TLN) Board that represents Class V libraries in our cooperative (our Library's class) will conclude on September 30, 2016. TLN has alerted us to this election and invites nominations for this position. Nominations are due by Friday, July 22 from anyone interested. Please contact me for additional information by July 20 if you are interested.

This year's Michigan Library Association annual conference will be held on October 26-28, 2016 in Lansing. I wanted you to have these dates in case you are considering attending. Last year two Trustees attended and found the conference to be very worthwhile and interesting. As soon as the conference schedule is available, I will be certain to share with everyone.

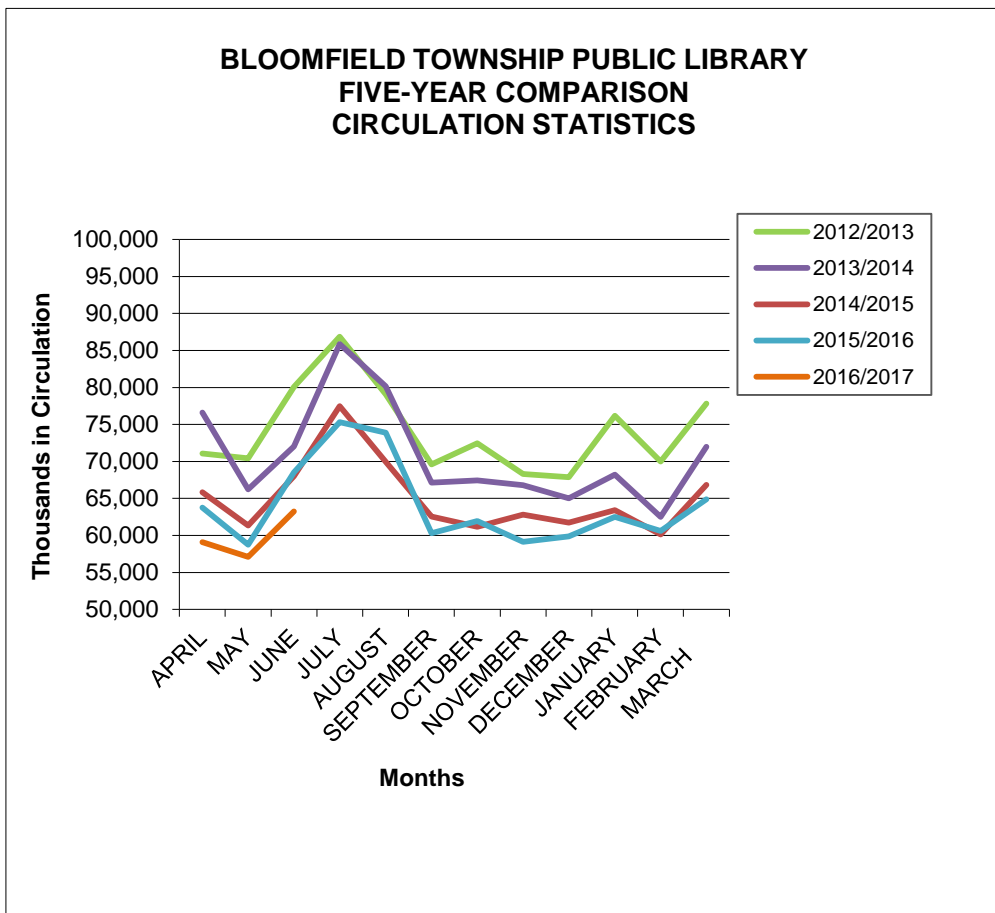
Respectfully Submitted,

*Carol Mueller
Director*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION

7/13/2016

	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>
APRIL	71,094	76,629	65,851	63,783	59,090
MAY	70,411	66,250	61,347	58,740	57,125
JUNE	80,069	72,030	67,987	68,518	63,243
JULY	86,867	85,844	77,485	75,304	
AUGUST	79,094	80,163	69,931	73,868	
SEPTEMBER	69,592	67,145	62,536	60,292	
OCTOBER	72,467	67,436	61,177	61,960	
NOVEMBER	68,318	66,813	62,815	59,157	
DECEMBER	67,864	65,007	61,726	59,871	
JANUARY	76,156	68,232	63,404	62,491	
FEBRUARY	69,992	62,534	60,140	60,612	
MARCH	77,819	71,961	66,845	64,896	
TOTAL	889,743	850,044	781,244	769,492	179,458



	2015		2016	
COLLECTION				
Book Collection:	280,266		279,551	
Media Collection:	61,643		62,198	
Total e-books:	28,507		30,944	
Overdrive	6,919		8,565	
EBSCOhost	19,223		19,197	
Total downloadable audiobooks:	5,030		4,832	
Materials Total:	375,446		377,525	
CIRCULATION				
Circulation Total:	68,518		63,243	
Bloomfield Township Circulation:	63,468		58,417	
Virtual Circulation Total	5,311		6,197	
Circulation of Youth materials:	25,817		23,830	
Circulation of Media:	25,681		21,336	
Circulation of Cranbrook passes:	282		263	
Self-checkout machine use:	27,937	40.8%	26,750	42.3%
Library by Mail:	157	25 patrons	85	28 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	27,787		24,599	
Gate Count:	29,600		29,375	
Meeting rooms by public:	32		30	
Meeting rooms by staff:	59		70	
VIRTUAL USE				
Home page hits/Database services:	35,945		33,315	
e-book access:	2,347		2,311	
Overdrive	2,293		2,283	
EBSCOhost	54		28	
Audiobook access: (Overdrive)	982		1,184	
Music download access:	1,466		1,236	
Magazine download access:	516		590	
Tutor.com sessions:	53		37	
Hoopla access:	n/a		876	
Library Computer Use				
Resident Use	1,910		1,662	
Guest Use	778		781	

	2015		2016	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	181		187	
Cranbrook:	4		8	
Total new patrons:	261		275	
<i>Adult Program Attendance</i>				
Staff-led:	6 events	158 attended	9 events	109 attended
Speaker-led:	7 events	614 attended	9 events	202 attended
Book clubs:	4 events	49 attended	5 events	45 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	2 events	242 attended	0	0
Bloomfield Historical Society			1 event	75 attended
<i>Systems Program Attendance</i>				
Staff-led:	3 events	23 attended	9 events	97 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	2 attended	1 event	2 attended
<i>Youth Program Attendance</i>				
Staff-led:	11 events	1,215 attended	9 events	1,088 attended
Speaker-led:	2 events	41 attended	5 events	176 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	3 events	1,013 attended	5 events	683 attended
TOTAL:	39 events	3,357 attended	53 events	2,477 attended
<i>Volunteers:</i>				
	39 people	354 hours	34 people	289.5 hours
	Shop: 10	98.75	Shop: 9	108
	Court: 1	20.5	Court: 1	12.75
	Students: 13	101.75	Students: 12	64.5
	Dept. Vol: 15	133	Dept. Vol: 12	104.25
<i>Patron Remarks</i>				
Patron Comments:	7		6	
Ask BTPL:	1		6	
Ask Us:	45		65	
DISPLAYS				
Lobby	2016 Summer Reading for Adults, Teens and Youth			
Media	Adult: Summer Reading Program, Summer Blockbusters			
	Youth: Summer Reading Program, Summer DVDs			
Local History	Summer Reading 2016			

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FINANCE COMMITTEE**

The Finance Committee meeting of the Bloomfield Township Public Library Board was held in the Library on Thursday, June 23, 2016 at 2:00 PM.

Trustees: Pam Williams, Judy Lindstrom

Administration: Library Director Carol Mueller; Assistant Library Director Tera Moon
Finance Coordinators Beth Sulek-LaHousse & Sandi Bird

Others Present: Alan Panter, Abraham & Gaffney

Draft Audit Report 2015-2016

Alan Panter reviewed the draft audit report and responded to comments and questions regarding the report content. Overall, the Library received a "Clean/Unmodified" opinion with no reportable findings. Library Director asked Mr. Panter to finalize the audit report and deliver by July 13, 2016. Mr. Panter will be at the July 14, 2016 board meeting to present the final audit report to the Trustees.

Other

The next meeting will be a joint Finance/Investment Committee meeting scheduled for Thursday, August 4, 2016 at 10:00am. Finance Coordinator was asked to contact Schwartz & Company to see if they would be available to attend this meeting and present an investment report. The proposed FY 2017/2018 budget will be reviewed at that time also.

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**MYERS SCHOLARSHIP COMMITTEE**

The meeting of the Bloomfield Township Public Library Board of Trustees Myers Scholarship Committee was held in the Library on Wednesday, July 6, 2016 at 11:00 a.m.

Present: Trustees Eli Greenbaum and Pam Williams

Administration: Carol Mueller, Library Director

The Myers Scholarship Committee met to review the four applications received for this scholarship. Carol thanked the Committee for their thoughtful review of the applications. In addition, Carol shared that several generous donations were received in support of this scholarship. With these additional gifts, the Committee has \$1,225.00 to award this year.

After vigorous discussion, the Committee unanimously agreed to award the \$1,225.00 scholarship to the applicant who provided a complete application, very thoughtful statement of goals and is a current Library employee. Jamie Jasper, Library Media Intern, will be informed by Administration of her award of the 2016 Myers Scholarship for her fall, 2016 semester at Wayne State University to continue her graduate degree coursework in Library and Information Studies.

Administration will contact Rod Myers Jr. to confirm his family's attendance at the annual Myers Scholarship award presentation on Tuesday, August 16. The Committee reviewed the presentation outline and again requested an oversized check to present to the scholarship winner in addition to the certificate.

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
ART COMMITTEE**

Bloomfield Township Public Library
Oakland County, Michigan
Thursday, July 7 2016
11:00 a.m.

Present: Trustee: Judy Lindstrom, Pam Williams

Library Staff: Carol Mueller, Director; Tera Moon, Assistant Director; Sue Barr, Youth Services Librarian; Connie Silver, Adult Services Assistant Department Head; Nancy Kulish, Volunteer,

Old Business:

Community Room Historic Photos Project

Carol reported that the east wall in the Community Room measures 54' long X 8' 6" high. She said that the north wall has a thermostat and a telephone mounted on it and may not be conducive to displaying photographs.

Carol tried to reach Exhibit Works, but her phone calls have not been returned. Through the Birmingham Bloomfield Chamber of Commerce, Tera met a graphic designer and Bloomfield Township resident named Laurie Blume. Laurie is working with the Detroit Historical Museum and the Jewish Historical Society of Michigan to design informational panels as part of an exhibit called *Chasing Dreams: Baseball & Becoming American*. The group would like to meet Laurie, see an example of her work, find out her fee, and show her the space in the Community Room. Tera will invite Laurie to the next meeting.

Judy suggested using the Library's logo colors as part of the design.

Connie will be assisting on a volunteer basis after her retirement on August 1, 2016.

**Bloomfield Hills Schools Art Unveiling and Reception
Thursday, September 22, at 5:00pm**

Administration will start working on an invitation to the unveiling and reception. The invitation will be inspired by the art piece. Invitations will be sent to:

- All students who worked on the piece and their parents
- Bloomfield Hills School Foundation Board of Directors

- Board of Education Trustees
- Superintendent of Bloomfield Hills Schools
- Administration and teachers of Conant School
- Library Board of Trustees
- Friends of the Bloomfield Township Public Library Board
- All library staff

An invitation to the community will be included in the Library's fall newsletter. Tera will work with the BHS Director of Communications and Media Relations to feature the event on the BHS website and enewsletters. A feature article will be pitched to the Bloomfield Eagle. Press releases will go to all media outlets. Tera will talk to BCTV about being involved in some way.

Judy reported that Dessert Diva will provide cookies for the reception to take place in the Community Room immediately following the unveiling. The cookies will be inspired by the art piece's colors and geometric shapes. Small bottles of water will be provided. A suggestion was made to identify the students who worked on the piece with a special name tag.

Next steps:

- Create invitation and program (Administration)
- Get a cloth to hang over the art piece prior to unveiling

The next meeting will be on Monday, August 8, 2016 at 2pm

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: July 11, 2016

SUBJECT: Attached Audit and Management Letter

Abraham & Gaffney was our library auditing firm for FY 2015/2016. Alan Panter, CPA, is our Principal and Jeff Hawkins, CPA, provided on-site auditing fieldwork. The on-site audit work in May went very smoothly. We again received a favorable report from Abraham & Gaffney for FY 2015-2016. The final copy of the audit and management letter is included for your review. Please note in the minutes of our June 23, 2016 Finance Committee meeting, the auditors provided another unqualified opinion. The auditors commended the Library and stated that they have given the Library a clean opinion as there were no journal entries needed and there are no areas of concern.

Special thanks once again to Beth Sulek-LaHousse, our Finance Coordinator, for her very detailed work and extremely careful management of our financial records all year long. Beth has been an outstanding Finance Coordinator!

Alan Panter will attend the July 14, 2016 Library Board meeting to provide a verbal overview of the audit and answer any questions the trustees may have.

Principals

Dale J. Abraham, CPA
Steven R. Kirinovic, CPA
Aaron M. Stevens, CPA
Eric J. Glashouwer, CPA
Alan D. Panter, CPA
William I. Tucker IV, CPA



2601 Cambridge Court
Suite 201
Auburn Hills, MI 48326
(248) 844-2550
FAX: (248) 844-2551

To the Board of Trustees
Bloomfield Township Public Library
Bloomfield, Michigan

We have audited the financial statements of the governmental activities and each major fund of the Bloomfield Township Public Library (the Library), for the year ended March 31, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 4, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Library are described in Note A to the financial statements. As described in Note J to the financial statements, the Library adopted Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions* during the year ended March 31, 2016. Accordingly, the cumulative effects of the accounting changes are reported in the applicable financial statements. We noted no transactions entered into by the Library during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements the proper period.

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

- Management's calculation of the current and noncurrent compensated absence liability is based on an estimate of the percentage of employees' use of compensated absences.
- Management's calculation of depreciation expense for the current period is based on an estimate of the useful lives of the capital assets.
- Management's calculation of the net other post-employment benefit liability is based on an actuarially determined rate based upon certain actuarial assumptions.
- The calculation of the net pension liability is based on an actuarial study which utilized certain actuarial assumptions.

- The Library's investments are carried at fair value, which is defined as the amount that the Library could reasonably expect to receive for an investment in a current sale between a willing buyer and a willing seller and is generally measured by quoted market prices.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 23, 2016.

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, budgetary comparison schedules, and other post-employment and pension benefit schedules, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of management of the Bloomfield Township Public Library and the members of the Board of Trustees of the Library and is not intended to be, and should not be, used by anyone other than these specified parties.

Abraham & Gaffney, P.C.

ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

June 23, 2016

**Bloomfield Township Public Library
Bloomfield Township, Michigan**

FINANCIAL STATEMENTS

March 31, 2016

Bloomfield Township Public Library

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Bloomfield Township Public Library
Bloomfield Township, Michigan

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Bloomfield Township Public Library as of and for the year ended March 31, 2016, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Bloomfield Township Public Library as of March 31, 2016, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Accounting Principle

As discussed in Note J to the financial statements, the Library implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, during the year. As a result, the financial statements now recognize the Library's unfunded defined pension benefit obligation as a liability for the first time and more comprehensively and comparably measures the annual costs of pension benefits. The statement also enhances accountability and transparency through revised note disclosures and required supplemental information (RSI). Our opinions are not modified with respect to this matter.

Other Matters

Required Supplementary Information

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

Abraham & Gaffney, P.C.

ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

June 23, 2016

Bloomfield Township Public Library

MANAGEMENT'S DISCUSSION AND ANALYSIS

March 31, 2016

The management's discussion and analysis of Bloomfield Township Public Library's (the Library) financial report provides an overview of the Library's financial activities for the fiscal year ended March 31, 2016. Please read it in conjunction with the Library's financial statements which follow this section.

Reviewing the Financial Statements

The basic financial statements, immediately following the management's discussion and analysis, are prepared by our auditors and include information that presents two different views of the Library using the modified accrual and full accrual methods.

The Balance Sheet on page 3 and Statement on Revenues, Expenditures, and Changes in Fund Balance on page 5 show the modified accrual method of reporting. This method of accounting focuses on current financial resources and provides a more detailed view about the accountability of the Library's sources and uses of funds. The Balance Sheet also shows the designated use of fund balance.

The Statement of Net Position on page 1 and Statement of Activities on page 2 show the General Fund and Gift Fund combined in the full accrual method. The reconciliation of these funds used to arrive at the figures is shown on pages 4 and 6, respectively. The reconciliation represents adjustments necessary, due to GASB 34, to convert the modified accrual financial statements to the Statement of Net Position and Statement of Activities under the full accrual method. The full accrual method of accounting focuses on long-term economic resources.

The Statement of Net Position and Statement of Activities provide information about the Library's overall financial status and about the activities of the Library as a Whole and present a longer-term view of the Library's finances.

The financial statements also include auditor notes which explain some of the information in the financial statements and provide more detailed data. The following condensed financial information section shows data comparative with the prior year.

The Library as a Whole

Fiscal Year (FY) 2015/2016 ended on a very positive note. This was a year of restoration as it was the first full year with additional revenue due to Bloomfield Township voter approval of the November, 2014 ballot proposal to restore and supplement library revenues. As a result, we were able to reopen on summer Sundays; restore funding for materials and return to a full schedule of programs, including our popular programs that had been discontinued. In addition, we were able to start replacing long overdue and out of date systems, such as our building automation system. We are very thankful to Bloomfield Township voters for their strong support of Bloomfield Township Public Library.

Our 50th anniversary year fundraising Gala, held in October, 2014, resulted in funding to completely refurbish two well used and worn study alcoves in Youth Services. A reopening celebration and ribbon cutting of these two alcoves was held on December 19, 2015. What a wonderful way to recognize 50 years of exceptional library service to the Bloomfield Township community.

Condensed Financial Information

The tables below show key financial information under the full accrual method in a condensed format. Please note: Amounts and totals reported are for all Library activities, including general operations, improvements, and gifts, to give a complete picture of the Library as a whole.

The table below has been restated from last year to reflect the recording of the net pension liability and corresponding deferred outflows of resources that are required to be reported as a result of a change in accounting principles.

Bloomfield Township Public Library
MANAGEMENT'S DISCUSSION AND ANALYSIS
March 31, 2016

TABLE 1

	<u>2016</u>	<u>2015</u>
Assets		
Current assets	\$ 11,216,149	\$ 9,620,874
Noncurrent assets	-	710,335
Capital assets	<u>24,221,713</u>	<u>25,123,307</u>
Total assets	35,437,862	35,454,516
Deferred outflows of resources	878,930	174,064
Liabilities		
Current liabilities	625,771	382,897
Long term liabilities	<u>2,530,462</u>	<u>2,249,699</u>
Total liabilities	3,156,233	2,632,596
Net position		
Investment in capital assets	24,221,713	25,123,307
Gift fund balance - restricted/expendable	152,904	176,366
Unrestricted	<u>8,785,942</u>	<u>6,811,912</u>
Total net position	<u>\$ 33,160,559</u>	<u>\$ 32,995,984</u>

TABLE 2

	<u>2016</u>	<u>2015</u>
Revenue		
Program revenue:		
Charges for services	\$ 127,721	\$ 133,540
Operating grants and contributions	117,860	99,823
General revenue:		
Property taxes	6,666,966	6,452,114
Penal fines	82,987	61,712
State aid - unrestricted	12,207	24,189
Investment earnings	20,651	74,512
Miscellaneous	<u>12,048</u>	<u>11,114</u>
Total revenue	7,040,440	6,857,004
Program Expenses		
Library services/operations	<u>6,875,865</u>	<u>6,454,057</u>
Change in net position	<u>\$ 164,575</u>	<u>\$ 402,947</u>

Bloomfield Township Public Library

MANAGEMENT'S DISCUSSION AND ANALYSIS

March 31, 2016

General Fund Revenues

Our estimated total revenues when approved in March, 2015 were \$6,974,003. Our actual revenues were \$6,922,196, which was \$51,807 less than originally budgeted in total. This decrease was due primarily to a change in asset value in library investments and only one state aide check was received this fiscal year.

There was a slight increase in revenues from property taxes of \$35,323.

Penal fines were more than originally estimated by \$27,978. State aid revenues are lower than budgeted - \$11,991 - as the second state aid check was not received in FY 2015/2016.

Circulation Fines and Fees decreased from our original estimates by \$15,073 as we are sending fewer overdue accounts to our collection agency.

Charges for Services were \$3,588 more than originally budgeted. Photocopy fees increased slightly as have meeting room rental fees.

Investment earnings were down by \$94,346 from our original estimates as lower earnings were received and continuing volatility of the bond market resulted in a negative change in asset value.

Miscellaneous revenue increased by \$2,714 as part of FY 2014/2015 Library Cafe commissions were paid in FY 2015/2016 and our June, 2015 used equipment sale earned more than originally budgeted.

General Fund Expenditures

Total overall expenditures were reduced over the fiscal year. Actual expenditures were \$597,756 less than anticipated. This decrease is due primarily to projects, such as replacing the lobby floor and remediation of lower level water issues, being delayed.

In the Personnel category, total overall expenditures decreased over the fiscal year by \$165,617 due to several vacancies during the year. New employees start at the beginning of the position's salary range resulting in a savings. Our actual employee insurance costs were also lower. In December, 2014, the Library Board approved the hard cap option for FY 2015/2016 as required to comply with PA 152.

Library Services decreased overall by \$72,442 from initial estimates. There was a decrease in processing supplies. Subscription fees for databases increased slightly. Other costs in this category remain as projected.

In the Facilities and Equipment functional category, expenditures decreased by \$176,558 from initial estimates. The actual cost for building insurance was lower than anticipated by \$9,944. This savings was offset slightly by increased in building maintenance and computer system maintenance. Equipment expenditures were reduced due to a delay in purchasing public copiers. Our greatest savings in this category was in public utilities with a savings of \$39,959 in electricity costs. The new building automation system is now programmed to heat and cool the building on a schedule and more efficiently.

Our greatest savings was experienced in the Other Operating Expenditures category. Expenditures decreased by \$183,140 due to lower postage costs, professional services fees, lower project costs, and lower staff development costs. Replacement of the entire lobby floor was not completed this fiscal year resulting in most of the savings in this category.

Fund Balance

Our fund balance is \$10,595,205 at year end. This is an increase of \$545,949 compared to the year-end estimate at the beginning of the fiscal year. This is due to the millage approval to restore and supplement library revenue. The additional revenue has been allocated to full funding of the Library's Other Post-Employment Benefits (OPEB) and to start a capital fund to replace failing library systems and building needs, such as a new roof.

Bloomfield Township Public Library

MANAGEMENT'S DISCUSSION AND ANALYSIS

March 31, 2016

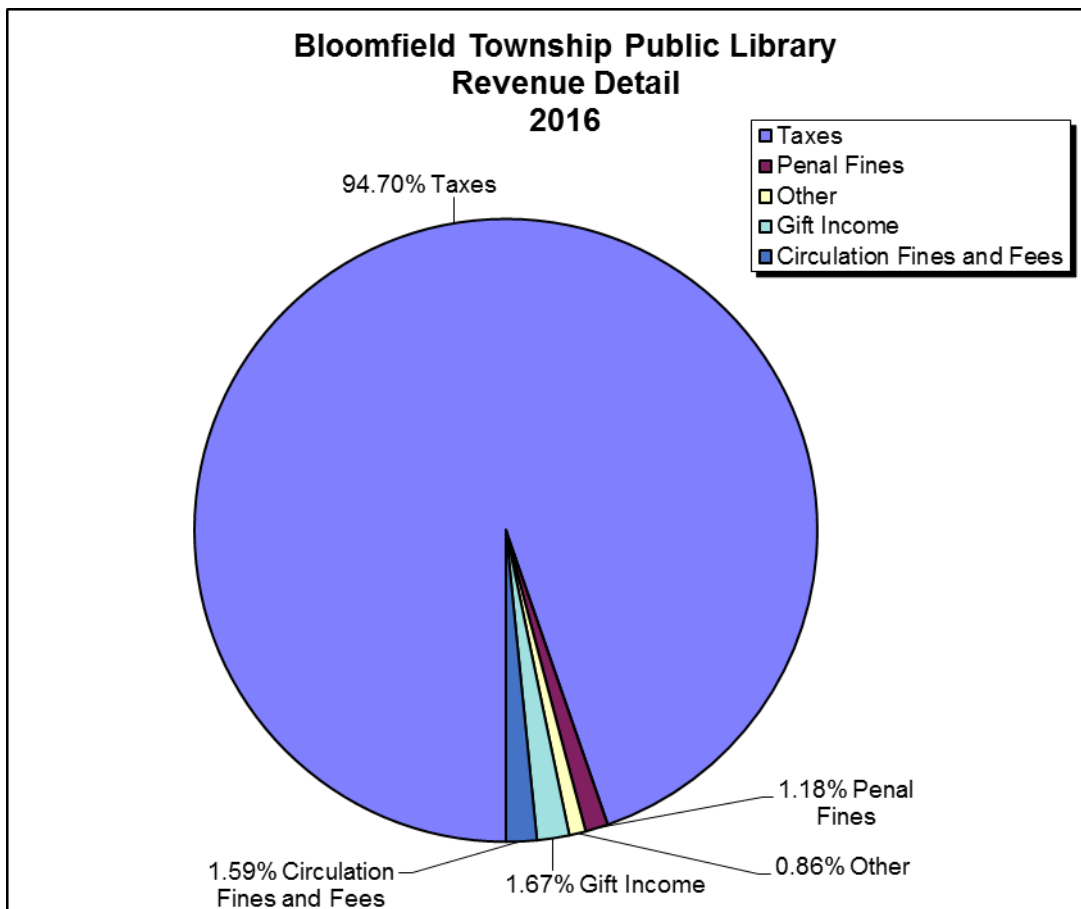
Gift Fund Estimated Budget

The Friends of the Library very generously donated \$66,010 during FY 2015/2016. This funding provided support for many of our popular programs such as the Chamber music concerts, PJ Theatre, Everyone's Reading program, and summer reading programs, among others. The Friends' gifts also supported purchases for our various high demand and popular materials collections.

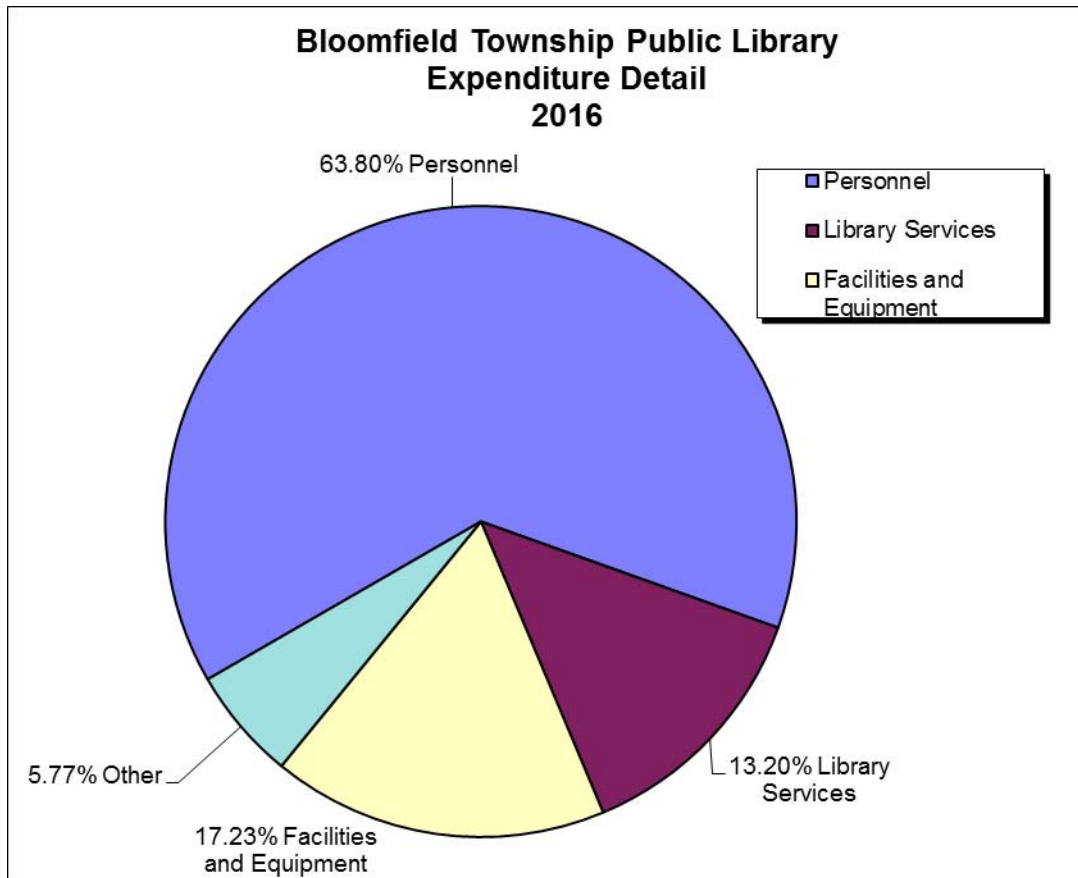
The Gift Fund shows an increased fund balance at year-end compared to FY 2014/2015. Although gifts are being spent for collections, furnishings and equipment as requested by the donors, some donations received near year-end could not be expended in that same year. For example, the Charnov donation, received in FY 2011/2012, will be spent over several years. In addition, funds raised from the Library's 50th anniversary gala celebration were received in FY 2014/2015 but were not spent until Youth alcove work was completed in FY 2015/2016. The actual fund balance at the close of the fiscal year was \$152,904.

The Library's Funds

The budgetary analysis of both library funds, the General Fund and the Gift Fund, is included in the financial statements on pages 22 through 23. The following pie charts illustrate the percentage breakdown of revenues and expenditures for the Library as a Whole, which includes both funds.



Bloomfield Township Public Library
MANAGEMENT'S DISCUSSION AND ANALYSIS
March 31, 2016



The largest use of resources during FY 2015/2016 continued to be for personnel salaries and benefits. This is typical of service organizations that are open to the public seven days a week, year-round. We have kept these expenses to a minimum by carefully reviewing vacated positions as to the need to fill these.

The Library's Budgetary Highlights

The Library's FY 2015/2016 budget, as approved in March, 2015, included restoration of funding in several areas. Summer Sunday hours were completely restored. Funding for materials was also restored. A full schedule of programs for our patrons was resumed as popular programs such as Little Foodies and story times were added back into the schedule. In addition, several new programs were added. We also completed several important and necessary building and systems projects, such as a new building automation system. We remain very grateful to Bloomfield Township voters for their support of the Library's millage proposal request in November, 2014 that has allowed the Library to restore these important services, programs, collections and repairs.

Over the course of the year, the Library Board of Trustees amended the budget as needed to address unplanned needs or donations that occurred during the year. The most frequent amendments occurred in contributions and donations to the Gift Fund which cannot be anticipated at the start of the year.

Bloomfield Township Public Library

MANAGEMENT'S DISCUSSION AND ANALYSIS

March 31, 2016

Capital Assets and Long-Term Debt Activity

At the beginning of FY 2015/2016, the Library had \$25,123,307 invested in land, building and improvements, furniture and equipment, books and materials, including media. New collection items totaling \$480,345, consisting of new books and various audiovisual materials, were added to library collections this fiscal year. (This does not include subscriptions to electronic materials and services.) A total of \$123,862 was spent to replace furniture and equipment. In accordance with the Library's fixed asset disposal policy, the items from the Adult Services and Youth Services materials collections, which were no longer suitable for public library use, were donated to the Friends of the Library for their used book sales. The total of materials disposed from the collection amounted to \$440,997. The value of furnishings and equipment disposed amounted to \$414,738. Our final capital asset investment for FY 2015/2016 is \$24,221,713.

The Library's long-term debt activity consists of capped accumulated compensated employee absences (sick/vacation leave) to be paid to eligible employees upon retirement or resignation. It also consists of our annual Other Post-Employment Benefits (OPEB) obligation.

Next Year's Anticipated Budget Factors

Library revenues are increasing as a result of a higher millage rate. These increased revenues have completely restored library service hours, a full schedule of programs for all ages, and funding for books and other collections. In addition, the Library will allocate funding each year to pay for future complex and costly building projects such as a new roof. Lastly, several important and necessary building and systems projects will be completed in FY 2016/2017. These include an upgraded technology support system - a system that has reached the end of its life cycle. Investigation into lower level flooding with possible structural changes will take place also. A new strategic planning process begun in FY 2015/2016 will continue as we implement changes and provide future directions for the Library. This process will have implications for the annual budget. In addition, we are working on a long term capital plan that will project when capital items will need replacing and what the estimated cost will be to replace these building and systems features.

GLOSSARY OF TERMS

The Library as a Whole recognizes the complete activity of the Library, including both the General Fund and Gift Fund, under the full accrual basis of accounting.

An Endowment is a permanent fund bestowed to an institution to be used for a specific purpose, as specified by the donor. The Library has six such endowments. The investments of all six endowments are administered by the Community Foundation of Southeastern Michigan. The purpose of these six endowments is to provide support and furtherance of specific programs and activities of the Library.

Full Accrual Accounting - Much like how a business reports its revenues and expenses, full accrual accounting is a long-term method of accounting in which revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Internal control refers to the interconnected system of checks and balances used to safeguard the Library's monetary assets and helps provide complete and accurate accounting records.

GASB - The Governmental Accounting Standards Board is the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments. The board members of the GASB are appointed by the trustees of the Financial Accounting Foundation, a private sector not-for-profit organization.

MANAGEMENT'S DISCUSSION AND ANALYSIS

March 31, 2016

GLOSSARY OF TERMS - CONTINUED

GASB 34 requires state and local governments to begin reporting all financial transactions in annual financial reports on an accrual accounting basis. Two distinct forms of information will be provided in the basic financial statements:

Government-wide statements are consolidated financial statements for all of a government operation on a full accrual basis of accounting. They will not be presented on a fund basis; instead, fiscal operations will be organized into two major activities: governmental and business-type. They will have a "net asset" focus, and exclude inter-fund transactions (such as internal service funds) and fiduciary funds. Expenses (which may include allocated "indirect costs") will be shown both gross and net of related revenues such as fees and grants.

Fund statements, in meeting stewardship and accountability concerns, are financial statements that are also presented on a fund basis, but not using the same basis of accounting as the government-wide statements for government funds.

GASB 54 established a specific definition for Special Revenue funds which are used to account for the proceeds of resources that are restricted or committed for purposes other than debt service or capital projects. The restricted or committed resources need to comprise a substantial portion of the inflows reported in the special revenue fund. GASB 54 has also required that new terminology be used when describing parts of our fund balance.

These terms are:

Nonspendable amounts cannot be spent because they are either (a) not in spendable form (prepaid expenses) or (b) legally or contractually required to be maintained intact.

Restricted amounts can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed amounts can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Assigned amounts are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed.

Unassigned amounts are the residual classification for the government's General Fund. It includes all spendable amounts not contained in the other classifications.

GASB 68 requires governments providing defined benefit pensions to recognize their unfunded defined benefit obligations as a liability and to more comprehensively and comparably measure the annual costs of pension benefits.

Modified Accrual Accounting - The individual funds of the Library are accounted for using modified accrual accounting. Modified accrual accounting is a short-term method of accounting that recognizes revenue when it is both measurable and available to be used to pay liabilities of the current period. Expenditures are generally recorded when a liability is incurred; however, expenditures related to compensated absences are generally only recorded when payment is due. Long-term assets and liabilities such as capital assets, compensated absences unlikely to be paid out within a year, and the net other post-employment benefits obligation are excluded from the modified accrual balance sheet.

PA 152 - A Michigan law, PA 152 is the Publicly Funded Health Insurance Contribution Act that requires public employees to contribute to their health care costs. PA 152 gives public employers three options from which to choose for funding health care costs: the hard cap option, 80/20 option or to be exempt. The Library does not qualify to be exempt as it is not, by definition, a local unit of government. Each December, the Library Board must decide which of the other two available options to implement for the next fiscal year.

Bloomfield Township Public Library

MANAGEMENT'S DISCUSSION AND ANALYSIS

March 31, 2016

Contacting the Library's Management

This financial report is intended to provide our citizens, taxpayers, customers, and investors with a general overview of the Library's finances and to show the Library's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact the Library Director's Office.

BASIC FINANCIAL STATEMENTS

Bloomfield Township Public Library

STATEMENT OF NET POSITION

March 31, 2016

	<u>Governmental Activities</u>
ASSETS	
Current assets	
Cash and cash equivalents	\$ 546,038
Investments	10,654,004
Prepays	<u>16,107</u>
Total current assets	11,216,149
Noncurrent assets	
Capital assets not being depreciated	131,015
Capital assets being depreciated, net	<u>24,090,698</u>
Total noncurrent assets	<u>24,221,713</u>
TOTAL ASSETS	35,437,862
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to pensions	878,930
LIABILITIES	
Current liabilities	
Accounts payable	149,950
Accrued liabilities	43,980
Due to Charter Township of Bloomfield	274,110
Current portion of compensated absences	<u>157,731</u>
Total current liabilities	625,771
Noncurrent liabilities	
Noncurrent portion of compensated absences	319,762
Net other post-employment benefit obligation	2,120,776
Net pension liability	<u>89,924</u>
Total noncurrent liabilities	<u>2,530,462</u>
TOTAL LIABILITIES	<u>3,156,233</u>
NET POSITION	
Investment in capital assets	24,221,713
Restricted	
Gift fund - expendable	152,904
Unrestricted (Including non-spendable, committed, assigned, and unassigned portions of fund balance plus deferred outflows less other post-employment benefits and other long-term liabilities)	<u>8,785,942</u>
TOTAL NET POSITION	<u><u>\$ 33,160,559</u></u>

See accompanying notes to financial statements.

Bloomfield Township Public Library

STATEMENT OF ACTIVITIES

Year Ended March 31, 2016

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Change in Net Position
		Charges for Services	Operating Grants and Contributions	Governmental Activities
Governmental activities				
Recreation and culture	<u>\$ 6,875,865</u>	<u>\$ 127,721</u>	<u>\$ 117,860</u>	\$ (6,630,284)
General revenues				
Property taxes				6,666,966
Penal fines				82,987
State aid - unrestricted				12,207
Investment earnings				20,651
Miscellaneous				<u>12,048</u>
Total general revenues				<u>6,794,859</u>
Change in net position				164,575
Restated net position, beginning of the year				<u>32,995,984</u>
Net position, end of the year				<u>\$ 33,160,559</u>

See accompanying notes to financial statements.

Bloomfield Township Public Library

Governmental Funds

BALANCE SHEET

March 31, 2016

	General Fund	Gift Fund	Total
ASSETS			
Cash and cash equivalents	\$ 392,059	\$ 153,979	\$ 546,038
Investments	10,654,004	-	10,654,004
Prepaid expenses	15,042	1,065	16,107
	<u>11,061,105</u>	<u>155,044</u>	<u>11,216,149</u>
TOTAL ASSETS	\$ 11,061,105	\$ 155,044	\$ 11,216,149
LIABILITIES			
Accounts payable	\$ 147,810	\$ 2,140	\$ 149,950
Accrued liabilities	43,980	-	43,980
Due to Charter Township of Bloomfield	274,110	-	274,110
	<u>465,900</u>	<u>2,140</u>	<u>468,040</u>
TOTAL LIABILITIES	465,900	2,140	468,040
FUND BALANCES			
Nonspendable	15,042	1,065	16,107
Restricted	-	151,839	151,839
Committed	4,469,191	-	4,469,191
Assigned	5,967,695	-	5,967,695
Unassigned	143,277	-	143,277
	<u>10,595,205</u>	<u>152,904</u>	<u>10,748,109</u>
TOTAL FUND BALANCES	10,595,205	152,904	10,748,109
TOTAL LIABILITIES AND FUND BALANCES	\$ 11,061,105	\$ 155,044	\$ 11,216,149

See accompanying notes to financial statements.

Bloomfield Township Public Library

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION

March 31, 2016

Total fund balance - governmental funds \$ 10,748,109

Amounts reported for the governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the governmental funds.

The cost of capital assets is	\$ 36,018,491
Accumulated depreciation is	<u>(11,796,778)</u>

Capital assets, net	24,221,713
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Governmental funds report actual pension expenditures for the fiscal year, whereas the governmental activities will recognize the net pension liability as of the measurement date. Resources related to changes of assumptions, differences between expected and actual experience, and differences between projected and actual pension plan investment earnings will be deferred over time in the government-wide financial statements. These amounts consist of:

Deferred outflows of resources related to pensions	878,930
--	---------

Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental fund balance sheet. Long-term liabilities at year-end consist of:

Compensated absences	(477,493)
Other postemployment benefit obligation	(2,120,776)
Net pension liability	<u>(89,924)</u>

(2,688,193)

Net position of governmental activities

\$ 33,160,559

Bloomfield Township Public Library

Governmental Funds

STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES

Year Ended March 31, 2016

	General Fund	Gift Fund	Total
	<u> </u>	<u> </u>	<u> </u>
REVENUES			
Property taxes	\$ 6,666,966	\$ -	\$ 6,666,966
Penal fines	82,987	-	82,987
State aid	12,207	-	12,207
Circulation fines and fees	112,223	-	112,223
Charges for services	15,498	-	15,498
Investment earnings	20,267	384	20,651
Gift income	-	117,860	117,860
Miscellaneous income	12,048	-	12,048
	<u> </u>	<u> </u>	<u> </u>
TOTAL REVENUES	6,922,196	118,244	7,040,440
EXPENDITURES			
Current			
Recreation and culture			
Personnel	3,528,077	-	3,528,077
Library services	697,629	32,594	730,223
Facilities and equipment	896,914	55,748	952,662
Other expenditures	265,982	53,364	319,346
	<u> </u>	<u> </u>	<u> </u>
TOTAL EXPENDITURES	5,388,602	141,706	5,530,308
NET CHANGE IN FUND BALANCE	1,533,594	(23,462)	1,510,132
Fund balance, beginning of the year	9,061,611	176,366	9,237,977
	<u> </u>	<u> </u>	<u> </u>
Fund balance, end of the year	<u>\$ 10,595,205</u>	<u>\$ 152,904</u>	<u>\$ 10,748,109</u>

See accompanying notes to financial statements.

Bloomfield Township Public Library

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES OF THE GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

Year Ended March 31, 2016

Net change in fund balances - governmental funds **\$ 1,510,132**

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported as expenditures in the governmental fund. However, in the statement of activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

Capital outlay	\$	604,207
Depreciation expense		(1,440,795)
Loss on disposal of capital assets		<u>(65,006)</u>

Excess of depreciation expense and loss on disposal over capital outlay		(901,594)
---	--	-----------

Some items reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental fund. These activities consist of:

Increase in deferred outflows of resources related to pensions		704,866
(Increase) in compensated absences		(19,681)
(Increase) in other postemployment benefit obligation		(328,889)
(Increase) in net pension liability		<u>(800,259)</u>

(443,963)

Change in net position of governmental activities

\$ 164,575

Bloomfield Township Public Library

NOTES TO FINANCIAL STATEMENTS

March 31, 2016

NOTE A: DESCRIPTION OF LIBRARY AND SIGNIFICANT ACCOUNTING POLICIES

The Bloomfield Township Public Library (the Library) was established in 1964 to provide recreational and cultural services to the residents of Bloomfield Township. The Library's activities are overseen by an autonomous six (6) member Board of Trustees.

The financial statements of the Library have been prepared in accordance with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and reporting principles. The Library's more significant accounting policies are described below.

1. Reporting Entity

As required by accounting principles generally accepted in the United States of America, these financial statements present the financial activities of the Library. The Library has no activities that would be classified as component units.

2. Basis of Presentation

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The statement of net position and the statement of activities (the government-wide financial statements) present information for the Library as a whole. All non-fiduciary activities of the Library are included (i.e., fiduciary activities are not included in the government-wide financial statements).

The statement of activities presents the direct functional expenses of the Library and the program revenues that support them. Direct expenses are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. Program revenues are associated with specific functions and include charges to recipients for goods or services and grants and contributions that are restricted to meet the operational or capital requirements of that function. Revenues that are not required to be presented as program revenues are general revenues. This includes all taxes, interest, and unrestricted State aid payments and other general revenues and shows how governmental functions are either self-financing or supported by the general revenues of the Library.

FUND FINANCIAL STATEMENTS

The Library uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The governmental fund financial statements present the Library's General Fund. The General Fund is used to account for all financial transactions not accounted for in another fund including the general operating expenditures of the Library. Revenues are derived primarily from property taxes, state distributions, and grants. The Library also reports a Gift Fund to account for all contributions and gifts received. Both funds are considered major funds.

3. Measurement Focus

The government-wide financial statements are presented using the economic resources measurement focus, similar to that used by business enterprises or not-for-profit organizations. Because another measurement focus is used in the governmental fund financial statements, reconciliations to the government-wide financial statements are provided that explain the differences in detail.

The governmental fund is presented using the current financial resources measurement focus. With this measurement focus, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources generally are included on the balance sheet. Operating statements of this fund present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in fund balance.

Bloomfield Township Public Library
NOTES TO FINANCIAL STATEMENTS

March 31, 2016

NOTE A: DESCRIPTION OF LIBRARY AND SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

4. Basis of Accounting

Basis of accounting refers to the timing under which transactions are recognized for financial reporting purposes. Governmental fund financial statements use the modified accrual basis of accounting. The government-wide financial statements are prepared using the accrual basis of accounting.

Under the accrual basis of accounting, revenue is recorded in the period in which it is earned and expenses are recorded when incurred, regardless of the timing of related cash flows. Property tax revenue is recognized in the fiscal year for which it is levied. Revenues for grants, entitlements, and donations are recognized when all eligibility requirements imposed by the provider have been met. Unearned revenue is recorded when resources are received by the Library before it has legal claim to them, such as when grant monies are received prior to the incurrence of qualified expenses.

Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). The length of time used for "available" for purposes of revenue recognition in the governmental fund financial statements is sixty (60) days. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Revenues susceptible to accrual include property taxes, state aid, and interest revenue. Other revenues are not susceptible to accrual because generally they are not measurable until received in cash. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt which are recorded when due.

5. Budgets and Budgetary Accounting

The General Fund budget shown as required supplementary information to the financial statements was prepared on the modified accrual basis of accounting. The Library employs the following procedures in establishing the budgetary data.

- a. The Library prepares the proposed operating budget for the fiscal year commencing April 1. The operating budget includes proposed expenditures and resources to finance them.
- b. Prior to incurring significant expenditures, the budget is legally enacted through Board of Trustees action.
- c. The budget is legally adopted and maintained at the functional level, which corresponds to the level of detail shown in the budgetary comparison schedule.
- d. Budgeted amounts are reported as originally adopted and as amended by the Board of Trustees during the year.

6. Cash and Cash Equivalents

Cash equivalents include highly liquid investments with original maturities of three months or less. The Library places its cash with high credit quality financial institutions. At times, such balances may be in excess of the Federal Deposit Insurance Corporation (FDIC) insurance limits.

7. Investments

Realized gains and losses on investment transactions are recorded as the difference between proceeds received and carrying value. Net unrealized appreciation or depreciation in the fair market value of investments is recorded as the change in carrying value of the investment portfolio from the beginning of the year or date of purchase to the end of the year.

Bloomfield Township Public Library
NOTES TO FINANCIAL STATEMENTS

March 31, 2016

NOTE A: DESCRIPTION OF LIBRARY AND SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

8. Accounts Receivable

Accounts receivable are stated at the outstanding principal balance adjusted for any charge-offs. Management closely monitors outstanding balances and writes off receivables when the receivable is deemed uncollectible. Management believes any realization losses on the outstanding balance at March 31, 2016 would be immaterial; accordingly, no allowance is utilized.

9. Due to Charter Township of Bloomfield

The Charter Township of Bloomfield processes payroll and employee benefits for the Library. Due to Charter Township of Bloomfield represents the required transfer of funds to the Township for payment of the Library's March payroll as well as a portion of the Library's retirement contribution.

10. Capital Assets

Capital assets are defined by the Library as assets with an initial cost of more than \$1,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost, if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

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

Building and improvements	60 years
Furniture and equipment	10 years
Library books and audiovisual materials	8 years
Software	5 years

11. Compensated Absences

Compensated absences represent the estimated liability to be paid to employees under the Library's compensated absences policy. It is the Library's policy to permit employees to accumulate earned but unused sick time up to 80 days and vacation time earned but unused in the current year. All sick and vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only for eligible employee terminations as of year end.

12. Net Pension Liability

The net pension liability is deemed to be a noncurrent liability and is recognized on the Library's government-wide financial statements.

13. Deferred Outflows/Inflows of Resources

In addition to assets and liabilities, the statement of financial position or balance sheet will, when applicable, report separate sections for deferred outflows of resources and deferred inflows of resources. *Deferred outflows of resources*, a separate financial statement element, represents a consumption of net position or fund balance, respectively, that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until that time. *Deferred inflows of resources*, a separate financial statement element, represents an acquisition of net position or fund balance, respectively, that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

NOTES TO FINANCIAL STATEMENTS

March 31, 2016

NOTE A: DESCRIPTION OF LIBRARY AND SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

13. Deferred Outflows/Inflows of Resources - continued

The Library has several items that qualify for reporting in these categories. These items correspond the Library's net pension liability and are related to differences between expected and actual experience, changes in assumptions, and differences between projected and actual pension plan investment earnings. These amounts are deferred and recognized as an outflow or inflow of resources in the period to which they apply.

14. Estimates

The process of preparing basic financial statements in conformity with GAAP requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues, and expenditures. Such estimates primarily relate to unsettled transactions and events as of the date of the basic financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

15. Property Taxes

All fines, fees, and property tax receivables are shown as net of allowance for uncollectible amounts, if deemed necessary. Property taxes are levied on December 1 on the taxable valuation of property as of the preceding December 31. Taxes are considered delinquent on March 1 of the following year, at which time penalties and interest are assessed. The 2015 taxable valuation of the property subject to the Library's millage totaled approximately \$3.4 billion, on which ad valorem taxes levied consisted of 1.9854 mills for the Library's operating purposes. Net property tax revenues were approximately \$6,666,966 for operations and are recognized in the General Fund financial statement.

16. Subsequent Events

The financial statements and related disclosures include evaluation of events up through and including July 14, 2016 which is the date the financial statements were available to be issued.

NOTE B: CASH AND INVESTMENTS

In accordance with Michigan Compiled Laws (MCL 129.91 through 129.97a), the Library is authorized to invest in the following investment vehicles:

1. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
2. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a State or nationally chartered bank or a State or Federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office located in this State under the laws of the State or the United States, but only if the bank, savings and loan association, or credit union is eligible to be a depository of surplus funds belonging to the State under Section 5 or 6 of Act No. 105 of the Public Acts of 1855, as amended, being Section 21.145 and 21.146 of the Michigan Compiled Laws.
3. Commercial paper rated at the time of purchase within the three (3) highest classifications established by not less than two (2) standard rating services and which matures not more than 270 days after the date of purchase.
4. The United States government or Federal agency obligations repurchase agreements.

Bloomfield Township Public Library
NOTES TO FINANCIAL STATEMENTS
March 31, 2016

NOTE B: CASH AND INVESTMENTS - CONTINUED

- 5. Bankers acceptances of United States banks.
- 6. Mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan.

The Library Board of Trustees chooses to allow investments in only items 1, 2, and 6 above.

The balances comprising the cash and cash equivalents on the accompanying statement of net position are as follows:

Cash on hand	\$	2,500
Bank deposits (checking and savings accounts and certificates of deposit)		543,538
Investments		<u>10,654,004</u>
Total		<u><u>\$ 11,200,042</u></u>

Interest Rate Risk

State law limits the allowable investments and the maturities of some of the allowable investments as identified in the list of authorized investments above. The Library's investment policy does not have specific limits in excess of state law on investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

	Investment Maturities (Fair Value by Years)			Rating
	Fair Value	Less than 1	1 - 5	
Fixed Income Mutual Funds	<u>\$ 10,654,004</u>	<u>\$ -</u>	<u>\$ 10,654,004</u>	N/A

Credit Risk

State law limits investments to specific government securities, certificates of deposits and bank accounts with qualified financial institutions, commercial paper with specific maximum maturities and ratings when purchased, bankers acceptances of specific financial institutions and qualified mutual funds as identified in the list of authorized investments above. The Library's investment policy does not have specific limits in excess of state law on investment credit risk. Ratings are not required for money market or mutual funds.

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of the failure of the counterparty, the Library's deposits may not be returned. State law does not require and the Library does not have a policy for deposit custodial credit risk. As of year end, \$21,040 of the Library's bank balance was exposed to custodial credit risk because it was uninsured and uncollateralized.

Bloomfield Township Public Library

NOTES TO FINANCIAL STATEMENTS

March 31, 2016

NOTE B: CASH AND INVESTMENTS - CONTINUED

Custodial Credit Risk - Investments

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State law does not require and the Library does not have a policy for investment custodial credit risk. Although uninsured and unregistered, the Library's investments at March 31, 2016 are not subject to custodial credit risk.

Concentration of Credit Risk

State law limits allowable investments but does not limit concentration of credit risk as identified in the list of authorized investments above. The Library's investment policy does not have specific limits in excess of state law on concentration of credit risk.

NOTE C: ASSETS HELD AT COMMUNITY FOUNDATIONS

There are six endowment funds that are held and managed by the Community Foundation for Southeastern Michigan ("CFSEM") for the benefits of the Library and are irrevocably invested. CFSEM is a public charity that is funded through donations by a large number of contributors. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM. CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal and earnings balances are not reflected in the Library's financial statements. Balances are reported on a calendar year basis.

	Bloomfield Township Public Library Endowment Fund	Yvonne Y. Atkinson Fund	Lawrence Smith and Isabel Francis Smith and Challenge Grant Fund	Jeanette P. Myers Memorial Scholarship Fund	Fair Radom Garden Endowment Fund	Library Director's Legacy Endowment Fund	Total
Balance - January 1, 2015	\$ 29,007	\$ 29,617	\$ 31,113	\$ 13,849	\$ 15,087	\$ 13,260	\$ 131,933
Contributions	620	-	1,875	50	-	-	2,545
Distributions	-	(1,390)	(1,453)	(643)	(709)	-	(4,195)
Investment earnings	(1,045)	(1,024)	(1,179)	(481)	(522)	(470)	(4,721)
Balance - December 31, 2015	<u>\$ 28,582</u>	<u>\$ 27,203</u>	<u>\$ 30,356</u>	<u>\$ 12,775</u>	<u>\$ 13,856</u>	<u>\$ 12,790</u>	<u>\$ 125,562</u>

Bloomfield Township Public Library
NOTES TO FINANCIAL STATEMENTS
March 31, 2016

NOTE D: CAPITAL ASSETS

Capital asset activity for the year ended March 31, 2016, was as follows:

	Balance April 1, 2015	Additions	Disposals	Balance Mar. 31, 2016
Capital assets not being depreciated				
Land	\$ 131,015	\$ -	\$ -	\$ 131,015
Capital assets being depreciated				
Building	26,693,479	-	-	26,693,479
Furniture and equipment	4,649,545	123,862	(414,738)	4,358,669
Library books and materials	4,795,980	480,345	(440,997)	4,835,328
Total capital assets being depreciated	36,139,004	604,207	(855,735)	35,887,476
Less accumulated depreciation for:				
Building	(4,817,075)	(447,853)	-	(5,264,928)
Furniture and equipment	(3,500,727)	(430,096)	359,437	(3,571,386)
Library books and materials	(2,828,910)	(562,846)	431,292	(2,960,464)
Total accumulated depreciation	(11,146,712)	(1,440,795)	790,729	(11,796,778)
Net capital assets being depreciated	24,992,292	(836,588)	(65,006)	24,090,698
Capital assets, net	<u>\$ 25,123,307</u>	<u>\$ (836,588)</u>	<u>\$ (65,006)</u>	<u>\$ 24,221,713</u>

NOTE E: LONG-TERM LIABILITIES

The following is a summary of long-term debt outstanding for the year ended March 31, 2016:

	Balance April 1, 2015	Additions	Deletions	Balance Mar. 31, 2016	Amounts due within one year
Compensated absences	<u>\$ 457,812</u>	<u>\$ 259,331</u>	<u>\$ (239,650)</u>	<u>\$ 477,493</u>	<u>\$ 157,731</u>

Compensated absences represent the estimated liability to be paid to employees under the Library's vacation and sick pay policy. Under the vacation policy, employees earn vacation time based on time of service with the Library. Compensated absences are generally liquidated by the General Fund.

NOTE F: DEBT SERVICE COMMITMENT

On November 7, 2013, the Charter Township of Bloomfield issued General Obligation Limited Tax Pension Obligation Bonds in the amount of \$80,780,000. The purpose of this bond issue was to fund the pension plan of the Charter Township, which the Library participates in. The Library Board of Directors has agreed to participate in the debt service applicable to these bonds by paying 3.57% of the total principal and interest requirements. This commitment of principal and interest payments amounts to \$3,586,650 as of March 31, 2016 and is payable through May 1, 2032, with \$222,448 being due in the 2017 fiscal year. This commitment will be serviced with revenues of the General Fund.

Bloomfield Township Public Library
NOTES TO FINANCIAL STATEMENTS

March 31, 2016

NOTE G: RETIREMENT PLAN

Plan Description

Qualified, full-time employees of the Bloomfield Township Public Library are covered by the Township of Bloomfield Retirement Income Plan ("the Plan"), which is a cost-sharing single employer defined benefit pension plan covering all of the governmental units of the Charter Township of Bloomfield (the "Township"). The Plan provides retirement benefits for all employees attaining age 50 with full vesting. The Plan was closed to new employees effective April 1, 2011. The Plan issues a publicly available report that is included in the basic financial statements of the Township. That report may be obtained by writing to the Charter Township of Bloomfield, 4200 Telegraph Road, Bloomfield Hills, Michigan 48302.

Active Library participants	18
Library participants receiving benefits	<u>13</u>
	<u><u>31</u></u>

Contributions

The obligation to contribute to and maintain the system for these employees was established by a resolution of the Library's Board of Trustees and requires a contribution from the employees of 5 percent of gross wages. The Township is required to contribute at actuarially required rates.

The Township sold pension obligation bonds and the plan was fully funded as of January 1, 2014. The Library's contribution to the Plan for the year ended March 31, 2016 was \$0, and was equal to the actuarially required contribution for the year.

Net Pension Liability of the Library

The components of the net pension liability of the Library at March 31, 2016, were as follows:

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a)-(b)
Balances at April 1, 2015	\$ 7,256,800	\$ 7,967,135	\$ (710,335)
Changes for the year			
Service cost	108,762	-	108,762
Interest on total pension liability	442,247	-	442,247
Difference between expected and actual experience	251,783	-	251,783
Employer contributions	-	-	-0-
Employee contributions	-	11,194	(11,194)
Net investment income	-	(5,556)	5,556
Benefit payments, including employee refunds	(350,338)	(350,338)	-0-
Administrative expense	-	(3,105)	3,105
	<u>452,454</u>	<u>(347,805)</u>	<u>800,259</u>
Net changes			
Balances at March 31, 2016	<u>\$ 7,709,254</u>	<u>\$ 7,619,330</u>	<u>\$ 89,924</u>

Bloomfield Township Public Library

NOTES TO FINANCIAL STATEMENTS

March 31, 2016

NOTE G: RETIREMENT PLAN - CONTINUED

Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of March 31, 2016, using the following actuarial assumptions, applied to all periods included in the measurement of the Plan:

Actuarial cost method	Costs have been computed in accordance with the Entry Age Normal Actuarial Cost Method.
Amortization method	Changes in assumptions and differences between assumptions and actual experience are recognized over the average remaining years of employment of employees (active and inactive employees, including retirees). Differences between expected earnings on plan investments and actual investment earnings are recognized over a five year period. Changes in benefit terms are recognized immediately.
Asset valuation method	Assets have been valued in accordance with generally accepted procedures as described below. Assets are valued at contract value with a market value adjustment factor for the Guaranteed Deposit Account Assets, and at market value for Separate Accounts, which is considered the best representation of Fair Value. The market value of the Guaranteed Deposit Account is an estimate only and not the result of the precise calculation which would be done at contract discontinuance or to measure the impact of excess withdrawals in any calendar year.
Projected salary increases	Salaries are assumed to increase at an annual rate of 3.0%.
Cost of living assumption adjustments	All retirees and participants eligible to retire immediately receive a 1% annual cost of living adjustment for life.
Investment rate of return	6.00% per annum.
Retirement Age	Age 55 with 25 years of Service or Age 62. Participants at or beyond this age are assumed to retire immediately. Non-active, non-retired participants are assumed to retire at Normal Retirement Age.
Mortality	Divisions 0, 1, 3 - RP 2014 Total Data Set Mortality Table with Scale MP-2014 Divisions 2, 4, 5, 7 - RP 2014 Blue Collar Mortality Table with Scale MP-2014

The actuarial assumptions used in the January 1, 2016 valuation were based on the results of an actuarial experience study for the period April 1, 2015 through March 31, 2016.

Significant Actuarial Changes

There were no changes in the pension plan provisions this year. Effective January 1, 2016 the discount rate was changed from 6.25% to 6.00%. This change was made to better anticipate future asset returns.

Bloomfield Township Public Library

NOTES TO FINANCIAL STATEMENTS

March 31, 2016

NOTE G: RETIREMENT PLAN - CONTINUED

Long-Term Expected Return on Plan Assets

The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long Term Expected Real Rate of Return</u>
Large Cap Equity	18%	8.00%
Small Cap Equity	8%	8.75%
Mid Cap Equity	7%	8.50%
International Equity	5%	7.50%
Stable Value	60%	4.60%
Real Estate	3%	6.75%

Discount Rate

A single rate of return has been determined and applied to all projected benefit payments to arrive at an actuarial present value. This single rate of return has been determined by projecting all future benefit payments of the covered group on a closed group basis and discounting them at the long-term expected rate of return on plan assets, if the pension plan's fiduciary net position is projected to be greater than or equal to the benefit payments that are projected to be made in that period. For any future period where the pension plan's fiduciary net position is projected to be less than the benefit payments that are projected to be made in that period, those future benefit payments are discounted at an index rate for 20-year tax exempt general obligation municipal bonds with an average rating of AA or higher.

Sensitivity of Net Pension Liability

Regarding the sensitivity of the net pension liability to changes in the Single Discount Rate, the following presents the plan's net pension liability, calculated using a Single Discount Rate of 6.00%, as well as what the plan's net pension liability would be if it were calculated using a Single Discount Rate that is one percent lower or one percent higher.

	<u>1% Decrease</u>	<u>Discount Rate</u>	<u>1% Increase</u>
Net pension liability	\$ 1,138,407	\$ 89,924	\$ (771,137)

Pension Expenses and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended March 31, 2016, the Library recognized pension expense of \$94,420. The Library reported deferred outflows and inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 98,938	\$ -
Change in assumptions	254,314	-
Differences between projected and actual earnings	525,678	-
Total	<u>\$ 878,930</u>	<u>\$ -0-</u>

Bloomfield Township Public Library
 NOTES TO FINANCIAL STATEMENTS

March 31, 2016

NOTE G: RETIREMENT PLAN - CONTINUED

Pension Expenses and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - continued

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ending March 31,</u>	<u>Pension Expense</u>
2017	\$ 203,878
2018	203,878
2019	203,878
2020	203,878
2021	63,418

Defined Contribution Plan

Plan Description

Qualified, full-time employees of the Bloomfield Township Public Library are covered by the Charter Township of Bloomfield 401(a) Plan (the "Plan"), which is a defined contribution pension plan established by the Township to provide benefits at retirement for eligible employees. The Plan was effective April 1, 2011 for new library hires. At March 31, 2016, there were five plan members. A stand-alone financial report of the Plan has not been issued.

Funding Policy

The obligation to contribute and maintain the Plan for these employees was established by a resolution of the Library's Board of Trustees and requires a contribution from the Library of 10 percent of participating employees' payroll. The Library's policy does not require or allow contributions from employees. Contributions to the Plan amounted to \$23,709 for the year ended March 31, 2016.

NOTE H: OTHER POST-EMPLOYMENT BENEFITS

Defined Benefit Plan

Plan Description

The Library provides retiree healthcare benefits to eligible full-time employees hired before May 1, 2011 and their spouses/qualified dependents. This is a cost-sharing single employer defined benefit plan administered by Bloomfield Township. The plan issues a publicly available report that is included in the basic financial statements of the Township. That report may be obtained by writing to the Charter Township of Bloomfield, 4200 Telegraph Road, Bloomfield Hills, Michigan 48302. The benefits provided to Library employees have been established by a resolution of the Library's Board of Trustees.

Funding Policy

The Library's policy does not require or allow contributions from employees. The Library has no obligation to make contributions in advance of when the insurance premiums or benefits are due for payment; in other words, the plan may be financed on a *pay-as-you-go* basis.

Bloomfield Township Public Library
NOTES TO FINANCIAL STATEMENTS

March 31, 2016

NOTE H: OTHER POST-EMPLOYMENT BENEFITS - CONTINUED

Funding Progress

For the year ended March 31, 2016, the Township estimated the cost of providing retiree healthcare benefits for Library retirees through an actuarial valuation as of July 1, 2015. Such a valuation computes an *annual required contribution* (ARC) that represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 25 years.

Annual OPEB Cost and Net OPEB Obligation

For 2016, the components of the Library's annual OPEB (other postemployment benefit) cost for the year, the amount actually contributed to the plan, and changes in the Library's net OPEB obligation to the plan are as follows:

Annual required contribution (ARC)	\$	531,108
Interest on net OPEB liability		71,675
Adjustment to annual required contribution		<u>(103,517)</u>
Annual OPEB cost (expense)		499,266
Amounts contributed		
Employer contributions		<u>(170,377)</u>
Increase in net OPEB liability		328,889
OPEB liability - beginning of year		<u>1,791,887</u>
OPEB liability - end of year		<u><u>\$ 2,120,776</u></u>

The Library's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the last three years were as follows:

Year Ended March 31,	Annual OPEB Cost	Percentage of OPEB Cost Contributed	Net OPEB Liability
2014	\$ 503,682	42.3%	\$ 1,427,233
2015	517,090	28.3%	1,791,887
2016	499,266	34.1%	2,120,776

Bloomfield Township Public Library

NOTES TO FINANCIAL STATEMENTS

March 31, 2016

NOTE H: OTHER POST-EMPLOYMENT BENEFITS - CONTINUED

Funded Status and Funding Progress

The funded status of the plan for the Library as of July 1, 2015, the date of the latest actuarial valuation, was as follows:

	<u>Current Year Report</u>
Valuation date	7/1/2015
Market value of plan assets	\$ -
Actuarial accrued liability	5,257,680
Unfunded actuarial liability	5,257,680
Funded ratio	0.00%
Covered payroll	Not available
Unfunded liability/payroll ratio	Not available

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan) as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and the plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

Significant methods and assumptions were as follows:

Actuarial valuation date	July 1, 2015
Actuarial cost method	Projected unit credit cost
Amortization method	Level percent of payroll
Remaining amortization period	20 years
Investment rate of return	4.5%
Healthcare inflation rate	5.5% initially, 4.6% ultimately

Retirement Health Savings Plan

Plan Description

The Library provides retiree healthcare to eligible full-time employees hired on or after May 1, 2011 and their spouses/qualified dependents through a Retirement Health Savings Plan. The plan provides a healthcare account for employees that is portable upon separation of employment from the Library with full vesting. At March 31, 2016, there were five plan members.

Bloomfield Township Public Library
NOTES TO FINANCIAL STATEMENTS

March 31, 2016

NOTE H: OTHER POST-EMPLOYMENT BENEFITS - CONTINUED

Funding Policy

The obligation to contribute and maintain the plan for these employees was established by a resolution of the Library's Board of Trustees and requires annual contribution from the Library of \$2,500 to each employee's account while employed. The employees make an annual contribution of 2% of payroll while employed. Participation is mandatory. The Library made contributions of \$12,500 to the plan for the year ended March 31, 2016.

NOTE I: DETAILS OF FUND BALANCE CLASSIFICATIONS

GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* established fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The following are the five classifications of fund balance under this standard:

Nonspendable - assets that are not available in a spendable form such as inventory, prepaid expenditures, and long-term receivables not expected to be converted to cash in the near term. It also includes funds that are legally or contractually required to be maintained intact such as the corpus of a permanent fund or foundation.

Restricted - amounts that are required by external parties to be used for a specific purpose. Constraints are externally imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation.

Committed - amounts constrained on use imposed by formal action of the government's highest level of decision making authority (i.e., Board, Council, etc.).

Assigned - amounts intended to be used for specific purposes. This is determined by the governing body, the budget or finance committee or a delegated municipality official.

Unassigned - all other resources; the remaining fund balance after non-spendable, restrictions, commitments, and assignments. This class only occurs in the General Fund, except for cases of negative fund balances. Negative Fund Balances are always reported as Unassigned, no matter which fund the deficit occurs in.

Fund Balance Classification Policies and Procedures

For committed fund balance, the Library's highest level of decision-making authority is the Board of Trustees. The formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is board action.

For assigned fund balance, the Board of Trustees is authorized to assign amounts to a specific purpose through a full vote and approval.

For the classification of fund balance amounts, the Library spends restricted amounts first, then unrestricted amounts when both restricted and unrestricted amounts are available. Similarly, the Library spends committed amounts first, then assigned amounts, and finally unassigned amounts when any of those unrestricted fund balance classifications could be used.

Bloomfield Township Public Library
NOTES TO FINANCIAL STATEMENTS
March 31, 2016

NOTE I: DETAILS OF FUND BALANCE CLASSIFICATIONS - CONTINUED

Detailed information on fund balances of governmental funds is as follows:

	General Fund	Gift Fund	Total
Nonspendable	\$ 15,042	\$ 1,065	\$ 16,107
Restricted for - gifts	-	151,839	151,839
Committed for - cash flow	4,469,191	-	4,469,191
Assigned for - OPEB, compensated absences, and capital improvements	5,967,695	-	5,967,695
Unassigned	143,277	-	143,277
	\$ 10,595,205	\$ 152,904	\$ 10,748,109

NOTE J: RISK MANAGEMENT

The Library is exposed to various risk of loss related to property loss, torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employee's; and natural disasters.

The Library participates with the Charter Township of Bloomfield in its risk management program to cover these risks.

NOTE K: CHANGE IN ACCOUNTING PRINCIPLE

GASB Statement No.68, *Accounting and Financial Reporting for Pensions*, was implemented during the year. The statement requires governments providing defined benefit pensions to recognize their unfunded defined pension benefit obligation as a liability for the first time, and to more comprehensively and comparably measure the annual costs of pension benefits. The statement also enhances accountability and transparency through revised note disclosures and required supplementary information (RSI).

NOTE L: UPCOMING ACCOUNTING PRONOUNCEMENTS

In March 2015, the GASB issued Statement No. 72, *Fair Value Measurement and Application*. This Statement addresses accounting and financial reporting issues related to fair value measurements. The definition of fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Statement also provides guidance for determining a fair value to certain investments and disclosures related to all fair value measurements. The Library is currently evaluating the impact this standard will have on the financial statements when adopted for the 2016-2017 fiscal year.

In June 2015, the GASB issued Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The statement replaces the requirements of GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The statement requires governments providing other postemployment benefits (OPEB) to recognize their unfunded OPEB obligation as a liability for the first time, and to more comprehensibly and comparably measure the annual costs of OPEB benefits. The statement also enhances accountability and transparency through revised note disclosures and required supplementary information (RSI). The Library is currently evaluating the impact this standard will have on the financial statements when adopted for the 2018-2019 fiscal year.

Bloomfield Township Public Library

NOTES TO FINANCIAL STATEMENTS

March 31, 2016

NOTE L: UPCOMING ACCOUNTING PRONOUNCEMENTS - CONTINUED

In August 2015, the GASB issued Statement No. 77, *Tax Abatement Disclosures*. The statement improves financial reporting through the disclosure of information about the nature and magnitude of tax abatements that are not consistently or comprehensively reported to the public at present. The Library is currently evaluating the impact this standard will have on the financial statements when adopted during the 2016-2017 fiscal year.

NOTE M: RESTATEMENT OF NET POSITION

Beginning net position has been restated for the governmental activities by \$884,399 to reflect the beginning net pension asset and related deferred outflows of resources and deferred inflows of resources due to the change in accounting principles as described in Note K.

REQUIRED SUPPLEMENTARY INFORMATION

Bloomfield Township Public Library

General Fund

BUDGETARY COMPARISON SCHEDULE

Year Ended March 31, 2016

	Budget Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Property taxes	\$ 6,631,643	\$ 6,670,251	\$ 6,666,966	\$ (3,285)
Penal fines	55,009	82,987	82,987	-0-
State aid	24,198	12,207	12,207	-0-
Circulation fines and fees	127,296	100,000	112,223	12,223
Charges for services	11,910	14,521	15,498	977
Investment earnings	114,613	19,992	20,267	275
Miscellaneous income	9,334	11,343	12,048	705
TOTAL REVENUES	6,974,003	6,911,301	6,922,196	10,895
EXPENDITURES				
Personnel	3,693,694	3,644,882	3,528,077	116,805
Library services	770,071	761,521	697,629	63,892
Facilities and equipment	1,073,472	1,013,998	896,914	117,084
Other expenditures	449,121	283,473	265,982	17,491
TOTAL EXPENDITURES	5,986,358	5,703,874	5,388,602	315,272
NET CHANGE IN FUND BALANCE	987,645	1,207,427	1,533,594	326,167
Fund balance, beginning of year	8,858,516	9,061,611	9,061,611	-0-
Fund balance, end of year	<u>\$ 9,846,161</u>	<u>\$ 10,269,038</u>	<u>\$ 10,595,205</u>	<u>\$ 326,167</u>

Bloomfield Township Public Library

Gift Fund

BUDGETARY COMPARISON SCHEDULE

Year Ended March 31, 2016

	Budget Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Gift income	\$ 643	\$ 117,508	\$ 117,860	\$ 352
Investment earnings	157	157	384	227
TOTAL REVENUES	800	117,665	118,244	579
EXPENDITURES				
Library services	20,194	32,252	32,594	(342)
Facilities and equipment	59,476	56,155	55,748	407
Other expenditures	95,794	53,364	53,364	-0-
TOTAL EXPENDITURES	175,464	141,771	141,706	65
NET CHANGE IN FUND BALANCE	(174,664)	(24,106)	(23,462)	644
Fund balance, beginning of year	176,366	176,366	176,366	-0-
Fund balance, end of year	\$ 1,702	\$ 152,260	\$ 152,904	\$ 644

Bloomfield Township Public Library

Retirement System

SCHEDULE OF CHANGES IN THE LIBRARY'S NET PENSION LIABILITY AND RELATED RATIOS

Last Fiscal Year (ultimately ten fiscal years will be displayed)

	<u>2016</u>
CHANGE IN TOTAL PENSION LIABILITY	
Service Cost	\$ 108,762
Interest Cost	442,247
Differences between expected and actual experience	251,783
Benefit payments	<u>(350,338)</u>
NET CHANGE IN TOTAL PENSION LIABILITY	452,454
TOTAL PENSION LIABILITY, BEGINNING	<u>7,256,800</u>
TOTAL PENSION LIABILITY, ENDING (A)	<u><u>\$ 7,709,254</u></u>
CHANGE IN PLAN FIDUCIARY NET POSITION	
Contributions - member	\$ 11,194
Net investment income	(5,556)
Benefit payments	(350,338)
Expenses paid	<u>(3,105)</u>
NET CHANGE IN PLAN FIDUCIARY NET POSITION	(347,805)
PLAN FIDUCIARY NET POSITION, BEGINNING	<u>7,967,135</u>
PLAN FIDUCIARY NET POSITION, ENDING (B)	<u><u>\$ 7,619,330</u></u>
LIBRARY'S NET PENSION LIABILITY, ENDING (A)-(B)	<u><u>\$ 89,924</u></u>
Plan fiduciary net position as a percentage of the total pension liability	98.83%
Covered-employee payroll	\$ 1,078,668
Library's net pension liability as a percentage of covered employee payroll	8.34%

Bloomfield Township Public Library

Retirement System

SCHEDULE OF CONTRIBUTIONS

Last Fiscal Year (ultimately ten fiscal years will be displayed)

	<u>Actuarially Determined Contribution</u>	<u>Contributions in Relation to the Actuarially Determined Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Employee Payroll</u>	<u>Contribution as a Percentage of Covered- Employee Payroll</u>
2016	\$ -	\$ -	\$ -	\$ 485,655	0.00%

Bloomfield Township Public Library

Retirement System

SCHEDULE OF INVESTMENT RETURNS

Last Fiscal Year (ultimately ten fiscal years will be displayed)

Annual Money-Weighted
Rate of Return,
Net of Investment Expenses

2016	-0.10%
------	--------

Bloomfield Township Public Library

Other Postemployment Benefits

SCHEDULE OF FUNDING PROGRESS

Year Ended March 31, 2016

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (b)	Under/(Over) Funded Actuarial Accrued Liability (b-a)	Funded Ratio (Percent) (a/b)	Covered Payroll (c)	Actuarial Accrued Liability as a Percentage of Covered Payroll (d)
7/1/2007	\$ -	\$ 2,365,000	\$ 2,365,000	0.00%	Not available	Not available
7/1/2009	6,000	3,663,000	3,657,000	0.16%	Not available	Not available
7/1/2011	5,000	3,312,000	3,307,000	0.15%	1,231,148	268.61%
7/1/2013	-	5,024,000	5,024,000	0.00%	1,329,566	377.87%
7/1/2015	-	5,257,680	5,257,680	0.00%	Not available	Not available

Bloomfield Township Public Library

Other Postemployment Benefits

SCHEDULE OF EMPLOYER CONTRIBUTIONS

Year Ended March 31, 2016

<u>For the Year Ended March 31,</u>	<u>Annual OPEB Cost</u>	<u>Percentage Contributed</u>
2012	\$ 353,672	36.7%
2013	353,412	42.8%
2014	503,682	26.5%
2015	517,090	28.3%
2016	499,266	36.4%

Bloomfield Township Public Library

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION

Year Ended March 31, 2016

NOTE A: BUDGETARY INFORMATION

Annual budgets are adopted on a basis consistent with GAAP for the General Fund and Gift Fund. All annual appropriations lapse at fiscal year end.

The budget for the General Fund and Gift Fund are adopted on a functional basis; expenditures at this level in excess of budgeted amounts are a violation of Michigan law. Variances with the Final Budget are shown on the Statements of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual.

During the year ended March 31, 2016, the Library incurred expenditures in the Gift Fund in excess of the amounts appropriated as follows:

	<u>Amounts Appropriated</u>	<u>Amounts Expended</u>	<u>Variance</u>
Gift Fund			
Current			
Recreation and culture			
Library services	\$ 32,252	\$ 32,594	\$ 342

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: July 11, 2015

SUBJECT: FY 2015/2016 Annual Report

Attached is the Library's Annual Report for FY 2015-2016 for your review. It is truly a pleasure to review the previous year's activities. Many thanks to Assistant Director Tera Moon for preparing this report and to all Library department heads for submitting their summaries of the year's activities in their respective departments.

I am always amazed at all that is accomplished in one year! Library staff is never short on ideas, innovation or enthusiasm. They are definitely to be commended for their high level of service, creativity and dedication.

FY 2015/2016 was a year of restoration for this Library due to the support of Bloomfield Township residents approving the millage request to restore and supplement revenues. As a result, summer Sunday hours were restored, a full schedule of programs was offered and collections were enhanced this past year. Library programming increased by 17% and participation grew by 12%. For our younger patrons, story time offerings increased and new programs such as a Winter Carnival, Stuffed Animal Tea Party, Family Fort Night and story walks were added. We added a 30 minute book club, a special needs Adult and Teen story time and English language conversation group, among others. We replaced worn books and movies and added discovery skill kits, a new downloadable service called Hoopla and an e-learning database called Gale Courses to Library collections. A special highlight this past year was the ribbon cutting for the renovated Youth Services study alcoves. Gift funding from the Library's 50th anniversary financed these much needed renovations. Finally, we all are very proud of Youth Services Assistant Department Head Jen Taggart for being named a 2016 Mover and Shaker by Library Journal this past year also. These are just a few highlights from the many accomplishments at Bloomfield Township Public Library during the last year.

As required, the Annual Investment Report is included also. This report compares our investment returns with the standard national average to reassure the trustees that the Library is investing under relatively standard circumstances. This report requirement came about from PA 20 and is also cited in the Library Investment Policy.

The Annual Report will be posted on our website and will be distributed to the Friends Board and to any guests attending the July 14 Library Board meeting. The complete Annual Report notebook will be available to browse at the July 14 meeting. This notebook contains not only the library-wide report, but the individual reports submitted by the Assistant Director, Finance Coordinator, Volunteer Coordinator and Department Heads plus photos and statistics and much more! I hope you enjoy reviewing the year as much as I did!

ACTION: I move to accept the Library Annual Report and Annual Investment Report for Fiscal Year 2015-2016.



*It's been a full and wonderful year.
None of it would be possible
without your support.
Thank you, Bloomfield Township!
We are proud to be your Library!*



Annual Report April 1, 2015 – March 31, 2016

Bloomfield Township Public Library Board of Trustees



Back Row: Eli Greenbaum, Judy Lindstrom, Grant Gerhart
Front Row: Margaret Cohen, Pamela Williams, Joan Luksik

Library Trustees are residents of Bloomfield Township and are elected every four years. The Library Board of Trustees meets monthly on the third Tuesday of the month, except April, which is on the fourth Tuesday. Meetings are at 7:00 pm in the Board Room at the Library.

The Bloomfield Township Public Library champions the power of words to spark discover and imagination.

THE PLACE TO
DISCOVER

1099 Lone Pine Road, Bloomfield Township, MI 48302 (248) 642-5800 www.btpl.org



Library Facts at a Glance

Items borrowed:	769,492
Library visits:	298,738
Website visits:	399,462
Collection size:	379,857
Library cardholders:	37,462
Program attendance:	18,202

Financial Review 2015/2016

Budget

Revenues: \$6,911,301

Expenditures: \$5,703,874

Audit: www.michigan.gov/treasury

Library Hours

Mon-Thurs: 9:30 a.m.-9:00 p.m.
Friday: 9:30 a.m.-6:30 p.m.
Saturday: 9:30 a.m.-5:30 p.m.
Sunday: Noon-5:30 p.m.

Highlights of the Year



*A young patron enjoys the
Stuffed Animal Tea Party*

On November 4, 2014 voters approved a library millage proposal to restore and supplement library revenues. In 2015 and 2016, we worked to restore hours, services, and collections that had been reduced. The Library returned to being open seven days a week in summer 2015. We offered new services and programs, and completed several building projects. The Library is so grateful for the support of this community!

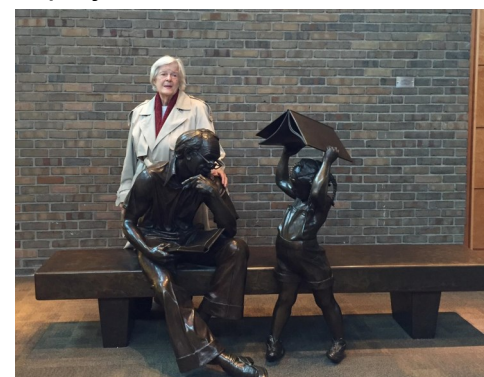
The Library was happy to present a new strategic plan in December 2015. The process began in August with several community focus groups and an online community survey. More than 120 community members participated in the focus groups, and the online survey culled 270 responses. The plan features four strategic focus areas and corresponding goals. Library staff will begin working toward the ambitious goals set out in the plan in the 2016/2017 fiscal year.

Two study alcoves in the Youth Room were refurbished with new paint, carpeting, and furnishings. Built during the 2008 library building renovation and expansion, the study alcoves have been popular places for parents to read to children, for students to work on projects together, or for a quiet conversation between friends. Being popular can take its toll, and the spaces were in need of refreshing. On December 19, 2015, the newly refurbished Youth Study Alcoves were officially unveiled at a special ribbon cutting ceremony presided over by the Library Board of Trustees. The renovations were paid for with gift funds raised at the 50th anniversary gala in October 2014.

The Community Room was upgraded in ways you can see and hear. An elegant wood screen was built to hide the rail and chair storage at the back of the stage. The audiovisual system was enhanced with a new digital projector that will work with both analog and digital devices.



*Trustees Eli Greenbaum,
Pam Williams, Judy
Lindstrom, and Joan Luksik*



A lady named Ruth Barton visited the Library. She made the trek to the Library from Redford so she could visit her husband. Her husband loves to read and never leaves the Library. Hundreds of people, pass by him every day. Some people stop and sit next to him even though he doesn't say a word. Can you guess who Mrs. Barton's husband is? Richard Barton was the model for the older man sitting on the bench in the library's beloved Quest sculpture!

Innovations

This year we added new computer classes on internet security and Google Docs. We also added a new book club geared toward busy professionals called 30-Minute Book Club.

The Library began offering a remote printing service called PrinterOn that allows patrons to send a print job from anywhere and pick it up in the Library. Print jobs can be sent from a variety of devices and from any location – from home, from the coffee shop, from the airport, from ANYWHERE!

The Library became more inclusive by offering a new Adult Sensory Story Time aimed at adults and teens with special needs. Youth Services Assistant Department Head Jen Taggart worked closely with Adult Services Librarian Ed Niemchak to develop this program.

Collection Development

Funding for all library collections was increased. This means library staff were able to buy more copies of popular titles which decreases wait times for books and DVDs; worn copies of classics and other well-loved titles were refreshed with new ones; the breadth and depth of what we offer residents was further developed.

Discovery Skills Kits were the latest addition to our renowned Special Needs collection. These kits combine books, small toys, games, and manipulatives in a backpack to teach a concept or theme. The kits provide great reinforcement for visual and tactile learners.

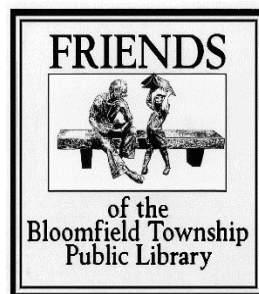
An exciting new online resource called Hoopla made its debut at the Library. Hoopla offers streaming movies, TV shows, music, as well as ebooks, ecomic books, and eaudiobooks. This service has been extremely popular!

Adult Services unveiled Gale Courses, an exciting new database of highly interactive, instructor-led courses that you can take entirely online. The 370 available courses cover a vast array of topics, from accounting to writing. All courses run for six weeks and allow users to work at their own pace.

Gifts and Donations to the Library

The Friends of the Library continue to be a most generous contributor to the Library. In FY 2015/2016, the Friends contributed \$66,010! This generous gift allowed the Library to do so many wonderful things. Just a few examples are the purchase of a movie license, hosting a performance as part of Bloomfield Township's annual Open House, and purchasing a mobile tool chest to aid our Facilities staff in keeping our building in good working order. Funding has been provided for new divider panels in the Community Room, shading for the Youth Terrace, and new landscaping projects. The Friends generously provide funding for a variety of programs and collections, such as the Youth Fairy Fest program, the Chamber Concert Series, and the world language collection. Thank you, Friends!

The Jeanette P. Myers Scholarship was awarded to Aeneas Kosis. Aeneas is the grandson of Technical Services Clerical Assistant Dagnya Iyla. Aeneas is studying Food Science at Michigan State University.



Discovery Skills Kit



Aeneas Kosis and the Myers Family

The Bloomfield Township Public Library endowment funds established at the Community Foundation of Southeast Michigan have a year-end value of \$125,562, as of December 31, 2015. The funds include the Bloomfield Township Public Library Endowment Fund and the Lawrence Smith & Isabel Francis Smith Challenge Grant Fund, the Jeanette P. Myers Memorial Scholarship Fund, the Yvonne T. Atkinson Fund, the Fair Radom Garden Endowment Fund, and the Bloomfield Township Public Library Director's Legacy Endowment Fund.

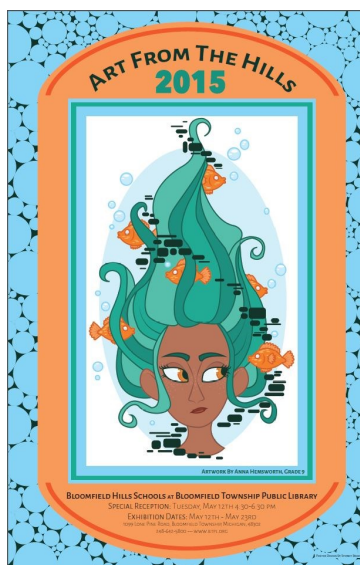
This year, 61 volunteers gave 3,156 hours of their time to complete various tasks around the library, such as ringing sales in the Library Shop, digitizing the Birmingham Bloomfield Eccentric newspaper, and searching for items that are missing from the Library's collection.



Our wonderful volunteers

Community Collaborations

Getting out into the community has been a priority for library staff in FY 2015/2016. The Pop-up Librarian appeared at the Bloomfield Township Open House and the Bowers School Farm Open Barn, among others. The Library renewed its membership with the Birmingham Bloomfield Chamber of Commerce. Librarians visited several Bloomfield Hills Schools to promote summer reading.



The relationship with Bloomfield Township Senior Services continues to strengthen. The Library has helped to promote programs such as the Low Vision Support Group to patrons who receive library-by-mail items, and the Senior Center has promoted library-by-mail services to those who receive Meals on Wheels. In addition, the Library helped start a Little Free Library inside the Senior Center.

For another year, the Library was host to the Bloomfield Hills Schools student art exhibit "Art from the Hills". The creative and beautiful artwork of the students was on display from May 12-26. This annual event is an exciting time for students, parents, teachers, and the library. We love seeing the wonderful works of art and enjoy hosting the reception.

Awards and Recognition

Youth Services Assistant Department Head Jen Taggart was named one of Library Journals Movers & Shakers of 2016. One of 54 library staff people from across the country, Jen was recognized for her work as an advocate for the special needs community. Jen is a leader blazing a trail for other libraries to offer inclusive resources and programming. We are incredibly proud of her!



Bloomfield Township Public Library
Annual Investment Report
Fiscal Year 2015/2016

The past fiscal year saw interest rates once again holding steady from a high of 0.35% and a low of 0.15% in April 2015 to 0.35% and 0.15% respectively in March 2016. The following graphic is from the Bankrate.com web site and shows the various rates used with explanations of what they are used for.

Updated 6/22/2016
Prime rate, federal funds rate, COFI

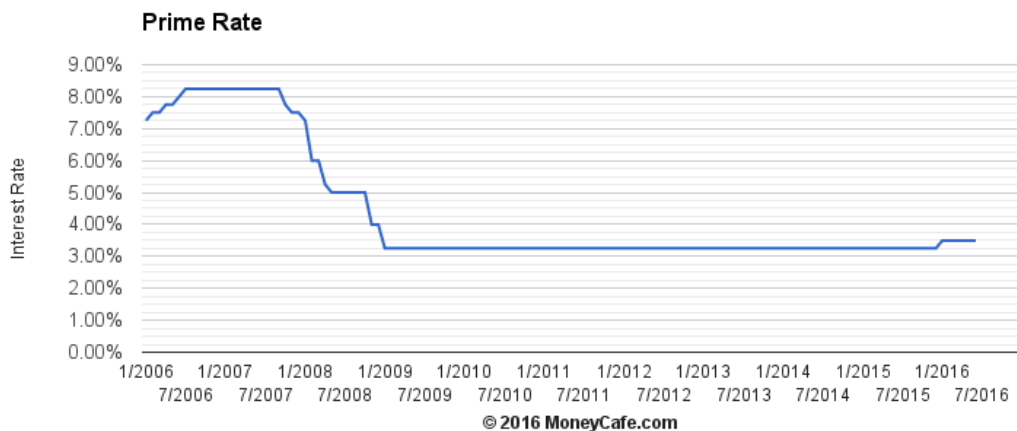
	This week	Month ago	Year ago
WSJ Prime Rate	3.50	3.50	3.25
Federal Discount Rate	1.00	1.00	0.75
Fed Funds Rate (Current target rate 0.25-0.50)	0.50	0.50	0.25
11th District Cost of Funds	0.690	0.678	0.680

Read more: <http://www.bankrate.com/rates/interest-rates/prime-rate.aspx#ixzz4CmtRIE4E>
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Ratings methodology

What's included? The federal funds rate is the primary tool that the Federal Open Market Committee uses to influence interest rates and the economy. Changes in the federal funds rate have far-reaching effects by influencing the borrowing cost of banks in the overnight lending market, and subsequently the returns offered on bank deposit products such as certificates of deposit, savings accounts and money market accounts. Changes in the federal funds rate and the discount rate also dictate changes in The Wall Street Journal prime rate, which is of interest to borrowers. The prime rate is the underlying index for most credit cards, home equity loans and lines of credit, auto loans, and personal loans. Many small business loans are also indexed to the Prime rate. The 11th District Cost of Funds is often used as an index for adjustable-rate mortgages.
<http://www.bankrate.com/rates/interest-rates/prime-rate.aspx>

The following graphic is from the MoneyCafe.com web site and shows a leveling off in the Prime Interest Rates beginning in July 2006 and continuing through September 2007 when it began falling. It continued to fall through March 2009 but leveled off again and has continued to stay level through the beginning of 2016 when there was a very slight increase.



<http://www.moneycafe.com/personal-finance/prime-rate/>

The interest-bearing Public Funds Banking investment portfolio began and ended the fiscal year with an average interest rate of 0.25%. This investment totaled \$345,880 as of March 31, 2016.

The Library's Certificate of Deposit investment portfolio started the year with an average interest rate of about 0.45%. Funds from the Gift Fund have been invested in CDs only to take advantage of exceptionally higher interest rate earnings for money that is not expected to be spent for a number of years. We held one CD at Huntington Bank as of March 31, 2016. The Certificate of Deposit investment portfolio was valued at \$50,228 with a 0.45% interest rate. This CD will mature in May 2017 and it will be decided then whether to roll it over or not depending on the rates offered at that time.

The Library Board, as a part of their due diligence, issued a RFP for investment services in November 2015. This was awarded to Gregory J. Schwartz & Co., Inc. at the January 2016 Board meeting. The Library continued to diversify the investments in government obligation funds using a "matching" investment strategy. This strategy is one which we give Schwartz & Co. a holding period (or time frame) for our investments and they select a bond portfolio with a duration that equals the holding period. A matching strategy is a more aggressive type of investing because it uses a longer time frame for the whole investment which could be affected with how the market acts during that time frame. With the matching strategy, these funds are invested for one to five years. All investments made with Schwartz & Co. follow the Library's investment policy. At a special meeting of the trustees in late January 2016, they approved the reallocation of some of our investments to adjust the timing of them and to increase the income potential for our investments for the next fiscal year.

All dividends from the investments with Schwartz & Co. have been reinvested in the funds. Throughout the course of the year, investments are sold to cover the Library's monthly expenditures. As of March 31, 2016 the market value of the Investment Portfolio was \$10,654,393 with an average yield of 1.44% which is holding steady with the rate from a year ago.

The total 2015/2016 investment return for all Library funds was \$118,522. This amount was reduced by the change in asset value which totaled a negative \$97,871. The funds were invested in governmental securities, short term CDs, Money Markets, and Business Savings accounts at banks approved by the Library Board of Trustees, consistent with the BTPL's Investment Policy. The CDs, Money Markets, and Business Savings accounts are FDIC insured up to \$250,000 in each bank. The governmental securities are fully backed by the United States of America and are insured through the Securities Investor Protection Corporation (SIPC) to \$500,000.

The following charts show our banks ratings. The first chart is a peer group rating system that ranges from 0 (worst) to 99 (best) according to the Thomson Reuters Bank Insight Bank and Savings & Loan Quarterly June 2014 publication. This publication is no longer available so the second chart shows ratings from the Weiss Financial Ratings database that can be found on the Bloomfield Township Public Library website (<http://financialratingsseries.com/search/banks>).

CHART 1

<u>Bank Name</u>	<u>FDIC Commercial Banks</u>								
	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>
Bank of America – Charlotte, NC	40	54	44	36	27	16	17	31	49
Comerica – Dallas, TX	56	61	63	55	43	24	21	39	50
Fifth Third Bank – Cincinnati, OH	62	72	71	63	47	34	15	31	45
First Merit Bank – Akron, OH	46	52	52	50	-	-	-	-	-
Huntington – Columbus, OH	53	62	62	56	40	0	8	8	29
J.P.Morgan Chase - Colum., OH	47	54	46	41	26	17	21	37	38
PNC – Wilmington, DE	48	56	52	51	38	25	22	-	-

The Michigan state average rating for Commercial Banks was 54 for 2014.

<u>Bank Name</u>	<u>Savings and Loans</u>								
	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>
Flagstar Bank – Troy, MI	20	34	32	29	13	0	4	13	17

CHART 2

<u>Bank Name</u>	<u>2015</u>	<u>2014</u>
Bank of America – Charlotte, NC	C+	C
Comerica – Dallas, TX	B	B
Fifth Third Bank – Cincinnati, OH	B-	C+
First Merit Bank – Akron, OH	C+	C+
Flagstar Bank – Troy, MI	B-	D
Huntington – Columbus, OH	B-	B-
J.P.Morgan Chase – New York, NY	C+	C-
PNC – Wilmington, DE	C+	C

<http://financialratingsseries.com/search/banks>

What Our Ratings Mean: Weiss Ratings for Banks & Thrifts

A Excellent

The institution offers excellent financial security. It has maintained a conservative stance in its business operations as evidenced by its strong equity base, top-notch asset quality, steady earnings, and high liquidity. While the financial position of any institution is subject to change, we believe that this institution has the resources necessary to deal with severe economic conditions.

B Good

The institution offers good financial security and has the resources to deal with a variety of adverse economic conditions. It comfortably exceeds the minimum levels for all of our rating criteria and is likely to remain healthy for the near future. Nevertheless, in the event of a severe recession or major financial crisis, we feel that this assessment should be reviewed to make sure that the institution is still maintaining adequate financial strength.

C Fair

The institution offers fair financial security, is currently stable, and will likely remain relatively healthy as long as the economic environment avoids the extremes of inflation or deflation. In a prolonged period of adverse economic or financial conditions, however, we feel this institution may encounter difficulties in maintaining its financial stability.

D Weak

The institution currently demonstrates what we consider to be significant weaknesses which could negatively impact depositors or creditors. In an unfavorable economic environment, these weaknesses could be magnified.

E Very Weak

The institution currently demonstrates what we consider to be significant weaknesses and has also failed some of the basic tests that we use to identify fiscal stability. Therefore, even in a favorable economic environment, it is our opinion that depositors or creditors could incur significant risks.

F Failed

The institution has been placed under the custodianship of regulatory authorities. This implies that it will be either liquidated or taken over by another financial institution.

+ The plus sign

An indication that the institution is at the upper end of the letter grade rating.

- The minus sign

An indication that the institution is at the lower end of the letter grade rating.

U Unrated Companies

The institution is unrated due to insufficient data at the time its rating was updated.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

I move to approve the items previously removed from the consent agenda for discussion.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: July 11, 2016

SUBJECT: Jeanette P. Myers Scholarship Winner

The Myers Scholarship Committee is happy to announce the winner of the 2016 scholarship!

Attached are the scholarship guidelines for your reference and a copy of the winning application received this year for the Jeanette P. Myers Scholarship. I would like to thank the Myers Scholarship Committee trustees Pam Williams and Eli Greenbaum for their careful review of all four applications received.

The Library promoted the Myers Scholarship widely again this year. A press release announcing the scholarship was sent to our media contacts. The Birmingham Bloomfield Eccentric and the Bloomfield Township e-newsletter included our Myers Scholarship information in their publications. It also was posted on the Library website with a link to a downloadable application form, scholarship guidelines and brochure. In addition, the Myers Scholarship guidelines, brochures and application forms were available at the Welcome Desk. A large poster announcing the scholarship was placed in the lobby for the entire month of May. It was also promoted in our e-newsletter and to our community partners, particularly Bloomfield Hills Schools, Cranbrook Educational Community and the University of Michigan School of Music, Theatre and Dance.

We have received \$648.00 from the Community Foundation of Southeast Michigan (CFSEM) this year to award. We are very appreciative of the generosity and support of this scholarship by the family of Jeanette Myers. In addition, several generous donations were received by the Library for the Myers Scholarship Fund to increase the amount of the payout this year. The total amount of the scholarship to be awarded this year is \$1,225.00.

The recipient will receive an oversized check and a certificate indicating the scholarship amount of \$1,225.00. These will be awarded by the Myers Scholarship Committee just prior to the start of our August 16, 2016 Library Board meeting. The scholarship guidelines specify that the award check must be sent directly to the college. This check will be mailed out after the August Library Board meeting.

Our 2016 Myers Scholarship award winner is Jamie Jasper. Jamie is a Media Intern at the Library currently. She completed her bachelor's degree at Eastern Michigan University in history and pursued a career in marketing. To use Jamie's words, she "took a huge leap of faith" and is now completing Master's degree requirements in Library and Information Science at Wayne State University. This scholarship will aid Jamie in obtaining her long term goal of becoming a public librarian. She has a passion for working with teens and seniors and plans to serve these age groups as a librarian.

The family of Jeanette Myers will be present to help us celebrate this award.



Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302-2410
(248) 642-5800
www.btpl.org

3/9/16



Jeanette P. Myers Memorial Scholarship

In memory of Jeanette P. Myers, B.S.Ed., M.L.S., a librarian for many years at Bloomfield Township Public Library, an educational assistance scholarship has been established by the Rodman N. Myers family, subject to amendments from time to time by such family, as follows:

Purpose

The Jeanette P. Myers Memorial Scholarship provides funds to encourage and support the post-secondary education of past or present employees of Bloomfield Township Public Library, or persons who have some relationship with that Library, as the Selection Committee shall determine.

Criteria for Award

A total annual amount of at least \$500, in the aggregate, will be awarded to scholarship applicants to use for books, tuition or other relevant expenses to assist in working toward an associate, bachelor or graduate degree, or for pursuit of other higher post-secondary education. Applicants must meet the following criteria:

Completion and submission of the scholarship application forms by the annual deadline of June 1, 2016.

Proof of satisfactory employment of at least three months at the Bloomfield Township Public Library, or other evidence of a connection or relationship with that Library satisfactory to the Selection Committee.

Evidence of enrollment in an institution of higher education.

Provide a letter of reference from an academic professional at my current or future institution.

Guidelines for Distribution of Scholarships

Awards will be made using the following guidelines:

Review of the application forms and statements of goals by a Selection Committee comprised of the Library Director and two members of the Library Board of Trustees.

Relatives of a member of the Selection Committee are not eligible for the scholarship.

Applicants may be interviewed by a member or members of the Selection Committee, either by telephone or in person, in connection with their application.

Awards may vary in number and in amount of the individual award, but at least one award will be made each year provided there is a qualified applicant.

Financial need may be a consideration but is not a requirement.

Scholarships are not automatically renewable. Applicants must apply on an equally competitive basis each year.

Notification of Award

Applicants will be notified by July 15 as to whether or not they will receive an award and the amount thereof. Awards will be given to recipients prior to the regularly scheduled meeting of the Library Board of Trustees in August each year. Successful applicants for awards must complete an acknowledgment form no later than the following September 1 which indicates that they have enrolled in an appropriate institution. The award will be sent to the institution of attendance of the scholarship recipient for application against tuition or eligible expenses. If the recipient fails to attend the institution, the award will be returned to the scholarship fund.

Non-Discrimination

All awards will be made without regard to race, creed, color, sex, religion or national origin.

Application Forms

The application form may be obtained at the Library's Welcome Desk or online at www.btpl.org.

Jamie Jasper - STATEMENT OF GOALS

Roots of doing what I love were embedded in me long ago when I was a little girl who loved books and loved to visit the library. What the library offers, however, is much more than just books and programs. It truly is a place where dreamers are inspired and motivated, a place that can encourage anyone, at any age, to take a step forward into a world of many unknowns. Although I didn't realize it then, the Library helped to inspire me, and drove me to believe, even at an age later than most, that dreams are worth chasing. Therefore, last year I took a huge leap of faith, and decided to leave my career path of ten years to obtain my long term goal of becoming a public librarian.

Currently one-third of the way into the Masters of Library & Information Science at Wayne State University and working towards the MLIS degree in the Library Services pillar, I aim to become a librarian for the teen and/or senior age group by December 2017 to, as the program so astutely puts it, 'connect *with* people and connect people with information'. Primary studies of my program include courses in reference, collection development, public libraries and instructional methods for librarians, which are focused on equipping public librarians with the tools needed for success within the library environment. Currently working at the Bloomfield Township Public Library as a library intern is providing me with invaluable practical experience with patrons, reference, and library programs. Additional experience has included volunteering at a local church library where I have had the responsibility of completing the year-long task of organizing and cataloging the organizations' entire collection. Managing such a project has given me great insight into the importance of cataloging collections to make it easier for patrons to find what they are searching for.

People are at the heart of what libraries do, and I employ a particularly strong passion for the teen and senior age group; they are both at challenging stages in life where they may be experiencing major changes and possibly trying or tumultuous times, which can cause some to feel stuck in circumstances or experience an erosion of hope. There is more to the sullen looking teen with saggy pants and blue hair, or the elderly gentleman who patiently shuffled his wife with Alzheimer's through the library every week only to appear alone in recent times; it is important that librarians recognize that there is a story behind each person, that each person is real and important, that each one of these people can make a difference, whether it be in their own life or in the life of another's. The library can encourage hope for dreams unrealized for both age groups. In addition, I look forward to becoming a librarian who can inspire and possibly help to reach across the generations in developing programs to bridge the gap between the digital divide and digital literacy.

Whether searching for a diversion from the hardships of life, or seeking information, every person is endowed with gifts and talents that should be brought into the light so that they can be empowered to use them. A public library is the perfect place to inspire that. Our situation is never permanent; we can make a difference. I look forward to moving forward in my education so that I will have the privilege of connecting the public libraries love for its communities and people to our love of knowledge and learning.

Thank you for your time and consideration.

Jamie Jasper

"There comes a day when you realize turning the page is the best feeling in the world because you realize there's so much more to the book than the page you were stuck on" – Zayn Malik

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Tera Moon
DATE: July 6, 2016
SUBJECT: Strategic Plan Update

The six strategic plan work teams are working on the six priority investments to be accomplished in fiscal year 2016/2017.

1. Develop a marketing plan.

This team is researching marketing plans and contacting other libraries similar to us in size of population served to find out whether they have a marketing person on staff.

2. Offer tours to new and existing patrons.

This group is discussing the content of the tours and who will give these.

3. Improve wayfinding.

To gather data about areas of the Library that are difficult for patrons to find, this group conducted a staff survey. For two weeks, desk staff tallied how many times patrons asked for directions to certain locations, such as restrooms.

4. Develop consistency in application of policies by staff and increase staff awareness in order to reduce user redirecting.

This team is writing a staff survey to find out the frequency of this problem and which policies are commonly confused.

5. Create a coordinated programming plan focusing on quality over quantity.

This group is evaluating the quarterly newsletter as the focus around which programming is scheduled.

6. Re-evaluate the layout, size, and functionality of various spaces throughout the building, with consideration to appropriate volume levels and activities.

This group is conducting observations of specific areas in the Library keeping an eye out for how spaces are being used. They are also contacting other libraries to ask for space planning consultant recommendations.

These investments will move us toward accomplishing our four strategic goals:

- Expand awareness, use, and support of the Library and its services.
- Further develop the highest level of customer service for Bloomfield Township residents.
- Increase use of and customer satisfaction with the Library's services and collections.
- Provide an attractive, easy-to-use, and flexible facility and grounds that meet a variety of users' needs.

REQUEST FOR QUALIFICATIONS
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
NETWORK UPGRADE
CONSULTING SERVICES

June 30, 2016

The Bloomfield Township Public Library is accepting quotes for consulting services for a network upgrade process for this library.

Please mail your quote by Friday, July 29, 2016 to Joan Wu, Systems Department Head, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Hills, MI, 48302.

Questions may be submitted by email or phone to Joan Wu at wujoan@btpl.org, or 248-642-5800, extension 149, prior to Thursday, July 28, 2016.

BACKGROUND

In 2006, the Bloomfield Township Public Library upgraded its network infrastructure, including routers, switches, firewalls, and wireless access points. Afterward, some equipment was added and some upgrades were made, but due to budget constraints, much of the equipment is now in “end of life” and/or “end of support”. We are looking to upgrade our network hardware including switches, firewalls, and wireless access points, and re-design our network setup. Below is a detailed description of our current infrastructure.

- One (1) Main Distribution Frame (MDF) which facilitates routers, switches, firewall, Windows servers, phone system UPSs and security system – This MDF is equipped with its own emergency backup generator. The MDF includes the following:
 - One (1) Cisco 4300 router, managed by The Library Network (TLN) (purchased 2015).
 - Three (3) Cisco 3750 PoE switches, core base for VLANs with security across each, 1 gig link (purchased 2006).
 - Eleven (11) Cisco 3560 switches, some PoE (purchased 2005).
 - One (1) Cisco 1112 Secure Access Control device, used to log into switches using Windows login credentials, but stopped working after Win XP and Server 2003. It was used to authenticate Staff Wi-Fi users against Windows AD, replaced with Network Policy Server (NPS).
 - One (1) Cisco Clean Access 3140 (NAC), used to enforce security policies by blocking, isolating and repairing non-compliant machines.

- One (1) Cisco ASA 5520 firewall, also used for VPN (purchased 2006).
 - One (1) Cisco 2500 wireless controller, manages thirty two (32) Cisco 1130 APs (purchased 2014).
 - One (1) Cisco Prime appliance, mostly used to turn on and off our wireless after library hours, pull reports on Wi-Fi users, but not utilizing this to its full potential and would like to do more with it (purchased 2014).
- Two (2) Individual Distribution Frames (IDF) one (1) on the west side of the library, one (1) on the east side.
 - Nine (9) Cisco 3560 switches, some PoE (purchased 2005) – west side IDF – located in Adult Services.
 - Five (5) Cisco 3560 switches, some PoE (purchased 2005) – east side IDF – located in Youth Services.

NETWORK UPGRADE OBJECTIVES

- Analysis of our current network to accurately propose for upgrade.
- Recommend appropriate replacement equipment best suited for our environment.
- Simplify the process of switching between VLANs inside the local network.
- Analyze and identify possible ways to simplify Access Lists and still maintain security.
- Implement VPN solution that is end user friendly.
- Analyze current access point (AP) coverage and recommend Wi-Fi expansion to outdoor terraces and possibly the parking lot.
- Must re-use Cisco Prime device, Cisco wireless controller and Cisco 4300 router.
- Re-design cable management and possibly equipment racks/cabinets.
- Analyze, benchmark, and document new network infrastructure.
- Must have new network VOIP ready.

SCOPE OF CONSULTING SERVICES

At this time, Bloomfield Township Public Library would like to receive quotes from a consultant to work with the Library's Systems team to design the Library's network before the implementation of the upgrade. The consultant will assist the Library in issuing a Request for Proposal (RFP) and selecting a network company to implement the upgrade. This design should include hardware and configurations based upon what the Library wants to accomplish. It should also be able to support future growth such as VOIP, as well as, possible redesign of MDF and IDF closets. The consultant will follow through after the planning phase to implementation. The consultant will oversee the entire implementation process. The implementation is projected to be completed by February 18, 2017. An estimated rough time is as follows:

August 1 to August 19:	Site visit and interviews
August 26:	Consultant hired
October 7:	RFP to network vendors issued
October 31:	RFP back
November 18:	Network Upgrade Vendor Selected
February 18, 2017:	Network Upgrade Completed

PROPOSAL ELEMENTS & SUBMISSION REQUIREMENTS

Company Information

Please provide your contact information including your company name, address, website and primary contact person, telephone number and email address.

References

Please provide contact names and phone numbers for at least three organizations with which you have worked to provide Network Upgrade consulting.

Please provide contact names and phone numbers, plus references, for any subcontractors with which you would work to complete the Request for Qualification.

Network Upgrade Experience

Please include your experience conducting a Network Upgrade process.

Budget

Please indicate your costs for Network Upgrade services. Budget information that breaks out the costs for consulting services, and any that may be optional would be appreciated. This will allow for adjustments to the planning process budget as necessary.

Availability

Please address your availability and flexibility to meet our schedule for the network upgrade to be completed by February 18, 2017.

All proposals submitted will remain firm for a period of sixty (60) days.

The Bloomfield Township Public Library reserves the right to accept or reject any or all quotes.

Proposals will be evaluated on the information provided including the completeness of the proposal and information supplied.

Thank you!

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: July 11, 2016

SUBJECT: Follow up to Questions

At the June 21, 2016 Library Board meeting, a question was asked regarding the Library's April and May, 2016 water and sewer bills that required further information.

The April and May, 2016 water and sewer bills were larger than a year ago. In April, the Library experienced a broken sewer pipe. Extensive cleanup was required as a result. The irrigation system was turned on the end of April also as usual but it was a drier spring than normal. In May, our Youth Services terrace was power washed (and looks great again!) requiring more water use than normal.

Please let me know if you have any additional questions.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY – ADMINISTRATIVE CALENDAR

2016

AUGUST

2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Family Story Time 10:30am Your Library Online 2pm	2 Knit n Stitch 10am Reading comes Alive with Yoga 10:30am	3 Friends of the Library Meeting 12:30pm Fitness Inventions 2pm Teen Game Show Night 6pm Intro to Social Networking 6pm	4 Finance Committee Mtg. 10am Splash Bash 11am	5 Summer Reading Finale: Super Ice Cream Social 2pm Mosaic Youth Singers 7pm	6 Saturday Sports Movie Matinee 1pm
7	8 Adult & Teen Sensory Storytime 11am	9 Coloring Club for Teens and Adults 11am Memoir Writers Group 1pm Fashion and the Auto through the Decades 6:30pm	10 Gustafer Yellowgold Family Concert 6:30pm Nonfiction Book Club 7pm Writers Rendezvous 7pm	11 English Language Conversation Hour 2pm Summer Olympiad After Hours Challenge for Teens and Adults 6:30pm	12	13 FOL Saturday Book Sale 9:30am – 3:30pm
14	15 30 Minute Lunchtime Book Club 1pm	16 Library Board of Trustees Meeting 7pm	17 Mystery Book Club 1pm Your Library Online 7pm	18	19 Coffee & Conversation 10am	20 Intro to Microsoft Excel 2pm
21	22 Books in Bars at Mex 6pm	23 Memoir Writers Group 1pm Internet Security 6pm	24 Writers Rendezvous 7pm	25 Eleanor’s Book Club 10am	26	27
28	29	30	31			