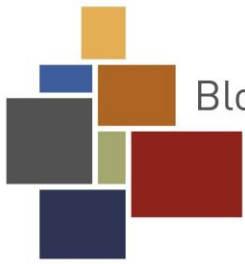


A decorative border with a double-line outer edge and a dashed inner line, featuring ornate corner designs.

Please Be Prepared For
An Official
Library Board of Trustees
Group Photo
Following the Meeting



Bloomfield Township Public
Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
July 18, 2017
7:00 p.m.
John Rumsey Board Room

Trustees:
libraryboard@btpl.org

Eli Greenbaum, President
Judy Lindstrom, Secretary
Tom Deska
Sandra Edwards
Grant Gerhart
Joan Luksik

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 Tuesday, July 18, 2017
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	7/14/17
2a	Request to remove items from the Consent Agenda for Discussion	7/14/17
2b	Motion to approve the order of items for the regular and consent agendas	7/14/17
5	Motion to approve remaining Consent Agenda items 6-8d	7/14/17
6	Regular Board Meeting Minutes of 6/20/2017	7/14/17
7a	Cash Disbursements	7/14/17
7b	Revenues/Expenditures Budget Report	7/14/17
7c	Energy Report	7/14/17
8a	President's Report	7/14/17
8b	Director's Report	7/14/17
8c	Art Committee – no report	7/14/17
8c	Bloomfield Township Liaison –no report	
8c	Building, Grounds, Landscaping, Interiors Committee – 6/22/2017	7/14/17
8c	Cranbrook –no report	
8c	Development Committee – 6/29/2017	7/14/17
8c	Finance Committee – 7/10/2017	
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – 6/29/2017	7/14/17
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee –no report	
11a	Audit Report	7/14/17
11b	Investment Report	7/14/17
11c	Annual Report	7/14/17
11d	Board Officers and Committees	7/14/17
13	Motion to approve any items removed from the Consent Agenda	7/14/17
	<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
	Spaces RFP	7/14/17
	Strategic Plan	7/14/17
	Calendar	7/14/17

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, July 18, 2017
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 20, 2017
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Eli Greenbaum
 - 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
 - *Jeanette P. Myers Scholarship Selection
 - *Personnel
 - *Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Audit Report - Dustin Schuiling, Abraham & Gaffney
 - b. Investment Review – Schwartz and Co.
 - c. Annual Report
 - d. Board Officers and Committees
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: August 15, 2017
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

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, June 20

At **7:00** p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Eli Greenbaum.

Present: Trustees: Sandra Edwards, Grant Gerhart, Eli Greenbaum, Tom Deska, and Judy Lindstrom.

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Director's Secretary, Linden Godlove.

Guests: Ed Niemchak, Adult Services Librarian, and Staff Organization Committee Representative; Klaren Gerhart, Bloomfield Township Resident, Brendan Edwards and Gray Edwards, Bloomfield Township Residents.

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

A vote was taken for approval of the motion.

Ayes: Edwards, Gerhart, Greenbaum, Deska and Lindstrom

Nays: None

MOTION CARRIED

President's Verbal Report:

President Eli Greenbaum announced that tonight there is a new member of the Board of Trustees. He welcomed Sandy Edwards and expressed happiness that she has joined the Board.

Director's Verbal Report:

Director Carol Mueller also wanted to welcome Sandy Edwards. Director Mueller remarked that Sandy Edwards took the initiative before their orientation meeting and did her homework, reviewing all of the resources provided as well as the full website. They had a delightful time together and she thanked Sandy Edwards for taking the time.

Director Mueller reminded those attendees that the Library is hosting Pam William's family next week to share stories and memories of Pam. There will be photographs and mementos to share,

as well as light refreshments. She wishes to show Jim Boyle, Pam's brother, the mosaic and the historic photo installation, which were two projects that Pam was most excited about.

Tonight, we have a lot of activity at the Library, with Eric Litwin presenting a program. Author Daniel Silva will be coming to West Bloomfield and their library generously gave us 100 tickets for the program in July 13, 2017. All tickets have been claimed and there is a waiting list. We are grateful to West Bloomfield Township Public Library and their generosity

The Library is offering more programs outside of the building and into the community. There is a new program in partnership with Mex, called "Trivia Nights at Mex." There is a whole series of classes at Bloomfield Township Senior Center, with book talks, Tuesday Trivia, and "Cutting the Cable Cord," among other offerings. We are pleased with our strong connection with the Bloomfield Township Senior Center.

The summer kickoff open house took place on Monday evening, June 19. There are buttons, bookmarks, and forms to take part in the Summer Reading Program. In the gray folder, there is information so Trustees can participate in the Summer Reading Program.

The Library has been doing a lot of work with the Local History Collection, a collection that is unique to the Bloomfield Township History. Much of the focus is on homes and families of Bloomfield Township. We currently have a "Virginia Lee Smith" file started. Laney Tobin and John Marshal, Bloomfield Historical Society volunteers, documented the *Century Houses of Bloomfield Township* and their research was bound into a book that is now a part of the Local History Collection. A scanned copy is available on our website. The Bloomfield Historical Society newsletter, *Legacy*, has also been bound, which is done every ten years.

Phase II of the historic photo project has been installed this past week.

The garden bed to the west of the entrance was installed today.

REGULAR AGENDA:

Call to the Public: President Eli Greenbaum welcomed Ed Niemchak, Adult Services Librarian, and Staff Organization Committee Representative and Klaren Gerhart, Bloomfield Township Resident.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

Periodical Bid

Director Carol Mueller said this is process we do every year and she wishes to thank Ed Niemchek and Tera Moon for their hard work. Tera Moon explained that it was a challenging process this year.

Each year the Library releases a request for periodical subscription services proposals. Tera Moon and Adult Services Librarian Ed Niemchak worked together to conduct the bid process for 2018 library periodical subscriptions. A request for proposals was mailed to seven companies – Basch Subscriptions, Inc., EBSCO Information Services, LM Information Delivery, Magazine Subscription Service Agency, Popular Subscription Service, Rivistas Subscription Service, and W. T. Cox Information Services – posted on the Library website, and available at the Welcome Desk.

Ed and Tera thoroughly analyzed all five proposals received. They narrowed focus to two companies: LM Information Delivery and W. T. Cox Information Services because they had the most complete proposals, the most titles and other services.

W. T. Cox Information Services is our current serials vendor. They submitted a proposal for periodical subscriptions of \$29,105.01, the second highest bid received. W. T. Cox is able to provide all the titles we requested plus meet all of our service requirements. This Library has used W. T. Cox since 2006 with the exception of one year during which a different vendor was used. Our experience with W. T. Cox's service during these years has been very good. The customer service representative is easy to work with and responds quickly to all our inquiries. References contacted indicate that W. T. Cox Information Services delivers quality service in a timely manner. For these reasons, it is the recommendation of Administration and Adult Services that we accept the bid from W. T. Cox Subscriptions, Inc. for periodical subscriptions in 2018.

Group A is the newspapers, magazines, and other periodicals that get processed quickly by technical services Group B is the financial and health newsletters (i.e. kiplingers, Harvard health newsletters).

Judy Lindstrom had the suggestion that our next newsletter have a short article about our extensive periodical collection. The Library has approximately 460 periodicals. All suggestions for periodicals are reviewed. We have only one copy of each magazine. The Library stores the current year and previous year, but other issues are recycled. There are about 50 less titles than we used to receive, due to changes in publications.

Upon discussion, a motion was made by Judy Lindstrom, seconded by Tom Deska **TO APPROVE AWARDING THE 2018 LIBRARY PERIODICALS SUBSCRIPTION SERVICE BID TO W. T. COX SUBSCRIPTIONS, INC., 201 VILLAGE ROAD, SHALLOTTE, NC 28470.**

A vote was taken for approval of the motion.

Ayes: Edwards, Gerhart, Greenbaum, Deska and Lindstrom

Nays: None

MOTION CARRIED

Public Copiers Change in Bid Award

Director Carol Mueller recapped a discussion about the copier services that took place in November of 2015. Applied Imaging has been great to work with and they recently replaced

two of our old staff copiers. We are proposing the company more than the copier.

On November 17, 2015, the Library Board approved the award of bid for copier services to Applied Imaging for Canon copiers for staff and patron use. At the time of the bid award, we were informed that Canon would be providing the coin/card vending interface to work with our new Canon copiers for public use. This interface is important in determining the correct amount charged for either a black and white copy or color copy.

In February, 2016, Applied Imaging provided two Canon copiers to replace older copiers in Library Administration and the staff work area. At the time of the February, 2016 purchase of staff copiers, the Canon copier interface still was not available so we delayed purchasing the six public copiers. As of this date, the Canon copier interface is not available with no expected release date projected.

We now feel it is best for the Library to move on from waiting for the interface to be developed for the Canon copiers as approved by the Library Board in November, 2015. Our recommendation is to purchase six Ricoh copiers for public use instead. Applied Imaging can supply and service Ricoh copiers also. Our experience with Applied Imaging over the last year has been very good.

While we had a slight preference for Canon copies for their copy crispness and clarity, Ricoh is a fine copier also. Ricoh copiers are in use in the Library's public areas currently so the change to new Ricoh copiers will be rather seamless. Finally, we are certain the appropriate interface for Ricoh copiers to work with our coin/card vending equipment exists as these are currently in place in the Library and working well.

Our proposal is to change the November, 2015 bid award from purchasing 2 Canon black and white copiers and 4 Canon color copiers for public use from Applied Imaging to purchasing 6 Ricoh color copiers from Applied Imaging. Offering copiers in our public areas that offer black and white copies and color copies on the same machine enhances our public service as it is less confusing for patrons and offers a bit more convenience.

Upon discussion, a motion was made by Tom Deska, seconded by Grant Gerhart **TO AMEND THE NOVEMBER 17, 2015 BID AWARD TO PURCHASE RICOH COPIERS IN PLACE OF CANON COPIERS FROM APPLIED IMAGING, 46620 RYAN COURT, NOVI, MICHIGAN, 48377**

A vote was taken for approval of the motion.

Ayes: Edwards, Gerhart, Greenbaum, Deska and Lindstrom

Nays: None

MOTION CARRIED

OTHER:

Eli Greenbaum would like to review Committee assignments, but would like to hear from the

Trustees regarding which Committee they wish to participate in. A vice-president is also needed, and if no one volunteers, one will be appointed.

Judy Lindstrom admired the Goldner Walsh entrance arrangement that was just installed, remarking that they made a good selection of plants for the location.

In July, we will have a Library Board photo after the meeting.

Next Board Meeting will be Tuesday, July 18 at 7 p.m.

At 7:34 P.M. President Eli Greenbaum adjourned the meeting.

Submitted by:

A handwritten signature in cursive script that reads "Judy Lindstrom".

Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

July 2017

New Vendors:

CFRA Accounting Research & Analytics, LLC is a new vendor for a reference source.

Poseidon Lawn Sprinklers is a new vendor for irrigation system repairs.

Terminix Commercial is a new vendor for pest control services.

General Fund Advance

- Check #17676 payable to Bloomfield Township in the amount of \$3,440.06 is payment for a water and sewer service for 4/17-5/22/2017.
- Check #17697 payable to the Charter Township of Bloomfield in the amount of \$10.00 is payment for a DVD.

General Fund

- Check #17709 payable to Bloomfield Township in the amount of \$377,662.09 is payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #17721 payable to Frank Rewold and Son, Inc. in the amount of \$3,800 is final payment for the storm water pipe installation project.
- Check #17727 payable to Innovative Interfaces, Inc. in the amount of \$32,544.00 is payment for our integrated library system, Sierra, migration and hosting.
- Check #17730 payable to Midwest Collaboration for Library Services in the amount of \$3,814.45 is payment for the Library's annual membership and delivery service.
- Check #17731 payable to MetroNet Library Consortium in the amount of \$653.91 is payment for books and programming.
- Check #17741 payable to Preferred Data Systems, LLC. in the amount of 7,346.12 is payment for security software.

- Check #17748 payable to The Library Network in the amount of \$308.16 is payment for computer equipment.

Gift Fund

- Check #4814 payable to Laurie Tennent Studio in the amount of \$3,200.00 is final payment for Phase Two Historic Photos in the Community Room.
- Check #4818 payable to Goldner Walsh Nursery in the amount of \$3,28235 is payment for the renewed garden bed along the southwest wall of the Library building and our summer entrance arrangement.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF JUNE 2017

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
17676	6/13/17	BLOOMFIELD TOWNSHIP	106.01	3,440.06
17677	6/13/17	PETTY CASH - BTPL	106.01	112.70
17678	6/13/17	XFINITY	106.01	148.27
17679	6/13/17	Emily Ellison	106.01	46.23
17680	6/13/17	LOWE'S	106.01	174.09
17681	6/13/17	Karrie Yukon	106.01	70.79
17682	6/14/17	FLAGSTAR BANK	106.01	4,638.79
17683	6/20/17	PETTY CASH - BTPL	106.01	111.63
17684	6/20/17	DTE ENERGY	106.01	18,251.58
17685	6/20/17	Martha McGee	106.01	21.93
17686	6/20/17	Jennifer Taggart	106.01	32.95
17687	6/20/17	VERIZON WIRELESS	106.01	201.68
17688	6/20/17	VIGILANTE SECURITY	106.01	1,950.00
17689	6/27/17	AMAZON.COM	106.01	1,275.85
17690	6/27/17	Patricia Ballard	106.01	48.27
17691	6/27/17	Elizabeth Clauder	106.01	95.24
17692	6/27/17	Shayna Houghton	106.01	125.00
17693	6/27/17	Martha McGee	106.01	27.50
17694	6/27/17	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	720.34
17695	7/6/17	APPLIED IMAGING	106.01	328.67
17696	7/6/17	AT&T	106.01	778.41
17697	7/6/17	CHARTER TOWNSHIP OF BLOOMFIELD	106.01	10.00
17698	7/6/17	LESLIE ELECTRIC CO.	106.01	115.80
17699	7/6/17	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
17700	7/6/17	Marian Rafal	106.01	62.50
17701	7/6/17	RICOH USA, INC	106.01	105.69
17702	7/6/17	Killian Weston	106.01	31.62
Total				<u>33,003.59</u>

REGULAR CHECKS:				
17703	7/11/17	ACE LAWN CARE & SNOW REMOVAL	106.01	9,960.00
17704	7/11/17	AERO FILTER, INC	106.01	3,468.05
17705	7/11/17	AMERICAN LIBRARY ASSOCIATION	106.01	210.00
17706	7/11/17	AMERICAN PEST CONTROL	106.01	1,526.80
17707	7/11/17	BAKER & TAYLOR, INC.	106.01	14,227.69
17708	7/11/17	BLACKSTONE AUDIO, INC.	106.01	671.21
17709	7/11/17	BLOOMFIELD TOWNSHIP	106.01	377,662.09
17710	7/11/17	BOOK BEAT	106.01	256.03
17711	7/11/17	BOOKS GALORE INC.	106.01	4,428.12
17712	7/11/17	BRILLIANCE PUBLISHING, INC.	106.01	157.46
17713	7/11/17	CAR TRUCKING, INC.	106.01	398.50
17714	7/11/17	CENGAGE LEARNING/GALE	106.01	3,870.28
17715	7/11/17	CFRA	106.01	200.00
17716	7/11/17	CHAMPAGNE ENGRAVING	106.01	238.00
17717	7/11/17	DU ALL CLEANING, INC	106.01	5,760.00
17718	7/11/17	ELECTRONIC SECURITY SYSTEMS, INC.	106.01	850.00
17719	7/11/17	ELSEVIER INC.	106.01	1,099.00
17720	7/11/17	ENVISIONWARE, INC.	106.01	725.00
17721	7/11/17	FRANK REWOLD AND SON, INC.	106.01	3,800.00
17722	7/11/17	G&S WINDOW WASHING	106.01	1,990.00
17723	7/11/17	GENPOWER PRODUCTS, INC.	106.01	796.00
17724	7/11/17	H. V. BURTON CO.	106.01	450.00
17725	7/11/17	INSTITUTE OF CONT. LEGAL EDUCATION	106.01	134.50

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF JUNE 2017**

Check #	Date	Payee	Cash Account	Amount
17726	7/11/17	INGRAM LIBRARY SERVICES	106.01	1,642.00
17727	7/11/17	INNOVATIVE INTERFACE, INC	106.01	32,544.00
17728	7/11/17	KID'S REFERENCE COMPANY, INC.	106.01	947.78
17729	7/11/17	LJ ROLLS REFRIGERATION CO., INC	106.01	488.01
17730	7/11/17	MIDWEST COLLABORATIVE for LIB. SVCS	106.01	3,814.45
17731	7/11/17	METRONET LIB. CONSORT.	106.01	653.91
17732	7/11/17	MIDWEST TAPE	106.01	7,710.23
17733	7/11/17	NATIONAL SIGN COMPANY	106.01	975.00
17734	7/11/17	NBS	106.01	2,880.00
17735	7/11/17	NICHOLS/NETWORK SERVICES CO	106.01	1,281.48
17736	7/11/17	OMNIGRAPHICS	106.01	72.30
17737	7/11/17	ORIENTAL TRADING CO., INC.	106.01	129.39
17738	7/11/17	OVERDRIVE	106.01	6,004.21
17739	7/11/17	PENGUIN RANDOM HOUSE LLC	106.01	736.50
17740	7/11/17	POSEIDON LAWN SPRINKLERS	106.01	270.00
17741	7/11/17	PREFERRED DATA SYSTEMS, LLC	106.01	7,346.12
17742	7/11/17	PRESIDIO INFRASTRUCTURE SOLUTIONS LLC	106.01	925.00
17743	7/11/17	PROQUEST-CSA LLC	106.01	7,600.00
17744	7/11/17	RECORDED BOOKS, LLC	106.01	772.26
17745	7/11/17	THE ROWMAN & LITTLEFIELD PUBLISHING GRP	106.01	126.34
17746	7/11/17	SALEM PRESS, INC.	106.01	1,328.10
17747	7/11/17	TERMINIX PROCESSING CTR.	106.01	246.00
17748	7/11/17	THE LIBRARY NETWORK	106.01	308.16
17749	7/11/17	THE LIBRARY STORE, INC.	106.01	671.62
17750	7/11/17	THYSSENKRUPP ELEVATOR CORP	106.01	816.00
17751	7/11/17	UNIQUE MANAGEMENT SERVICES, INC.	106.01	277.45
17752	7/11/17	UNIVERSITY PRODUCTS, INC.	106.01	341.29
17753	7/11/17	US GOVERNMENT PRINTING OFFICE	106.01	14.00
17754	7/11/17	UNITED STATES POSTAL SERVICE	106.01	225.00
17755	7/11/17	WEST ACADEMIC	106.01	46.64
17756	7/11/17	WILLIAM MOLNAR ROOFING CO.	106.01	417.80
17757	7/11/17	WOLTERS KLUWER	106.01	291.39
17758	7/11/17	WORLD TRADE PRESS	106.01	850.00
17759	7/11/17	WT COX INFORMATION SERVICES	106.01	38.54
Total				<u><u>515,669.70</u></u>

Gift Fund

ADVANCE CHECKS:

4814	6/13/17	LAURIE TENNENT STUDIO	102.03	3,200.00
4815	6/14/17	FLAGSTAR BANK	102.03	550.68
4816	6/27/17	AMAZON.COM	102.03	<u>113.15</u>
Total				<u><u>3,863.83</u></u>

REGULAR CHECKS:

4817	7/11/17	BOOK BEAT	102.03	201.00
4818	7/11/17	GOLDNER WALSH NURSERY, INC.	102.03	3,282.35
4819	7/11/17	SCHOLASTIC LIBRARY PUBLISHING	102.03	<u>1,124.05</u>
Total				<u><u>4,607.40</u></u>

**Bloomfield Township Public Library
2017-2018 General Fund Budget**

7b

PRESENTED: JULY 18, 2017 FOR THE MONTH OF: JUNE 2017

Three Months 25%

ACCOUNT NUMBER	ACCOUNT NAME	2017-2018 ADOPTED BUDGET AS OF MARCH 21, 2017	2017-2018 AMENDED BUDGET AS OF MARCH 21, 2017	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$6,923,097	\$6,923,097	\$0	(\$632)	-0.01%	(\$6,923,729)
420.01	Penal Fines	\$84,928	\$84,928	\$0	\$0	0.00%	(\$84,928)
422.01	State Aid	\$25,635	\$25,635	\$0	\$13,339	52.04%	(\$12,296)
430.01	Circulation Fines & Fees	\$100,000	\$100,000	\$9,866	\$26,876	26.88%	(\$73,125)
Total Revenues		\$7,208,904	\$7,208,904	(\$5,590)	\$82,297	1.14%	(\$7,126,607)
<u>Expenditures</u>							
	Personnel	\$3,916,967	\$3,916,967	\$377,382	\$1,089,273	27.81%	(\$2,827,694)
	Library Services	\$846,258	\$846,258	\$57,915	\$220,560	26.06%	(\$625,698)
	Facilities & Equipment	\$1,148,383	\$1,148,383	\$100,243	\$296,446	25.81%	(\$851,937)
	Other Operating Expenditures	\$1,189,066	\$1,189,066	\$13,355	\$71,003	5.97%	(\$1,118,063)
Total Expenditures		\$7,100,674	\$7,100,674	\$548,895	\$1,677,282	23.62%	(\$5,423,392)
Fund Balance - Beginning		\$11,679,941	\$11,679,941		\$11,679,941		
Net revenue (expenditure)		\$108,230	\$108,230		(\$1,594,986)		
Fund Balance - Ending		\$11,788,171	\$11,788,171		\$10,084,955		

Fund Balance Designations

Nonspendable-Prepaid Expense	\$15,000	\$15,000
Committed Fund Balance (is 8-months of expenditures)	\$4,733,783	\$4,733,783

Bloomfield Township Public Library
2017-2018 Gift Fund Budget

PRESENTED: JULY 18, 2017 FOR THE MONTH OF: JUNE 2017

Three Months 25%

ACCOUNT NUMBER	ACCOUNT NAME	2017-2018 ADOPTED BUDGET AS OF MAR 21, 2017	2016-2017 AMENDED BUDGET AS OF JULY 18, 2017	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$5,998	\$3,196	\$5,998	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$14	\$42	21.18%	(\$158)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$6,198	\$3,210	\$6,040	97.46%	(\$158)
	<u>Expenditures</u>						
	Library Services	\$23,330	\$23,580	\$1,869	\$6,750	28.63%	(\$16,830)
	Facilities & Equipment	\$55,540	\$55,540	\$6,482	\$8,982	16.17%	(\$46,558)
	Other Operating Expenditures	\$104,128	\$109,376	\$120	\$1,953	1.79%	(\$107,423)
	Total Expenditures	\$182,998	\$188,496	\$8,471	\$17,685	9.38%	(\$170,811)
	Fund Balance - Beginning	\$78,839	\$78,839		\$78,839		
	Reserved Fund Bal.	\$103,659	\$103,659		\$103,659		
	Net revenue (expenditures)	(\$182,298)	(\$182,298)		(\$11,645)		
	Fund Balance - Ending	\$200	\$200		\$170,853		

Amendments to the budget:

All changes due to gifts received

Changes made to the line items:

All changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
June 2017

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	6/30/2017	\$92,931.96
	Flagstar Public Funds Savings	0.45%	6/30/2017	\$250,086.28
	Flagstar Premier Public Entities Checking	0.28%	6/30/2017	\$27,130.31
	RBC Capital Cash/Money Market	0.01%	6/30/2017	\$126.46
	RBC Capital - Investments	2.13%	6/30/2017	\$10,227,481.56
Total General Fund				\$10,504,824.61
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	6/30/2017	\$106,835.34
	Huntington CD (Charnov gift) - matures 02/04/2019	0.45%	6/30/2017	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	6/30/2017	\$3,989.92
Total Gift Fund				\$160,825.26

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.

		<i>Updated 3/2017</i>	
	Jeanette P. Myers Memorial Scholarship Fund	12/31/2016	\$13,853.00
	Yvonne T. Atkinson Fund	12/31/2016	\$27,708.00
	Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2016	\$30,970.48
	BTPL Endowment Fund	12/31/2016	\$30,724.52
	Fair Radom Garden Endowment Fund	12/31/2016	\$14,113.00
	BTPL Director's Legacy Fund	12/31/2016	\$14,106.00
Total CFSEM holdings			\$131,475.00

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	6/30/2017 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.0%	\$126	\$126	\$0	0.03%
Wells Fargo Advantage Adjustable Rate Gov't	35.0%	3,585,649	3,582,854	33,152	0.93%
Eaton Vance Short Duration Government Income	9.2%	887,000	937,310	19,697	2.10%
Loomis Sayles Limited Term U.S. Gov't & Agency	9.7%	947,648	995,924	15,531	1.56%
BlackRock GNMA Portfolio	8.2%	827,788	833,940	21,585	2.59%
Victory INCORE Fund for Income	10.9%	1,112,160	1,115,486	60,241	5.40%
Ridgeworth SEIX U.S. Mortgage	8.2%	827,000	838,336	14,085	1.68%
VOYA GNMA Income	10.5%	1,046,640	1,076,516	25,637	2.38%
Eaton Vance Government Obligations	8.3%	798,449	847,116	28,193	3.33%
Total Portfolio	100.0%	\$10,032,460	\$10,227,608	\$218,122	2.13%

2nd Quarter Activity - March 31, 2017 - June 30, 2017

Cash Activity

Beginning Balance	\$125.97
Deposits & Sales Proceeds	\$1,685,000.00
Withdrawals	(\$1,685,000.00)
Dividends	\$58,713.30
Capital Gains	\$0.00
Net funds to purchase securities	(\$58,712.81)
Ending Balance	\$126.46

Change in Security Value

Beginning value of securities	\$11,881,328.01
Securities purchased	\$58,712.81
Securities sold	(\$1,685,000.00)
Change in value of priced securities	(\$27,559.26)
Ending Value of priced securities	\$10,227,481.56

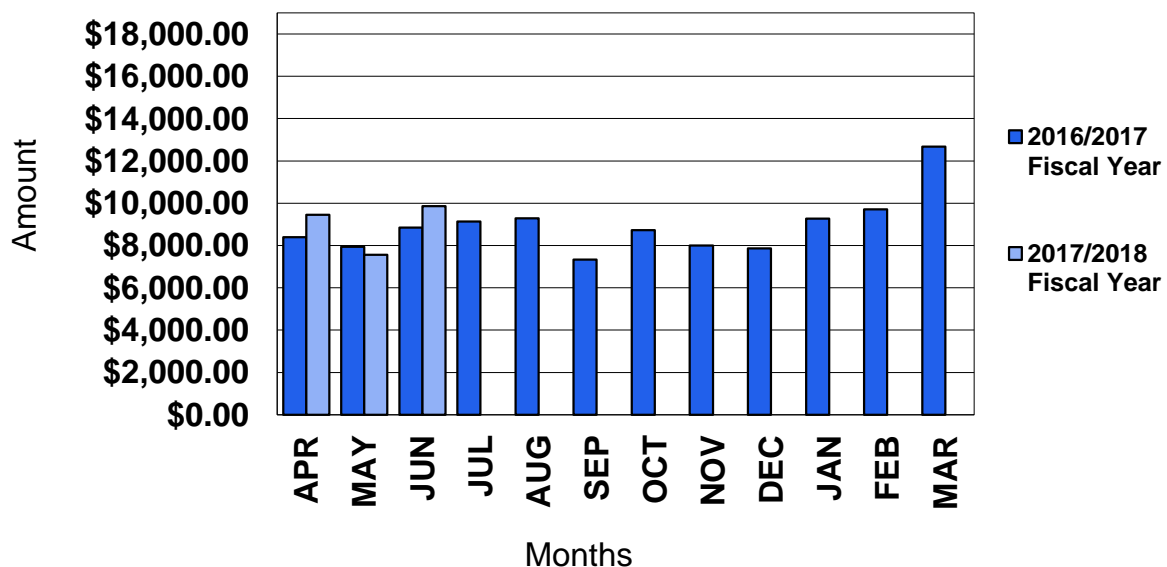
Total account value as of June 30, 2017

\$ 10,227,608.02

FINES AND FEES - TWO-YEAR COMPARISON

Month	2016/2017 Fiscal Year	2017/2018 Fiscal Year	Difference
APR	\$8,389.09	\$9,449.79	\$1,060.70
MAY	\$7,946.70	\$7,559.45	(\$387.25)
JUN	\$8,843.80	\$9,866.26	\$1,022.46
JUL	\$9,136.96		(\$9,136.96)
AUG	\$9,285.82		(\$9,285.82)
SEP	\$7,334.64		(\$7,334.64)
OCT	\$8,723.00		(\$8,723.00)
NOV	\$8,006.68		(\$8,006.68)
DEC	\$7,863.74		(\$7,863.74)
JAN	\$9,268.65		(\$9,268.65)
FEB	\$9,716.57		(\$9,716.57)
MAR	\$12,680.35		(\$12,680.35)
			YTD Difference
TOTAL	\$107,196.00	\$26,875.50	(\$80,320.50)

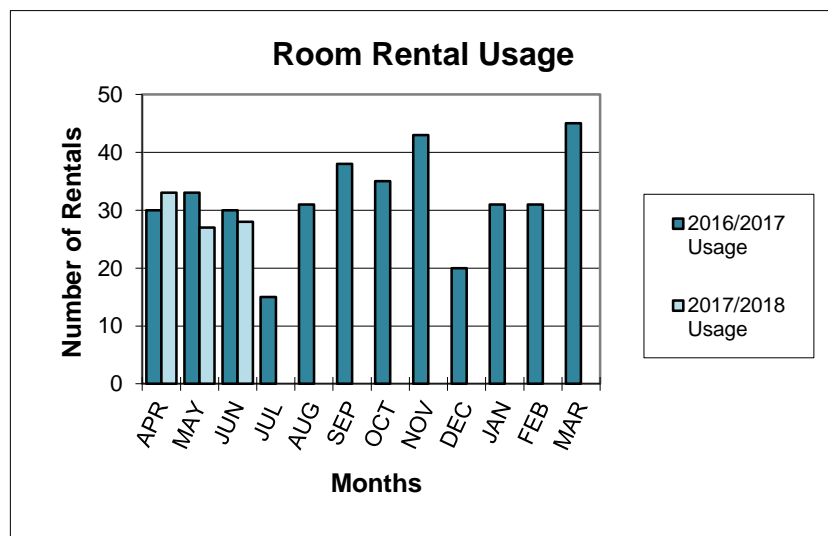
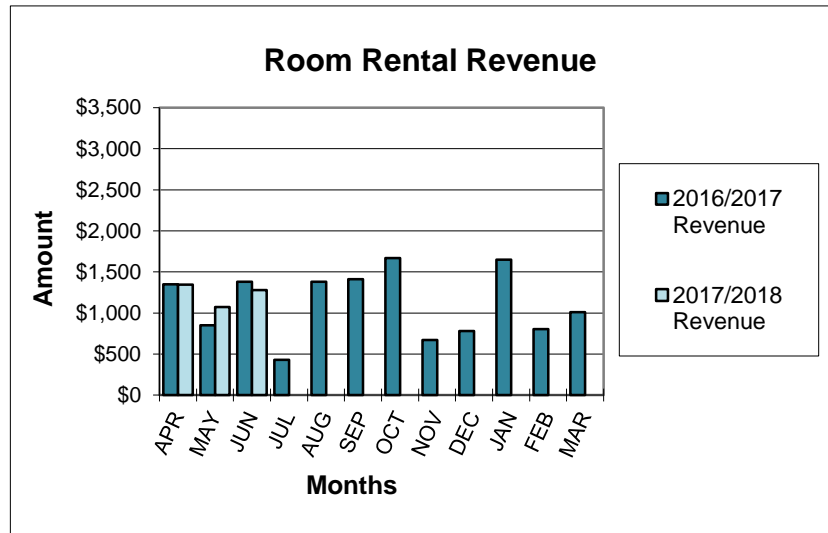
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2016/2017 <u>Revenue</u>	2017/2018 <u>Revenue</u>	<u>Difference</u>	2016/2017 <u>Usage</u>	2017/2018 <u>Usage</u>	<u>Month</u>
APR	\$1,350.00	\$1,345.50	(\$4.50)	30	33	APR
MAY	\$850.00	\$1,074.00	\$224.00	33	27	MAY
JUN	\$1,380.00	\$1,281.00	(\$99.00)	30	28	JUN
JUL	\$430.00		(\$430.00)	15		JUL
AUG	\$1,380.00		(\$1,380.00)	31		AUG
SEP	\$1,410.00		(\$1,410.00)	38		SEP
OCT	\$1,670.00		(\$1,670.00)	35		OCT
NOV	\$670.00		(\$670.00)	43		NOV
DEC	\$780.00		(\$780.00)	20		DEC
JAN	\$1,650.00		(\$1,650.00)	31		JAN
FEB	\$802.50		(\$802.50)	31		FEB
MAR	\$1,010.75		(\$1,010.75)	45		MAR
			YTD Difference			
TOTAL	\$13,383.25	\$3,700.50	(\$9,682.75)	382	88	



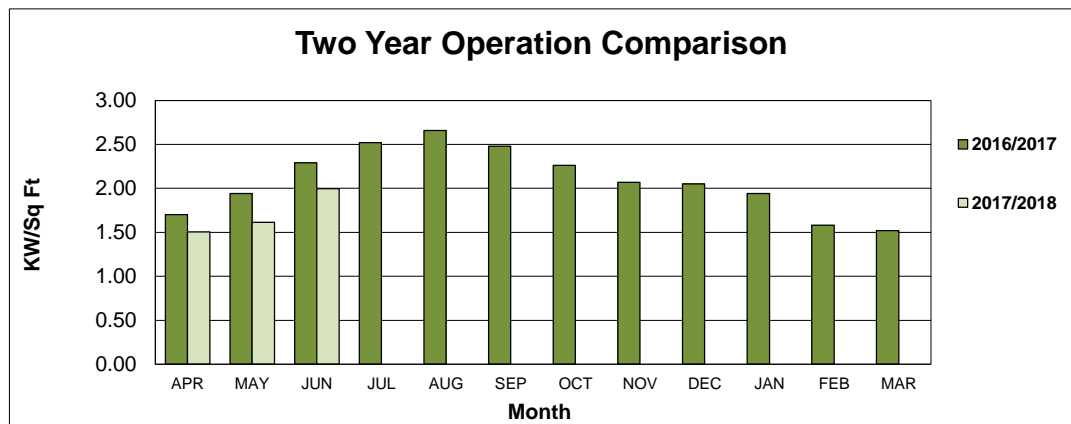
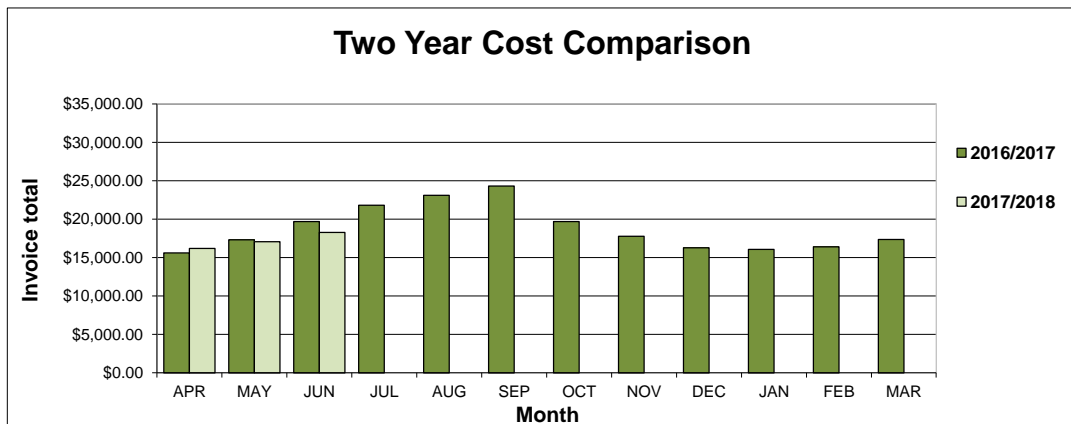
Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2016/2017	2017/2018 (3)	Difference	TOTAL KWH (1)	COST/KWH (3)/(1)	KWH/HR (1) / (24 x no. days per month)	KWH/SQ FT (1)/101,023	COST/HR (3) / (24 x no. days per month)	COST/SQ FT. (3)/101,023
APR	\$15,619.14	\$16,181.75	\$562.61	151,970	\$0.11	211.07	1.50	\$22.47	\$0.16
MAY	\$17,290.02	\$17,048.76	(\$241.26)	162,890	\$0.10	218.94	1.61	\$22.92	\$0.17
JUN	\$19,698.58	\$18,251.58	(\$1,447.00)	201,810	\$0.09	280.29	2.00	\$25.35	\$0.18
JUL	\$21,811.53		(\$21,811.53)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
AUG	\$23,088.13		(\$23,088.13)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
SEP	\$24,303.34		(\$24,303.34)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$19,688.69		(\$19,688.69)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$17,751.06		(\$17,751.06)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$16,281.15		(\$16,281.15)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$16,062.22		(\$16,062.22)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$16,399.04		(\$16,399.04)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$17,370.93		(\$17,370.93)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$225,363.83	\$51,482.09	(\$173,881.74)						

NOTES:

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



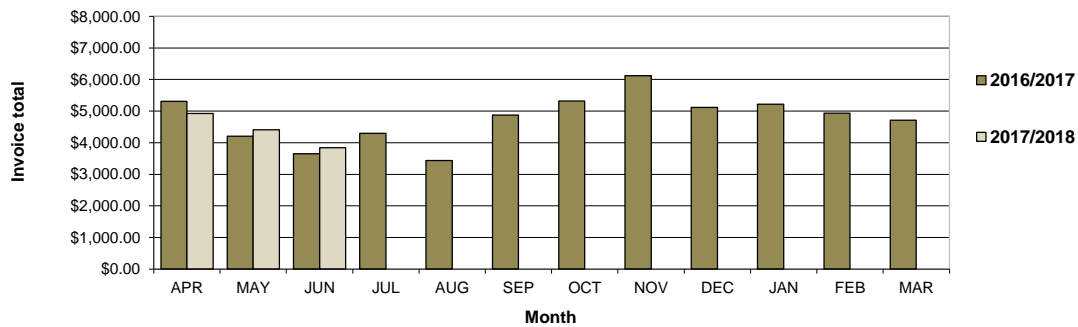
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

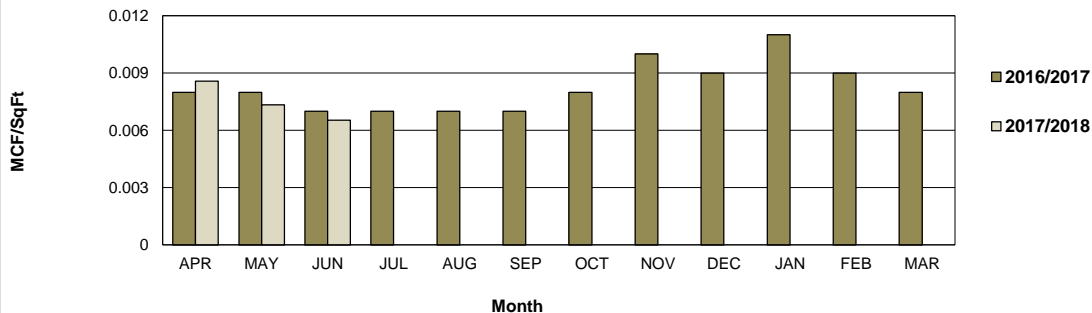
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2016/2017	2017/2018 (3)	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,307.83	\$4,929.25	(\$378.58)	866.7	\$5.69	720	1.20	0.009	6.85	0.048
MAY	\$4,208.72	\$4,411.34	\$202.62	741.5	\$5.95	744	1.00	0.007	5.93	0.043
JUN	\$3,652.86	\$3,842.61	\$189.75	660.3	\$5.82	720	0.92	0.007	5.34	0.037
JUL	\$4,294.67		(\$4,294.67)		#DIV/0!	744	0.00	0.000	0.00	0.000
AUG	\$3,437.53		(\$3,437.53)		#DIV/0!	744	0.00	0.000	0.00	0.000
SEP	\$4,874.40		(\$4,874.40)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$5,321.19		(\$5,321.19)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$6,122.71		(\$6,122.71)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$5,114.24		(\$5,114.24)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$5,220.31		(\$5,220.31)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$4,933.73		(\$4,933.73)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$4,707.54		(\$4,707.54)		#DIV/0!	744	0.00	0.000	0.00	0.000
			YTD Difference							
TOTAL	\$57,195.73	\$13,183.20	(\$44,012.53)							

Two Year Cost Comparison



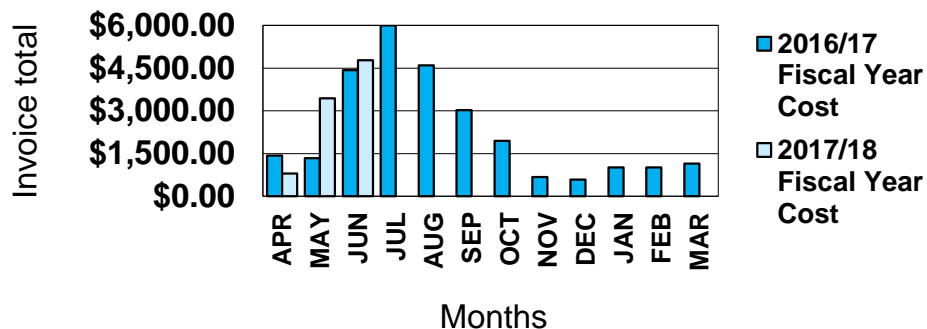
Two Year Operation Comparison



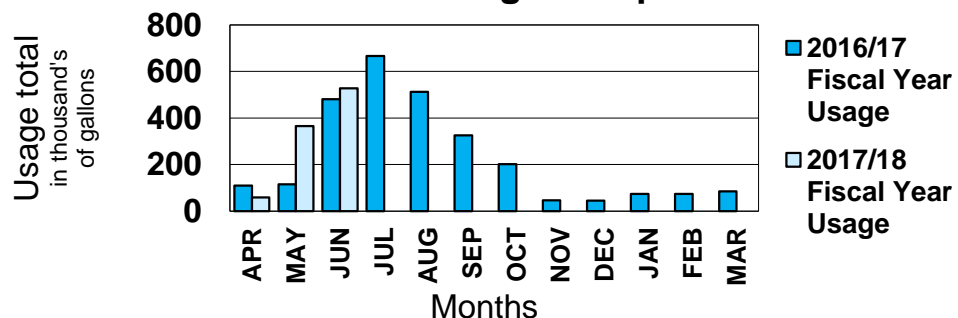
Bloomfield Township Public Library Water Analysis

Month	2016/17 Fiscal Year Cost	2017/18 Fiscal Year Cost	Difference	2016/17 Fiscal Year Usage	2017/18 Fiscal Year Usage	Difference
APR	\$1,432.45	\$803.09	(\$629.36)	109	59	(50)
MAY	\$1,333.69	\$3,440.06	\$2,106.37	115	365	250
JUN	\$4,428.69	\$4,772.76	\$344.07	480	528	48
JUL	\$5,997.81		(\$5,997.81)	666		(666)
AUG	\$4,595.09		(\$4,595.09)	512		(512)
SEP	\$3,025.97		(\$3,025.97)	326		(326)
OCT	\$1,945.05		(\$1,945.05)	201		(201)
NOV	\$673.93		(\$673.93)	46		(46)
DEC	\$587.67		(\$587.67)	45		(45)
JAN	\$1,011.05		(\$1,011.05)	74		(74)
FEB	\$1,011.05		(\$1,011.05)	74		(74)
MAR	\$1,143.49		(\$1,143.49)	85		(85)
			YTD Difference			YTD Difference
TOTAL	<u>\$27,185.94</u>	<u>\$9,015.91</u>	<u>(\$18,170.03)</u>	<u>2,733</u>	<u>952</u>	<u>(1,781)</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****July, 2017**

As part of the Library's Strategic Planning process, staff teams formed to review library spaces and wayfinding. Both teams recommended that the Library select a space planning consultant to look at library spaces and wayfinding with fresh eyes. Members from the two teams worked together to write a rough draft of a Space Needs Request for Proposals. Both the Building and Grounds Committee Trustees and the Management Advisory Committee have reviewed the draft proposal and support it. We are now ready to release this request for proposals (RFP). A copy of this RFP is included in this meeting packet for your information. Our plan is to release our RFP on July 24, 2017 with a deadline to receive proposals of August 18, 2017. This will allow time to review all proposals received, hold interviews and make a recommendation to the Library at the October 17, 2017 Library Board meeting.

Several friends of Pam Williams gave a very generous gift to the Library with the wish that a tree could be planted in Pam's memory. After discussions with the Building and Grounds Committee Trustees and Jim Slezinski, from Goldner Walsh Nursery, it has been decided to plant a Golden Dawn Redwood tree on the north side of the Library Terrace near the three existing majestic Dawn Redwoods. This tree will be a wonderful addition in this area and will grow to be just as tall and lovely as the other Dawn Redwood trees on the Library campus. Weather permitting, this new tree will be planted in mid to late September. What a perfect way to remember Pam.

The Michigan Library Association (MLA) annual conference will be held on October 18 – 20, 2017 in Lansing, Michigan this year. The following link is to the MLA website: <http://www.milibraries.org/> - click the tab called "Events" for the conference program. If you are interested in attending, please let me know.

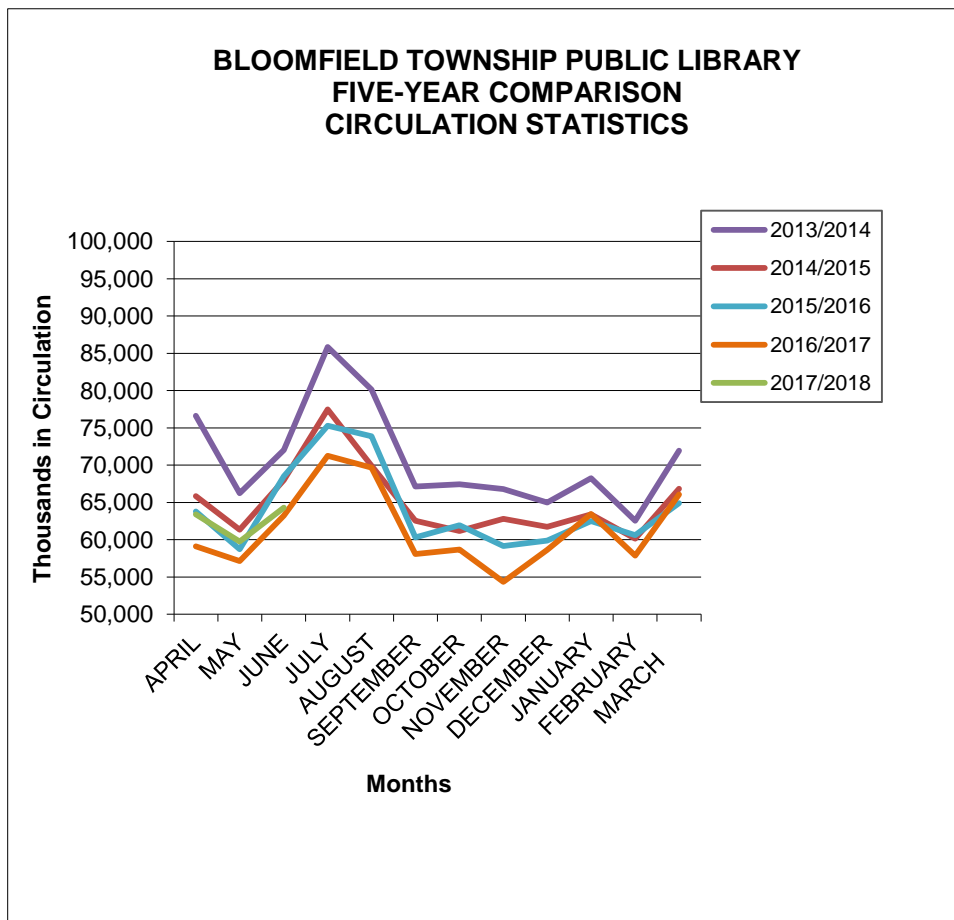
Respectfully Submitted,

Carol Mueller
Director

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

7/11/2017

	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>
APRIL	76,629	65,851	63,783	59,090	63,413
MAY	66,250	61,347	58,740	57,125	59,745
JUNE	72,030	67,987	68,518	63,243	64,319
JULY	85,844	77,485	75,304	71,265	
AUGUST	80,163	69,931	73,868	69,676	
SEPTEMBER	67,145	62,536	60,292	58,100	
OCTOBER	67,436	61,177	61,960	58,678	
NOVEMBER	66,813	62,815	59,157	54,362	
DECEMBER	65,007	61,726	59,871	58,628	
JANUARY	68,232	63,404	62,491	63,455	
FEBRUARY	62,534	60,140	60,612	57,856	
MARCH	71,961	66,845	64,896	66,071	
TOTAL	850,044	781,244	769,492	737,549	187,477



[illegible]

	2016		2017	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	187		197	
Cranbrook:	8		2	
Total new patrons:	275		274	
<i>Adult Program Attendance</i>				
Staff-led:	9 events	109 attended	15 events	122 attended
Speaker-led:	9 events	202 attended	8 events	202 attended
Book clubs:	5 events	45 attended	6 events	108 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	1 event	150 attended
Bloomfield Historical Society:	1 event	75 attended	0	0
<i>Systems Program Attendance</i>				
Staff-led:	9 events	97 attended	12 events	122 attended
<i>Teen Program Attendance</i>				
Staff-led:	1 event	2 attended	1 event	2 attended
<i>Youth Program Attendance</i>				
Staff-led:	9 events	1,088 attended	11 events	1,435 attended
Speaker-led:	5 events	176 attended	1 event	350 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	5 events	683 attended	11 events	1,014 attended
TOTAL:	53 events	2,477 attended	66 events	3,505 attended
<i>Volunteers:</i>				
	34 people	289.5 hours	24 people	203.75 hours
	Shop: 9	108	Shop: 9	104.75
	Court: 1	12.75	Court: 0	0
	Students: 12	64.5	Students: 3	19
	Dept. Vol: 12	104.25	Dept. Vol: 12	80
<i>Patron Remarks</i>				
Patron Comments:	6		5	
Ask BTPL:	6		5	
Ask Us:	65		43	
DISPLAYS				
Lobby	Summer Reading: Build a Better World Globe Display			
Media	Adult: Build a Better World; Action Packed Summer Blockbusters			
	Youth: Build a Better World; Disney Live Action; Cross Promo: Mich.			
Local History	Summer Reading: Build a Better World			

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BUILDING AND GROUNDS COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Building and Grounds Committee was held in the Library on Thursday, June 22, 2017 at 2:00 p.m.

Present: Trustees: Eli Greenbaum, Tom Deska

Administration: Carol Mueller, Library Director; Tera Moon, Assistant Director; Joel Dion, Facilities Department Head

Old Business:

Lower Level Water Remediation Project Update

Carol happily reported that this project is complete and is working well. The areas that were excavated have been landscaped and reseeded.

Lobby Floor

Carol reiterated that the test floor installed last year is not satisfactory as many patrons have said it's slippery. She reported that she has asked TMP Architecture, Inc. to help us find new products. She met with two representatives from the firm and will bring more information to the Committee and Board. Eli suggested conducting another test on any new products suggested.

New Business:

2017/2018 Building Projects

- **Door Access System Update** – A report was received by ESS on our door hardware and software systems. We will be requesting a more complete report from ESS as there are areas of their report that need clarification.
- **Drive-up Lane Landscaping near Community Room** – This project is complete and looks beautiful. Carol expressed thanks to the Friends of the Library for funding this project.
- **Parking Lot LED Lighting** – Summit Electric has proposed a fit to our parking lot lights with LED bulbs. The lamps in our parking lot are custom-made and do not easily accommodate standard LED bulbs. A local company is able to retrofit our current lamps to accommodate LED bulbs. Though the Library would see a cost-saving, this would require an investment of time and money. The Committee would like to know, before proceeding with this project, the following:
 - What the projected savings would be/return on investment (when would the Library break even?)
 - What is the life-expectancy of the bulbs?
 - What would the timeline be to replace all the parking lot lights with LED lights
 - Are there incentives from DTE currently for converting to LED lighting?
 - What is the current cost and frequency to replace our current parking lot lights vs. LED lights

Joel will gather this information and share when ready.

- **Wood Fascia Repair** – Joel reported that the cedar wood fascia around the perimeter of the building has been damaged by carpenter bees and woodpeckers. Many planks were replaced and restained this spring. Pest control will be implemented to prevent the bees from burrowing into the wood planks. The situation will be monitored over the next year or two. Wood replacement costs may need to be a regular budgeted expense.
- **Spaces and Wayfinding Needs Assessment** – Carol shared a draft of the Space Needs and Wayfinding Assessment Request for Proposals (RFP). The Committee suggested we prioritize the areas of most concern and that the RFP be revised to indicate that the Library would prefer solutions that don't involve major construction.

DTE Tree Removal and Trimming

Two DTE representatives walked around the campus with the Committee to review trees marked for trim and for removal. The Committee agreed to all the trim recommendations and requested that the trees marked for removal only be trimmed. DTE will send confirmation of these changes to the plan to Joel.

Other

Gift in memory of Pam Williams – proposed tree

The Library received a donation from childhood friends of Pam Williams with a request for a tree to be planted. The Committee approved Administration to move forward with this request.

No future meeting has been scheduled at this time.

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

Bloomfield Township Public Library
Oakland County, Michigan
**Thursday,
June 29, 10 a.m.**

Present: Trustees: Judy Lindstrom, Sandy Edwards, Tom Deska, Eli Greenbaum, Joan Luksik, and Grant Gerhart

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Linden Godlove, Director's Secretary; Volunteer, Nancy Kulish; Karrie Yukon, Adult Services Librarian; Marian Rafal, Youth Services Librarian

Old Business:

Photo Contest 2018

All attendees expressed interest in having another photo contest and believe it will become more popular as a recurring event. It was agreed to shift the entry time frame to January 15-March 15, 2018, with a reception on Saturday, April 14 during National Library Week. Photographs could be taken any time during 2017 through March 15, 2018. Submissions will be accepted digitally and in print. Themes were discussed, but not concluded, with the idea of a global theme versus a community theme and whether reading should be a parameter. Names like "a Community of Readers" and "The World through your Lens" were discussed, with the agreement that participation would be restricted to Bloomfield Township residents. The theme of the Photo Contest will be tied into the untitled 2018 Library Wide Event. Judy Lindstrom was confident that prizes for the winners could be obtained, most likely from Woodward Camera and Roberts Restaurants, again. The same judges will be approached. It was agreed that winners would be notified before the reception, but would not be told what level they won to help ensure their attendance. There will be a teaser announcement in the upcoming newsletter.

2018 Library Wide Event

Adult and Youth Services will plan minor programs throughout May through September. The Development Committee will plan the major event, which will take place on October 13, 2018. The band Immigrant Sons was suggested for entertainment. The Read-a-Thon was discussed again, with agreement that it would be good to reoccur. September 15 is a potential date. The appropriate selection to read was discussed, with it being concluded that *Around the World in 80 Days* was too long. Marian Rafal will see if she can find an annotation of folk tales that might suit. A storytelling festival was also revisited in the discussion. The merits of the event taking place in the media center versus the Community Room were discussed. It was agreed that a banner or a green screen should be employed to make the area more visible. Judy Lindstrom suggested tying in the literature with an anniversary or birthday.

For the evening gala itself, it was agreed that sub-committees would be formed with different tasks assigned to each. The purpose of the event would be to raise money for the Adult Services World Language collection. The evening gala will be an adult event, and a children's event was discussed. Marian Rafal discouraged having a children's event in September, with the Read-A-Thon because families are busy with the return to school. An event in the summer might be possible.

Culture Arts Award

Carol Mueller thanked Judy Lindstrom and Eli Greenbaum for the wonderful letter they wrote on behalf of the Library. Judy Lindstrom read the letter to the committee.

New Business:***Gift Funding in memory of Peggy Cohen and Pam Williams.***

The Library has received about \$3,100.00 of donations in memory of Pam Williams with \$1,000.00 donated from Pam's school friends, who wish for a tree to be planted. Goldner Walsh reviewed trees and a gold dawn redwood, planted by the other three redwoods, is the choice. Judy Lindstrom suggested memorial donations from Peggy Cohen could be used to enhance the book drop/donation/staff area gardens. Carol Mueller has not heard back from the family in regards to the garden. There has been \$3,300.00 in donations in memory of Peggy. Carol Mueller will consult Jim Slezinski about the gardens.

Other New Business

Carol Mueller mentioned that BCTV has wonderfully produced a video of Virginia Smith's memories of the early Library, as inspired by the historic photos. Many thanks to Linden Godlove for coordinating this project.

The Conent Art plaque has been made and is in the process of being installed.

Eli Greenbaum remarked that the Library received some amazing candidates for trustees and it would be sensible to recruit their talents as volunteers for some of the committees. Joe Inwald and Julie Deen both expressed interest in the Development Committee. The Advisory Committee could also have volunteers. This will be discussed at the next Board Meeting.

Next meeting:

Monday, August 14, 2p.m.

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 Thursday, June 29, 2017 at 11:15 a.m.

Present: Trustees Tom Deska, Eli Greenbaum and Joan Luksik

Administration: Carol Mueller, Library Director

The Myers Scholarship Committee met to review the two applications received for this scholarship. Carol thanked the Committee for their thoughtful review of the applications. In addition, Carol shared that the Staff Organization Committee (SOC) designated May and June, 2017 casual day donations to be given to the Myers Scholarship award. The Committee has at least \$800.00 to award this year.

After discussion, the Committee unanimously agreed to split the award between both applicants. Each will receive \$400.00 to be sent directly to the universities they are attending for fall, 2017 costs. Anastasia Abdoo and Amanda Moy will be informed by Administration of their award of the 2017 Myers Scholarship for their fall, 2017 semesters at Oakland Community College and Grand Valley State University respectively.

Administration will contact Rod Myers Jr. to confirm his family's attendance at the annual Myers Scholarship award presentation on Tuesday, August 15. The Committee reviewed the presentation outline. As Tom will be out of town, Joan Luksik will present the awards. Two oversized checks will be created to present to the scholarship winners in addition to the certificates.

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 Monday, July 10, 2017 at 2:30 PM.

Trustees: Judy Lindstrom, Tom Deska, Eli Greenbaum

Administration: Library Director Carol Mueller; Assistant Library Director Tera Moon
Finance Coordinators Sandi Bird

Others Present: Alan Panter, Abraham & Gaffney; Dustin Schuiling, Abraham & Gaffney

Draft Audit Report 2016-2017

Carol complimented Sandi Bird on her excellent preparation for the audit and announced that the Library received an unmodified opinion and is in very sound financial condition.

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 or written comments. This is the best opinion an organization such as ours can receive. Dustin Schuiling, from Abraham & Gaffney, will be at the July 18, 2017 Library Board meeting to present the final audit report to the entire Board.

Other

Alan shared some news about the firm Abraham & Gaffney. The firm is splitting up and the seven partners are going in four different directions. One part is retaining the name Abraham & Gaffney is holding the tax portion of the business. Alan is moving to a firm called Yeo & Yeo, which will continue to perform audits mostly for municipalities.

Judy posed the question of whether we need to put out an RFP for a new auditor as a result of the changes to Abraham & Gaffney. After discussion, the committee agreed that the Library would continue to work with Alan Panter under the auspices of Yeo & Yeo. Alan said that the pricing proposed in the latest bid would be honored through the next year's audit.

Next meeting: Carol will arrange a FY 2018/2019 budget review meeting with the entire Board.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: July 14, 2017

SUBJECT: Attached Audit and Management Letter

Abraham & Gaffney was our library auditing firm for FY 2016/2017, their second year as our auditors. Alan Panter, CPA, is our Principal and he and his team 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 2016-2017. The final copy of the audit and management letter is included for your review. Please note in the minutes of our July 10, 2017 Finance Committee meeting, the auditors provided another unmodified opinion with no notes in their report. The auditors commended the Library and stated that they have given the Library Board a clean opinion as there were no journal entries needed and there are no areas of concern.

Special thanks to Sandi Bird, our Finance Coordinator, for her very detailed work and extremely careful management of our financial records all year long.

Dustin Schuiling, from Abraham & Gaffney, will attend the July 18, 2017 Library Board meeting to provide a verbal overview of the audit and answer any questions the trustees may have.

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

FINANCIAL STATEMENTS

March 31, 2017

Bloomfield Township Public Library

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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



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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, 2017, 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, 2017, 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 Principles

As discussed in Note K to the financial statements, the Library implemented GASB Statement No. 72, *Fair Value Measurement and Application*, during the year. The statement provides guidance for determining a fair value measurement for financial reporting purposes. The statement also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements. 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 post-employment 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 13, 2017

Bloomfield Township Public Library

MANAGEMENT'S DISCUSSION AND ANALYSIS

March 31, 2017

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, 2017. 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) 2016/2017 ended on a very strong financial foundation. We also were able to accomplish several long overdue building and technology projects as planned for in our Capital Improvements Plan (CIP). Completed projects include a new storm water line to alleviate the potential for flooding in the lower level and upgraded technology infrastructure to replace switches and other hardware that had reached the end of their useful life. Three additional parking lot lights were added this year also, improving lighting and increasing safety in the last lane of parking, primarily used by staff. We are very grateful to have funding available now to complete these important and necessary building projects.

A fundraising event held in October, 2016, raised approximately \$5,000 to purchase a new puppet theatre in the Youth Services area. Our wonderful Friends continue to support programs, collections and services that were not budgeted for and that provide special touches to the Library. One such project is the addition of historical photos in the Library's Community Room. Our Bloomfield community is so very generous and supportive of the Library!

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 reflects 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, 2017

TABLE 1

	2017	2016
Assets		
Current assets	\$ 12,443,957	\$ 11,216,149
Capital assets	23,772,725	24,221,713
Total assets	<u>36,216,682</u>	<u>35,437,862</u>
Deferred outflows of resources	686,716	878,930
Liabilities		
Current liabilities	746,778	625,771
Long term liabilities	2,903,299	2,530,462
Total liabilities	<u>3,650,077</u>	<u>3,156,233</u>
Net position		
Investment in capital assets	23,772,725	24,221,713
Gift fund balance - restricted/expendable	167,863	152,904
Unrestricted	9,312,733	8,785,942
Total net position	<u>\$ 33,253,321</u>	<u>\$ 33,160,559</u>

TABLE 2

Revenue

Program revenue:		
Charges for services	\$ 121,761	\$ 127,721
Operating grants and contributions	89,897	117,860
General revenue:		
Property taxes	6,786,721	6,666,966
Penal fines	86,868	82,987
State aid - unrestricted	26,856	12,207
Investment earnings	27,749	20,651
Miscellaneous	14,582	12,048
Total revenue	<u>7,154,434</u>	<u>7,040,440</u>

Program Expenses

Library services/operations	<u>7,061,672</u>	<u>6,875,865</u>
Change in net position	<u>\$ 92,762</u>	<u>\$ 164,575</u>

General Fund Revenues

Estimated property tax revenues when approved in March, 2016 were \$6,846,279. Our actual revenues were \$6,786,721, which was \$59,558 less than originally budgeted in total. This decrease was primarily due to lower than anticipated property tax revenues and investment income.

There was a decrease in originally budgeted vs. final budgeted revenues from property taxes of \$40,482, and actual Investment earnings were down by \$54,194 from our original estimates. The Library's investments experienced an unrealized market loss due to the volatile investment climate during the presidential election process.

Penal fines were more than originally estimated by \$31,023 and State aid revenues were lower than budgeted by \$7,651.

Bloomfield Township Public Library

MANAGEMENT'S DISCUSSION AND ANALYSIS

March 31, 2017

Circulation Fines and Fees increased from our original estimates by \$7,196 as we are sending fewer overdue accounts to our collection agency.

Charges for Services were \$2,578 more than originally budgeted. Photocopy fees increased slightly as have meeting room rental fees.

Miscellaneous revenue increased by \$4,112 primarily due to a grant received for youth service department computer security compliance.

General Fund Expenditures

Total overall expenditures were reduced over the fiscal year. Actual expenditures were \$893,381 less than anticipated. This decrease is primarily due to delay in capital projects, such as replacing the lobby floor, public restrooms and information technology projects. Operating expenditures were lower than anticipated in each of the other functional areas.

In the Personnel category, total overall expenditures decreased over the fiscal year by \$121,050 due to several vacancies during the year. New employees start at the beginning of the position's salary range resulting in a savings. In December, 2015, the Library Board approved the hard cap option for FY 2016/2017 as required to comply with PA 152.

Library Services decreased overall by \$83,107 from initial estimates due to lower than anticipated expenditures.

In the Facilities and Equipment functional category, expenditures decreased by \$383,177 from initial estimates due to the delay of capital projects, as mentioned above.

Fund Balance

The fund balance is \$11,679,940 at year end. This is an increase of \$1,084,735 compared to the prior year-end fund balance. 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.

Gift Fund Estimated Budget

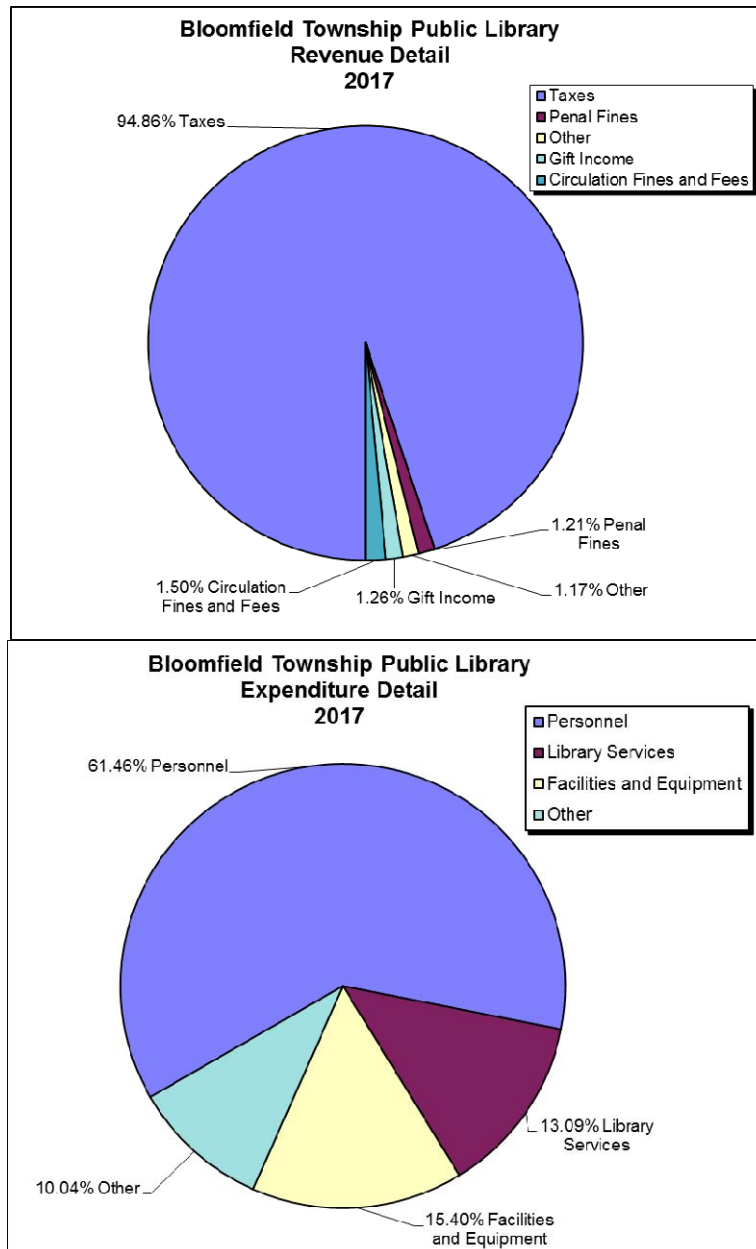
The Friends of the Library very generously donated \$69,240 during FY 2016/2017. This funding provided support for many of our popular programs such as the Chamber music concerts, PJ Theatre, Everyone's Reading program, and summer reading programs, among others. The Friends' gifts also supported purchases for our various high demand and popular materials collections.

The Gift Fund shows an increased fund balance at year-end compared to FY 2015/2016. 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, funds raised from the Library's Fall for Dahl fundraiser event were received in FY 2016/2017 but will not be spent until FY 2017/2018. The actual fund balance at the close of the fiscal year was \$167,863.

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, 2017



The largest use of resources during FY 2016/2017 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 2016/2017 budget, as approved in March, 2016, included increased funding for Library collections, programs and services. We also completed several important and necessary building and systems projects, such as a new storm water systems to alleviate the threat of lower level flooding and an upgrade to our out of date technology infrastructure, among other projects. We remain very grateful to Bloomfield Township voters for their support of the Library.

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, 2017

Capital Assets and Long-Term Debt Activity

At the beginning of FY 2016/2017, the Library had \$24,221,713 invested in land, building and improvements, furniture and equipment, books and materials, including media. New collection items totaling \$522,095, 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 \$301,256 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 \$747,456. The value of furnishings and equipment disposed amounted to \$84,713. Our final capital asset investment for FY 2016/2017 is \$23,772,725.

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 have increased as a result of a higher millage rate, approved by Bloomfield Township voters in November, 2014. 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 has allocated funding each year to pay for future complex and costly building projects such as a new roof. Due to continued leaks from strong storms each year, we plan to completely replace the building's roof in FY 2018/2019 and now have funding to do so. We also are working with our Capital Improvement Plan to carefully plan for and allocate funding for important and necessary building and systems projects during the next several years. A new strategic planning process begun in FY 2015/2016 will continue to impact the budget as we implement changes and provide future directions for the Library.

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, 2017

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, 2017

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, 2017

	<u>Governmental Activities</u>
ASSETS	
Current assets	
Cash and cash equivalents	\$ 539,414
Investments	11,881,328
Prepays	<u>23,215</u>
Total current assets	12,443,957
Noncurrent assets	
Capital assets not being depreciated	131,015
Capital assets being depreciated, net	<u>23,641,710</u>
Total noncurrent assets	<u>23,772,725</u>
TOTAL ASSETS	36,216,682
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to pensions	686,716
LIABILITIES	
Current liabilities	
Accounts payable	277,032
Accrued liabilities	55,097
Due to Charter Township of Bloomfield	264,025
Current portion of compensated absences	<u>150,624</u>
Total current liabilities	746,778
Noncurrent liabilities	
Noncurrent portion of compensated absences	275,339
Net other post-employment benefit obligation	2,423,351
Net pension liability	<u>204,609</u>
Total noncurrent liabilities	<u>2,903,299</u>
TOTAL LIABILITIES	<u>3,650,077</u>
NET POSITION	
Investment in capital assets	23,772,725
Restricted	
Gift fund - expendable	167,863
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>9,312,733</u>
TOTAL NET POSITION	<u><u>\$ 33,253,321</u></u>

See accompanying notes to financial statements.

Bloomfield Township Public Library

STATEMENT OF ACTIVITIES

Year Ended March 31, 2017

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>\$ 7,061,672</u>	<u>\$ 121,761</u>	<u>\$ 89,897</u>	\$ (6,850,014)
General revenues				
Property taxes				6,786,721
Penal fines				86,868
State aid - unrestricted				26,856
Investment earnings				27,749
Miscellaneous				<u>14,582</u>
Total general revenues				<u>6,942,776</u>
Change in net position				92,762
Net position, beginning of the year				<u>33,160,559</u>
Net position, end of the year				<u>\$ 33,253,321</u>

See accompanying notes to financial statements.

Bloomfield Township Public Library

Governmental Funds

BALANCE SHEET

March 31, 2017

	General Fund	Gift Fund	Total
ASSETS			
Cash and cash equivalents	\$ 360,112	\$ 179,302	\$ 539,414
Investments	11,881,328	-	11,881,328
Prepaid expenses	22,016	1,199	23,215
TOTAL ASSETS	<u>\$ 12,263,456</u>	<u>\$ 180,501</u>	<u>\$ 12,443,957</u>
LIABILITIES			
Accounts payable	\$ 264,394	\$ 12,638	\$ 277,032
Accrued liabilities	55,097	-	55,097
Due to Charter Township of Bloomfield	264,025	-	264,025
TOTAL LIABILITIES	583,516	12,638	596,154
FUND BALANCES			
Nonspendable	22,016	1,199	23,215
Restricted	-	166,664	166,664
Committed	4,733,783	-	4,733,783
Assigned	6,441,318	-	6,441,318
Unassigned	482,823	-	482,823
TOTAL FUND BALANCES	<u>11,679,940</u>	<u>167,863</u>	<u>11,847,803</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 12,263,456</u>	<u>\$ 180,501</u>	<u>\$ 12,443,957</u>

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, 2017

Total fund balance - governmental funds **\$ 11,847,803**

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	\$ 36,171,459	
Accumulated depreciation is	<u>(12,398,734)</u>	
Capital assets, net		23,772,725

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	686,716
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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	(425,963)	
Net other post-employment benefit obligation	(2,423,351)	
Net pension liability	<u>(204,609)</u>	
		<u>(3,053,923)</u>

Net position of governmental activities	<u><u>\$ 33,253,321</u></u>
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Bloomfield Township Public Library

Governmental Funds

STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES

Year Ended March 31, 2017

	General Fund	Gift Fund	Total
REVENUES			
Property taxes	\$ 6,786,721	\$ -	\$ 6,786,721
Penal fines	86,868	-	86,868
State aid	26,856	-	26,856
Circulation fines and fees	107,196	-	107,196
Charges for services	14,565	-	14,565
Gift income	-	89,897	89,897
Investment earnings	27,352	397	27,749
Miscellaneous income	14,582	-	14,582
TOTAL REVENUES	7,064,140	90,294	7,154,434
EXPENDITURES			
Current			
Recreation and culture			
Personnel	3,721,482	-	3,721,482
Library services	751,749	40,989	792,738
Facilities and equipment	906,628	26,082	932,710
Other expenditures	599,546	8,264	607,810
TOTAL EXPENDITURES	5,979,405	75,335	6,054,740
NET CHANGE IN FUND BALANCE	1,084,735	14,959	1,099,694
Fund balance, beginning of the year	10,595,205	152,904	10,748,109
Fund balance, end of the year	\$ 11,679,940	\$ 167,863	\$ 11,847,803

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, 2017

Net change in fund balances - governmental funds **\$ 1,099,694**

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	\$ 985,137
Depreciation expense	(1,427,474)
Loss on disposal of capital assets	<u>(6,651)</u>

Excess of depreciation expense and loss on disposal over capital outlay	(448,988)
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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:

Decrease in deferred outflows of resources related to pensions	(192,214)
Decrease in compensated absences	51,530
(Increase) in net other post-employment benefit obligation	(302,575)
(Increase) in net pension liability	<u>(114,685)</u>

(557,944)

Change in net position of governmental activities

\$ 92,762

Bloomfield Township Public Library

NOTES TO FINANCIAL STATEMENTS

March 31, 2017

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.

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, 2017

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, 2017

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, 2017 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, 2017

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 2016 taxable valuation of the property subject to the Library's millage totaled approximately \$3.5 billion, on which ad valorem taxes levied consisted of 1.9608 mills for the Library's operating purposes. Net property tax revenues were approximately \$6,786,721 for operations and are recognized in the General Fund financial statement.

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.
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.

Bloomfield Township Public Library
NOTES TO FINANCIAL STATEMENTS

March 31, 2017

NOTE B: CASH AND INVESTMENTS - CONTINUED

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

Cash on hand	\$ 3,000
Bank deposits (checking and savings accounts and certificates of deposit)	536,414
Investments	<u>11,881,328</u>
Total	<u><u>\$ 12,420,742</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.

Fair Value Measurements

Fair value is defined as 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. A fair value hierarchy is also established which requires an entity to maximize the use of observable and minimize the use of unobservable inputs.

There are three (3) levels of inputs that may be used to measure fair value:

- Level 1: Quoted prices in active markets for identical securities.
- Level 2: Prices determined using other significant observable inputs. Observable inputs are inputs that other market participants may use in pricing a security. These may include quoted prices for similar securities, interest rates, prepayment speeds, credit risk, and others.
- Level 3: Prices determined using significant unobservable inputs. Unobservable inputs may be used in situations where quoted prices or observable inputs are unavailable or deemed less relevant (for example, when there is little or no market activity for an investment at the end of the period). Unobservable inputs reflect the organization's own assumptions about the factors market participants would use in pricing an investment, and would be based on the best information available.

Investment Type	Fair Value Measurements			Total
	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	
Fixed income mutual funds	<u>\$ 11,881,328</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,881,328</u>

Bloomfield Township Public Library
NOTES TO FINANCIAL STATEMENTS

March 31, 2017

NOTE B: CASH, CASH EQUIVALENTS, AND INVESTMENTS - CONTINUED

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, \$2,532 of the Library's bank balance was exposed to custodial credit risk because it was uninsured and uncollateralized.

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, 2017 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, 2016	\$ 28,582	\$ 27,203	\$ 30,356	\$ 12,775	\$ 13,856	\$ 12,790	\$ 125,562
Contributions	70	-	75	837	-	363	1,345
Distributions	-	(1,392)	(1,549)	(648)	(709)	-	(4,298)
Investment earnings	2,072	1,897	2,089	889	966	953	8,866
Balance - December 31, 2016	<u>\$ 30,724</u>	<u>\$ 27,708</u>	<u>\$ 30,971</u>	<u>\$ 13,853</u>	<u>\$ 14,113</u>	<u>\$ 14,106</u>	<u>\$ 131,475</u>

Bloomfield Township Public Library
NOTES TO FINANCIAL STATEMENTS
March 31, 2017

NOTE D: CAPITAL ASSETS

Capital asset activity for the year ended March 31, 2017, was as follows:

	Balance April 1, 2016	Additions	Disposals	Balance Mar. 31, 2017
Capital assets not being depreciated				
Land	\$ 131,015	\$ -	\$ -	\$ 131,015
Capital assets being depreciated				
Building	26,693,479	161,786	-	26,855,265
Furniture and equipment	4,358,669	301,256	(84,713)	4,575,212
Library books and materials	4,835,328	522,095	(747,456)	4,609,967
Total capital assets being depreciated	35,887,476	985,137	(832,169)	36,040,444
Less accumulated depreciation for:				
Building	(5,264,928)	(454,080)	-	(5,719,008)
Furniture and equipment	(3,571,386)	(415,231)	78,062	(3,908,555)
Library books and materials	(2,960,464)	(558,163)	747,456	(2,771,171)
Total accumulated depreciation	(11,796,778)	(1,427,474)	825,518	(12,398,734)
Net capital assets being depreciated	24,090,698	(442,337)	(6,651)	23,641,710
Capital assets, net	<u>\$ 24,221,713</u>	<u>\$ (442,337)</u>	<u>\$ (6,651)</u>	<u>\$ 23,772,725</u>

NOTE E: LONG-TERM LIABILITIES

The following is a summary of long-term debt outstanding for the year ended March 31, 2017:

	Balance April 1, 2016	Additions	Deletions	Balance Mar. 31, 2017	Amounts due within one year
Compensated absences	<u>\$ 477,493</u>	<u>\$ 228,893</u>	<u>\$ (280,423)</u>	<u>\$ 425,963</u>	<u>\$ 150,624</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 3.42% of the total principal and interest requirements. This commitment of principal and interest payments amounts to \$3,373,548 as of March 31, 2017 and is payable through May 1, 2032, with \$212,830 being due in the 2018 fiscal year. This commitment will be serviced with revenues of the General Fund.

Bloomfield Township Public Library
NOTES TO FINANCIAL STATEMENTS

March 31, 2017

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	14
Library participants receiving benefits	<u>20</u>
	<u><u>34</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, 2017 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, 2017, were as follows:

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a)-(b)
Balances at April 1, 2016	\$ 7,709,254	\$ 7,619,330	\$ 89,924
Changes for the year			
Service cost	116,520	-	116,520
Interest on total pension liability	458,983	-	458,983
Difference between expected and actual experience	67,807	-	67,807
Employer contributions	-	-	-0-
Change in Library's proportionate share	1,510	-	1,510
Employee contributions	-	11,942	(11,942)
Net investment income	-	521,445	(521,445)
Benefit payments, including employee refunds	(376,909)	(376,909)	-0-
Administrative expense	-	(3,252)	3,252
Net changes	<u>267,911</u>	<u>153,226</u>	<u>114,685</u>
Balances at March 31, 2017	<u><u>\$ 7,977,165</u></u>	<u><u>\$ 7,772,556</u></u>	<u><u>\$ 204,609</u></u>

NOTES TO FINANCIAL STATEMENTS

March 31, 2017

NOTE G: RETIREMENT PLAN - CONTINUED

Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of March 31, 2017, 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, 2017 valuation were based on the results of an actuarial experience study for the period April 1, 2016 through March 31, 2017.

Significant Actuarial Changes

There were no changes in the pension plan provisions this year. Effective January 1, 2017 the estimated expense assumption was changed to \$100,000 from \$45,000. This change was made to better anticipate future plan expenses.

Bloomfield Township Public Library

NOTES TO FINANCIAL STATEMENTS

March 31, 2017

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%	7.00%

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	\$ 1,271,149	\$ 204,609	\$ 678,438

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

For the year ended March 31, 2017, the Library recognized pension expense of \$319,085. 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	\$ 138,083	\$ -
Change in assumptions	190,173	-
Differences between projected and actual earnings	358,460	-
Total	<u>\$ 686,716</u>	<u>\$ -0-</u>

Bloomfield Township Public Library

NOTES TO FINANCIAL STATEMENTS

March 31, 2017

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>
2018	\$ 250,260
2019	250,260
2020	175,434
2021	10,762

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, 2017, 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 \$28,201 for the year ended March 31, 2017.

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, 2017

NOTE H: OTHER POST-EMPLOYMENT BENEFITS - CONTINUED

DEFINED BENEFIT PLAN - CONTINUED

Funding Progress

For the year ended March 31, 2017, 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 2017, 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	84,831
Adjustment to annual required contribution	<u>(129,711)</u>
Annual OPEB cost (expense)	486,228
Amounts contributed	
Employer contributions	<u>(183,653)</u>
Increase in net OPEB liability	302,575
Net OPEB obligation - beginning of year	<u>2,120,776</u>
Net OPEB obligation - end of year	<u><u>\$ 2,423,351</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
2015	\$ 517,090	28.3%	\$ 1,791,887
2016	499,266	34.1%	2,120,776
2017	486,228	37.8%	2,423,351

Bloomfield Township Public Library

NOTES TO FINANCIAL STATEMENTS

March 31, 2017

NOTE H: OTHER POST-EMPLOYMENT BENEFITS - CONTINUED

DEFINED BENEFIT PLAN - 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	19 years
Investment rate of return	4.0%
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, 2017, there were five plan members.

Bloomfield Township Public Library
NOTES TO FINANCIAL STATEMENTS

March 31, 2017

NOTE H: OTHER POST-EMPLOYMENT BENEFITS - CONTINUED

RETIREMENT HEALTH SAVINGS PLAN - 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, 2017.

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, 2017

NOTE I: DETAILS OF FUND BALANCE CLASSIFICATIONS - CONTINUED

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

	<u>General Fund</u>	<u>Gift Fund</u>	<u>Total</u>
Nonspendable	\$ 22,016	\$ 1,199	\$ 23,215
Restricted for - gifts	-	166,664	166,664
Committed for - cash flow	4,733,783	-	4,733,783
Assigned for - OPEB, compensated absences, and capital improvements	6,441,318	-	6,441,318
Unassigned	482,823	-	482,823
	<u>\$ 11,679,940</u>	<u>\$ 167,863</u>	<u>\$ 11,847,803</u>

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 PRINCIPLES

GASB Statement No. 72, *Fair Value Measurement and Application*, was implemented during the year. 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. This Statement provides guidance for determining a fair value measurement for financial reporting purposes. This Statement also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements.

NOTE L: UPCOMING ACCOUNTING PRONOUNCEMENT

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.

REQUIRED SUPPLEMENTARY INFORMATION

Bloomfield Township Public Library

General Fund

BUDGETARY COMPARISON SCHEDULE

Year Ended March 31, 2017

	Budget Amounts			Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
REVENUES				
Property taxes	\$ 6,846,279	\$ 6,805,797	\$ 6,786,721	\$ (19,076)
Penal fines	55,845	86,868	86,868	-0-
State aid	34,507	26,856	26,856	-0-
Circulation fines and fees	100,000	100,000	107,196	7,196
Charges for services	11,987	13,758	14,565	807
Investment earnings	81,546	10,000	27,352	17,352
Miscellaneous income	10,470	14,797	14,582	(215)
TOTAL REVENUES	7,140,634	7,058,076	7,064,140	6,064
EXPENDITURES				
Personnel	3,842,532	3,847,532	3,721,482	126,050
Library services	834,856	834,856	751,749	83,107
Facilities and equipment	1,289,805	1,102,429	906,628	195,801
Other expenditures	905,593	686,593	599,546	87,047
TOTAL EXPENDITURES	6,872,786	6,471,410	5,979,405	492,005
NET CHANGE IN FUND BALANCE	267,848	586,666	1,084,735	498,069
Fund balance, beginning of year	8,858,516	10,595,205	10,595,205	-0-
Fund balance, end of year	<u>\$ 9,126,364</u>	<u>\$ 11,181,871</u>	<u>\$ 11,679,940</u>	<u>\$ 498,069</u>

Bloomfield Township Public Library

Gift Fund

BUDGETARY COMPARISON SCHEDULE

Year Ended March 31, 2017

	Budget Amounts			Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
REVENUES				
Gift income	\$ 500	\$ 89,796	\$ 89,897	\$ 101
Investment earnings	200	382	397	15
TOTAL REVENUES	700	90,178	90,294	116
EXPENDITURES				
Library services	25,523	59,883	40,989	18,894
Facilities and equipment	30,594	74,546	26,082	48,464
Other expenditures	96,532	112,824	8,264	104,560
TOTAL EXPENDITURES	152,649	247,253	75,335	171,918
NET CHANGE IN FUND BALANCE	(151,949)	(157,075)	14,959	172,034
Fund balance, beginning of year	152,904	152,904	152,904	-0-
Fund balance, end of year	<u>\$ 955</u>	<u>\$ (4,171)</u>	<u>\$ 167,863</u>	<u>\$ 172,034</u>

Bloomfield Township Public Library

Retirement System

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

Last Two Fiscal Years (ultimately ten fiscal years will be displayed)

	2017	2016
CHANGE IN TOTAL PENSION LIABILITY		
Service Cost	\$ 116,520	\$ 108,762
Interest Cost	458,983	442,247
Differences between expected and actual experience	67,807	251,783
Change in Library's proportionate share	1,510	-
Benefit payments	(376,909)	(350,338)
NET CHANGE IN TOTAL PENSION LIABILITY	267,911	452,454
TOTAL PENSION LIABILITY, BEGINNING	7,709,254	7,256,800
TOTAL PENSION LIABILITY, ENDING (A)	<u>\$ 7,977,165</u>	<u>\$ 7,709,254</u>
CHANGE IN PLAN FIDUCIARY NET POSITION		
Contributions - member	\$ 11,942	\$ 11,194
Net investment income	521,445	(5,556)
Benefit payments	(376,909)	(350,338)
Expenses paid	(3,252)	(3,105)
NET CHANGE IN PLAN FIDUCIARY NET POSITION	153,226	(347,805)
PLAN FIDUCIARY NET POSITION, BEGINNING	7,619,330	7,967,135
PLAN FIDUCIARY NET POSITION, ENDING (B)	<u>\$ 7,772,556</u>	<u>\$ 7,619,330</u>
LIBRARY'S NET PENSION LIABILITY, ENDING (A)-(B)	<u>\$ 204,609</u>	<u>\$ 89,924</u>
Plan fiduciary net position as a percentage of the total pension liability	97.48%	98.83%
Covered-employee payroll	\$ 948,042	\$ 1,078,668
Library's net pension liability as a percentage of covered employee payroll	21.58%	8.34%

Bloomfield Township Public Library

Retirement System

SCHEDULE OF CONTRIBUTIONS

Last Two Fiscal Years (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	\$ -	\$ -	\$ -	\$ 1,078,668	0.00%
2017	-	-	-	948,042	0.00%

Bloomfield Township Public Library

Retirement System

SCHEDULE OF INVESTMENT RETURNS

Last Two Fiscal Years (ultimately ten fiscal years will be displayed)

	Annual Money-Weighted Rate of Return, <u>Net of Investment Expenses</u>
2016	-0.10%
2017	6.90%

Bloomfield Township Public Library

Other Post-employment Benefits

SCHEDULES OF FUNDING PROGRESS AND EMPLOYER CONTRIBUTIONS

Year Ended March 31, 2017

The schedule of funding progress is as follows:

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

The schedule of employer contributions is as follows:

For the Year Ended March 31,	Annual OPEB Cost	Percentage Contributed
2012	\$ 353,672	36.7%
2013	353,412	42.8%
2014	503,682	26.5%
2015	517,090	28.3%
2016	499,266	34.1%
2017	486,228	37.8%

Principals

Dale J. Abraham, CPA
Steven R. Kirinovic, CPA
Aaron M. Stevens, CPA
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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, 2017. 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 K to the financial statements, the Library adopted Governmental Accounting Standards Board (GASB) Statement No. 72, *Fair Value Measurement and Application*, during the year ended March 31, 2017. 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 13, 2017.

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 13, 2017

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees
FROM: Carol Mueller
DATE: July 14, 2017
SUBJECT: Library Investment Review

Matt Whittey and Ed Schwartz, from Schwartz & Co., will attend the July 18, 2017 Library Board meeting to provide an overview of Library investments. They will be available to answer any questions regarding Library investments you may have.

Bloomfield Township Public Library
Annual Investment Report
Fiscal Year 2016/2017

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 2016 to 0.35% and 0.15% respectively in March 2017. 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 4/26/2017

Prime rate, federal funds rate, COFI

	This week	Month ago	Year ago
WSJ Prime Rate	4.00	4.00	3.50
Federal Discount Rate	1.50	1.50	1.00
Fed Funds Rate (Current target rate 0.25-0.50)	1.00	1.00	0..5
11th District Cost of Funds	0.591	0.616	0.670

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

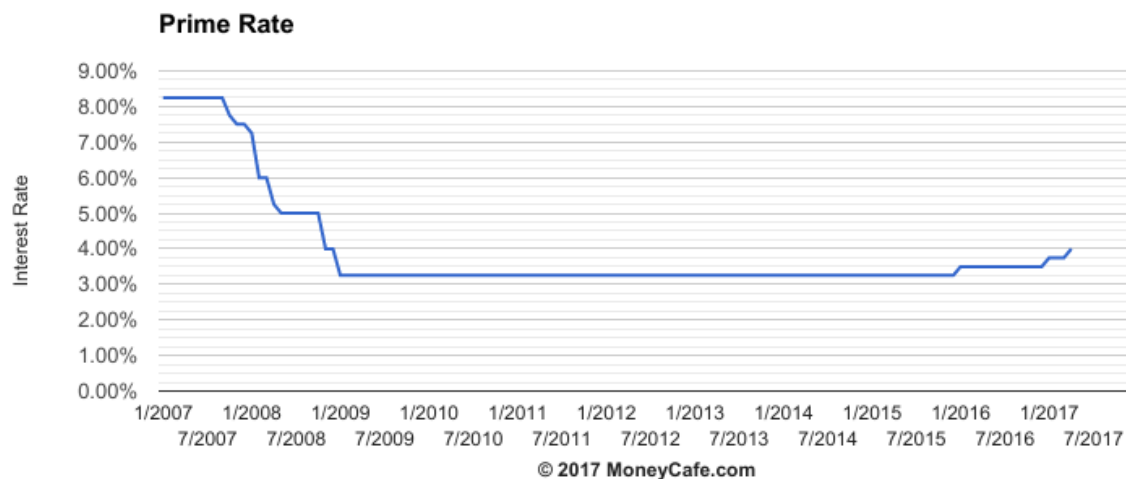
Follow us: @Bankrate on Twitter | Bankrate on Facebook

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 2007 and continuing through September 2008 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 slight increase through 2017.



<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 \$434,236 as of March 31, 2017.

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, 2017. The Certificate of Deposit investment portfolio was valued at \$50,000 with a 0.45% interest rate. This CD will mature in February 2019 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 July 2015. This was awarded to Gregory J. Schwartz & Co., Inc. at the September 2015 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, 2017 the market value of the Investment Portfolio was \$11,881,454 with an average yield of 1.96% which is holding steady with the rate from a year ago.

The total 2016/2017 investment return for all Library funds was \$213,840. This amount was reduced by the change in asset value which totaled a negative \$186,091. 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

Bank Name	FDIC Commercial Banks								
	2014	2013	2012	2011	2010	2009	2008	2007	2006
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.

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

CHART 2

Bank Name	2016	2015	2014
Bank of America – Charlotte, NC	B-	C+	C
Comerica – Dallas, TX	B-	B	B
Fifth Third Bank – Cincinnati, OH	B-	B-	C+
Flagstar Bank – Troy, MI	B+	B-	D
Huntington – Columbus, OH	B-	B-	B-
J.P. Morgan Chase – Columbus, OH	B	C+	C-
PNC – Wilmington, DE	C+	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
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: July 14, 2017

SUBJECT: FY 2016/2017 Annual Report

Attached is the Library's Annual Report for FY 2016/2017 for your review. I relish this review of the previous year and am always amazed by the number of accomplishments and events that take place in the previous 12 months. There are tinges of nostalgia and surprise when remembering all that has passed. Library staff is never short on ideas, innovation, or enthusiasm, nor are there many dull moments in the life of our Library.

FY 2016/2017 was packed – included here is just a sampling. The Library received a wonderful gift of art in the Conant Elementary School mosaic piece that was unveiled to the public in September. A sweet time was had by all at the Library's first-ever read-a-thon and Fall for Dahl event. It took 16 volunteer readers, from ages 7 to 70, three and a half hours to read all 155 pages of Charlie and the Chocolate Factory. The celebration continued with An Evening of Pure Imagination when the Library was transformed into a scrumdiddlyumptious chocolate world with treats and fun activities. Late in the year, a photo contest opened, encouraging Bloomfield Township residents to capture the joy of reading, libraries or books in a photograph. New programs were added, such as a Sensory Story Time for adults and teens with special needs and an informative session explaining what it means to "cut the cable cord" and stream entertainment through services like Netflix. The Library continued to be a resource and a respite for children with special needs and their caregivers. Jen Taggart created "social stories" that help prepare children with special needs for a visit to the library, and a special needs family fun night provided an anxiety-free way to visit the Library. A big project to reclassify the Youth audio CDs was begun. Youth Services Department Head Marian Rafal was honored with the Frances H. Pletz award which is given annually to a library staff person for excellence in service to youth. We lost a member of our library family when long-time Library Trustee Peggy Cohen passed away on July 31, 2016. In September, we warmly welcomed new Trustee Tom Deska to the Library Board.

As required, the Annual Investment Report also is included. 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 18 Library Board meeting. The complete Annual Report notebook will be available to browse at the July 18 meeting. This notebook contains not only the library-wide report, but reports submitted by the Assistant Director, Finance Coordinator, Volunteer Coordinator, and Department Heads, plus photos, media coverage, and much more!

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 hope you enjoy reviewing the past year as much as I did!

ACTION: I move to accept the Library Annual Report and Annual Investment Report for Fiscal Year 2016/2017.

FALL FOR DAHL : A SWEET TIME FOR ONE AND ALL

The Development Committee, consisting of Library Board Trustees, staff, and volunteers, spent months planning a fantastic celebration of reading, community, and chocolate. Bloomfield Township Reads!: Fall for Dahl on Saturday, October 8, 2016 was a splendiferous occasion! The day included the Library's first-ever read-a-thon and a magical family-friendly party. It took 16 volunteer readers, from ages 7 to 70, three and a half hours to read all 155 pages of Charlie and the Chocolate Factory. The celebration continued with An Evening of Pure Imagination when the Library was transformed into a scrumdiddlyumptious chocolate world with treats and fun activities. Not only did the event bring to life a book that has been beloved by generations of readers, but it raised funds to purchase a new puppet theater for the Library's Youth Department.



Following close on the heels of this fantastical party, the Library opened a photo contest. Photos are to capture the joy of reading, books, and libraries. With a February 1, 2017 open date, a reception to announce the winners in three age groups plus awards for People's Choice and Best of Show took place April 29, 2017.

GIFTS FROM OUR FRIENDS

The Friends of the Bloomfield Township Public Library continue to help the Library elevate its service from good to great with their generous donations. The Friends total gift for the 2016/2017 fiscal year was \$74,239.34. Friends gift funding has helped accomplish projects that enhance the Library's beauty as well as its sense of place in time. From funding the historic photo project to improving library gardens to supporting programs that educate and entertain, we get by with a LOT of help from our Friends. Thank you, Friends, for all your hard work, generosity, and dedication to making Bloomfield Township Public Library the place to discover!



Book Drop Drive-up Lane Landscaping

MOSAIC ART CREATED FOR THE LIBRARY BY STUDENTS AT CONANT ELEMENTARY SCHOOL



On September 22, 2016 a beautiful mosaic art piece was unveiled to the community. This art piece was made by 4th grade students at Bloomfield Hills Schools Conant Elementary School. Pennie Ellis was the art teacher who orchestrated this wonderful piece. She received a grant from the Bloomfield Hills Schools Foundation to install this piece in a public building. Pennie's first choice was the Library. The Library was honored and delighted that Pennie and her students chose to make this piece for the Library to share with our patrons and visitors.

EXPANDING RESOURCES

The Library Board of Trustees approved to renew the Library's reciprocal borrowing agreements with Cranbrook Educational Community, Detroit Public Library, and Troy Public Library. All three of these relationships are unique and provide Bloomfield Township residents with resources and conveniences that would not otherwise be available to them. We are grateful to these partners for sharing their resources with our residents.

MORE THAN JUST BOOKS

An historic wind storm swept through metro Detroit on March 8, 2017. This wind storm caused thousands in the area to lose power for several days. Throughout this time, patrons flocked to the Library to charge mobile phones and other devices and warm up as many had no heat at home. The Library is much more than just books. There are times when we are literally a port in the storm for our residents.

AWARD-WINNING LIBRARIAN

On March 29, 2017 the Library's own Marian Rafal, Youth Services Department Head, was awarded the Frances H. Pletz Award for Excellence in Service to Youth by the Michigan Library Association. This award is given annually to a Michigan library staff person who has made an exceptional contribution to the field of library service to youth. Marian's outstanding leadership of our Library's Youth Services Department has allowed services, programs and collections to flourish in many wonderful ways. Most notably, the First Grade Readers' Rally has ensured that every first grader in the Bloomfield Hills Schools visits the library. We are terrifically proud of her. Congratulations, Marian!



CHANGES AROUND THE LIBRARY

In May 2016 the Library unveiled a new collection called HITS, or High Interest Titles. This collection replaced our rental collection. Still grateful to the residents of Bloomfield Township for approving the November 2014 millage proposal, the Library decided removing the rental fee would be a great way to say thank you. The collection includes books, DVDs, and CDs and has been very well received by our patrons.

Some other changes to the Library's collections reflect how our patrons use the library and consume information. The Library's vertical file was dismantled and the cabinets removed to make room for a new table and more seating. Vertical files were once an integral part of a Library's collection but have been superseded by the superfast Internet.

Staff worked in teams to accomplish goals in the Library's strategic plan. Through four major goals, the strategic plan focuses on improving the patron experience at the library and ensuring that residents of Bloomfield Township are aware of all the wonderful things the Library offers. Some accomplishments are:

- Added an advanced PowerPoint class
- Added a Google CS First Coding Club for Kids
- Created an informative and fun video tour of the Library with the help of BCTV
- Wrote a marketing plan to improve communication with the residents of Bloomfield Township

Adult Services unveiled a new OverDrive Media Station. This is a large, touch-screen monitor that allows patrons to browse and download OverDrive items while visiting the Library. This station is the beginning of an area that will highlight library technology.

The Library launched an Instagram account. Together with a Facebook page, these two accounts provide a fun way to interact with and inform patrons about what's happening at the Library.

BASK IN *THE AFTERGLOW*

A joint effort of the Bloomfield Historical Society and the Library, with permission of the Burton Historic Collection at the Detroit Public Library, resulted in the digitization of a charming publication called *The Afterglow*. Published between 1925-1927, *The Afterglow* was a society magazine that covered the newly emerging country life of residents of the Bloomfield-Birmingham area. The only full run of the publication is owned by the Burton Historical Collection. Previously, residents would have to go to the Detroit Public Library to read it, but now they can do so from anywhere with the touch of a mouse button! We are so grateful to have a partnership with the Detroit Public Library and of course with our Bloomfield Historical Society.



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES

April 1, 2016-March 31, 2017

The Library family was deeply saddened to lose a member with the passing of long-time Trustee Peggy Cohen. Peggy had served on the Library Board of Trustees since 1999. She was instrumental in so much of the Library's development, from the 2005-2008 Library Improvement Project to working on the 2004 and 2014 library millage campaigns. Peggy's touches can be seen throughout the Library. She will be greatly missed.

On September 20, 2016, Tom Deska was sworn in as a new Library Board Trustee. Tom teaches marketing and business at Lawrence Technological University. He and his wife Donna and daughter Katie are avid library users.

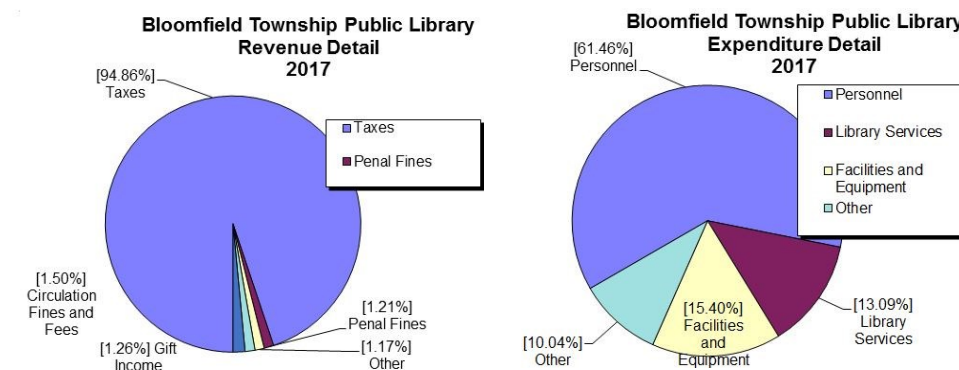


Judy Lindstrom, Pam Williams, Joan Luksik
Eli Greenbaum, Tom Deska, Grant Gerhart

This was an election year for all six Library Trustees. All were re-elected to their positions and sworn in by Bloomfield Township Clerk Jan Roncelli on November 15, 2016.

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.

FINANCIAL REVIEW 2016/2017



Audit: www.michigan.gov/treasury

**Bloomfield Township Public Library
champions the power of words
to spark discovery and imagination.**

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FACTS AT A GLANCE

372,550

Items in the Library's collection, including books, DVDs, CDs, games, and one skeleton.

**18,704
718**

Library patrons attended Programs

3,056

Hours given to the Library by volunteers. From Trustees to the teen volunteers, the Library would not function without our volunteers.

252,565

Visitors to the Library

Bloomfield Township Public Library

ANNUAL REPORT

April 1, 2016 - March 31, 2017



THE PLACE TO
DISCOVER



Bloomfield Township Public
Library

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.

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

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

1099 Lone Pine Road
Bloomfield Township, MI 48302

REQUEST FOR PROPOSALS

SPACE NEEDS and WAYFINDING ASSESSMENT

July 24, 2017

Bloomfield Township Public Library invites proposals for professional services from consultants with demonstrated experience, knowledge, and expertise in library space planning and wayfinding to conduct a space needs assessment for this library.

The request for proposals can be obtained on the Library's website at www.btpl.org and at the Library's Welcome Desk located at 1099 Lone Pine Road, Bloomfield Township, MI 48302; or by calling Tera Moon, Assistant Director, at (248)642-5800, extension 112. Proposers should direct all questions to Tera Moon at the above phone number or email moontera@btpl.org.

The deadline for receipt of proposals is 4:00 pm on Friday, August 18, 2017. All proposals received will be publicly opened at 4:01 pm on Friday, August 18, 2017 at the Library.

Please deliver five (5) copies of the proposal in a sealed envelope marked with the name of the company and entitled "Space Needs/Wayfinding Assessment." Proposals must be hand delivered, mailed, or delivered by courier to the Library's Welcome Desk to arrive no later than 4:00 pm on Friday, August 18, 2017. Verbal, telephone, fax, or electronic mail bids are invalid and will not receive consideration.

Address these to:

Tera Moon, Assistant Director
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

Library hours are:

Monday through Thursday, 9:30 am – 9:00 pm
Friday, 9:30 am – 6:30 pm
Saturday, 9:30 am – 5:30 pm
Sunday, Noon – 5:30 pm

OVERVIEW

Bloomfield Township is a charter township in Oakland County covering 26 square miles. The community's population numbers 41,070 people and is widely diverse and exceptionally well-educated.

Bloomfield Township Public Library was formed in 1964 and resided in a rented office space until opening at its present location in March, 1969. It was expanded from 31,000sf to 55,000sf in 1987. A second renovation concluded in October, 2008, bringing the current library space to 102,500sf. In 2016, 298,738 patrons visited the library and 769,492 items were borrowed from a collection that includes 379,857 items, both print and nonprint. The Library employs approximately 100 people, the majority of them working part-time.

Library use continues to change based on our residents' needs. Our primary concern is making the current space better able to accommodate the needs of our current and future patrons. Some of the Library's spaces designed for specific uses in 2008 have proven not to be used in the way originally intended. We are now seeking a more effective and functional use of some of our public spaces. In addition, the Library would like to improve wayfinding by exploring the use of signage and technological tools available to alleviate wayfinding issues.

SCOPE OF PROJECT

The firm selected will develop a plan that will address how the Library can best re-define some of our spaces and implement possible appropriate wayfinding aids to benefit our patrons. Ideally, solutions will not involve major construction.

In its current Strategic Planning process, the Library created a number of staff committees to explore ways the Library could improve service to the public. Two committees were assigned to study space planning and wayfinding. The detailed findings of the two committees will be available to the selected firm.

The space planning group identified physical areas of the Library that are over-used, under-used and perhaps misused. These include the Library Café, the teen area, the computer lab, the computer center, and the southeast corner of the Youth Room. In addition, they found that work space seating is insufficient for the traffic in the building at peak times. One of the challenges of the current building is competing needs for quiet and active spaces.

The wayfinding group attempted to identify areas of the Library that are difficult for patrons to find and thus are in need of improved wayfinding tools and aids. They undertook two projects that confirmed that wayfinding in the Library is not easy for our patrons. In addition, a brief literature review revealed that a wide variety of signage and

technological tools are available that could alleviate wayfinding difficulties in this building.

Solutions should:

- Determine how to best redefine space to meet patrons' needs and improve use within areas of concern.
- Incorporate interior design elements and technological wayfinding tools to help patrons locate key library areas.
- Determine how existing furniture can be used in new ways and what new furnishings might need to be acquired.
- Develop preliminary conceptual designs that show interior areas with furnishings in place and purposes defined.
- Develop a phased approach to implementing changes that minimize disruption of public service and that allow for completion of the project as time and budget permit.
- Include presentations of proposed solutions to the Library Board, Administration and other staff.
- Include work products such as conceptual floor plans, preliminary designs, cost estimates and other information as appropriate to each area.

PROJECT DESCRIPTION

Specific spaces for review include (in priority order):

- **Computer Center/Lab/Study Rooms:** A comprehensive reconsideration of the frequently empty computer lab space and placement of the high-traffic computer center/study rooms in relation to other high-traffic areas (restrooms and café).
- **Library Café:** a reconsideration of how we can maximize the multi-functionality of this busy space.
- **Youth area** (southeast corner of room): a reconsideration of how this dark, hidden space can be recognized and used to its full potential.
- **Lobby area** (including Welcome Desk): a reconsideration of how this expansive space is being used to facilitate patrons' first attempt at wayfinding in the library.
- **Teen area:** a comprehensive reconsideration of how this space and appropriate furnishings can be used by this age group.
- Consideration of **seating areas** throughout the library to accommodate both quiet study and collaborative study.
- Reconsideration of the Library's **quiet vs. active** areas throughout the building.
- Reconsideration **of wayfinding** aids for restrooms, self-serve holds, library collections and public spaces.

WALK-THROUGH

Proposers are welcome to schedule an appointment to visit the Library for a walk-through. Please call Tera Moon at (248) 642-5800, ext. 112 to arrange.

PROPOSAL ELEMENTS & SUBMISSION REQUIREMENTS

Company Information

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

Please provide the names and titles of specific staff to be assigned to this study. Staff resumes and qualifications for conducting this type of project should be included also.

References

Please provide contact names and phone numbers for at least three organizations with which you have worked to provide space needs and wayfinding consulting in the last five years.

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

Space Needs Assessment Experience

Please include your firm's experience conducting a space needs assessment in a public library or municipal setting. Additionally, provide prior library and other space need assessment consulting examples of the assigned consultant(s).

Process and Availability

Please describe in detail your proposed process and timeline to complete the study. Include the number and timing of presentations to Library Administration, Board and others.

Budget

Please indicate your costs for space needs assessment and wayfinding consulting. 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 budget as necessary.

Additional Information

Include any additional information you feel is relevant to this study such as trends and specific library considerations, among others.

Deliver five (5) copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "SPACE NEEDS ASSESSMENT," to the Welcome desk of the Bloomfield Township Public Library during open library hours (Monday-Thursday, 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.).

Proposals must be hand delivered, delivered by courier, or mailed to arrive no later than 4 p.m., E.S.T., Friday, August 18, 2017. Address these to: Tera Moon, Assistant Director, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Hills, MI, 48302. Verbal, telephone, fax, or electronic mail bids are invalid and will not receive consideration.

All proposals will be publicly opened immediately thereafter at the Library on Friday, August 18, 2017 at 4:01pm.

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

Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the library. Award of consulting work may include all or some of the above RFP components.

Successful proposer will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons proposing for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully complete the work in accordance with the request for proposal documents.

CONTRACT AWARD

The contract will be awarded in the form of a signed proposal sheet mailed to the vendor selected. Once all factors have been evaluated, a recommendation will be made to the Library Board of Trustees at their regular meeting on October 17, 2017. The successful proposer will be notified by Wednesday, October 17, 2017.

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: July 10, 2017

SUBJECT: Strategic Plan Update

Building on the strong foundation laid by staff working on the previous teams, new teams are moving forward with new charges. Some teams are changing personnel a bit, some are getting slightly new assignments.

1. Marketing

This team will move forward as a marketing committee using the newly drafted marketing plan to improve community awareness. The marketing committee has been meeting monthly and planning certain programs and services to spotlight.

2. Tours

A snappy video tour has been coordinated and produced through the teamwork of this team and BCTV. A new group will meet to start planning in-person tours.

3. Building Assessment RFP

Using work done by the Space Planning and the Wayfinding team, this new team has written a draft RFP for consultant services to help us revamp some areas of the Library.

4. Staff Awareness

This team will have slightly different personnel and will focus on finding ways to improve communication among staff across all departments.

5. Programming

What started as a conversation about aligning programming across all departments has turned into a focus on a new newsletter. The team is pleased that new newsletter was debuted this summer.

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.

August 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1 10AM Knit 'n Stitch Circle 2PM Family Story Time 2PM Cord Cutting Basics	2 12:30PM Friends Meeting 6:30PM Ms. Carissa Rocks!	3 3PM Smartphone Tips and Tricks - Android Phones	4 12PM Summer Reading Wrap-up Extravaganza!	5	6
7 2PM Personnel COMM MTG	8 1PM Giant Game Day 1PM Memoir Writers' Group 2PM Smartphone Tips and Tricks -- iPhones 4PM Teen Advisory Board	9 6PM Writers' Rendezvous 7PM Nonfiction Book Club	10 2PM Budget Review Session	11 12PM English Language Conversation Hour	12 9:30AM – 3:30PM Friends of the Library Second Saturday	13
14 11AM Adult and Teen Sensory Storytime 2PM Instragram Basics 2PM Development COMM MTG	15 6:30 PM Read to Seed Garden 6:30PM Myers Scholarship Presentation 7PM BTPL Board of Trustees Meeting	16 Gale Courses begin today 1PM Mystery Book Club	17 11 AM SENSEploration:	18 10AM Coffee &Conversation	19 2PM Introduction to Powerpoint	20
21 12PM Solar Eclipse Viewing Party 1PM 30 Minute Lunchtime Book Club	22 1PM Memoir Writers' Group	23 6:30 PM Writers' Rendezvous	24 10AM Eleanor's Book Club 2PM Building & Grounds COMM MTG	25 11AM Sensory-Friendly Movies for Adults and Teens 12PM English Language Conversation Hour	26 2PM Introduction To Scanning and Photo Editing	27
28 6PM Books in Bars at Mex Book Club	29 6PM Internet Security 7PM Trivia Night @ Mex	30 2PM Policy COMM MTG	31			