

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
September 15, 2020
7:00 p.m.

Trustees:

libraryboard@btpl.org

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

Director:

Carol Mueller

muellerc@btpl.org

All meetings are open to the public.

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

As this meeting will be held virtually, please contact the Library
Director Carol Mueller at muellerc@btpl.org no later than 6:00pm on
Tuesday,
September 15 if you wish to attend.

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, September 15, 2020
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	09/11/2020
2a	Request to remove items from the Consent Agenda for Discussion	09/11/2020
2b	Motion to approve the order of items for the regular and consent agendas	09/11/2020
5	Motion to approve remaining Consent Agenda items 6-8d	09/11/2020
6	Regular Board Meeting Minutes of 08/18/2020	09/11/2020
7a	Cash Disbursements	09/11/2020
7b	Revenues/Expenditures Budget Report	09/11/2020
7c	Energy Report	09/11/2020
8a	President's Report– no report	
8b	Director's Report	09/11/2020
8c	Art Committee –no report	
8c	Bloomfield Township Liaison – no report	
8c	Building and Grounds Committee – 08/25/2020	09/11/2020
8c	Cranbrook –no report	
8c	Development Committee – no report	
8c	Finance Committee/ Personnel Committee – 09/01/2020	09/11/2020
8c	Friends of the Library Liaison – no report	
8c	Jeanette P. Myers Scholarship Committee – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
8c	Policy Committee	
11a	Audit	09/11/2020
11b	FY 2019/2020 Library Annual Report	09/11/2020
11c	Pension and OPEB Reports	09/11/2020
11d	Other Post-Employment Benefits Resolution	09/11/2020
13	Motion to approve any items removed from the Consent Agenda	09/11/2020

<u>UNNUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
Spaces and Wayfinding	09/11/2020
Strategic Plan Update	09/11/2020

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, September 15, 2020
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 August 18, 2020
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President:
 - * Judy Lindstrom
 - 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 Presentation – Alan Panter, Yeo & Yeo
 - b. FY 2019/2020 Library Annual Report
 - c. Pension and Other Post-Employment Benefits Reports
 - d. Other Post-Employment Benefits Resolution
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, October 20, 2020
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, August 18, 2020

At 7:00 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President Judy Lindstrom. She stated that the meeting would be recorded.

Present: Trustees (via Zoom): Tom Deska, Sandra Edwards, Grant Gerhart, Eli Greenbaum, Judy Lindstrom, and Joan Luksik

Administration: (via Zoom): Director Carol Mueller, Assistant Director Tera Moon, Administrative Assistant Linden Godlove, Finance Coordinator, Sandi Bird

Guests: (via Zoom) Anna Pelepchuk, Staff Organization Committee (SOC) Representative and Staff Organization Committee; Diane Lieberman, Bloomfield Township Resident

Upon discussion, a motion was made by Eli Greenbaum and seconded by Joan Luksik **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Edwards: Aye

Deska: Aye

Gerhart: Aye

Greenbaum: Aye

Lindstrom: Aye

Luksik: Aye

MOTION CARRIED

PRESIDENT'S VERBAL REPORT:

President Judy Lindstrom shared an anecdote about her mother, who once said, "Remember 18, 19, and 20. Those numbers are important and one day we will be celebrating them." She observed that today, August 18, 2020, is the 100th anniversary of when the 19th amendment was ratified, giving women the right to vote in 1920. President Lindstrom connected women's rights with women's role in libraries. She read from an article by Professor Dee Garrison from *The Journal of Social History*: "The American public libraries played an important role in a revolution of social change as it pertained to women." Librarianship has been an important profession for women throughout history, only surpassed by teaching. These changes in women's roles have taken time. Carla Hayden was the first woman and the first African American to be sworn into the Library of Congress in 2016. President Lindstrom closed with a quote by Harriet Tubman, "Every

great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world.”

DIRECTOR’S VERBAL REPORT:

Director Mueller shared a comment sent from a resident “family of readers”, expressing sincere thanks to the staff for their selfless efforts to keep the Library operating during the Pandemic. She shared an update on Phase III of the library’s reopening. The Library currently receives about 200 visitors a day. Curbside service remains popular, however patrons appreciate being able to enter the Library and have been respectful. Staff has been very nimble and creative to come up with virtual resources. She is very proud of how the staff has performed during this time. There will be some updates on the building. A lighting assessment had been completed as of last week and there are plans to update the lighting with LEDs. In mid to late September, some carpeting will be replaced in the central lobby of the Library as well as the Administrative hallway. On Monday, August 10, MelCat borrowing resumed. Many items are out statewide, so service will be slow for a period. The library’s photo contest resumed. The winners have been selected and notified. Assistant Director Tera Moon shared the winning photos with the Library Board. The deadline to enter the contest had been March 15, two days after the Library had to close due to the pandemic. 57 people submitted 96 photos. There had been some repeat winners from previous years. The winning photos will be in the display case, on the website, and on social media as well. Many thanks to judges Nancy Kulish, Laurie Tennent, and Eric Keller.

Presentation and Discussion of Preliminary Budget, Fiscal Year April 1, 2020- March 31, 2021.

President Judy Lindstrom called to order the FY 2021/2022 public budget hearing for Bloomfield Township Public Library.

Director Carol Mueller expressed that it was her pleasure to present a sound budget which allows the Library to complete many necessary capital projects. She reviewed a few amendments to the FY 2020-2021 budget, due to loss of revenues from the Library Shop, the meeting room rentals, the vending café, and other changes brought on by the pandemic. She gave an overview on the FY 2021-2022 preliminary budget. The final budget for FY 2021-2022 will be approved in March 2021.

President Lindstrom applauded Director Carol Mueller, Assistant Director Tera Moon, Finance Coordinator Sandi Bird, and other staff for putting together this budget.

Motion to Approve the Preliminary Fiscal Year 2021-2022 General Fund Budget and Tax Levy and the Amended Fiscal Year 2020-2021 General Fund Budget:

Upon review and discussion of the preliminary General Fund Budget and Tax Levy, a motion was made by Eli Greenbaum seconded by Sandy Edwards.

TO APPROVE THE PRELIMINARY PROPOSED GENERAL FUND BUDGET GENERAL FUND BUDGET FOR FISCAL YEAR APRIL 1, 2021 - MARCH 31, 2022, IN THE

FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY: \$ 8,282,542 FOR THE ANTICIPATED REVENUES AND \$8,175,538 FOR THE ANTICIPATED EXPENDITURES. FUND BALANCE RESERVES SHALL BE INCREASED BY: \$107, 004.

THAT THE APPROVED GENERAL FUND BUDGET AND TAX LEVY FOR FISCAL YEAR APRIL 1, 2021 - MARCH 31, 2022 BE FORWARDED TO THE CHARTER TOWNSHIP OF BLOOMFIELD OFFICES AND THAT THE LIBRARY BOARD REQUEST FULL ASSESSMENT FOR LIBRARY PURPOSES OF THE 2.0 APPROVED MILLS ADJUSTED BY MANDATED HEADLEE-AMENDMENT ROLL BACK ON EACH DOLLAR OF TAXABLE PROPERTY OF THE TOWNSHIP.

TO APPROVE ON A FUNCTIONAL AND TOTAL FUND BASIS THE AMENDED GENERAL FUND BUDGET, FOR THE CURRENT FISCAL YEAR APRIL 1, 2020 - MARCH 31, 2021, IN THE FOLLOWING AMOUNTS FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY, \$8,021,339 FOR THE ANTICIPATED REVENUES AND \$8,259,428 FOR THE ANTICIPATED EXPENDITURES. FUND BALANCE RESERVES SHALL BE DECREASED BY (\$238,089). THERE IS A PLANNED USE OF FUND BALANCE FOR CAPITAL PROJECTS, INCLUDING THE SPACE NEEDS PROJECTS.

A vote was taken for approval of the motion.

Deska: Aye

Edwards: Aye

Gerhart: Aye

Greenbaum: Aye

Lindstrom: Aye

Luksik: Aye

MOTION CARRIED

Upon review and discussion of the Preliminary Gift Fund Budget for FY 2021-2022, a motion was made by Tom Deska, seconded by Eli Greenbaum:

TO APPROVE THE PRELIMINARY PROPOSED GIFT FUND BUDGET, FOR FISCAL YEAR APRIL 1, 2021 - MARCH 31, 2022 IN THE AMOUNT OF \$700 FOR THE ANTICIPATED REVENUES AND \$162,195 FOR THE ANTICIPATED EXPENDITURES FOR THE SUPPORT AND MAINTENANCE OF BLOOMFIELD TOWNSHIP PUBLIC LIBRARY.

A vote was taken for approval of the motion.

Edwards: Aye

Deska: Aye

Gerhart: Aye

Greenbaum: Aye

Lindstrom: Aye

Luksik: Aye

MOTION CARRIED

Public comment: Diana Lieberman was welcomed. She was interested to see how the Library Board meeting process works and she was pleased to see the Library was in good fiscal shape.

President Lindstrom closed the public budget hearing.

REGULAR AGENDA:

Call to the Public:

Anna Pelepchuk, representing the SOC, reported the staff had an “ice cream almost social” in July. There were popsicles, ice cream sandwiches, and other frozen treats to enjoy for days. August is fundraising Bingo among the staff. The SOC conducted a survey among the staff about what they wanted to do for the holiday party, given the social distancing challenges. The final decision was to wait until next year and plan for a nicer celebration then. The SOC will do something simple around the holidays to keep the staff moral up.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

11 a. Proposed 2021 Holiday Calendar

Director Mueller presented the proposed 2021 calendar, which includes twelve total days closed to the public and two early closings. This is one additional day closed than in 2020. The two evenings the Library closes early in 2021 are Thanksgiving Eve on Wednesday, November 24 and on New Year’s Eve on Friday, December 31 in 2021. The Library closes at 5:30pm on these two days. Director Mueller proposes that the Library remain closed on Sunday, December 26, 2021 also. Sunday hours are in addition to library staff regular hours during the week so the impact on staff pay and schedules would be minimal.

Upon discussion, a motion was made by Grant Gerhart, seconded by Tom Deska **TO APPROVE THE PROPOSED 2021 LIBRARY CALENDAR OF HOLIDAYS AND CLOSINGS AS PRESENTED.**

A vote was taken for approval of the motion.

Edwards: Aye

Deska: Aye

Gerhart: Aye

Greenbaum: Aye

Lindstrom: Aye

Luksik: Aye

MOTION PASSED

11b. CARES Act Agreement and Resolution

Oakland County has received funding from the Coronavirus Aid, Relief and Economic Security Act ("CARES Act") and is making it available to local organizations including public libraries, community centers and senior centers. The purpose of this funding is to remediate unanticipated expenditures necessitated by the COVID-19 pandemic. Bloomfield Township Public Library has been impacted by this pandemic and has purchased items to respond to the public health emergency it has created. Among the items the Library purchased to help make the library safer for staff and patrons are personal protection equipment, Plexiglas shields at all public service desks, and social distancing mats. These expenditures were not anticipated nor were these accounted for in our annual budget. To apply for and receive CARES Act funding, an interlocal agreement between Bloomfield Township Public Library and Oakland County is required.

Two documents were shared. The first document is the interlocal agreement between Bloomfield Township Public Library and Oakland County. The second document is a resolution that states the Bloomfield Township Public Library Board of Trustees approves the interlocal agreement between the Library and Oakland County and authorizes the Library Director to take actions related to the application.

Sandy Edwards read the resolution:

WHEREAS, Oakland County has made available resources from the County's CARES Act allocation to local public libraries, community centers and senior centers to remediate the impact of the COVID-19 pandemic in the communities: and,

WHEREAS, These funds are made available under the federal CARES Act Coronavirus Relief Fund which provides that payments from the fund may only be used to cover costs that—

- 1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);**
- 2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and**
- 3. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020, and,**

WHEREAS, Oakland County requires The Bloomfield Township Public Library and Oakland County enter into an interlocal agreement prior to disbursement of the funds, and,

WHEREAS, The Library Director is authorized to execute the interlocal agreement on behalf of the Bloomfield Township Public Library and Board Trustees, a copy of which is attached hereto.

WHEREAS, The Board has reviewed the proposed agreement at length and is required to vote on the approval of a the interlocal agreement, and now, therefore, let it be

RESOLVED, The Bloomfield Township Public Library Board of Trustees hereby approves the interlocal agreement attached hereto and made a part of the record.

IT IS FURTHER RESOLVED That the Bloomfield Township Public Library Board of Trustees hereby authorizes the Library Director to take all actions necessary in connection with the submission of the interlocal agreement and any subsequent follow-up actions required or deemed desirable to help ensure compliance with the Act.

A vote was taken for approval of the motion.

Edwards: Aye

Deska: Aye

Gerhart: Aye

Greenbaum: Aye

Lindstrom: Aye

Luksik: Aye

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed

OTHER:

Sandy Edwards reported on the Wednesday, August 5 Friends Board Meeting, which was conducted via Zoom. The Friends had an annual meeting on Wednesday, August 12. Three new candidates for Board positions were elected. Donations had been received in memory for Ira Firestone and will go towards the chamber music concerts that he enjoyed. The Friends received a surprise gift from Brian and Elizabeth Bachynski who donated \$5,000. This is the second major gift received this year. The Friends had a private book sale for staff, volunteers, and trustees. Their next meeting is September 2 at 1 p.m.

Sandy Edwards also attended the United for Librarians virtual conference on August 4 – 6. She really enjoyed it and she took notes that she shared with Administration, including strategic planning. Great resources were provided for community based strategic planning and community engagement, including wonderful ones on the American Library Association website. Another main focus of the conference was advocacy. Library funding should be looked at and where it comes from, depending on the region, particularly in reflection to the pandemic and how it affects funding. When promoting libraries, the discussion should be shifted to why libraries do what they do, which can tie in well with strategic planning.

The next Library Board Meeting will be Tuesday, September 15 at 7 p.m. Topics will include the FY 2019/2020 Library Audit with Alan Panter, Yeo & Yeo and FY 2019/2020 library annual report.

At 7:55 p.m. President Judy Lindstrom adjourned the meeting.

Submitted by:

Sandra Edwards

Sandra Edwards, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**Cash Disbursements Comments
September 2020****New Vendors:**

No new vendors this month.

General Fund Advance

- Check #20778 payable to Bloomfield Township in the amount of \$6,912.60 was payment for the Library's water bill from 6/18 – 7/22/2020.

General Fund

- Check #20796 payable to Bloomfield Township in the amount of \$289,112.56 is payment for two payrolls including FICA, HRA contributions, pension, etc. as usual.
- Check #20803 payable to Farmington Community Library Metro Net in the amount of \$1,152.00 is payment for the database, bookflix.
- Check #20803 payable to Healey Fire Protection, Inc. in the amount of \$2,900.00 is payment for the Library's fire inspection.
- Check #20806 payable to the Indiana State Library in the amount of \$4.16 is payment for interlibrary loan postage.
- Check #20808 payable to Innovative Interfaces, Inc. in the amount of \$13,361.00 is payment for the Library's annual Encore catalog subscription.
- Check #20824 payable to Van Pelt & Opie Library in the amount of \$68.44 is payment for a lost MelCat book borrowed by a Bloomfield Township resident for which the patron has been billed.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CHECK REGISTERS

FOR THE MONTH OF AUGUST 2020

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
20774	8/11/20	AMAZON.COM	106.01	6,172.40
20775	8/11/20	CAR TRUCKING, INC.	106.01	199.50
20776	8/11/20	Nicole Gillies	106.01	31.63
20777	8/11/20	PACIFIC TELEMAGEMENT SERVICES	106.01	78.00
20778	8/18/20	BLOOMFIELD TOWNSHIP	106.01	6,912.60
20779	8/18/20	C& G PUBLISHING	106.01	50.88
20780	8/18/20	FLAGSTAR BANK	106.01	4,868.98
20781	8/18/20	NICHOLS/NETWORK SERVICES CO	106.01	876.60
20782	8/18/20	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	106.01	792.80
20783	8/18/20	TERMINIX PROCESSING CTR.	106.01	143.00
20784	8/25/20	AMAZON.COM	106.01	2,417.26
20785	8/25/20	CONSUMERS ENERGY	106.01	2,553.53
20786	8/25/20	DTE ENERGY	106.01	19,522.85
20787	8/25/20	LEXISNEXIS MATTHEW BENDER	106.01	1,357.41
20788	8/25/20	VIGILANTE SECURITY	106.01	1,950.00
20789	9/1/20	AT&T	106.01	300.98
20790	9/1/20	AT&T	106.01	491.16
20791	9/1/20	XFINITY	106.01	162.52
20792	9/1/20	T MOBILE	106.01	29.40
20793	9/1/20	VERIZON WIRELESS	106.01	604.38
Total				<u>49,515.88</u>
REGULAR CHECKS:				
20794	9/3/20	AUNALYTICS	106.01	970.00
20795	9/3/20	BAKER & TAYLOR, INC.	106.01	5,652.23
20796	9/3/20	BLOOMFIELD TOWNSHIP	106.01	289,112.56
20797	9/3/20	BOOKS GALORE INC.	106.01	13.95
20798	9/3/20	CENGAGE LEARNING/GALE	106.01	8,230.46
20799	9/3/20	CENTRAL BUSINESS SYSTEMS, INC.	106.01	2,916.35
20800	9/3/20	CINTAS CORPORATION	106.01	86.14
20801	9/3/20	JIM CRAFT	106.01	100.00
20802	9/3/20	DEMCO, INC.	106.01	295.16
20803	9/3/20	FARMINGTON COMMUNITY LIBRARY	106.01	1,152.00
20804	9/3/20	GRAINGER, INC	106.01	2,821.40
20805	9/3/20	HEALEY FIRE PROTECTION, INC	106.01	2,900.00
20806	9/3/20	INDIANA STATE LIBRARY	106.01	4.16
20807	9/3/20	INGRAM LIBRARY SERVICES	106.01	104.93
20808	9/3/20	INNOVATIVE INTERFACE, INC	106.01	13,361.00
20809	9/3/20	LJ ROLLS REFRIGERATION CO., INC	106.01	827.14
20810	9/3/20	LAFORCE	106.01	69.00
20811	9/3/20	LIBRARY DESIGN ASSOCIATES INC.	106.01	5,340.00
20812	9/3/20	MICROMARKETING LLC	106.01	894.76
20813	9/3/20	MIDWEST TAPE	106.01	2,963.27
20814	9/3/20	NICHOLS/NETWORK SERVICES CO	106.01	832.12
20815	9/3/20	ONLINE COMPUTER LIBRARY CENTER	106.01	2,765.52
20816	9/3/20	OVERDRIVE	106.01	7,033.41
20817	9/3/20	PROQUEST-CSA LLC	106.01	1,395.00
20818	9/3/20	RECORDED BOOKS, LLC	106.01	41.60
20819	9/3/20	ROSEN PUBLISHING	106.01	197.70
20820	9/3/20	SERVICE HEATING & PLUMBING	106.01	2,700.00
20821	9/3/20	SHOWCASES	106.01	293.76

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF AUGUST 2020

Check #	Date	Payee	Cash Account	Amount
20822	9/3/20	SUMMIT ELECTRIC, INC.	106.01	863.75
20823	9/3/20	THE BOOK FARM, INC.	106.01	379.95
20824	9/3/20	VAN PELT & OPIE LIBRARY	106.01	68.44
20825	9/3/20	BRUCE ZELLERS	106.01	100.00
Total				<u>354,485.76</u>

Gift Fund

ADVANCE CHECKS:

5154	8/11/20	AMAZON.COM	102.03	450.00
5155	8/11/20	GLENNA GODINSKY	102.03	250.00
5156	8/18/20	FLAGSTAR BANK	102.03	83.74
5157	8/25/20	AMAZON.COM	102.03	129.95
Total				<u>913.69</u>

REGULAR CHECKS:

5158	9/3/20	OVERDRIVE, INC.	102.03	96.80
Total				<u>96.80</u>

**Bloomfield Township Public Library
FY 2020-2021 General Fund Budget**

7b

PRESENTED: SEPTEMBER 15, 2020 FOR THE MONTH OF: AUGUST, 2020

		2020-2021	2020-2021			Five Months 42%	
ACCOUNT	ACCOUNT	ADOPTED BUDGET	AMENDED BUDGET	REVENUE/EXPENSE	REVENUE/	% OF	
NUMBER	NAME	AS OF	AS OF	CURRENT	EXPENSE	BUDGET	
		MARCH 17, 2020	AUGUST 18, 2020	MONTH	YTD	YTD	VARIANCE
<u>Revenues</u>							
410.01	Taxes	\$7,661,343	\$7,756,757	\$130	\$434	0.01%	(\$7,756,323)
420.01	Penal Fines	\$87,600	\$87,600	\$70,731	\$70,731	80.74%	(\$16,869)
422.01	State Aid	\$32,800	\$16,800	\$0	\$32,880	195.72%	\$16,080
430.01	Circulation Fines & Fees	\$38,250	\$38,250	\$2,100	\$4,195	10.97%	(\$34,055)
	Charges for Services	\$14,866	\$7,866	\$82	(\$1,177)	-14.96%	(\$9,043)
	Investment earnings	\$105,000	\$105,000	\$12,124	\$72,512	69.06%	(\$32,488)
	Miscellaneous	\$14,566	\$9,066	\$0	\$0	0.00%	(\$9,066)
Total Revenues		\$7,954,425	\$8,021,339	\$85,167	\$179,576	2.24%	(\$7,841,763)
<u>Expenditures</u>							
	Personnel	\$4,485,881	\$4,495,992	\$288,035	\$1,688,096	37.55%	(\$2,807,896)
	Library Services	\$850,839	\$857,349	\$34,085	\$322,315	37.59%	(\$535,034)
	Facilities & Equipment	\$976,341	\$1,030,341	\$64,511	\$382,543	37.13%	(\$647,798)
	Other Operating Expenditures	\$2,672,746	\$1,875,746	\$17,754	\$153,073	8.16%	(\$1,722,673)
Total Expenditures		\$8,985,807	\$8,259,428	\$404,385	\$2,546,028	30.83%	(\$5,713,400)
Fund Balance - Beginning		\$11,300,592	\$11,300,592	\$11,300,592			
Net revenue (expenditure)		(\$1,031,382)	(\$238,089)	(\$2,366,451)			
Fund Balance - Ending		\$10,269,210	\$11,062,503	\$8,934,141			

Fund Balance Designations

Nonspendable-Prepaid Expense	\$23,471	\$23,471
Committed Fund Balance (is 8-months of operational expenditures amount)	\$4,351,765	\$4,351,765
Assigned Fund Balance (is \$493,042 the 3/31/20 compensated absences accrual, plus \$2,940,000 the 60% OPEB obligation plus \$2,360,932 for capital improvements)	\$5,793,974	\$6,587,267
Unassigned Fund Balance (is the unplanned emergency amount)	\$100,000	\$100,000

Bloomfield Township Public Library
FY 2020-2021 Gift Fund Budget

PRESENTED: SEPTEMBER 15, 2020 FOR THE MONTH OF: AUGUST, 2020

Five Months 42%

ACCOUNT NUMBER	ACCOUNT NAME	2020-2021 ADOPTED BUDGET AS OF MAR 17, 2020	2020-2021 AMENDED BUDGET AS OF SEPT 15, 2020	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	<u>Revenues</u>						
	Gift Income	\$500	\$16,232	\$1,796	\$16,232	100.00%	\$0
454.03	Investment Earnings	\$200	\$200	\$9	\$47	23.55%	(\$153)
460.03	Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
	Total Revenues	\$700	\$16,432	\$1,805	\$16,279	99.07%	(\$153)
	<u>Expenditures</u>						
	Library Services	\$50,389	\$52,431	\$1,010	\$4,106	7.83%	(\$48,325)
	Facilities & Equipment	\$22,360	\$34,297	\$0	\$287	0.84%	(\$34,010)
	Other Operating Expenditures	\$89,446	\$91,199	\$0	\$292	0.32%	(\$90,907)
	Total Expenditures	\$162,195	\$177,927	\$1,010	\$4,684	2.63%	(\$173,242)
	Fund Balance - Beginning	\$161,695	\$161,695		\$174,227		
	Net revenue (expenditures)	(\$161,495)	(\$161,495)		\$11,595		
	Fund Balance - Ending	\$200	\$200		\$185,821		

Bloomfield Township Public Library
Asset Allocation Summary
August 2020

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	8/31/2020	\$58,009.82
	Flagstar Public Funds Savings	0.35%	8/31/2020	\$199,533.23
	Flagstar Premier Public Entities Checking	0.25%	8/31/2020	\$73,719.82
	RBC Capital Cash/Money Market	0.02%	8/31/2020	\$132,484.79
	RBC Capital - Investments	2.02%	8/31/2020	\$8,869,460.71
Total General Fund				\$9,275,198.55
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.09%	8/31/2020	\$120,341.12
	Huntington CD (Charnov gift) - matures 02/03/2021	1.50%	8/31/2020	\$50,000.00
	Fifth Third Bank Business Standard Checking	0.00%	8/31/2020	\$12,675.87
Total Gift Fund				\$183,016.99

CFSEM

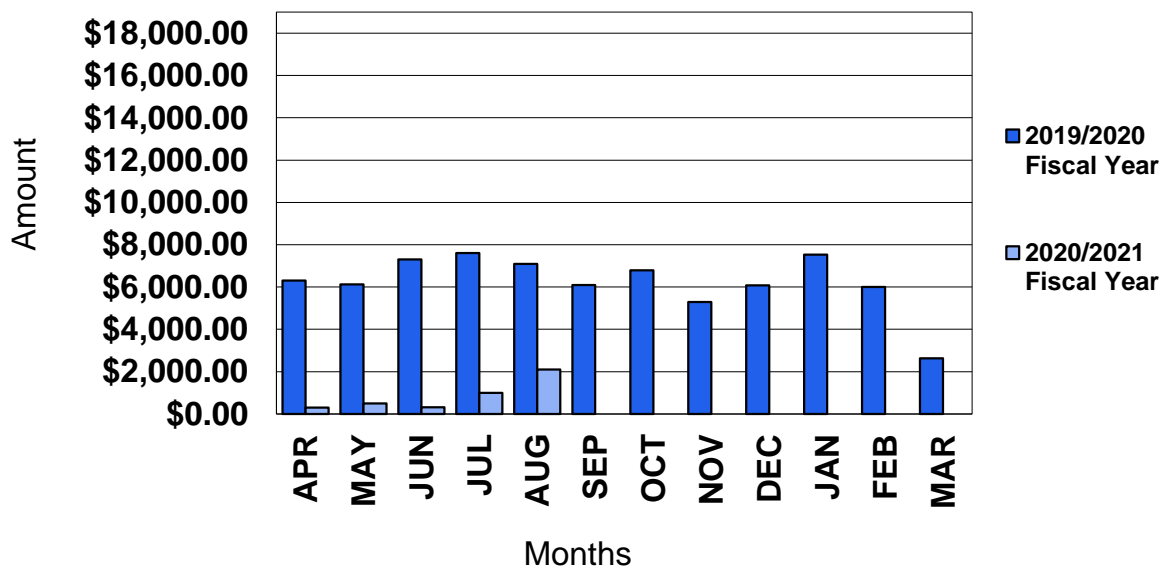
The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for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

		<i>Updated 2/2020</i>	
Jeanette P. Myers Memorial Scholarship Fund	12/31/2019	\$15,700.00	
Yvonne T. Atkinson Fund	12/31/2019	\$31,159.00	
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2019	\$35,313.31	
BTPL Endowment Fund	12/31/2019	\$40,425.69	
Fair Radom Garden Endowment Fund	12/31/2019	\$16,934.00	
BTPL Director's Legacy Fund	12/31/2019	\$18,489.00	
Total CFSEM holdings			\$158,021.00

FINES AND FEES - TWO-YEAR COMPARISON

Month	2019/2020 Fiscal Year	2020/2021 Fiscal Year	Difference
APR	\$6,301.13	\$292.50	(\$6,008.63)
MAY	\$6,121.84	\$503.75	(\$5,618.09)
JUN	\$7,306.12	\$308.75	(\$6,997.37)
JUL	\$7,613.65	\$990.79	(\$6,622.86)
AUG	\$7,094.04	\$2,099.50	(\$4,994.54)
SEP	\$6,100.50		(\$6,100.50)
OCT	\$6,794.13		(\$6,794.13)
NOV	\$5,290.11		(\$5,290.11)
DEC	\$6,072.51		(\$6,072.51)
JAN	\$7,527.18		(\$7,527.18)
FEB	\$6,004.90		(\$6,004.90)
MAR	\$2,627.59		(\$2,627.59)
			YTD Difference
TOTAL	\$74,853.70	\$4,195.29	(\$70,658.41)

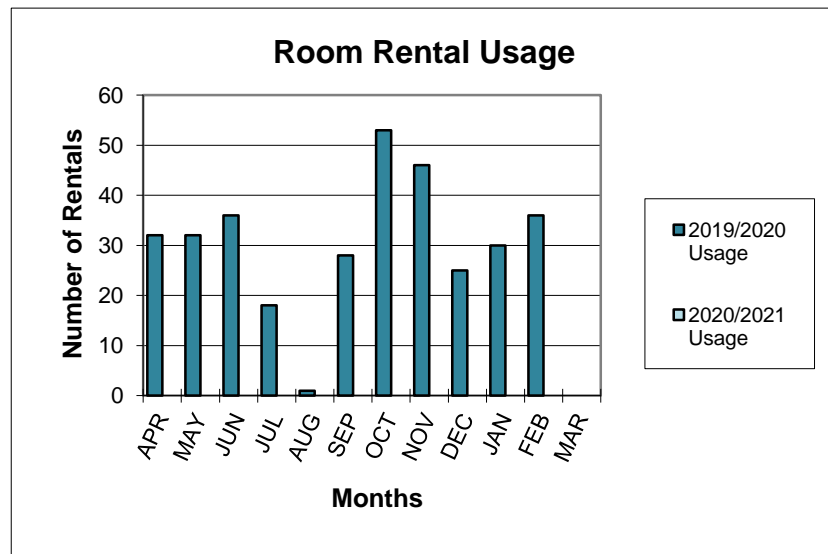
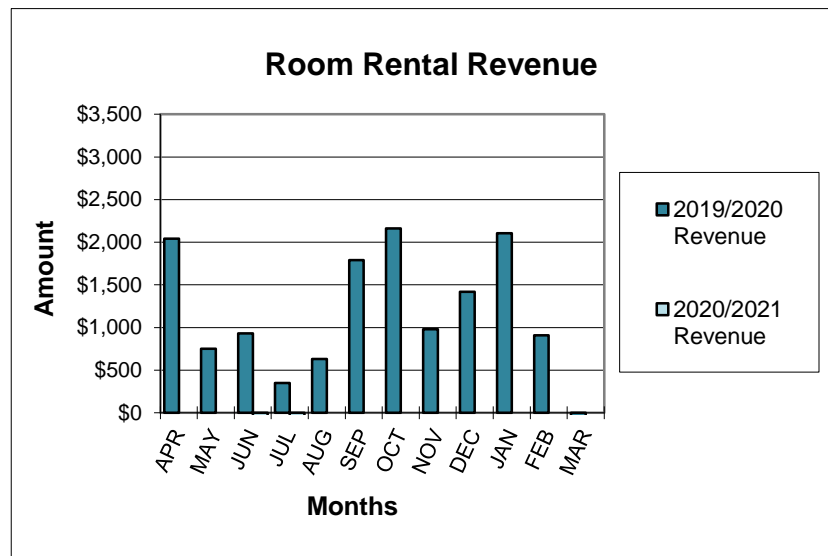
Fines and Fees Two-Year Comparison



ROOM RENTAL - TWO-YEAR COMPARISON

7b

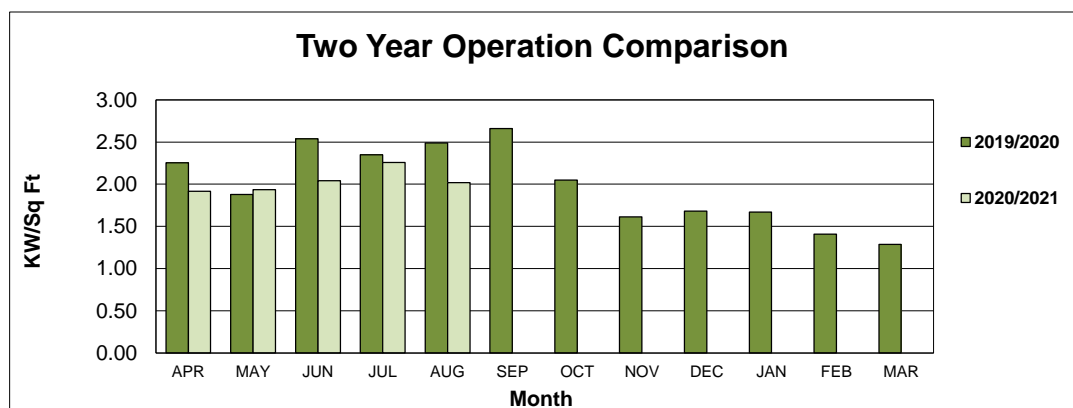
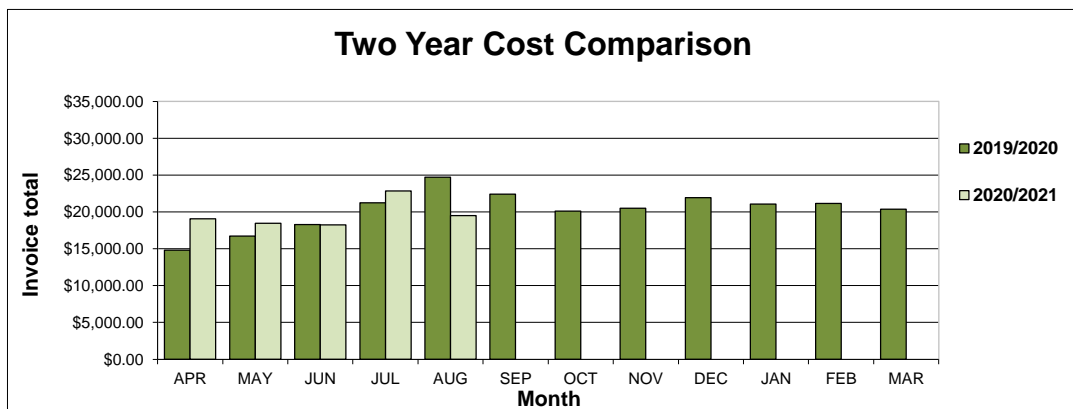
Month	2019/2020 Revenue	2020/2021 Revenue	Difference	2019/2020 Usage	2020/2021 Usage	Month
APR	\$2,040.00	\$0.00	(\$2,040.00)	32	0	APR
MAY	\$750.00	\$0.00	(\$750.00)	32	0	MAY
JUN	\$930.00	(\$620.00)	(\$1,550.00)	36	(Refunds)	JUN
JUL	\$350.00	(\$640.00)	(\$990.00)	18	(Refunds)	JUL
AUG	\$630.00	\$0.00	(\$630.00)	1	0	AUG
SEP	\$1,790.00		(\$1,790.00)	28		SEP
OCT	\$2,160.00		(\$2,160.00)	53		OCT
NOV	\$980.00		(\$980.00)	46		NOV
DEC	\$1,420.00		(\$1,420.00)	25		DEC
JAN	\$2,104.00		(\$2,104.00)	30		JAN
FEB	\$910.00		(\$910.00)	36		FEB
MAR	(\$700.00)		\$700.00			MAR
			YTD Difference			
TOTAL	<u>\$13,364.00</u>	<u>(\$1,260.00)</u>	<u>(\$14,624.00)</u>	<u>337</u>	<u>0</u>	



Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2019/2020	2020/2021	Difference	TOTAL KWH	COST/KWH	KWH/HR (24 x no. days per month)	KWH/SQ FT 101,023	COST/HR (24 x no. days per month)	COST/SQ FT. 101,023
APR	\$14,799.82	\$19,093.00	\$4,293.18	193,620	\$0.10	268.92	1.92	\$26.52	\$0.19
MAY	\$16,714.85	\$18,452.63	\$1,737.78	195,650	\$0.09	262.97	1.94	\$24.80	\$0.18
JUN	\$18,297.56	\$18,265.94	(\$31.62)	206,360	\$0.09	286.61	2.04	\$25.37	\$0.18
JUL	\$21,263.38	\$22,841.96	\$1,578.58	228,130	\$0.10	306.63	2.26	\$30.70	\$0.23
AUG	\$24,712.62	\$19,522.85	(\$5,189.77)	204,100	\$0.10	274.33	2.02	\$26.24	\$0.19
SEP	\$22,429.69		(\$22,429.69)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
OCT	\$20,133.70		(\$20,133.70)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$20,520.50		(\$20,520.50)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$21,937.80		(\$21,937.80)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$21,054.56		(\$21,054.56)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$21,150.09		(\$21,150.09)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$20,391.66		(\$20,391.66)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
			YTD Difference						
TOTAL	\$243,406.23	\$98,176.38	(\$145,229.85)						



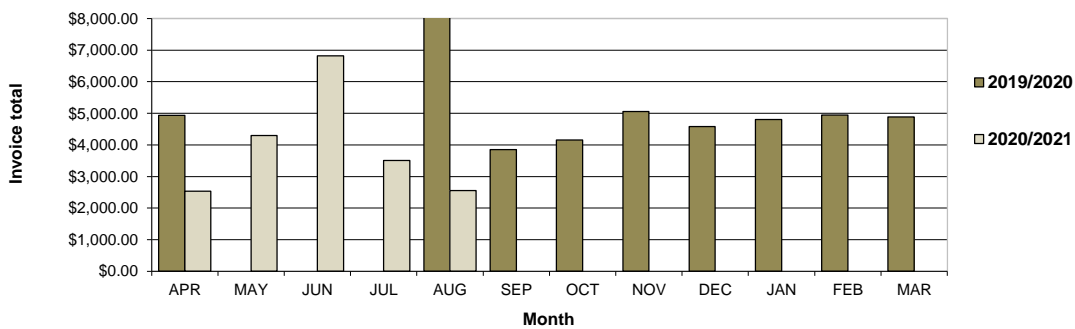
Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

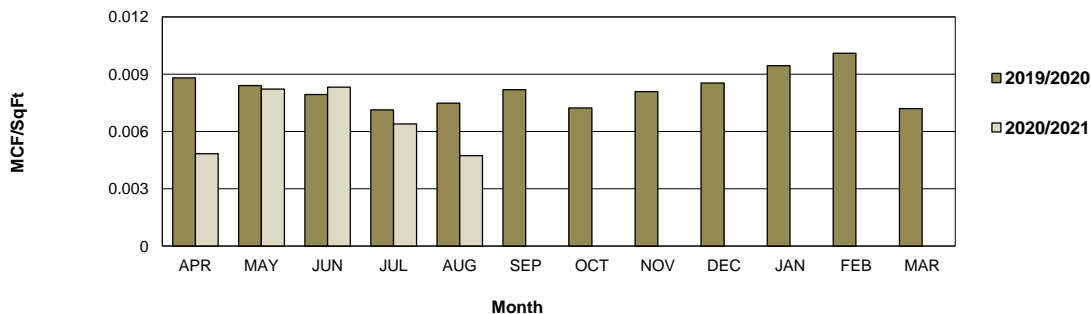
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2019/2020	2020/2021	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$4,934.17	\$2,531.55	(\$2,402.62)	488.2	\$5.19	720	0.68	0.005	3.52	0.025
MAY	\$0.00	\$4,294.32	\$4,294.32 - Correction	830.4	\$5.17	744	1.12	0.008	5.77	0.042
JUN	\$0.00	\$6,820.12	\$6,820.12	840.4	\$8.12	720	1.17	0.008	9.47	0.067
JUL	\$0.00	\$3,502.62	\$3,502.62	646.3	\$5.42	744	0.87	0.006	4.71	0.034
AUG	\$15,725.12	\$2,553.53	(\$13,171.59)	478.7	\$5.33	744	0.64	0.005	3.43	0.025
SEP	\$3,849.39		(\$3,849.39)		#DIV/0!	720	0.00	0.000	0.00	0.000
OCT	\$4,155.69		(\$4,155.69)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$5,060.97		(\$5,060.97)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$4,580.10		(\$4,580.10)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$4,803.87		(\$4,803.87)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$4,940.56		(\$4,940.56)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$4,884.11		(\$4,884.11)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$52,933.98	\$19,702.14	(\$33,231.84)							

Two Year Cost Comparison



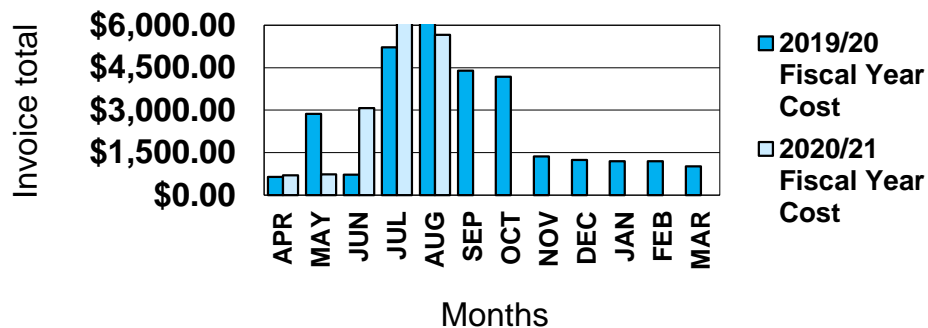
Two Year Operation Comparison



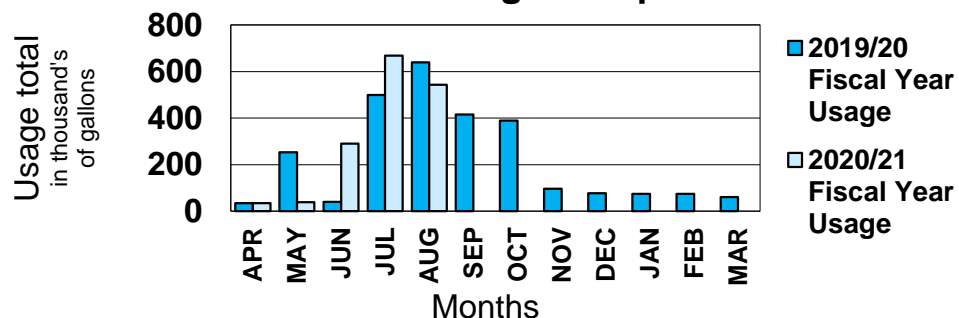
Bloomfield Township Public Library Water Analysis

Month	2019/20 Fiscal Year Cost	2020/21 Fiscal Year Cost	Difference	2019/20 Fiscal Year Usage	2020/21 Fiscal Year Usage	Difference
APR	\$645.06	\$698.36	\$53.30	35	35	0
MAY	\$2,868.35	\$731.36	(\$2,136.99)	253	39	(214)
JUN	\$716.21	\$3,076.81	\$2,360.60	40	290	250
JUL	\$5,222.24	\$6,912.60	\$1,690.36	499	668	169
AUG	\$6,626.03	\$5,663.25	(\$962.78)	640	543	(97)
SEP	\$4,395.20		(\$4,395.20)	415		(415)
OCT	\$4,181.74		(\$4,181.74)	390		(390)
NOV	\$1,362.43		(\$1,362.43)	96		(96)
DEC	\$1,242.72		(\$1,242.72)	77		(77)
JAN	\$1,200.03		(\$1,200.03)	74		(74)
FEB	\$1,200.03		(\$1,200.03)	74		(74)
MAR	\$1,015.04		(\$1,015.04)	61		(61)
			YTD Difference			YTD Difference
TOTAL	<u>\$30,675.08</u>	<u>\$17,082.38</u>	<u>(\$13,592.70)</u>	<u>2,654</u>	<u>1,575</u>	<u>(1,079)</u>

Two-Year Cost Comparison



Two-Year Usage Comparison



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****September, 2020**

The Library Board recently learned that Bloomfield Township Public Library would receive an award! Called "Partners with the Arts", this award is given annually by the Birmingham Bloomfield Cultural Council and is given to an organization that impacts the arts in this area. We are thrilled to receive this award and special recognition for the Library's support of the arts. I have included excerpts from the award letter below.

Dear Carol and Bloomfield Township Board Members,

It is with enormous pleasure that I announce that the Bloomfield Township Public Library is to receive the Birmingham Bloomfield Cultural Council's 'Partners with the Arts' award at the 2020 Birmingham Bloomfield Cultural Arts Awards. This year, due to the Pandemic, rather than an honor's reception to which the community is invited, the awards will be taped.

This is the 25th year the Cultural Arts have been presented, but only the second year for the Partners with the Arts Award. Unlike a jury that determines who wins the annual Cultural Arts Awards, the Partners with the Arts awards is selected by the Cultural Council, and is given to a business, agency or non-profit that impacts the arts in the Birmingham Bloomfield Community.

The Cultural Council is recognizing the Bloomfield Township Public Library for 'giving all arts a voice' for its collaborations with area schools and agencies such as the Bloomfield Senior Center and the Birmingham Bloomfield Art Center, its selections of art that can be found throughout the building, including an elementary school mosaic mural and Pewabic tiles, its sculptures, and its gallery of historic photographs by renown local photographers, all of which have led some to call the library an art museum, and to its offerings and collaborations with musicians of all genres, from jazz groups to chamber musicians from the University of Michigan. Pre-pandemic, the library was a go-to venue for concerts and events, and even now, with the library tentatively re-opening during the pandemic, it is offering art projects.

After being on hold during this pandemic, the photos submitted for the 2020 "In Motion" photo contest were finally revealed and the winning photos are on display in the Library's lobby display cases and on the website. It's been a very different but exciting process nonetheless. Congratulations to all who submitted photos to the fourth annual Bloomfield Township Public Library 2020 photo contest.

You may recall that the Library was planning to begin automatic renewals of eligible library materials on April 1, 2020. This new service was delayed due to the pandemic also. The new date to begin this service is October 1, 2020 when eligible items checked out to library accounts in good standing will automatically be renewed up to three times on the due date. Patrons will still be able to access their account online to view the status of checked out items, and items can always be returned before the due date. We think this is a great new service our patrons will enjoy.

The September 15, 2020 Library Board of Trustees regularly scheduled meeting will be conducted virtually. A notice has been placed on the Library's website at www.btpl.org. Patrons interested in participating virtually are asked to contact the Library Director at muellerc@btpl.org by Tuesday, September 15, 2020, 6:00pm, if they are interested in attending this meeting virtually or have comments and questions to be shared verbally during the virtual meeting.

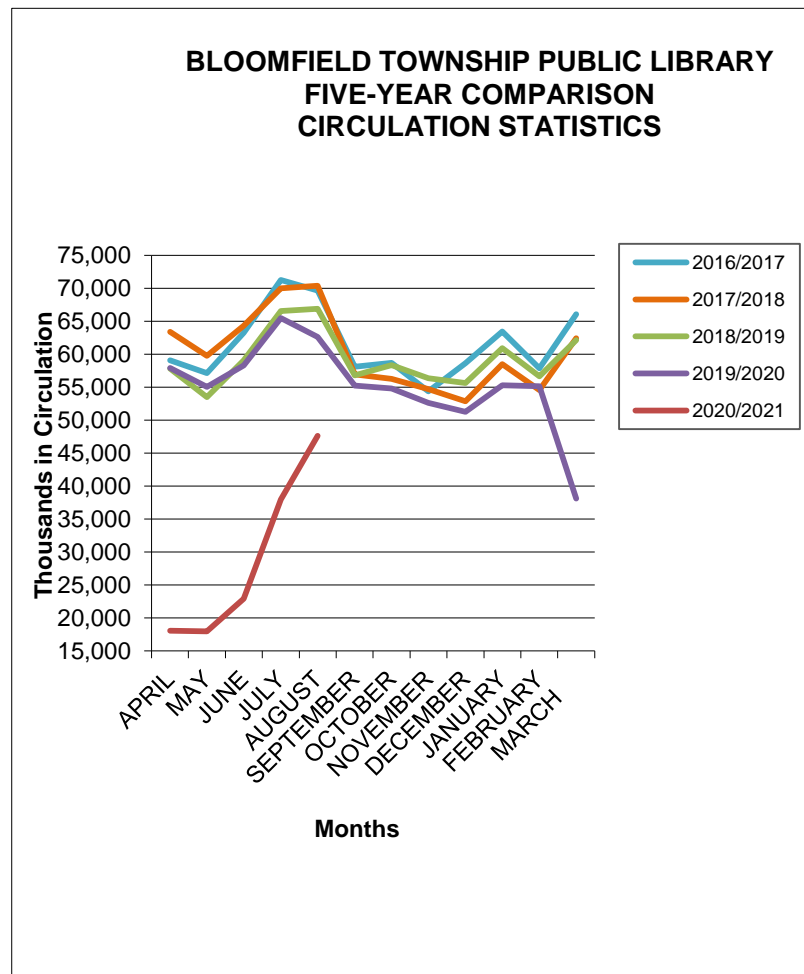
Respectfully Submitted,

Carol Mueller, Director

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY FIVE YEAR CIRCULATION

9/9/2020

	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>
APRIL	59,090	63,413	57,829	57,900	18,087
MAY	57,125	59,745	53,493	55,056	17,974
JUNE	63,243	64,319	59,101	58,301	22,933
JULY	71,265	70,006	66,539	65,499	37,962
AUGUST	69,676	70,391	66,907	62,633	47,629
SEPTEMBER	58,100	56,939	56,817	55,270	
OCTOBER	58,678	56,291	58,359	54,813	
NOVEMBER	54,362	54,703	56,357	52,623	
DECEMBER	58,628	52,859	55,615	51,267	
JANUARY	63,455	58,510	60,945	55,277	
FEBRUARY	57,856	54,554	56,645	55,172	
MARCH	66,071	62,452	62,128	38,121	
TOTAL	737,549	724,182	710,735	661,932	144,585



Decrease due to Library being closed March 14-31, 2020 (Covid-19 Pandemic)

Decrease due to Library being closed April 1-30, 2020 (Covid 19 Pandemic)

Decrease due to Library being closed May 1-31, 2020 (Covid 19 Pandemic)

AUGUST 2020

*Due to COVID-19 pandemic Library
opened to patrons July 13; curbside
service started June 15*

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT

9/10/2020

	2019		2020	
COLLECTION				
Book Collection:	241,024		234,605	
Media Collection:	56,669		56,579	
Total e-books:	16,261		21,769	
Overdrive	11,680		17,524	
Total downloadable audiobooks:	6,365		7,301	
Materials Total:	320,319		320,254	
CIRCULATION				
Circulation Total:	62,633		47,629	
Bloomfield Township Circulation:	58,955		44,508	
Virtual Circulation Total	12,883		15,603	
Circulation of Youth materials:	17,809		14,089	
Circulation of Media:	14,793		8,205	
Circulation of Cranbrook passes:	312		23	
Self-checkout machine use:	22,182		10,587	
Library by Mail:	42	25 patrons	45	28 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	2,643 *		6,348	
Gate Count:	26,646		7,328	
Meeting rooms by public:	1 **		0	
Meeting rooms by staff:	27		0	
VIRTUAL USE				
Home page hits:	29,094		30,089	
e-book access:	3,300		5,081	
Overdrive	3,300		5,062	
EBSCOhost	0		19	
Audiobook access: (Overdrive)	2,074		2,452	
Freegal music download access:	866		545	
Freegal music streaming:	2,283		1,541	
Magazine download access:	1,850		2,156	
Hoopla access:	2,510		3,828	
Library Computer Use				
Resident Use	1,369		126	
Guest Use	683		141	
*RFID gates removed August 4-31 due to lobby renovations				
**Meeting rooms closed due to lobby renovations				

	2019		2020	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	165		99	
Cranbrook:	1		0	
Total new patrons:	234		126	
<i>Adult Program Attendance</i>				
Staff-led:	1 event	11 attended	1 event	8 attended
Speaker-led:	0	0	1 event	1 attended
Book clubs:	0	0	0	0
Tours/visits on-site:	1 event	1 attended	0	0
Tours/visits off-site:	0	0	2 events	21 attended
<i>Systems Program Attendance</i>				
Staff-led:	6 events	44 attended	0	0
<i>Teen Program Attendance</i>				
Staff-led:	0	0	2 events	25 attended
<i>Youth Program Attendance</i>				
Staff-led:	4 events	381 attended	6 events	37 attended
Speaker-led:	0	0	0	0
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	7 events	78 attended	0	0
TOTAL:	19 events^	515 attended	12 events	92 attended
<i>Volunteers:</i>				
	12 people	78.5 hours	0	0
	Shop: 0^^	0	Shop: 0	0
	Court: 1	2	Court: 0	0
	Students: 3	22	Students: 0	0
	Dept. Vol: 8	54.5	Dept. Vol: 0	0
<i>Patron Remarks</i>				
Patron Comments:	18		1	
Ask BTPL:	8		0	
Ask Us:	19		90	
DISPLAYS				
Lobby	Winning Photos from the 2020 Photo Contest, along with winners from the past three years.			
Local History	Let's Get Physical (sports)			
^Decrease in Library events and attendance due to lobby renovations				
^^Library Shop closed due to lobby renovations				

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 via Zoom at 11:00am on Tuesday, August 25, 2020.

Present: Trustees: Sandy Edwards, Grant Gerhart, Eli Greenbaum, Judy Lindstrom, Joan Luksik
Administration: Carol Mueller, Library Director; Tera Moon, Assistant Library Director; Joel Dion, Facility Services Department Head

Guests: Geraldine Drake, AECOM; Lance Barnes, Gasser-Bush; Tayler Porter, Gasser-Bush; Gene Ferrara, Rewold & Sons

LED Lighting Assessment – Geraldine Drake, AECOM

Geraldine reviewed the LED Lighting Assessment which was performed on August 6. Present for the walk-through were Geraldine Drake, Lance Barnes, Taylor Porter, Joel Dion, Gene Ferrara and two other staff from Gasser-Bush. They walked through the entire library and exterior of the building. The assessment was very detailed. Geraldine shared the detailed documentation that was produced. Grant asked about how hard it is to reach areas and if there were some robust LED structures that might work better. He also asked if there were a total number of lights. Lance said he has a place to address the hard to reach ceiling lighting Grant is asking about. Geraldine responded that we don't want to add a fixture that would require a lot of patch and repair, which just adds to the cost of the project. Gene told the group that the ceiling panels are no longer available exactly as they appear now. The goal is to minimize architectural costs. Judy mentioned that in the past lighting on the exterior sign was experimented with and a good solution couldn't be found. Bloomfield Township would need to be consulted for lighting on the exterior sign at the corner of Lone Pine and Telegraph Roads. Gene mentioned that the exterior sign has a high gloss finish which creates a reflection. Lance addressed that there might be a solution which will be tested. This fixture will be above ground. Another concern with the exterior sign is water drainage of that spot on the site. Judy expressed concern over losing the pendant lights in areas such as the Teen area and the Vending Café and the certain aesthetic feeling they provide. She asked for information about what the plan is to address that and make sure the uniqueness is retained. Geraldine said that is definitely a consideration as lighting fixtures are researched.

There will be an energy savings and a savings in staff time as LED lights do not need to be replaced as frequently as the current lights do. Grant talked about having an automated process to turn on and off lights. Taylor Porter will be working on the DTE rebates portion of this project.

Lance explained the photo metrics study which will ensure that the lighting level, color, and other details will match or improve the current conditions. Lance and Grant had a conversation about using controls to ensure optimum usage. The weakest link in the system is the drivers. They are warranted for 5 years. Gene asked if the drivers are built in to which Lance said yes.

Lance answered Grant's question about how many fixtures are in the library. Lance reported that the library has 2,949 total fixtures and around 80 different types of fixtures.

Judy asked about disposing the light fixtures and any mitigation efforts to do this in an environmental friendly way. Geraldine reported that the team is still working on solving this question.

Carpeting Project Update – Geraldine Drake, AECOM

Geraldine reported on a walk-through with DuRoss painting and Mastercraft carpeting last week. Geraldine is getting quotes on moving a couple of furniture units. The carpet lead time is about 4 weeks. Painting will probably happen before the carpet will be installed.

Next meeting: Thursday, September 17 at 11:00 a.m.

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 Tuesday, September 1, 2020 at 11:00 a.m.

Trustees: Sandy Edwards, Judy Lindstrom, Joan Luksik,

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

Others Present: Alan Panter, Yeo & Yeo

FY 2019/2020 Audit draft review with Alan Panter, Yeo & Yeo

Though this year was very different from previous years as all field work had to be done remotely due to the pandemic, the process was smooth. Alan thanked Sandi Bird for her hard work. Alan reported that there are no concerns regarding library management.

Alan stated that there were no material findings and they have issued an unmodified/clean opinion. He reviewed the highlights of the audit.

Next meeting: There is not a meeting scheduled at this time.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: September 11, 2020

SUBJECT: Attached Audit and Management Letter

Yeo & Yeo was our library auditing firm for FY 2019/2020 with Alan Panter, CPA, as our Principal. He and his team provided auditing fieldwork in May that went very smoothly and was conducted virtually. We again received a favorable report from Yeo & Yeo for the Library's FY 2019-2020.

On September 1, 2020, the Finance Committee Trustees Sandy Edwards and Joan Luksik and Library Board President Judy Lindstrom met with Alan Panter to review the audit. Alan provided a very thorough review of the Library's audit and answered the Trustees' questions. The Finance Committee recommends that the Library Board accepts the audit report as presented.

Alan Panter, Principal from Yeo & Yeo, will attend the September 15, 2020 Library Board meeting to provide a verbal overview of the audit and answer any questions the trustees may have.

ACTION: I move to accept the Fiscal Year 2019/2020 Audit report as presented and place on file.

September 1, 2020

Management and the Board of Trustees
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Bloomfield Township Public Library (the Library) as of and for the year ended March 31, 2020, and have issued our report dated September 1, 2020. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated January 31, 2020. Professional standards also require that we communicate to you the following information related to our audit.

We discussed these matters with various personnel in the Library during the audit including management. We would also be pleased to meet with you to discuss these matters at your convenience.

Significant Audit Matters

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 the footnotes of the financial statements. The Library has adopted the following Governmental Accounting Standards Board Statements effective April 1, 2019:

- Statement No. 84, *Fiduciary Activities* improves the guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The criteria generally is on (1) is the government controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. The four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally will report fiduciary activities that are not held in a trust or similar arrangement that meets specific criteria.
- Statement No. 92, *Omnibus 2020* enhances comparability in accounting and financial reporting and improves the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics and includes specific provisions about the following: (1) The effective date of Statement No. 87, Leases, and Implementation Guide No. 2019-3, Leases, for interim financial reports (2) Reporting of intra-entity transfers of assets between a primary government employer and a component unit defined benefit pension plan or defined benefit other postemployment benefit (OPEB) plan. (3) The applicability of Statements No. 73, Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68, as amended, and No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans, as amended, to reporting assets accumulated for postemployment benefits. (4) The applicability of certain requirements of Statement No. 84, Fiduciary Activities, to postemployment benefit arrangements. (5) Measurement of liabilities (and assets, if any) related to asset retirement obligations (AROs) in a government acquisition. (6) Reporting by public entity risk pools for amounts that are recoverable from reinsurers or excess insurers. (7) Reference to nonrecurring fair value measurements of assets or liabilities in authoritative literature. (8) Terminology used to refer to derivative instruments.

We noted no transactions entered into by the Library during the year for which there is lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statement in 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. 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 Library's financial statements were:

- The useful lives of its capital assets. Useful lives are estimated based on the expected length of time during which the asset is able to deliver a given level of service.
- Net pension liability, and related deferred outflows of resources and deferred inflows of resources. The estimate is based on an actuarial report.
- Incurred but not reported health benefits. Management's estimate is derived by using historical claims and information provided by the Township's third party administrator.
- Other post-employment benefits. The estimate is based on an actuarial report.

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

The financial statement disclosures are neutral, consistent and clear.

Accounting Standards

The Governmental Accounting Standards Board has released additional Statements. Details regarding these Statements are described in Note 1 of the financial statements.

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. There were no known misstatements detected as a result of audit procedures that were more than trivial.

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 as of the date of the audit report.

Management's Consultations with Other 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.

Report on Required Supplementary Information

We applied certain limited procedures to the management's discussion and analysis, budgetary comparison information, retirement system schedules, and other postemployment benefit schedules, which are required supplementary information (RSI) that supplements 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 the RSI.

Restriction on Use

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

Yeo & Yeo, P.C.

Auburn Hills, Michigan

Bloomfield Township Public Library

Financial Statements

March 31, 2020



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Independent Auditors' Report

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, each major fund, and the aggregate remaining fund information of Bloomfield Township Public Library, as of and for the year ended March 31, 2020, 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.

Auditors' Responsibility

Our responsibility is to express opinions 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 auditors' 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 opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Bloomfield Township Public Library, as of March 31, 2020, 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.

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, retirement system schedules, and other post-employment benefit 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 placing 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.

Yeo & Yeo, P.C.

Auburn Hills, Michigan
September 1, 2020

Bloomfield Township Public Library

Management's Discussion and Analysis

For the Year Ended March 31, 2020

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, 2020. 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 – 4 and Statement on Revenues, Expenditures, and Changes in Fund Balance on page 3 – 6 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 3 – 1 and Statement of Activities on page 3 – 3 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 3 – 5 and 3 – 7, 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 established a qualified trust for other postemployment benefits in the previous fiscal year and therefore presents a fiduciary fund on page 3 – 9.

The Library as a Whole

Fiscal Year (FY) 2019/2020 ended on a very strong financial foundation. Again this year, we were able to accomplish several long overdue building and technology projects as planned for in our Capital Improvements Plan (CIP). Completed projects include the replacement of the facility roof, the replacement of the lobby floor, the commons area additional seating for patron collaboration, terrace and portico paver repair and restoration, the installation of a water drainage mitigation system, five humidifiers replacement, as well as new equipment and software to support the Library's technology infrastructure. We are very grateful to have funding available now to complete these important and necessary building projects.

Our wonderful Friends of the Library continue to support programs, collections and services that were not budgeted for and that provide special touches to the Library. One such project is their support of concerts at the Library. These are among the most popular and well attended programs offered at the Library. Our Bloomfield community is so very generous and supportive of the Library.

**Bloomfield Township Public Library
Management's Discussion and Analysis
For the Year Ended March 31, 2020**

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.

TABLE 1	<u>2020</u>	<u>2019</u>
Assets		
Current assets	\$ 12,276,054	\$ 12,617,072
Capital assets	25,013,017	23,191,236
Total assets	<u>37,289,071</u>	<u>35,808,308</u>
 Deferred outflows of resources	 <u>1,385,110</u>	 <u>922,944</u>
 Liabilities		
Current liabilities	931,048	685,105
Long term liabilities	5,239,777	4,240,033
Total liabilities	<u>6,170,825</u>	<u>4,925,138</u>
 Deferred inflows of resources	 <u>1,126,996</u>	 <u>1,531,241</u>
 Net position		
Investment in capital assets	25,013,017	23,191,236
Gift fund balance - restricted/expendable	174,227	165,105
Unrestricted	6,189,116	6,918,532
Total net position	<u>\$ 31,376,360</u>	<u>\$ 30,274,873</u>

**Bloomfield Township Public Library
Management's Discussion and Analysis
For the Year Ended March 31, 2020**

TABLE 2	2020	2019
Revenue		
Program revenue:		
Charges for services	\$ 88,405	\$ 98,308
Operating grants and contributions	74,348	86,292
General revenue:		
Property taxes	7,497,350	7,207,809
Penal fines	87,723	85,862
State aid - unrestricted	32,919	30,118
Investment earnings	307,718	260,164
Gain on sale of capital assets	-	1,066
Miscellaneous	14,126	16,353
Total revenue	<u>8,102,589</u>	<u>7,785,972</u>
 Program Expenses		
Library services/operations	<u>7,001,102</u>	<u>7,002,885</u>
 Change in net position	<u>\$ 1,101,487</u>	<u>\$ 783,087</u>

General Fund Revenues

Estimated property tax revenues when approved in March 2019 were \$7,310,390. Our actual revenues were \$7,497,350, which was \$186,960 more than originally budgeted, in total.

Actual investment earnings were up by \$239,292 from our original estimates due to significant market improvements and increased cash investments.

General Fund Expenditures

Total overall expenditures were reduced over the fiscal year. Actual expenditures were \$502,905 less than anticipated. This decrease is due to the contingency cost reserves for capital construction costs were not expended and other operational savings were achieved in each of the other functional areas through an extensive analysis and review of historical trends.

In the Personnel functional category, expenditures decreased over the fiscal year by \$108,966 due to vacant positions starting at the beginning of the position's salary range resulting in a savings. In addition, two months healthcare insurance premiums were funded by rate stabilization funds.

**Bloomfield Township Public Library
Management's Discussion and Analysis
For the Year Ended March 31, 2020**

Library Services decreased overall by \$123,658 from initial estimates due to lower than anticipated expenditures.

In the Facilities and Equipment functional category, expenditures decreased by \$87,797 from initial estimates due to lower than anticipated expenditures.

Other Operating Expenditures decreased by \$182,484 from initial estimates. \$134,686 was due to lower capital construction costs from non-expended contingency cost reserves and \$47,798 due to lower than anticipated expenditures.

Fund Balance

The fund balance is \$11,300,591 at year end. This is a decrease of \$633,071 compared to the prior year-end fund balance.

Gift Fund Estimated Budget

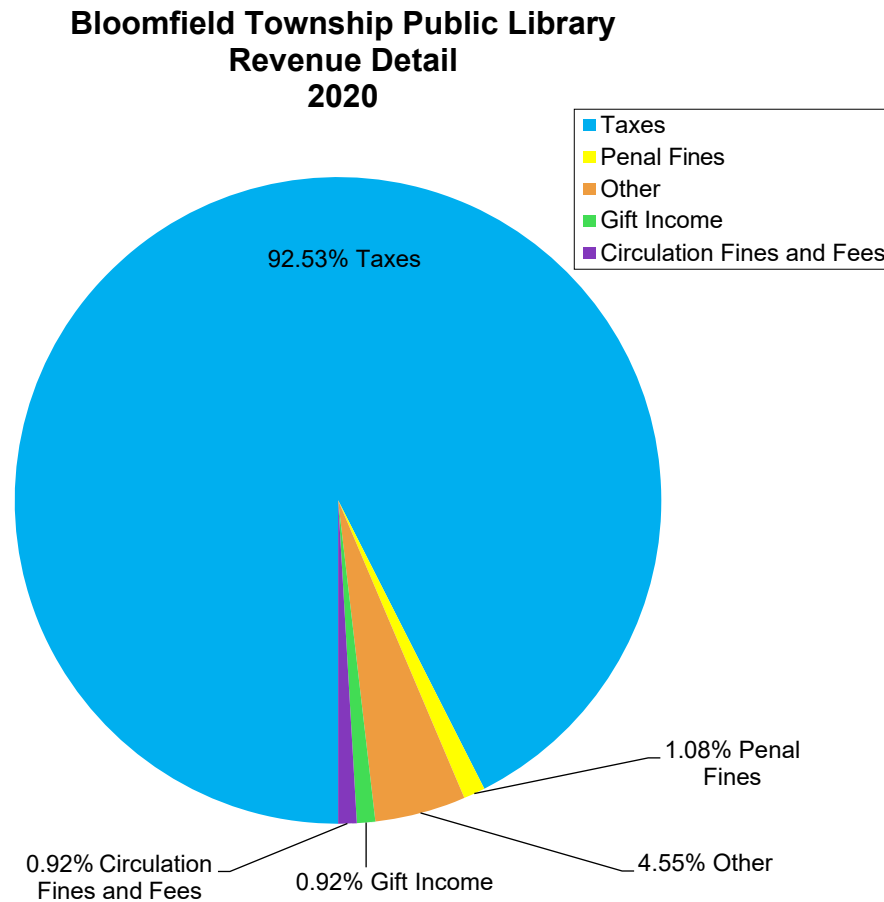
The Friends of the Library very generously donated \$58,750 during FY 2019/2020. This funding provided support for many of our popular programs such as the Chamber music concerts, Everyone's Reading program, and summer reading programs, among others. The Friends' gifts also supported purchases for our various high demand and popular materials collections.

The Gift Fund shows an increased fund balance of \$9,122 at year-end compared to FY 2018/2019. Gifts were spent for collections, furnishings and equipment as requested by the donors from donations received in the current & prior fiscal years. The actual fund balance at the close of the fiscal year was \$174,227.

**Bloomfield Township Public Library
Management's Discussion and Analysis
For the Year Ended March 31, 2020**

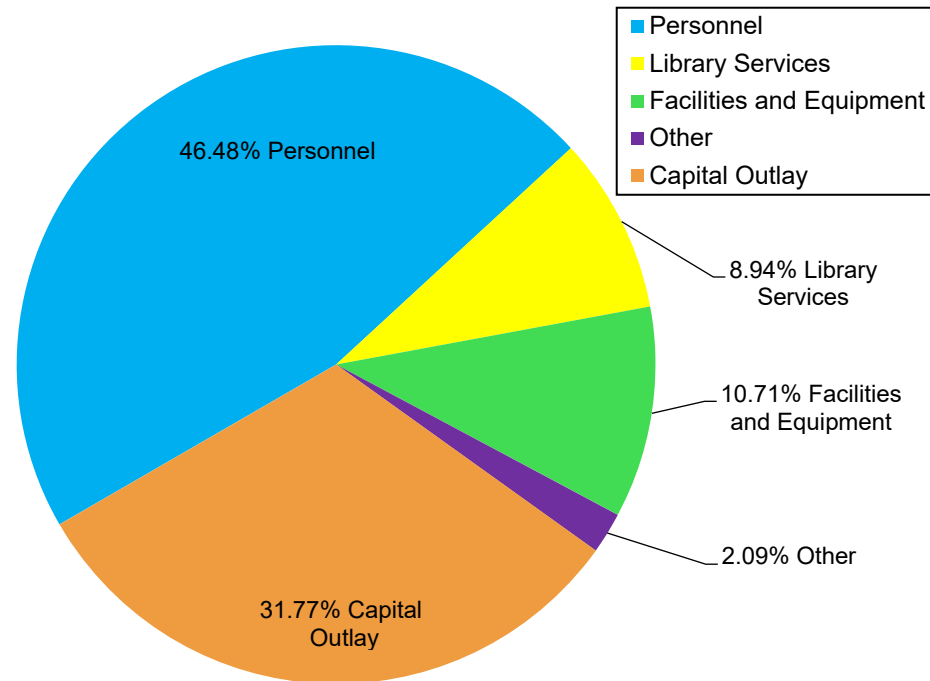
The Library's Funds

The budgetary analysis of both library funds, the General Fund and the Gift Fund, is included in the financial statements on pages 4 – 1 through 4 – 2. 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
For the Year Ended March 31, 2020**

**Bloomfield Township Public Library
Expenditure Detail
2020**



The largest use of resources during FY 2019/2020 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 second largest use of resources during FY 2019-2020 was due to several major capital projects funded in the other category.

**Bloomfield Township Public Library
Management's Discussion and Analysis
For the Year Ended March 31, 2020**

The Library's Budgetary Highlights

The Library's FY 2019/2020 budget, as approved in March 2019, included increased funding for Library collections, programs and services. We also completed several important and necessary building projects such as the roof replacement, lobby floor and commons area increased seating.

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.

Capital Assets and Long-Term Debt Activity

At the beginning of FY 2019/2020, the Library had a net investment of \$23,191,236 in land, building and improvements, furniture and equipment, books and materials, including media. New collection items totaling \$465,319, 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 \$633,137 was spent to replace furniture and equipment. A total of \$2,077,212 was spent for building improvements. 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 \$814,414. Our final capital asset investment for FY 2019/2020 is \$25,013,017.

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 and net pension liability.

Next Year's Anticipated Budget Factors

The Library has allocated funding each year to pay for future complex and costly building projects. We are consistently working on our Capital Improvement Plan (CIP) to carefully plan for and allocate funding resources for important and necessary building and systems projects during the next several years. A recent Spaces and Wayfinding Study has resulted in some proposed changes to areas of the Library. We will be funding Phase II of the Space Needs Assessment project in FY 2020/2021. Funding to implement proposed changes will be incorporated into our CIP plan this next year.

**Bloomfield Township Public Library
Management's Discussion and Analysis
For the Year Ended March 31, 2020**

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.

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

**Bloomfield Township Public Library
Management's Discussion and Analysis
For the Year Ended March 31, 2020**

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.

GASB 75 requires governments providing defined benefit OPEB plans to recognize their unfunded defined benefit obligations as a liability and to more comprehensively and comparably measure the annual costs of OPEB 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
For the Year Ended March 31, 2020**

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.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Statement of Net Position
March 31, 2020

	<u>Governmental Activities</u>
Assets	
Current assets	
Cash and cash equivalents	\$ 501,352
Investments	11,748,330
Prepaid items	<u>26,372</u>
Total current assets	<u>12,276,054</u>
Noncurrent assets	
Capital assets not being depreciated	131,015
Capital assets, net of accumulated depreciation	<u>24,882,002</u>
Total noncurrent assets	<u>25,013,017</u>
Total assets	37,289,071
Deferred Outflows of Resources	
Deferred amount relating to net pension liability	875,661
Deferred amount relating to net OPEB liability	<u>509,449</u>
Total deferred outflows of resources	<u>1,385,110</u>

See Accompanying Notes to the Financial Statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Statement of Net Position
March 31, 2020

	<u>Governmental Activities</u>
Liabilities	
Current liabilities	
Accounts payable	\$ 311,008
Accrued wages	86,321
Due to Charter Township of Bloomfield	355,285
Current portion of compensated absences	<u>178,434</u>
 Total current liabilities	 <u>931,048</u>
Noncurrent liabilities	
Noncurrent portion of compensated absences	314,608
Net pension liability	1,599,037
Net OPEB liability	3,277,510
Insurance claims payable	<u>48,622</u>
 Total noncurrent liabilities	 <u>5,239,777</u>
 Total liabilities	 <u>6,170,825</u>
 Deferred Inflows of Resources	
Deferred amount relating to net pension liability	58,088
Deferred amount relating to net OPEB liability	<u>1,068,908</u>
 Total deferred inflows of resources	 <u>1,126,996</u>
 Net Position	
Investment in capital assets	25,013,017
Restricted for	
Gift fund	174,227
Unrestricted	<u>6,189,116</u>
 Total net position	 <u><u>\$ 31,376,360</u></u>

See Accompanying Notes to the Financial Statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Statement of Activities
For the Year Ended March 31, 2020

	<u>Program Revenues</u>			<u>Net (Expenses) Revenue and Changes in Net Position</u>
<u>Functions/Programs</u>	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental activities				
Recreation and culture	<u>\$ 7,001,102</u>	<u>\$ 88,405</u>	<u>\$ 74,348</u>	<u>\$ (6,838,349)</u>
General revenues				
Property taxes				7,497,350
Penal fines				87,723
State aid - unrestricted				32,919
Investment earnings				307,718
Miscellaneous				<u>14,126</u>
Total general revenues				<u>7,939,836</u>
Change in net position				1,101,487
Net position - beginning of year				<u>30,274,873</u>
Net position - end of year				<u>\$ 31,376,360</u>

See Accompanying Notes to the Financial Statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Governmental Funds
Balance Sheet
March 31, 2020

	<u>General</u>	<u>Gift</u>	<u>Total</u>
Assets			
Cash and cash equivalents	\$ 281,342	\$ 171,388	\$ 452,730
Investments	11,748,330	-	11,748,330
Prepaid items	<u>23,471</u>	<u>2,901</u>	<u>26,372</u>
Total assets	<u>\$ 12,053,143</u>	<u>\$ 174,289</u>	<u>\$ 12,227,432</u>
Liabilities			
Accounts payable	\$ 310,946	\$ 62	\$ 311,008
Accrued wages	86,321	-	86,321
Due to Charter Township of Bloomfield	<u>355,285</u>	<u>-</u>	<u>355,285</u>
Total liabilities	<u>752,552</u>	<u>62</u>	<u>752,614</u>
Fund Balances			
Non-spendable			
Prepaid items	23,471	2,901	26,372
Restricted	-	171,326	171,326
Committed for cash flow	4,351,765	-	4,351,765
Assigned for OPEB, compensated absences, and capital improvements	6,825,355	-	6,825,355
Unassigned	<u>100,000</u>	<u>-</u>	<u>100,000</u>
Total fund balances	<u>11,300,591</u>	<u>174,227</u>	<u>11,474,818</u>
Total liabilities and fund balances	<u>\$ 12,053,143</u>	<u>\$ 174,289</u>	<u>\$ 12,227,432</u>

See Accompanying Notes to the Financial Statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Governmental Funds Reconciliation of Fund Balances of Governmental Funds
To Net Position of Governmental Activities
March 31, 2020

Total fund balances for governmental funds	\$ 11,474,818
Total net position for governmental activities in the statement of net position is different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	25,013,017
Deferred outflows (inflows) of resources.	
Deferred inflows of resources resulting from net pension liability	(58,088)
Deferred inflows of resources resulting from net OPEB liability	(1,068,908)
Deferred outflows of resources resulting from net pension liability	875,661
Deferred outflows of resources resulting from net OPEB liability	509,449
Long-term liabilities applicable to governmental activities are not due and payable in the current period and, accordingly, are not reported as fund liabilities.	
Net pension liability	(1,599,037)
Net OPEB liability	(3,277,510)
Compensated absences	<u>(493,042)</u>
Net position of governmental activities	<u>\$ 31,376,360</u>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Governmental Funds
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Year Ended March 31, 2020

	General	Gift	Total
Revenues			
Property taxes	\$ 7,497,350	\$ -	\$ 7,497,350
Penal fines	87,723	-	87,723
State aid	32,919	-	32,919
Circulation fines and fees	74,854	-	74,854
Charges for services	13,551	-	13,551
Gift income	-	74,351	74,351
Investment earnings	306,442	1,276	307,718
Other revenue	14,123	-	14,123
	<u>8,026,962</u>	<u>75,627</u>	<u>8,102,589</u>
Total revenues			
Expenditures			
Current			
Recreation and culture			
Personnel	4,056,337	-	4,056,337
Library services	746,476	33,942	780,418
Facilities and equipment	906,340	28,078	934,418
Other expenditures	178,214	4,485	182,699
Capital outlay	2,772,666	-	2,772,666
	<u>8,660,033</u>	<u>66,505</u>	<u>8,726,538</u>
Total expenditures			
Excess (deficiency) of revenues over expenditures	<u>(633,071)</u>	<u>9,122</u>	<u>(623,949)</u>
Fund balances - beginning of year	<u>11,933,662</u>	<u>165,105</u>	<u>12,098,767</u>
Fund balances - end of year	<u>\$ 11,300,591</u>	<u>\$ 174,227</u>	<u>\$ 11,474,818</u>

See Accompanying Notes to the Financial Statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Governmental Funds
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances
of Governmental Funds to the Statement of Activities
For the Year Ended March 31, 2020

Net change in fund balances - total governmental funds \$ (623,949)

Total change in net position reported for governmental activities in the statement of activities is different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Depreciation expense	(1,336,837)
Capital outlay	3,175,668
(Loss) on disposal of capital assets	(17,050)

Expenses are recorded when incurred in the statement of activities.

Compensated absences	(11,043)
----------------------	----------

The statement of net position reports the net pension liability and deferred outflows of resources and deferred inflows related to the net pension liability and pension expense. However, the amount recorded on the governmental funds equals actual pension contributions.

Net change in net pension liability	(930,399)
Net change in the deferred inflows of resources related to the net pension liability	58,088
Net change in the deferred outflows of resources related to the net pension liability	471,208

The statement of net position reports the net OPEB liability and deferred outflows of resources and deferred inflows related to the net OPEB liability and pension expense. However, the amount recorded on the governmental funds equals actual OPEB contributions.

Net change in net OPEB liability	(21,314)
Net change in the deferred inflows of resources related to the net OPEB liability	346,157
Net change in the deferred outflows of resources related to the net OPEB liability	<u>(9,042)</u>

Change in net position of governmental activities **\$ 1,101,487**

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Proprietary Funds
Statement of Net Position
March 31, 2020

Internal
Service Fund

Assets

Current assets

Cash and cash equivalents

\$ 48,622

Liabilities

Noncurrent liabilities

Insurance claims payable

48,622

Net Position

Unrestricted

-

Total net position

\$ -

See Accompanying Notes to the Financial Statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Proprietary Funds
Statement of Revenues, Expenses and Changes in Net Position
For the Year Ended March 31, 2020

	<u>Internal Service Fund</u>
Operating revenue	
User charges	\$ <u>142,610</u>
Operating expenses	
Claims	<u>142,610</u>
Change in net position	-
Net position - beginning of year	<u>-</u>
Net position - end of year	<u><u>\$ -</u></u>

See Accompanying Notes to the Financial Statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Proprietary Funds
Statement of Cash Flows
For the Year Ended March 31, 2020

	<u>Internal Service Funds</u>
Cash flows from operating activities	
Receipts from interfund users	\$ 142,610
Payments to suppliers	<u>(93,988)</u>
Net cash provided by operating activities	<u>48,622</u>
Net increase in cash and cash equivalents	48,622
Cash and cash equivalents - beginning of year	<u>-</u>
Cash and cash equivalents - end of year	<u><u>\$ 48,622</u></u>
Reconciliation of operating income to net cash provided by operating activities	
Operating income	\$ -
Adjustments to reconcile operating income to net cash from operating activities	
Changes in assets and liabilities	
Claims payable	<u>48,622</u>
Net cash provided by operating activities	<u><u>\$ 48,622</u></u>

See Accompanying Notes to the Financial Statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Fiduciary Funds
Statement of Fiduciary Net Position
March 31, 2020

	<u>Other Employee Benefit Trust Fund</u>
Assets	
Investments	\$ 2,052,320
Liabilities	
	<u>-</u>
Net Position	
Held in trust for other post employment benefits	<u>\$ 2,052,320</u>

See Accompanying Notes to the Financial Statements

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Fiduciary Funds
Statement of Changes in Fiduciary Net Position
For the Year Ended March 31, 2020

	<u>Other Employee Benefit Trust Fund</u>
Operating revenue	
Employer contributions	\$ -
Operating expenses	
Administrative expenses	<u>10,100</u>
Operating (loss)	(10,100)
Nonoperating revenue (expenses)	
Investment (loss)	<u>(130,304)</u>
Change in net position	(140,404)
Net position - beginning of year	<u>2,192,724</u>
Net position - end of year	<u><u>\$ 2,052,320</u></u>

See Accompanying Notes to the Financial Statements

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2020

Note 1 - Summary of Significant Accounting Policies

Reporting entity

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.

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.

Government-wide and fund financial statements

The government-wide financial statements (i.e., the statement of net position and the statement of changes in activities) report information on all of the nonfiduciary activities of the Library.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement focus, basis of accounting, and financial statement presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Library considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences are recorded only when payment is due.

Property taxes, state aid, fines and fees, charges for services, investment earnings, and gift income associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Library.

The Library reports the following major governmental funds:

The General Fund is the Library's primary operating fund. It accounts for all financial resources of the Library, except those required to be accounted for in another fund.

The Gift Fund accounts for all contributions and gifts received.

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2020

Additionally, the Library reports the following:

Internal service fund which is used to account for the Library's participation in the Charter Township of Bloomfield's self-insurance program.

Fiduciary fund which is used to account for the Library's single employer, defined benefit other poste-employment benefit plan. The plan accumulates resources for other post-employment benefits payments to qualified Library employees. The funds are based on the Plans' March 31 fiscal year end.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, and 2) operating grants and contributions. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

Assets, liabilities, and net position or equity

Deposits and investments – Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value. Certificates of deposit are stated at cost which approximates fair value.

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 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.

Property taxes – Property taxes are levied on each December 1st on the taxable valuation of property as of the preceding December 31st. Taxes are considered delinquent on March 1st of the following year, at which time penalties and interest are assessed.

The 2019 taxable valuation of the property subject to the Library's millage totaled \$3,931,007,620 on which ad valorem taxes consisted of 1.9076 mills for operating purposes. This resulted in \$7,497,350 for operating purposes, exclusive of any Michigan Tax Tribunal or Board of Review adjustments.

Prepaid expenses – Certain payments to vendors reflect costs applicable to future fiscal years. For such payments in governmental funds the Library follows the consumption method, and they therefore are capitalized as prepaid items in both government-wide and fund financial statements.

Capital assets – Capital assets, which include land, buildings, furniture, and library materials are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost of more than \$5,000 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.

The reported value excludes normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or extend its useful life beyond the original estimate. In the case of donations the government values these capital assets at the estimated fair value of the item at the date of its donation.

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

Building and improvements	3 to 60 years
Furniture and equipment	3 to 20 years
Library books and materials	7 to 10 years

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2020

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

Deferred outflows of resources – A deferred outflow of resources is a consumption of net position by the government that is applicable to a future reporting period. The Library reports deferred outflows of resources as a result of pension and OPEB investment earnings. This amount is the result of a difference between what the plans expected to earn from plan investments and what is actually earned. This amount will be amortized over future periods and will be included in pension and OPEB expense. Changes in assumptions and experience differences relating to the net pension and OPEB liability are deferred and amortized over the expected remaining services lives of the employees and retirees in the plan.

Compensated absences – Compensated absences represent the estimated liability to be paid to employees under the Library's compensated absence 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. Compensated absences are generally liquidated by the General Fund.

Pensions – For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Plan and additions to/deductions from Plan's fiduciary net position have been determined on the same basis as they are reported to the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Other Postemployment Benefits (OPEB) – For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the plan and additions to/deductions from plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments, which are reported at cost.

Deferred inflows of resources – A deferred inflow of resources is an acquisition of net position by the government that is applicable to a future reporting period. For governmental funds this includes unavailable revenue in connection with receivables for revenues that are not considered available to liquidate liabilities of the current period. The Library reports deferred inflows of resources as a result of pension and OPEB investment earnings. This amount is the result of a difference between what the plan expected to earn from the plan investments and what the plan actually earned. This amount will be amortized over future periods and included in pension and OPEB expense. Changes in assumption differences relating to the net pension and OPEB liability are deferred and amortized over the expected remaining services lives of the employees and retirees in the plan.

Fund Balance – In the fund financial statements, governmental funds report fund balance in the following categories:

Non-spendable – assets that are not available in a spendable form.

Restricted – amounts that are legally imposed or otherwise required by external parties to be used for a specific purpose.

Committed – amounts constrained on use imposed by the Library's highest level of decision-making, its Board of Trustees. A fund balance commitment may be established, modified, or

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2020

rescinded by a resolution of the Board of Trustees.

Assigned – amounts intended to be used for specific purposes, as determined by management. Residual amounts in governmental funds other than the general fund are automatically assigned by their nature.

Unassigned – all other resources; the remaining fund balances after non-spendable, restrictions, commitments and assignments.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Library's policy is to consider restricted funds spent first.

When an expenditure is incurred for purposes for which committed, assigned, or unassigned amounts could be used, the Library's policy is to consider the funds to be spent in the following order: (1) committed, (2) assigned, (3) unassigned.

The amounts included in assigned fund balance are as follows:

Compensated absences liability	\$ 493,042
60% of OPEB obligation	2,940,000
Capital improvements	<u>3,392,313</u>
	<u>\$ 6,825,355</u>

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows, liabilities, deferred inflows and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

Adoption of New Accounting Standards

Statement No. 84, *Fiduciary Activities* requires the governmental entity to focus on whether the entity is controlling the assets of the fiduciary activity and the beneficiaries with whom the relationship exists and requires the entity to consider if it should be reported in a governmental fund or one of the four fiduciary fund types (pension and other employee benefit trust funds, investment trust funds, private-purpose trust funds, and custodial funds). The requirements of this Statement are effective for the fiscal year ending March 31, 2020.

Statement No. 92, *Omnibus 2020* enhances comparability in accounting and financial reporting and improves the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics and includes specific provisions about the following: (1) The effective date of Statement No. 87, Leases, and Implementation Guide No. 2019-3, Leases, for interim financial reports (2) Reporting of intra-entity transfers of assets between a primary government employer and a component unit defined benefit pension plan or defined benefit other postemployment benefit (OPEB) plan. (3) The applicability of Statements No. 73, Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68, as amended, and No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans, as amended, to reporting assets accumulated for postemployment benefits. (4) The applicability of certain requirements of Statement No. 84, Fiduciary Activities, to postemployment benefit arrangements. (5) Measurement of liabilities (and assets, if any) related to asset retirement obligations (AROs) in a government acquisition. (6) Reporting by public entity risk pools for amounts that are recoverable from reinsurers or excess insurers. (7) Reference to nonrecurring fair value measurements of assets or liabilities in authoritative literature. (8) Terminology used to refer to derivative instruments.

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2020

Upcoming Accounting and Reporting Changes

In addition, the Governmental Accounting Standards Board has released the following Statements.

Statement No. 87, *Leases* increases the usefulness of the financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. A lessee will be required to recognize a lease liability and an intangible right-to-use a lease asset, and a lessor will be required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about leasing activities. The requirements of this Statement are effective for the fiscal year ending March 31, 2022.

Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period* enhances the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and to simplify accounting for interest cost incurred before the end of a construction period. It requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reporting in a business-type activity or enterprise fund. Interest cost incurred before the end of a construction period should be recognized as an expenditure for financial statements prepared using the current financial resources measurement. The requirements of this Statement are effective for the fiscal year ending March 31, 2022.

Statement No. 91, *Conduit Debt Obligations* provides a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures. This statement is effective for the year ending June 30, 2023.

Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance* provides temporary relief to governments and other stakeholders in light of the COVID-19 pandemic and provides postponement of effective dates for certain GASB Statements. This statement was effective upon issuance in May of 2020.

The Library is evaluating the impact that the above GASB Statements will have on its financial reporting.

Note 2 - Stewardship, Compliance, and Accountability

Budgetary information

The Library is subject to the budgetary control requirements of the Uniform Budgeting Act (P.A. 621 of 1978, as amended). Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the General Fund and all Special Revenue Funds. All annual appropriations lapse at fiscal year end.

The Library prepares the proposed operating budget for the fiscal year commencing April 1. Prior to incurring significant expenditures, the budget is then legally enacted through Board of Trustees action. The budget is then legally adopted and maintained at the functional level in the General Fund, which corresponds to the level of detail shown in the

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2020

budgetary comparison schedules. The Gift Fund is adopted and maintained at the fund level. Budgeted amounts are reported as originally adopted and as amended by the Board of Trustees during the year.

Note 3 - Deposits and Investments

At year end the Library's deposits and investments were reported in the financial statements in the following categories:

	Cash and Cash Equivalents	Investments	Total
Governmental activities	\$ 501,352	\$ 11,748,330	\$ 12,249,682
Fiduciary funds	-	2,052,320	2,052,320
Total	<u>\$ 501,352</u>	<u>\$ 13,800,650</u>	<u>\$ 14,302,002</u>

The breakdown between deposits and investments is as follows:

	Primary Government	Fiduciary Funds	Total
Bank deposits (checking and savings accounts and certificates of deposit)	\$ 497,352	\$ -	\$ 497,352
Investments	11,748,330	2,052,320	13,800,650
Petty cash and cash on hand	<u>4,000</u>	<u>-</u>	<u>4,000</u>
	<u>\$ 12,249,682</u>	<u>\$ 2,052,320</u>	<u>\$ 14,302,002</u>

As of year end, the Library had the following investments:

Investment	Fair Value	Maturities	Rating	Organization
US Treasury notes	\$ 3,015,700	4/2020 to 10/2020	AAA	Moody's
Fixed income mutual funds	9,507,139	N/A	N/A	N/A
International equities	310,675	N/A	N/A	N/A
US equities	<u>967,136</u>	N/A	N/A	N/A
	<u>\$ 13,800,650</u>			

Interest rate risk – The Library's investment policy does not have specific limits in excess of State law on investment maturities to manage its exposure to fair value losses from changes in interest rates.

Credit risk – State statutes authorize the government to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations which have an office in Michigan. The local unit is allowed to invest in bonds, securities and other obligations of the United States, or any agency or instrumentality of the United States. United States government or federal agency obligations; repurchase agreements; bankers acceptance of United States Banks; commercial paper rated within the two highest classifications which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or any of its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan. The investment policy adopted by the Library authorizes investment in bonds and securities of the United States government and bank accounts and certificates of deposit, as well as the remainder of State statutory authority as listed above.

Concentration of credit risk – The Library has no policy that would limit the amount that may be issued in any one issuer.

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2020

Custodial credit risk - deposits – In the case of deposits, this is the risk that in the event of bank failure, the government's deposits may not be returned to it. State law does not require and the Library does not have a policy for custodial credit risk. As of year end, no such amounts were exposed to custodial credit risk because they were uninsured and uncollateralized.

Custodial credit risk – investments – For an investment, this 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, 2020 are not subject to custodial credit risk.

Note 4 - Fair Value Measurements

The Library categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

The prices for most securities and certain security transactions are obtained by the investment custodian from independent quotation services whose appraisals are based on closing price(s), bid-ask quotations, or other factors; however, the investment custodian calculates prices for certain securities using information from independent and internal sources.

The Library has the following recurring fair value measurements as of March 31, 2020:

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)	
US Treasury notes	\$ -	\$ 3,015,700	\$ -	\$ 3,015,700
Fixed income mutual funds	9,507,139	-	-	9,507,139
International equities	310,675	-	-	310,675
US equities	<u>967,136</u>			<u>967,136</u>
Total	<u>\$ 10,784,950</u>	<u>\$ 3,015,700</u>	<u>\$ -</u>	<u>\$ 13,800,650</u>

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2020

Note 5 - Assets Held at Community Foundation

There are six endowment funds that are held and managed by the Community Foundation for Southeastern Michigan (CFSEM) for the benefit 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 T. Atkinson Fund	Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	Jeanette P. Myers Memorial Scholarship Fund	Fair Radom Garden Endowment Fund	Library Director's Legacy Endowment Fund	Total
Balance - January 1, 2019	\$ 34,094	\$ 27,556	\$ 31,369	\$ 13,784	\$ 14,657	\$ 15,690	\$ 137,150
Contributions	100	-	-	100	-	-	200
Distribution	-	(1,297)	(1,500)	(647)	(333)	-	(3,777)
Investment earnings (losses)	<u>6,232</u>	<u>4,900</u>	<u>5,444</u>	<u>2,463</u>	<u>2,610</u>	<u>2,799</u>	<u>24,448</u>
Balance - December 31, 2019	<u>\$ 40,426</u>	<u>\$ 31,159</u>	<u>\$ 35,313</u>	<u>\$ 15,700</u>	<u>\$ 16,934</u>	<u>\$ 18,489</u>	<u>\$ 158,021</u>

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2020

Note 6 - Capital Assets

Capital asset activity for the current year is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Capital assets not being depreciated				
Land	\$ 131,015	\$ -	\$ -	\$ 131,015
Capital assets being depreciated				
Building and improvements	27,287,953	2,077,212	-	29,365,165
Furniture and equipment	4,791,502	633,137	253	5,424,386
Library books and materials	3,754,019	465,319	814,414	3,404,924
Total capital assets being depreciated	35,833,474	3,175,668	814,667	38,194,475
Less accumulated depreciation for				
Building and improvements	6,662,865	565,665	-	7,228,530
Furniture and equipment	4,088,034	223,431	118	4,311,347
Library books and materials	2,022,354	547,741	797,499	1,772,596
Total accumulated depreciation	12,773,253	1,336,837	797,617	13,312,473
Net capital assets being depreciated	23,060,221	1,838,831	17,050	24,882,002
Governmental activities capital assets, net	\$ 23,191,236	\$ 1,838,831	\$ 17,050	\$ 25,013,017

Note 7 - Long-Term Debt

Long-term obligation activity is summarized as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Compensated absences	\$ 481,999	\$ 177,843	\$ 166,800	\$ 493,042	\$ 178,434

Note 8 - Debt Service Commitment

On November 7, 2013, the Charter Township of Bloomfield (the "Township") issued General Obligation Limited Tax Pension Obligation Bonds (Series 2013) 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. Additionally, on August 16, 2019, the

Township issued General Obligation Limited Tax Pension Obligation Refunding Bonds (Series 2019) in the amount of \$49,995,000 in order to advance refund a portion of the outstanding Series 2013 bonds. The Library's Board of Trustees have agreed to participate in the debt service applicable to these bonds by paying a percentage of the total principal and interest requirements based on the pension accrued liability of the Library relative to the total pension accrued liability of the Township. This percentage has ranged from 3.42% to 3.77%. The committed principal and interest balance of \$2,833,149 is payable through May 1, 2032, with \$219,629 being due in the 2021 fiscal year at the current rate of 3.63%. This commitment will be serviced with revenues of the General Fund.

Note 9 - Risk Management

The Library is exposed to various risks of loss related to property loss, torts, errors and omissions and employee injuries (workers' compensation), as well as medical benefits provided to employees. The Library participates with the Charter Township of Bloomfield in its risk management program to cover these risks.

Note 10 - Self-Insurance

The Library participates with the Charter Township of Bloomfield's health insurance plan which transitioned to a self-insurance plan on January 1, 2020. The self-insurance program is accounted for in the Internal Service Fund. Cigna administers and processes the daily claims. The Library is responsible for individual claims up to \$100,000. The revenues to this fund's operation are reimbursements from the Library's General Fund. The liability at the end of the year is based on claims already incurred and reported and on estimates of incurred but not reported claims as provided by Cigna.

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2020

The changes in the claims liability for the fiscal year ended March 31, 2020 is as follows:

Beginning	Current Year		Ending
Claims Liability	Claims and Changes in Reserves	Claims Paid	Claims Liability
\$ -	\$ 142,610	\$ 93,988	\$ 48,622

Note 11 - Defined Contribution Benefit Plan

Plan Description – Qualified, full-time employees of 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, 2020, there were 11 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 \$58,977 for the year ended March 31, 2020.

Note 12 - Defined Benefit Pension 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.

Employees covered by benefit terms – At the January 1, 2019 valuation date, the following employees were covered by benefit terms:

Inactive employees or beneficiaries	
currently receiving benefits	19
Inactive employees entitled to, but not	
yet receiving benefits	2
Active employees	13
	<u>34</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, 2020 was \$127,285, and was equal to the actuarially required contribution for the year.

Net pension liability – The Library’s net pension liability was determined as of March 31, 2020 (“Measurement Date”) and the actuarial valuation was performed as of January 1, 2019 (“Valuation Date”).

Actuarial assumptions – The total pension liability in the January 1, 2019 annual actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement include: 1) Salary increases 3.50% in the long-term; 2) Investment rate of return of 6.0%, net of investment expense, including inflation.

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2020

Mortality rates used were based on the RP2014 Total Data Set Mortality Table with Scale MP-2017 for Division 0, 1, and 3 and RP2014 Blue Collar Mortality Table with Scale MP-2017 for Divisions 2, 4, 5, and 7.

The actuarial assumptions used in valuation were based on the results of the most recent actuarial experience study.

The long-term expected rate of return on pension plan investments was determined using a model method in which the best-estimate ranges of expected future real rates of return (expected returns, net of investment and administrative expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates or 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>
US core fixed income	50.0%	2.37%
US equity market	31.0%	4.99%
Foreign developed equity	19.0%	6.12%

Discount rate – The discount rate used to measure the total pension liability is 6.0%. The projection of cash flows used to determine the discount rate assumes that employer and employee contributions will be made at the rates agreed upon for employees and the actuarially determined rates for employers. Based on these assumptions, the pension plans fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Total Pension Liability	
Service cost	\$ 104,182
Interest on the total pension liability	498,970
Changes in assumptions	249,942
Differences between expected and actual experience	30,521
Benefit payments and refunds	<u>(442,056)</u>
Net change in total pension liability	441,559
Total pension liability - beginning	<u>8,301,743</u>
Total pension liability - ending (a)	<u>\$ 8,743,302</u>
Plan Fiduciary Net Position	
Employee contributions	\$ 10,409
Employer contributions	127,285
Pension plan net investment income (loss)	(182,378)
Benefit payments and refunds	(442,056)
Pension plan administrative expense	<u>(2,100)</u>
Net change in plan fiduciary net position	(488,840)
Plan fiduciary net position - beginning	<u>7,633,105</u>
Plan fiduciary net position - ending (b)	<u>7,144,265</u>
Net pension liability (a-b)	<u>\$ 1,599,037</u>
Plan fiduciary net position as a percentage of total pension liability	81.71%
Covered payroll	\$ 914,893
Net pension liability as a percentage of covered employee payroll	174.78%

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2020

Sensitivity of the net pension liability to changes in the discount rate – The following presents the net pension liability of the employer, calculated using the discount rate of 6.0%, as well as what the employer's net pension liability would be using a discount rate that is 1% point lower (5%) or 1% higher (7%) than the current rate.

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
Net pension liability	<u>\$ 2,750,077</u>	<u>\$ 1,599,037</u>	<u>\$ 646,602</u>

Pension expense and deferred outflows of resources related to pensions – For the year ended March 31, 2020, the employer recognized pension expense was \$528,387. The employer 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>	<u>Total to Amortize</u>
Differences in experience	\$ 22,426	\$ -	\$ 22,426
Changes in assumptions	167,775	(58,088)	109,687
Net difference between projected and actual earning on plan investments	<u>685,460</u>	<u>-</u>	<u>685,460</u>
Total	<u>\$ 875,661</u>	<u>\$ (58,088)</u>	<u>\$ 817,573</u>

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

<u>Year Ended March 31,</u>	
2021	\$ 239,283
2022	280,932
2023	181,039
2024	<u>116,319</u>
	<u>\$ 817,573</u>

Note 13 - Other Postemployment Benefits

Plan description – The Library provides retiree healthcare benefits to eligible full-time employees hired before May 1, 2011 and their spouses/qualified dependents. The benefits provided to Library employees have been established by a resolution of the Library's Board of Trustees.

Employees covered by benefit terms – At March 31, 2020, the plan membership consisted of the following:

Inactive plan members or beneficiaries currently receiving benefit payments	1
Inactive plan members entitled to, but not yet receiving benefit payments	24
Active plan members	<u>14</u>
	<u>39</u>

The plan is closed to new members.

Contributions – 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.

Net OPEB liability – The OPEB liability was measured as of March 31, 2020 ("Measurement Date"), and the actuarial valuation used for the measurement was as of April 1, 2018 ("Valuation Date").

Actuarial assumptions – The total OPEB liability was determined by an actuarial valuation as of April 1, 2018, using the following actuarial assumptions, applied to all periods included in the measurement.

Bloomfield Township Public Library
Notes to the Financial Statements
March 31, 2020

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates – The following presents the total OPEB liability of the Library, as well as what the Library's total OPEB liability would be if were calculated using healthcare cost trend rates that are 1% lower or 1% higher than the current healthcare cost trend rates:

	<u>1% Decrease</u>	<u>Healthcare Cost Trend Rates</u>	<u>1% Increase</u>
Net OPEB liability	\$ 2,628,401	\$ 3,277,510	\$ 4,087,180

OPEB expense and deferred outflows of resources and deferred inflows of resources related to OPEB – For the year ended March 31, 2020, the employer recognized OPEB expense of (\$37,937). The employer reported deferred outflows and inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Total to Amortize</u>
Differences in experience	\$ 339,701	\$ -	\$ 339,701
Changes in assumptions	-	(1,068,908)	(1,068,908)
Net difference between projected and actual earning on plan investments	169,748	-	169,748
Total	\$ 509,449	\$ (1,068,908)	\$ (559,459)

Amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ended March 31,</u>	
2021	\$ (350,361)
2022	(301,410)
2023	38,717
2024	<u>53,595</u>
	<u>\$ (559,459)</u>

Note 14 - 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, 2020, there were 11 plan members.

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 \$26,058 and employees made contributions of \$12,071 to the plan for the year ended March 31, 2020.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Required Supplementary Information
Budgetary Comparison Schedule
General Fund
For the Year Ended March 31, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		<u>(Negative)</u>
Revenues				
Property taxes	\$ 7,310,390	\$ 7,434,405	\$ 7,497,350	\$ 62,945
Penal fines	84,528	87,628	87,723	95
State aid	28,491	32,891	32,919	28
Circulation fines and fees	85,000	76,500	74,854	(1,646)
Charges for services	14,738	14,738	13,551	(1,187)
Investment earnings	67,150	90,000	306,442	216,442
Other revenue	<u>14,466</u>	<u>14,466</u>	<u>14,123</u>	<u>(343)</u>
Total revenues	<u>7,604,763</u>	<u>7,750,628</u>	<u>8,026,962</u>	<u>276,334</u>
Expenditures				
Personnel	4,165,303	4,322,597	4,056,337	266,260
Library services	870,134	846,839	746,476	100,363
Facilities and equipment	994,137	967,657	906,340	61,317
Other expenditures	<u>3,133,364</u>	<u>3,524,637</u>	<u>2,950,880</u>	<u>573,757</u>
Total expenditures	<u>9,162,938</u>	<u>9,661,730</u>	<u>8,660,033</u>	<u>1,001,697</u>
(Deficiency) of revenues over expenditures	<u>(1,558,175)</u>	<u>(1,911,102)</u>	<u>(633,071)</u>	<u>1,278,031</u>
Fund balance - beginning of year	<u>11,933,662</u>	<u>11,933,662</u>	<u>11,933,662</u>	<u>-</u>
Fund balance - end of year	<u>\$ 10,375,487</u>	<u>\$ 10,022,560</u>	<u>\$ 11,300,591</u>	<u>\$ 1,278,031</u>

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Required Supplementary Information
Budgetary Comparison Schedule
Gift Fund
For the Year Ended March 31, 2020

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Gift income	\$ 500	\$ 72,640	\$ 74,351	\$ 1,711
Investment earnings	200	200	1,276	1,076
Total revenues	700	72,840	75,627	2,787
Expenditures				
Library services	53,840	98,539	33,942	64,597
Facilities and equipment	22,360	41,462	28,078	13,384
Other expenditures	85,995	94,334	4,485	89,849
Total expenditures	162,195	234,335	66,505	167,830
Excess (deficiency) of revenues over expenditures	(161,495)	(161,495)	9,122	170,617
Fund balance - beginning of year	165,105	165,105	165,105	-
Fund balance - end of year	\$ 3,610	\$ 3,610	\$ 174,227	\$ 170,617

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Required Supplementary Information
Retirement System
Schedule of Employer Contributions
March 31, 2020

<u>Actuarial Valuation Date</u>	<u>Actuarially Determined Contribution</u>	<u>Actual Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Payroll</u>	<u>Actual Contribution as a % of Covered Payroll</u>
2016	\$ -	\$ -	\$ -	\$ 1,078,668	- %
2017	-	-	-	948,042	- %
2018	-	-	-	948,042	- %
2019	134,994	134,994	-	948,596	14.23%
2020	127,285	127,285	-	914,893	13.91%

Note: GASB Statement No. 68 was implemented for the fiscal year ended March 31, 2016 and does not require retroactive implementation. Data will be added as information is available until 10 years of such data is available.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Required Supplementary Information
Retirement System
Schedule of Changes in Net Pension Liability and Related Ratios
March 31, 2020

Fiscal year ended March 31,	2020	2019	2018	2017	2016
Total Pension Liability					
Service cost	\$ 104,182	\$ 104,568	\$ 108,515	\$ 116,520	\$ 108,762
Interest on the total pension liability	498,970	479,354	475,572	458,983	442,247
Changes in assumptions	249,942	(174,265)	-	-	-
Differences between expected and actual experience	30,521	2,526	160,097	67,807	251,783
Benefit payments and refunds	<u>(442,056)</u>	<u>(422,907)</u>	<u>(407,372)</u>	<u>(376,909)</u>	<u>(350,338)</u>
Net change in total pension liability	441,559	(10,724)	336,812	266,401	452,454
Total pension liability - beginning	<u>8,301,743</u>	<u>8,312,467</u>	<u>7,975,655</u>	<u>7,709,254</u>	<u>7,256,800</u>
Total pension liability - ending (a)	<u>\$ 8,743,302</u>	<u>\$ 8,301,743</u>	<u>\$ 8,312,467</u>	<u>\$ 7,975,655</u>	<u>\$ 7,709,254</u>
Plan Fiduciary Net Position					
Employee contributions	\$ 10,409	\$ 10,648	\$ 11,407	\$ 11,942	\$ 11,194
Employer contributions	127,285	134,994	-	-	-
Pension plan net investment income (loss)	(182,378)	176,628	363,435	521,445	(5,556)
Benefit payments and refunds	(442,056)	(422,907)	(407,372)	(376,909)	(350,338)
Pension plan administrative expense	<u>(2,100)</u>	<u>(3,223)</u>	<u>(3,061)</u>	<u>(3,252)</u>	<u>(3,105)</u>
Net change in plan fiduciary net position	(488,840)	(103,860)	(35,591)	153,226	(347,805)
Plan fiduciary net position - beginning	<u>7,633,105</u>	<u>7,736,965</u>	<u>7,772,556</u>	<u>7,619,330</u>	<u>7,967,135</u>
Plan fiduciary net position - ending (b)	<u>\$ 7,144,265</u>	<u>\$ 7,633,105</u>	<u>\$ 7,736,965</u>	<u>\$ 7,772,556</u>	<u>\$ 7,619,330</u>
Net pension liability (a-b)	<u>\$ 1,599,037</u>	<u>\$ 668,638</u>	<u>\$ 575,502</u>	<u>\$ 203,099</u>	<u>\$ 89,924</u>
Plan fiduciary net position as a percentage of total pension liability	81.71%	91.95%	93.08%	97.45%	98.83%
Covered payroll	\$ 914,893	\$ 948,596	\$ 948,042	\$ 948,042	\$ 1,078,668
Net pension liability as a percentage of covered employee payroll	174.78%	70.49%	60.70%	21.42%	8.34%

*GASB Statement No. 68 was implemented for the fiscal year ended March 31, 2016 and does not require retroactive implementation.
Data will be added as information is available until 10 years of such data is available.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Required Supplementary Information
Retirement System
Schedule of Investment Returns
March 31, 2020

<u>Fiscal Year Ended March 31,</u>	<u>Annual Return % *</u>
2016	-0.10%
2017	6.90%
2018	4.70%
2019	2.30%
2020	-2.41%

* Annual money-weighted rate of return, net of investment expenses

GASB Statement No. 68 was implemented for the fiscal year ended March 31, 2016 and does not require retroactive implementation
Data will be added as information is available until 10 years of such data is available.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Required Supplementary Information
Other Post-employment Benefits
Schedules of Employer Contributions
March 31, 2020

<u>Fiscal Year Ending March 31,</u>	<u>Actuarially Determined Contribution</u>	<u>Actual Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Payroll</u>	<u>Contribution as a % of Covered Payroll</u>
2018	\$ 577,040	\$ 166,632	\$ 410,408	\$ 1,087,983	15.32%
2019	636,780	2,263,881	(1,627,101)	893,666	253.33%
2020	383,241	277,864	105,377	893,666	31.09%

Notes to Schedule of Contributions

Valuation date: April 1, 2018

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry Age Normal
Amortization method	Level dollar
Remaining amortization period	20 years
Asset valuation method	Market Value
Inflation	2.70%
Healthcare cost trend rates	5.50% - 4.60% over 66 years
Salary increases	3.50%
Discount rate	6.00%

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Required Supplementary Information
Other Post-employment Benefits
Schedule of Changes in Total OPEB Liability and Related Ratios
March 31, 2020

Fiscal year ended March 31,	2020	2019	2018
Total OPEB Liability			
Service cost	\$ 107,417	\$ 183,209	\$ 225,477
Interest	325,586	249,838	239,445
Benefit payments	(277,864)	(179,825)	(166,632)
Differences between expected and actual experience	-	697,281	(30,198)
Changes in assumptions	(281,229)	(1,822,978)	-
Net change in total OPEB liability	(126,090)	(872,475)	268,092
Total OPEB liability - beginning	5,455,920	6,328,395	6,060,303
Total OPEB liability - ending (a)	<u>\$ 5,329,830</u>	<u>\$ 5,455,920</u>	<u>\$ 6,328,395</u>
Plan Fiduciary Net Position			
Employer contributions	\$ 277,864	\$ 2,263,881	\$ 166,632
Net investment income (loss)	(136,404)	115,668	-
Benefit payments	(277,864)	(179,825)	(166,632)
Administrative expense	(11,000)	-	-
Net change in plan fiduciary net position	(147,404)	2,199,724	-
Plan fiduciary net position - beginning	2,199,724	-	-
Plan fiduciary net position - ending (b)	<u>\$ 2,052,320</u>	<u>\$ 2,199,724</u>	<u>\$ -</u>
Net OPEB liability (a-b)	<u>\$ 3,277,510</u>	<u>\$ 3,256,196</u>	<u>\$ 6,328,395</u>
Plan fiduciary net position as a percentage of total OPEB liability	38.51%	40.32%	- %
Covered payroll	\$ 893,666	\$ 893,666	\$ 1,087,983
Net OPEB liability as a percentage of covered employee payroll	366.75%	364.36%	581.66%

*GASB Statement No. 75 was implemented for the fiscal year ended March 31, 2018 and does not require retroactive implementation.
Data will be added as information is available until 10 years of such data is available.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
Required Supplementary Information
Other Post-Employment Benefits
Schedule of Investment Returns
March 31, 2020

Fiscal Year Ended March 31,	Annual Return % *
2018	N/A
2019	24.12%
2020	-6.22%

* Annual money-weighted rate of return, net of investment expenses

GASB Statement No. 74 was implemented for the fiscal year ended March 31, 2018 and does not require retroactive implementation
Data will be added as information is available until 10 years of such data is available.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: September 8, 2020

SUBJECT: FY 2019/2020 Annual Report

Our Library's Annual Report for FY 2019/2020 is attached for your review. It is great fun to review the previous year and take stock of accomplishments and events that took place in the previous fiscal year. It is easy to get caught up in moving from one project to another, so pausing to gather important moments from the recent past is energizing and a pleasure. Library staff is never short on ideas, innovation, or enthusiasm, nor are there many dull moments in the life of our Library, especially this year with so many building projects, many of which happened at the same time.

I've included just a few highlights of our events, programs and accomplishments of this past year.

- The Library's roof was completely rejuvenated. It is a great relief to have such a major and needed repair completed.
- A beautiful new floor was installed in the Library's lobby.
- The Space Needs Assessment of the previous year resulted in the creation of the Commons, an attractive and high functional area that adds 70 new places to sit to study, write, dream, or connect with neighbors over a game.
- The Library's third annual community photo contest was very successful, gaining more entries and participants than the previous year. Sixty-four Bloomfield Township residents submitted 111 photos around the theme of "Light and Dark".
- Library staff helped to strengthen our relationship with several community organizations. Summer reading was promoted through the E. L. Johnson Nature Center, Cranbrook Art Museum, Haven, and Equinox Fitness. The Library joined Bloomfield Hills East Hills and Bloomfield Hills Middle School for a "Book of the Year" challenge. We value our community relationships so very much.
- Our generous Friends of the Library gave \$58,750 in FY 2019/2020 to the Library to fund a special lighting rig and stage extender to make the Community Room an even better concert space, a brand new special Youth Services collection called Wonderbooks, a microfilm scanner for the continuing digitization of the Birmingham-Bloomfield Eccentric project, plus program prizes and supplies, and garden enhancements just to name a few items their generosity provided.

- The Library began offering a new digital movie streaming service called Kanopy.
- Library grounds received a lovely new garden made possible with gifts in memory of Virginia Smith.

These examples are just a few of the accomplishments of this past year. I remain ever so grateful to the Library Board for your unwavering support, to the Friends for their generosity that helps this Library be so great and to our amazing library staff who make it all happen!

The Annual Investment Report also is included for your review and as required. 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 Library FY 2019/2020 Annual Report will be posted on the Library website and will be distributed to the Friends Board. At the September 15, 2020 meeting of the Trustees, I will electronically share highlights from the annual report and accompanying notebook. Usually, the notebook would be available for you to browse at the meeting. Since we will not be meeting in person, I will leave the notebook at the Welcome Desk through the end of September in case you want to take a look while you visit the Library, and you may ask to see the notebook anytime. The 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! It is a wonderful snapshot of a year in the life of Bloomfield Township Public Library and will be permanently kept in the Library Archives.

Many thanks to all Library Department Heads for submitting their summaries of the year's activities in their respective departments. I received a lot of help from Administration Clerks Jane Bersche and Laura Moore as well. 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 2019/2020.

■ HIGHLIGHTS OF THE 2019/2020 FISCAL YEAR

This was a year of making our already wonderful library building even better. Between May 2019 and February 2020, the Library received a new roof, a new floor in the lobby, and a new space called the Commons.

A bid to rejuvenate the **Library’s roof** was awarded to CEI in May, with another bid to renovate the lobby floor awarded to Rewold and Sons. Work was also performed at this time to mitigate a problem with standing water on the west side of the library campus.

The Library’s 2016-2020 Strategic Plan included a goal to provide flexible and attractive spaces for a variety of patron needs. With this in mind, in May 2019 library management participated in a design think workshop, along with Interior Designer Geraldine Drake, to draft a problem statement that would drive the design of a new space being created where the Media collection had previously been located. The resulting statement was: “Provide a flexible space for a variety of users and activities that is accessible and engaging to all in proximity to the rest of the library.”



The Library’s design think tank hard at work.

On June 5, 2019, the shelving in the former Media area was dismantled and removed. With the shelving gone, prototype furniture was brought in for patrons to try and report feedback. This experiment proved to be successful, and helped in planning the area’s final furnishings, lighting, and carpeting.

At the same time the lobby was cleared of everything – from vending machines to the Welcome Desk – in order to install **a beautiful new floor**. The Welcome Desk was moved and Clerks were relocated to a temporary table near Circulation. Furniture from the Vending Café was placed in the former Media area, and test furniture remained in place as well throughout the summer. The timing for having this large space and extra furniture was fortuitous, as the new test area quickly became a spot for patrons to gather while the popular Vending Café was closed.

The new test space was given an official name, “**The Commons**,” receiving new carpeting and a fresh coat of paint. An innovative electrical system with low-profile tracks running underneath the carpet to free-standing power poles was installed in the area providing convenient electrical access to patrons, and eliminating the need and demand for fixed wall outlets.

In early 2020, improvements continued to be made. New lighting was installed outside of the restrooms in the Commons, brightening up an area that had long been a “dark corner” of the Library and serving as a wayfinding improvement. The lobby stairway also received a facelift, with heavy duty vinyl flooring in a unique design, making the stairway easier to clean. As the fiscal year drew to a close, it was exciting to see the beautiful results of all of the hard work put into these year-long improvement projects.

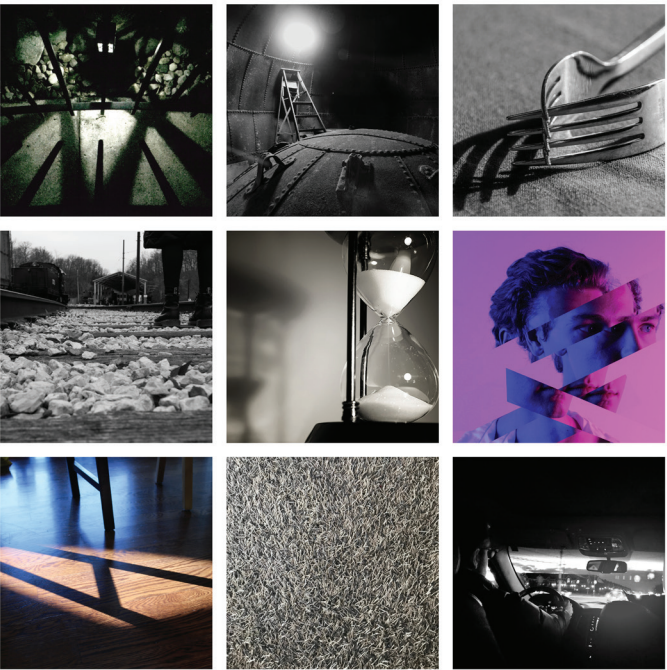


The completed Library Commons.



The various stages of the new lobby floor.

■ PROGRAMS AND EVENTS



The Library’s third **community-wide photo contest** came to a close on April 13, 2019 with a reception held at the Library. The theme “Light and Dark” challenged photographers both technically and creatively. The contest received 111 photo submissions from 64 residents, and has certainly become a wonderful community event for all ages.

Pictured at left are the winning photos. From the upper left corner, top row: Adult Category

– First Place “*Moonlit Solarlight*” Julie Maher, Second Place “*One Way Out*” Timothy Zulewski, and Third Place “*Forks Black and White*” Sally Matak. Middle row: Teen ages 13-18 – First Place “*Railroad Reverence*” Kosta Sergakis, Second Place “*Stopping Time*” Marissa Malleck, and Third Place “*Broken*” Chloe Kiriluk. Bottom row: Youth ages 0-12 – First Place “*A’ Shadow Letter*” Kobin Kothari, Second Place “*Fresh*” Sajin Peponis, and Third Place “*Backseat Driver*” Lochlan Dixon. The Best in Show winner, “*A Quiet Moment in the Shade*” by Amy Messano (pictured at right), has been framed, and joins our previous two year’s winners on display in the staff hallway.



■ AWARDS AND RECOGNITION



Pictured left to right: Bloomfield Township Public Library Board Trustees Judy Lindstrom and Eli Greenbaum present Myers Scholarship awards to Circulation Department Head Anna Pelepchuk and Katarina Moore, daughter of Administration Clerk Laura Moore.

The **Myers Scholarship** was awarded to three recipients this year: Katarina Moore, Anna Pelepchuk, and Erin Gieselman. Katarina, the daughter of Administration Clerk Laura Moore, is studying English and Speech at the University of Michigan-Dearborn. Anna Pelepchuk, the Library’s Circulation Department Head, is pursuing a BA in Business Administration at University of the People. Erin Gieselman, a Youth Services Page and Bloomfield Township resident, is studying for a Bachelor of Arts in Media with a focus on advertising at Indiana University.

In April 2019, Youth Services Assistant Department Head Jen Taggart received a **special proclamation from the Oakland County Board of Commissioners** for her work on the Youth Services Accessibility Services Collection (formerly Special Needs Collection). The proclamation was presented in person by Commissioners Shelly Taub and Marcia Gershenson.

■ GIFTS AND DONATIONS



Utilizing a generous gift, **a garden honoring the memory of** former staff member, Trustee, and Friends of the Library Board member **Virginia Smith** was created (left). Virginia was an avid gardener, and had previously donated a tri-color beech tree that was planted on the library’s campus last year. Both Virginia’s garden and her tree now greet visitors at the entrance to the library parking lot. Many thanks also to the Friends of the Library for approving funding for west side berm improvements. Hardy shrubs and trees now beautify this site that is often exposed to wind gusts and salt from Telegraph Road.

The **Friends of the Library** were very generous to the Library once again, with donations received totaling \$58,750. These funds made so many exciting things possible, including new lighting rigs for concerts in the Community Room, a microfilm scanner for our years-long digitizing project of the Birmingham-Bloomfield Eccentric, a new Youth Services collection called Wonderbooks, plus numerous program supplies and prizes, garden enhancements, and much-needed equipment.



Supported by Friends of the Library donations, new lighting rigs illuminate one of the Library’s popular Friday night concerts.

■ OUR LIBRARY TEAM

Library staff started using a new software tool called “When I Work,” designed to make scheduling staff shifts and processing payroll more efficient and accurate.



Staff Development Day was held May 3, 2019, with the theme “Get on the Zing Train.” Trainers from Zingerman’s ZingTrain presented a helpful workshop on customer service.

On a sad note, we lost a beloved member of the Library family this year. Jae Stepanian (pictured at left), a Page for 19 years, passed away on August 12, 2019. Jae was loved by all and is sorely missed.



Staff Development Day, May 3, 2019.

■ COLLECTIONS

The Library began offering **Kanopy**, a new digital movie streaming service. Kanopy is loaded with award-winning and independent films and documentaries, and has great content for kids.

The Library's collections are ever-evolving, and so is language. This fall, the previously named Special Needs collection took on a more inclusive name as the **Accessibility Services Collection** (ASC). This name change reflects the Library's desire to remain aligned with the accessibility community, and to continue to reduce barriers to library collections and services.

■ COMMUNITY COLLABORATIONS

Summer reading kicked off June 17, 2019, with the theme "A Universe of Stories." Adult and Youth Services Librarians planned a summer's worth of outer space-themed programs and prizes. Outreach to promote summer reading throughout the community included events at the E.L. Johnson Nature Center, Cranbrook Art Museum, Haven, and Equinox Fitness.

The Library joined Bloomfield Hills East Hills and Bloomfield Hills Middle School for a "**Book of the Year Challenge**." Similar to March Madness for basketball, students voted on which book they liked best. Youth Services Librarians gave book talks at each school to raise awareness and excitement among the students. The field had been narrowed down to the students' top four picks right before we moved operations to our homes due to the COVID-19 pandemic.

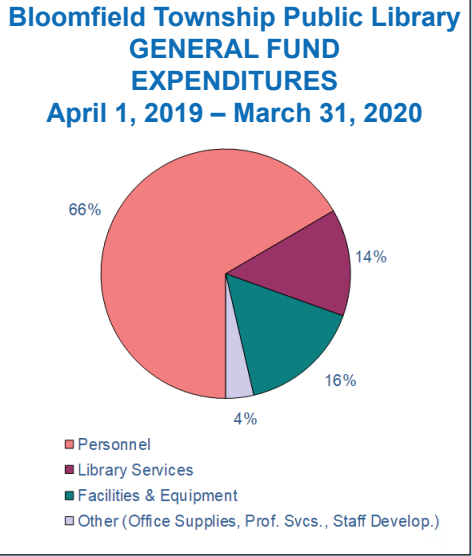
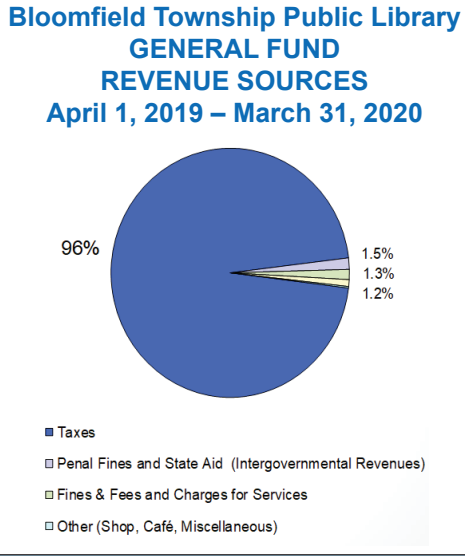
■ BLOOMFIELD TOWNSHIP PUBLIC LIBRARY BOARD OF TRUSTEES

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 held at 7:00 p.m. in the Board Room at the Library.



Library Board of Trustees 2020-2021 (from top left to right): Grant Gerhart, Joan Luksik, Judy Lindstrom, Eli Greenbaum, Sandra Edwards, Tom Deska.

Financial Review of Fiscal Year 2019/2020



Bloomfield Township
Public Library
Facts at a Glance

320,001

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

19,549

Library patrons attended

723

Programs

2,243

Hours given to the Library by volunteers. From Trustees, to Friends, to individuals, the Library appreciates the support of our volunteers.

181,939

Visitors to the Library

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

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

LIBRARY HOURS:
Mon-Thurs: 9:30 a.m. - 9 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.



Even the local wildlife loves to visit the Library.

ANNUAL REPORT
April 1, 2019 – March 31, 2020

Bloomfield Township Public Library
Annual Investment Report
Fiscal Year 2019/2020

The past fiscal year saw interest rates slightly decrease from a high of 1.40% and a low of 0.15% in April 2019 to 0.83% and 0.13% respectively in March 2020, due to COVID-19 impact on market rates. 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 4/30/2019

Prime rate, federal funds rate, COFI

	This week	Month ago	Year ago
WSJ Prime Rate	3.25	3.25	5.50
Federal Discount Rate	.25	.25	3.00
Fed Funds Rate (Current target rate 2.25-2.50)	.25	.25	2.50
11th District Cost of Funds	.99	.98	1.17

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

Follow us: @Bankrate on Twitter | Bankrate on Facebook

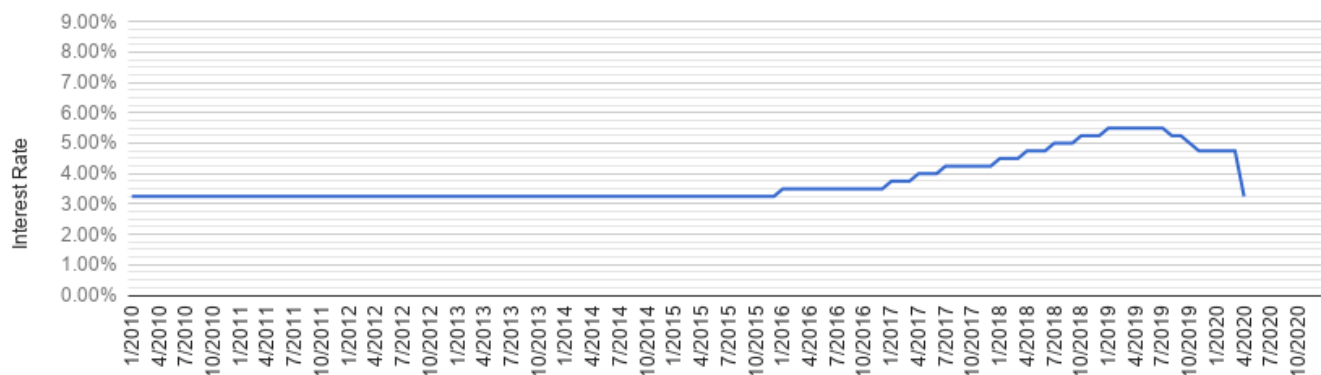
Ratings methodology

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. Since 2010, Prime Interest Rates have continued to stay level through the beginning of 2016 and then began to slightly increase in 2017, 2018 and 2019, until 2020 when COVID-19 impacted the financial markets.

Prime Rate



© 2020 MoneyCafe.com

<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 0.41%. This investment totaled \$319,226 as of March 31, 2020.

The Library's Certificate of Deposit investment portfolio ended the fiscal year with an average interest rate of 1.50%. 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, 2020. The Certificate of Deposit investment portfolio was valued at \$50,000 with a 1.50% interest rate. This CD will mature in February 2021 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 July 2017, they approved the reallocation of approximately \$5,000,000 of our investments from the diversified mutual fund allocation into short-term laddered treasuries. This will allow Schwartz & Co. to more conservatively manage the short-term distribution needs for us and reduce their investment consulting fees by approximately 0.27%.

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, 2020 the market value of the Investment Portfolio was \$11,755,067 with an average yield of 2.21% which is slightly lower than the rate from a year ago.

The total 2019/2020 investment return for all Library funds was \$306,442. This amount was increased by the change in asset value which totaled \$46,596. 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 chart shows our banks ratings. The 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>).

<u>Bank Name</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Bank of America – Charlotte, NC	B+	B	B-	B-
Comerica – Dallas, TX	A-	A-	B+	B-
Flagstar Bank – Troy, MI	B+	B+	A-	B+
J.P. Morgan Chase – Columbus, OH	B+	B+	B	B

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: September 11, 2020

SUBJECT: Pension and Other Post-Employment Benefits Reporting

The state of Michigan requires two reports be completed each year regarding the local unit of government's pension and Other Post-Employment Benefits (OPEB) obligations per PA 202 of 2017. The Library's reports have been prepared by Finance Coordinator Sandi Bird and submitted to the state's Department of Treasury to verify the Library's compliance with PA 202. These two reports – one for pension and one for OPEB – are attached for your review and information as required by law.

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

Enter Local Unit Name	Bloomfield Township Public Library	Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting .
Enter Six-Digit Municode	638006	
Unit Type	Library	
Fiscal Year End Month	March	
Fiscal Year (four-digit year only, e.g. 2019)	2020	
Contact Name (Chief Administrative Officer)	Sandra Bird	Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Title if not CAO	Finance Coordinator	
CAO (or designee) Email Address	birdsand@btpl.org	
Contact Telephone Number	248-642-5800 ext. 115	

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

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary unit (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement pension system	Calculated from above	Twp. of Bloomfield Retirement Income Plan				
3	Financial Information						
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	7,144,265				
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	8,743,302				
6	Funded ratio	Calculated	81.7%				
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	127,285				
8	Governmental Fund Revenues	Most Recent Audit Report	8,102,589				
9	All systems combined ADC/Governmental fund revenues	Calculated	1.6%				
10	Membership						
11	Indicate number of active members	Most Recent Actuarial Funding Valuation	13				
12	Indicate number of inactive members	Most Recent Actuarial Funding Valuation	2				
13	Indicate number of retirees and beneficiaries	Most Recent Actuarial Funding Valuation	19				
14	Investment Performance						
15	Enter actual rate of return - prior 1-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	-2.41%				
16	Enter actual rate of return - prior 5-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	2.28%				
17	Enter actual rate of return - prior 10-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	0.00%				
18	Actuarial Assumptions						
19	Actuarial assumed rate of investment return	Most Recent Actuarial Funding Valuation	6.00%				
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	Level Percent				
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	20				
22	Is each division within the system closed to new employees?	Most Recent Actuarial Funding Valuation	Yes				
23	Uniform Assumptions						
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Most Recent Actuarial Funding Valuation	8,413,583				
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Most Recent Actuarial Funding Valuation	9,187,596				
26	Funded ratio using uniform assumptions	Calculated	91.6%				
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Most Recent Actuarial Funding Valuation	190,401				
28	All systems combined ADC/Governmental fund revenues	Calculated	2.3%				
29	Pension Trigger Summary						
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary unit triggers: Less than 60% funded AND greater than 10% ADC/Governmental fund revenues. Non-Primary unit triggers: Less than 60% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)

Local units must post the current year report on their website or in a public place.

The local unit of government must electronically submit the form to its governing body.

Local units must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.

Local units must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

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

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

Enter Local Unit Name	Bloomfield Township Public Library	Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting .
Enter Six-Digit Municode	638006	
Unit Type	Library	
Fiscal Year End Month	March	
Fiscal Year (four-digit year only, e.g. 2019)	2020	
Contact Name (Chief Administrative Officer)	Sandra Bird	Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Title if not CAO	Finance Coordinator	
CAO (or designee) Email Address	birdsand@btpl.org	
Contact Telephone Number	248-642-5800 ext. 115	
OPEB System Name (not division) 1	Bloomfield Twp. Public Library OPEB Program	If your OPEB system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
OPEB System Name (not division) 2		
OPEB System Name (not division) 3		
OPEB System Name (not division) 4		
OPEB System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary unit (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement health care system	Calculated from above	Bloomfield Twp. Public Library OPEB				
3	Financial Information						
4	Enter retirement health care system's assets (system fiduciary net position ending)	Most Recent Audit Report	2,052,320				
5	Enter retirement health care system's liabilities (total OPEB liability)	Most Recent Audit Report	5,329,830				
6	Funded ratio	Calculated	38.5%				
7	Actuarially determined contribution (ADC)	Most Recent Audit Report	383,241				
7a	Do the financial statements include an ADC calculated in compliance with Numbered Letter 2018-3?	Most Recent Audit Report	YES				
8	Governmental Fund Revenues	Most Recent Audit Report	8,102,589				
9	All systems combined ADC/Governmental fund revenues	Calculated	4.7%				
10	Membership						
11	Indicate number of active members	Most Recent Actuarial Funding Valuation	14				
12	Indicate number of inactive members	Most Recent Actuarial Funding Valuation	1				
13	Indicate number of retirees and beneficiaries	Most Recent Actuarial Funding Valuation	17				
14	Provide the amount of premiums paid on behalf of the retirees	Most Recent Audit Report or Accounting Records	277,864				
15	Investment Performance						
16	Enter actual rate of return - prior 1-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	-6.22%				
17	Enter actual rate of return - prior 5-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	0.00%				
18	Enter actual rate of return - prior 10-year period	Most Recent Actuarial Funding Valuation or System Investment Provider	0.00%				
19	Actuarial Assumptions						
20	Assumed Rate of Investment Return	Most Recent Actuarial Funding Valuation	6.00%				
21	Enter discount rate	Most Recent Actuarial Funding Valuation	6.00%				
22	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	Level Dollar				
23	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Most Recent Actuarial Funding Valuation	20				
24	Is each division within the system closed to new employees?	Most Recent Actuarial Funding Valuation	Yes				
25	Health care inflation assumption for the next year	Most Recent Actuarial Funding Valuation	5.50%				
26	Health care inflation assumption - Long-Term Trend Rate	Most Recent Actuarial Funding Valuation	4.60%				
27	Uniform Assumptions						
28	Enter retirement health care system's actuarial value of assets using uniform assumptions	Most Recent Actuarial Funding Valuation	2,084,056				
29	Enter retirement health care system's actuarial accrued liabilities using uniform assumptions	Most Recent Actuarial Funding Valuation	4,941,738				
30	Funded ratio using uniform assumptions	Calculated	42.2%				
31	Actuarially Determined Contribution (ADC) using uniform assumptions	Most Recent Actuarial Funding Valuation	383,241				
32	All systems combined ADC/Governmental fund revenues	Calculated	4.7%				
33	Summary Report						
34	Did the local government pay the retiree insurance premiums for the year?	Accounting Records	YES				
35	Did the local government pay the normal cost for employees hired after June 30, 2018?	Accounting Records	N/A				
36	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary unit triggers: Less than 40% funded AND greater than 12% ARC/Governmental fund revenues. Non-Primary unit triggers: Less than 40% funded	YES	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)

Local units must post the current year report on their website or in a public place

The local unit of government must electronically submit the form to its governing body.

Local units must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years

Local units must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Carol Mueller

DATE: September 11, 2020

SUBJECT: Other Post-Employment Benefits Resolution

The state of Michigan Public Act 202 of 2017 requires local units of government to comply with reporting requirements as specified in this act. These reports verify funding levels of a local unit of government's pension and Other Post-Employment Benefits (OPEB) obligations. For OPEB obligations, the state requires 40% funding of a local unit of government's obligations.

At the end of the Library's fiscal year, the Library experienced an untimely and temporary market loss due to the impact of COVID-19 on the investment markets. This caused the OPEB trust fund to be less than 40% funded at year end on March 31, 2020. Our actuaries determined our OPEB trust was funded at 38.51% at year end and recommended that a contribution of \$80,000 be made by the Library to the OPEB trust. This contribution was made in April, 2020. Since that time, I am happy to report, this contribution and market gains have increased the Library's OPEB funding to above 40% once again.

However, Public Act 202 reporting requirements mandate that the Library file an "Application of Waiver and Plan" as a result of the underfunded status of the Library's OPEB trust for reporting year 2020. The Library is requesting the state to grant a waiver from "corrective action plan reporting" as our OPEB trust is once again 40% funded. The Library Board is required to review and vote on the approval of the waiver application. Both the completed waiver and Board resolution are attached for your approval.

If you agree, the resolution will need to be read and approved at the September 15 Library Board meeting.

Protecting Local Government Retirement and Benefits Act

Application for Waiver:

Retirement Health Benefit Systems

Issued under authority of Public Act 202 of 2017.

1. LOCAL GOVERNMENT INFORMATION

Local Government Name: Bloomfield Township Public Library Six-Digit Muni Code: 638006

Retirement Health Benefit System Name: Bloomfield Twp. Public Library OPEB Program

Contact Name (Administrative Officer): Sandra Bird

Title if not Administrative Officer: Finance Coordinator

Email: birdsand@btpl.org

Telephone: (248) 642-5800

Fiscal Year: 3/31/20

2. GENERAL INFORMATION

Application for Waiver: This Application for Waiver may be filed by any local government with at least one retirement health benefit system that has triggered a preliminary review of underfunded status. In accordance with Public Act 202 of 2017 (the Act), if the State Treasurer determines that the underfunded status is adequately being addressed by the local government, the State Treasurer shall issue a waiver of the determination of underfunded status. If requesting a waiver, you must submit a separate and unique application for each underfunded retirement system as determined by your most recent *Retirement System Annual Report (Form 5572)*.

Due Date: The local government has **45 days from the date of notification** to complete and file the Application for Waiver. Failure to file within 45 days will result in a determination of underfunded status for your local government as defined by the Act, and your local government will be required to submit a corrective action plan to the Municipal Stability Board for approval.

Filing: This Application for Waiver must be approved by the local government's administrative officer and its governing body. **You must provide proof of your governing body approving this Application for Waiver and attach the documentation as a separate PDF document.** Failure to provide documentation that demonstrates approval from your governing body will automatically result in a disapproval of the waiver application.

The completed application must be submitted via email to LocalRetirementReporting@michigan.gov. **If you have multiple underfunded retirement systems, you are required to complete separate applications and send a separate email for each underfunded system.** Please attach each application as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Waiver-20XX, Local Government Name, Retirement System Name** (e.g. Waiver-2018, City of Lansing, Employees' Retirement System Healthcare Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

Considerations for Waiver: A successful Application for Waiver will demonstrate what your local government has **already done** to adequately address its underfunded status. Prospective solutions will not be granted merit in determining the outcome of the waiver application (e.g. future amendments to collective bargaining agreements, upcoming millage proposals, potential budget changes, etc.). However, Treasury may consider additional ongoing funding dedicated to your retirement system if those commitments have been formally enacted by the governing body and can be documented. Section three of this waiver application allows the local government to enter a brief description of prior

actions that have already been implemented to adequately address its underfunded status. For purposes of Sec. 6.(1) of the Act, this application will also be considered the plan.

Underfunded status for a retirement health benefit system is defined as being less than 40% funded according to the most recent audited financial statements, and, if the local government is a city, village, township, or county, the actuarially determined contribution (ADC) for all of the retirement health systems of the local government is greater than 12% of the local government's annual governmental fund revenues, based on the most recent fiscal year.

General guidelines are listed below to help your local government decide whether to apply for a waiver. Ultimately, waiver approval or disapproval is at the discretion of the State Treasurer; however, waiver applications should generally demonstrate at least one of the following seven criteria. Please check all that apply:

- ☐ In general, local governments that were previously granted a waiver should demonstrate improvement in their underfunded status in the subsequent year. Improvement can be measured by an increase in the funded ratio and/or a decrease in the ADC as a percentage of governmental revenue;
- ☐ There was a mistake in the filing process and the local government is not actually underfunded;
- ☐ Using updated data, such as a more recent actuarial valuation, the local government is not underfunded;
- ☐ If a local government fails to calculate an ADC within their audited financial statement and triggers underfunded status, the local government may file a waiver application to Treasury that includes the calculated ADC;
- ☒ The local government demonstrates their underfunded status will be addressed within four years;
- ☐ The local government is a non-primary government (e.g. road commission, authority, etc.) and demonstrates their ADC for OPEB is less than 12% of governmental revenues;
- ☐ When adding enterprise fund revenues used specifically to pay retirement costs with governmental fund revenues, your ADC as a percentage of combined revenues is below 12%.

3. DESCRIPTION OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local government done to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Note: Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.

Category of Prior Actions:

- ☒ **System Design Changes** - System design changes may include the following: Changes to coverage levels (including retiree co-payments, deductibles, and Medicare eligibility), changes to premium cost-sharing, eligibility changes, switch to defined contribution retiree health care plan, changes to retiree health care coverage for new hires, etc.

Sample Statement: Benefit levels of the retired membership mirrors the current collective bargaining agreement for each class of employee. On **January 1, 2018**, the local government entered into new collective bargaining agreements with the **Command Officers Association and Internal Association of Firefighters** that increased employee co-payments and deductibles for healthcare. These coverage changes resulted in an improvement to the retirement system's funded ratio. Please see page 12 of the attached actuarial analysis that indicates the system is 40% funded as of June 30, 2018.

N/A. No significant design changes were made at this time.

- ☒ **Additional Funding** – Additional funding may include the following: voluntary contributions above the ADC, bonding, millage increases, restricted funds, etc.

Sample Statement: The local government created a qualified trust to receive, invest, and accumulate assets for retirement healthcare on June 23, 2017. The local government has adopted a policy to change its funding methodology from Pay-Go to full funding of the ADC. Additionally, the local government has committed to contributing \$500,000 annually, in addition to the ADC for the next five fiscal years. The additional contributions will increase the retirement system's funded ratio to 40% by 2022. Please see page 10 of the attached resolution from our governing body demonstrating the commitment to contribute the ADC and additional \$500,000 for the next five years.

At the FYE March 31, 2020, the current funded ratio was 38.51%, falling slightly below 40% due to temporary COVID-19 market declines. The library funded an actuarial recommended contribution of \$80,000 in April, 2020 to increase the OPEB Trust funded ratio to 40%.

At 2/29/20, the trust account values = \$2,307,091.38. At 3/31/20, the trust account values = \$ 2,052,320.40. At 4/30/20, the trust account values = \$2,309,225.44. At 5/31/20, the trust account values = \$2,416,178.07. The temporary losses experienced in March, 2020 were recouped within the two months following the FYE 3/31/20, in addition to the \$80,000 funding made in 4/2020.

- ☒ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, enterprise fund revenue considerations, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: The information provided on the Form 5572 from the audit used actuarial data from **2016**. Attached is an updated actuarial valuation for **2018** that shows our funded ratio has improved to **42%** as indicated on page 13.

Sample Statement: **\$400,000** of expenditures are directly tied to expenses for retirement obligations from our water and sewer fund. The attached analysis shows that our revenue ratio (ADC / Combined Funds) would only be **11%** when including applicable enterprise fund revenue within the calculation. Additionally, attached are two invoices from showing distributions to our health care trust fund from the enterprise fund totaling **\$400,000**. As a result, **\$400,000** of our enterprise fund revenues should be combined with our governmental fund revenues to properly demonstrate total available funding.

As a result of the untimely event of COVID-19, the Library experienced temporary market losses causing the funded ratio to fall slightly below 40% at the 2020 reporting FYE 3/31/20. Subsequent funding and market gains have now corrected this temporary situation, and the OPEB trust funded ratio exceeds the 40% minimum recommended funding level.

4. DOCUMENTATION ATTACHED TO THIS WAIVER APPLICATION

Documentation must be attached as a PDF to this waiver application. The documentation must demonstrate the prior actions that have already been implemented to adequately address the local government's underfunded status. Please ensure this documentation directly supports and highlights the systems funded ratio as entered in section three of the waiver application above. Please check all documents that are included as part of this application and attach in successive order as provided below:

Naming convention: When attaching documents please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

Naming Convention:

- ☒ Attachment – 1
- ☒ Attachment – 2
- ☒ Attachment – 3
- ☐ Attachment – 4
- ☐ Attachment – 5
- ☐ Attachment – 6
- ☐ Attachment – 7
- ☐ Attachment – 8
- ☒ Attachment – 9

Type of Document:

This waiver application (required);

Documentation from the governing body approving the waiver application (required);

Actuarial analysis (annual valuation, supplemental valuation, projection);

An internally developed study, in accordance with GASB and/or actuarial standards of practice, that projects assets and liabilities into the future;

Documentation of additional payments in past years that is not reflected in your audited financial statements (e.g. enacted budget, system provided information);

Documentation of commitment to additional payments in future years (e.g. resolution, ordinance);

A plan that the local government has already approved to address its underfunded status, which includes documentation of prior actions and the positive impact on the system's funded ratio;

Enterprise fund revenues: Analysis of retirement costs paid using enterprise fund revenues, as well as applicable financial documents (e.g. proof of payment, invoices from retirement plan, bank transactions, general ledger reimbursement transactions);

Other documentation, not categorized above.

6. LOCAL GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF WAIVER APPLICATION

I, Sandra Bird, as the government's administrative officer (Ex. City/Township Manager, Executive Director, Chief Executive Officer, etc.) (insert title) Finance Coordinator approve this Application for Waiver. We are requesting a waiver of underfunded status because we have already implemented substantial changes to our retirement system as described above.

I confirm to the best of my knowledge that because of the changes listed above the following statement will occur:

Using the waiver criteria checked in Section 2 of this application, the Bloomfield Twp. Public Library OPEB Program (Retirement Healthcare System Name) will address its underfunded status by fiscal year 2021.

Signature:

Sandra Bird

Date:

9-15-20

**ATTACHMENT 2
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Bloomfield Township Public Library
Oakland County, Michigan
September 21, 2020**

**Bloomfield Township Public Library
Resolutions**

- WHEREAS,** Public Act 202 of 2017 requires local units of government that have established, maintain, or participate in and provide retirement pension benefits or retirement health benefits, or both, to comply with certain reporting and other requirements as specified in the Act; and
- WHEREAS,** At the FYE 3/31/20, The Bloomfield Township Public Library experienced untimely and temporary market losses due to COVID-19 for the OPEB Trust account, causing the funded ratio to fall slightly below 40%. An actuarial recommended contribution of \$80,000 was made in the following month, 4/2020 and market gains in 4/2020 and 5/2020 increased the account values back to levels reported at 2/2020, and
- WHEREAS,** The Bloomfield Township Public Library is filing with the State Department of Treasury the “Application for Waiver and Plan” as a result of the underfunded status of the library’s OPEB trust for the reporting year 2020, pursuant to Section 3 of the Act; and
- WHEREAS,** The Board is now required to review and vote on the approval of a waiver application, prior to its submission by the Bloomfield Township Public Library to the Municipal Stability Board;
- WHEREAS,** The Finance Coordinator and the Library Director of the Bloomfield Township Public Library have submitted a proposed waiver application to the Board, a copy of which is attached hereto, the Board has reviewed the proposed waiver application at length, and now, therefore, let it be
- RESOLVED,** The Bloomfield Township Public Library Board of Trustees hereby approves the waiver application attached hereto and made a part of the record.
- IT IS FURTHER
RESOLVED,** That the Bloomfield Township Public Library Board of Trustees hereby authorizes the Finance Coordinator and the Library

Director to take all actions necessary in connection with the submission of the waiver application to the Municipal Stability Board and any subsequent follow-up actions required or deemed desirable to help ensure compliance with the Act.

These Resolutions are hereby adopted by the Trustees, as of the date set forth above:

Tom Deska

Sandra Edwards

Grant Gerhart

Eli Greenbaum

Judy Lindstrom

Joan Luksik



**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
OTHER POST-EMPLOYMENT BENEFITS PROGRAM**

GASB 74 and 75 DISCLOSURE

Fiscal Year: April 1, 2019 to March 31, 2020

Prepared by

Michelle L. Boyles, FSA
Consulting Actuary

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Certification

Actuarial computations presented in this report under Statements No. 74 and 75 of the Governmental Accounting Standards Board are for purposes of assisting the Library in fulfilling its financial accounting requirements. No attempt is being made to offer any accounting opinion or advice. This report is for fiscal year April 1, 2019 to March 31, 2020. The reporting date for determining plan assets and obligations is March 31, 2020. The calculations enclosed in this report have been made on a basis consistent with our understanding of the plan provisions. Determinations for purposes other than meeting financial reporting requirements may be significantly different than the results contained in this report. Accordingly, additional determinations may be needed for other purposes, such as judging benefit security or meeting employer funding requirements.

In preparing this report, we relied, without audit, on information as of April 1, 2018 and March 31, 2020 furnished by the Library. This information includes, but is not limited to, statutory provisions, member census data, and financial information. Please see Milliman's valuation report dated March 13, 2019 for more information on the plan's participant group as of April 1, 2018 as well as a summary of the plan provisions and a summary of the actuarial methods and assumptions used for funding purposes.

We performed a limited review of the census and financial information used directly in our analysis and have found them to be reasonably consistent and comparable with information used for other purposes. The valuation results depend on the integrity of this information. If any of this information is inaccurate or incomplete our results may be different and our calculations may need to be revised.

We hereby certify that, to the best of our knowledge, this report, including all costs and liabilities based on actuarial assumptions and methods, is complete and accurate and determined in conformance with generally recognized and accepted actuarial principles and practices, which are consistent with the Actuarial Standards of Practice promulgated by the Actuarial Standards Board and the applicable Code of Professional Conduct, amplifying Opinions and supporting Recommendations of the American Academy of Actuaries.

Each of the assumptions used in this valuation with the exception of those set by law was set based on industry standard published tables and data, the particular characteristics of the plan, relevant information from the plan sponsor or other sources about future expectations, and our professional judgment regarding future plan experience. We believe the assumptions are reasonable for the contingencies they are measuring, and are not anticipated to produce significant cumulative actuarial gains or losses over the measurement period. Assumptions related to the claims costs and healthcare trend (cost inflation) rates for the retiree healthcare program discussed in this report were determined by Milliman actuaries qualified in such matters.

This valuation report is only an estimate of the plan's financial condition as of a single date. It can neither predict the plan's future condition nor guarantee future financial soundness. Actuarial valuations do not affect the ultimate cost of plan benefits, only the timing of plan contributions. While the valuation is based on an array of individually reasonable assumptions, other assumption sets may also be reasonable and valuation results based on those assumptions would be different. No one set of assumptions is uniquely correct. Determining results using alternative assumptions is outside the scope of our engagement.

Certification

Future actuarial measurements may differ significantly from the current measurements presented in this report due to factors such as, but not limited to, the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. Due to the limited scope of the actuarial assignment, we did not perform an analysis of the potential range of such future measurements.

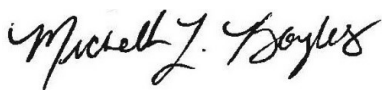
Milliman's work is prepared solely for the internal use and benefit of the Library. To the extent that Milliman's work is not subject to disclosure under applicable public records laws, Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman does not intend to benefit or create a legal duty to any third party recipient of its work product. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exceptions: (a) the Plan Sponsor may provide a copy of Milliman's work, in its entirety, to the Plan Sponsor's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the Library; and (b) the Plan Sponsor may provide a copy of Milliman's work, in its entirety, to other governmental entities, as required by law.

No third party recipient of Milliman's work product should rely upon Milliman's work product. Such recipients should engage qualified professionals for advice appropriate to their specific needs.

The consultants who worked on this assignment are actuaries. Milliman's advice is not intended to be a substitute for qualified legal or accounting counsel.

The signing actuaries are independent of the plan sponsor. We are not aware of any relationship that would impair the objectivity of our work.

On the basis of the foregoing, we hereby certify that, to the best of our knowledge and belief, this report is complete and has been prepared in accordance with generally recognized accepted actuarial principles and practices. We are members of the American Academy of Actuaries and meet the Qualification Standards to render the actuarial opinion contained herein.



Michelle L. Boyles, FSA
Consulting Actuary

Overview of GASB 74 and GASB 75

The Governmental Accounting Standards Board (GASB) released new accounting standards for public postemployment benefit plans other than pension (OPEB) and participating employers in 2015. These standards, GASB Statements No. 74 and 75, have substantially revised the accounting requirements previously mandated under GASB Statements No. 43 and 45. The most notable change is that the Annual Required Contribution (ARC) has been eliminated and the Net OPEB Liability will be an item on the employer's financial statement rather than a footnote entry.

GASB 74 applies to financial reporting for public OPEB plans funded by OPEB trusts and is required to be implemented for plan fiscal years beginning after June 15, 2016. Note that a plan's fiscal year might not be the same as the employer's fiscal year. Even if the plan does not issue standalone financial statements, but rather is considered a trust fund of a government, it is subject to GASB 74. Under GASB 74, enhancements to the financial statement disclosures are required, along with certain required supplementary information.

GASB 75 governs the specifics of accounting for public OPEB plan obligations for participating employers and is required to be implemented for employer fiscal years beginning after June 15, 2017. GASB 75 requires a liability for OPEB obligations, known as the Net OPEB Liability (Total OPEB Liability for unfunded plans), to be recognized on the balance sheets of participating employers. Changes in the Net OPEB Liability (Total OPEB Liability for unfunded plans) will be immediately recognized as OPEB Expense on the income statement or reported as deferred inflows/outflows of resources depending on the nature of the change.

Executive Summary

Relationship Between Valuation Date, Measurement Date, and Reporting Date

The Valuation Date is April 1, 2018. This is the date as of which the actuarial valuation is performed. The Measurement Date is March 31, 2020. This is the date as of which the total OPEB liability is determined. The Reporting Date is March 31, 2020. This is the plan's and/or employer's fiscal year ending date.

Significant Changes

There have been no significant changes between the valuation date and fiscal year end.

Participant Data as of April 1, 2018

Actives	14
Retirees	16
Spouses of Retirees	1
Beneficiaries	<u>8</u>
Total	39

Schedule of Employer Contributions

Fiscal Year Ending March 31	Actuarially Determined Contribution	Actual Employer Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contribution as a % of Covered Payroll
2011	N/A	N/A	N/A	N/A	N/A
2012	N/A	N/A	N/A	N/A	N/A
2013	N/A	N/A	N/A	N/A	N/A
2014	N/A	N/A	N/A	N/A	N/A
2015	N/A	N/A	N/A	N/A	N/A
2016	N/A	N/A	N/A	N/A	N/A
2017	N/A	N/A	N/A	N/A	N/A
2018	577,040	166,632	410,408	1,087,983	15.32%
2019	636,780	2,263,881	(1,627,101)	893,666	253.33%
2020	383,241	277,864	105,377	893,666	31.09%

Actuarial Methods and Assumptions Used for Funding Policy

The following actuarial methods and assumptions were used in the April 1, 2018 funding valuation. Please see the valuation report dated March 13, 2019 for further details.

Valuation Timing	Actuarial valuations for funding purposes are performed biennially as of April 1. The most recent valuation was performed as of April 1, 2018.
Actuarial Cost Method	Entry Age Normal
Amortization Method	
Level percent or level dollar	Level dollar
Closed, open, or layered periods	Closed
Amortization period at April 1, 2018	20 years
Amortization growth rate	N/A
Asset Valuation Method	
Smoothing period	Market Value
Recognition method	N/A
Corridor	N/A
Inflation	2.70%
Salary Increases	3.50%
Discount Rate	6.00%
Healthcare Trend Rates	5.50% - 4.60% over 66 years

Money-Weighted Rate of Return

Fiscal Year Ending March 31	Net Money-Weighted Rate of Return
2019	24.12%
2020	-6.22%

Calculation of Money-Weighted Rate of Return

The money-weighted rate of return considers the changing amounts actually invested during a period and weights the amount of plan investments by the proportion of time they are available to earn a return during that period. External cash flows are determined on a monthly basis and are assumed to occur at the beginning of each month. External cash inflows are netted with external cash outflows, resulting in a net external cash flow in each month. The money-weighted rate of return is calculated net of investment expenses.

	Net External Cash Flows	Periods Invested	Period Weight	Net External Cash Flows With Interest
Beginning Value - April 1, 2019	\$2,199,724	12.00	1.00	\$2,062,802
Monthly net external cash flows:				
April	0	12.00	1.00	0
May	0	11.00	0.92	0
June	0	10.00	0.83	0
July	(11,000)	9.00	0.75	(10,482)
August	0	8.00	0.67	0
September	0	7.00	0.58	0
October	0	6.00	0.50	0
November	0	5.00	0.42	0
December	0	4.00	0.33	0
January	0	3.00	0.25	0
February	0	2.00	0.17	0
March	0	1.00	0.08	0
Ending Value - March 31, 2020	2,052,320			2,052,320
Money-Weighted Rate of Return	-6.22%			

Long-Term Expected Rate of Return

The assumption for the long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. The capital market assumptions are per Milliman's investment consulting practice as of June 30, 2019.

Asset Class	Index	Target Allocation*	Long-Term Expected Arithmetic Real Rate of Return	Long-Term Expected Geometric Real Rate of Return
US Core Fixed Income	Bloomberg Barclays Aggregate	40.00%	2.28%	2.18%
US Equity Market	Russell 3000	45.00%	4.73%	3.52%
Non-US Equity	MSCI ACWI xUS NR	15.00%	6.28%	4.70%
Assumed Inflation - Mean			2.50%	2.50%
Assumed Inflation - Standard Deviation			1.65%	1.65%
Portfolio Real Mean Return			3.98%	3.50%
Portfolio Nominal Mean Return			6.50%	6.08%
Portfolio Standard Deviation				9.53%
Long-Term Expected Rate of Return				6.00%

*As outlined in the Plan's investment policy dated December 2018

Depletion Date Projection

GASB 74 and 75 generally require that a blended discount rate be used to measure the Total OPEB Liability (the Actuarial Accrued Liability calculated using the Individual Entry Age Normal Cost Method). The long-term expected return on plan investments may be used to discount liabilities to the extent that the plan's Fiduciary Net Position (fair market value of assets) is projected to cover benefit payments and administrative expenses. A 20-year high quality (AA/Aa or higher) municipal bond yield or index rate must be used for periods where the Fiduciary Net Position is not projected to cover benefit payments and administrative expenses. Determining the discount rate under GASB 74 and 75 will often require that the actuary perform complex projections of future benefit payments and asset values. GASB 74 and 75 (paragraph 29) do allow for alternative evaluations of projected solvency, if such evaluation can reliably be made. GASB does not contemplate a specific method for making an alternative evaluation of sufficiency; it is left to professional judgment.

The following circumstances justify an alternative evaluation of sufficiency for the Library:

- The Library established a Retiree Health Care Benefits Trust during the FYE 2019. In establishing the Trust, the Library requested that Milliman prepare projections of the funded status for a 100 year projection period. For these projections, we assumed zero future contributions and found that the fund is not expected to be depleted.
- GASB 74 and 75 specify that the projections regarding future solvency assume that plan assets earn the assumed rate of return and there are no future changes in the plan provisions or actuarial methods and assumptions, which means that the projections would not reflect any adverse future experience which might impact the plan's funded position.

Based on these circumstances, it is our professional opinion that the detailed depletion date projections outlined in GASB 74 and 75 will show that the Fiduciary Net Position is always projected to be sufficient to cover benefit payments and administrative expenses.

Net OPEB Liability

Net OPEB Liability	March 31, 2019	March 31, 2020
Total OPEB liability	\$5,455,920	\$5,329,830
Fiduciary net position	2,199,724	2,052,320
Net OPEB liability	3,256,196	3,277,510
Fiduciary net position as a % of total OPEB liability	40.32%	38.51%
Covered payroll	893,666	893,666
Net OPEB liability as a % of covered payroll	364.36%	366.75%

The total OPEB liability was determined by an actuarial valuation as of the valuation date, calculated based on the discount rate and actuarial assumptions below, and was then projected forward to the measurement date. Any significant changes during this period have been reflected as prescribed by GASB 74 and 75.

Discount Rate

Discount rate	6.00%	6.00%
Long-term expected rate of return, net of investment expense	6.00%	6.00%
Municipal bond rate	N/A	N/A

Beginning with FYE 2019, the plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total OPEB liability is equal to the long-term expected rate of return.

Other Key Actuarial Assumptions

The plan has not had a formal actuarial experience study performed.

Valuation date	April 1, 2018	April 1, 2018
Measurement date	March 31, 2019	March 31, 2020
Actuarial cost method	Entry Age Normal	Entry Age Normal
Inflation	2.70%	2.50%
Medical Trend Rate	5.50% - 4.60% over 66 years	5.30% - 4.50% over 52 years
Salary increases including inflation	3.50%	3.50%

Please see Milliman's funding valuation report dated March 13, 2019 for more detail.

Changes in Net OPEB Liability

Changes in Net OPEB Liability	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances as of March 31, 2019	\$5,455,920	\$2,199,724	\$3,256,196
Changes for the year:			
Service cost	107,417		107,417
Interest on total OPEB liability	325,586		325,586
Effect of plan changes	0		0
Effect of economic/demographic gains or losses	0		0
Effect of assumptions changes or inputs	(281,229)		(281,229)
Benefit payments	(277,864)	(277,864)	0
Employer contributions		277,864	(277,864)
Member contributions		0	0
Net investment income		(136,404)	136,404
Administrative expenses		(11,000)	11,000
Balances as of March 31, 2020	5,329,830	2,052,320	3,277,510

Sensitivity Analysis

The following presents the net OPEB liability of the Library, calculated using the discount rate of 6.00%, as well as what the Library's net OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (5.00%) or 1 percentage point higher (7.00%) than the current rate.

	Current		
	1% Decrease 5.00%	Discount Rate 6.00%	1% Increase 7.00%
Total OPEB liability	\$6,039,470	\$5,329,830	\$4,748,126
Fiduciary net position	2,052,320	2,052,320	2,052,320
Net OPEB liability	3,987,150	3,277,510	2,695,806

The following presents the net OPEB liability of the Library, calculated using the current healthcare cost trend rates as well as what the Library's net OPEB liability would be if it were calculated using trend rates that are 1 percentage point lower or 1 percentage point higher than the current trend rates.

	Current		
	1% Decrease	Trend Rate	1% Increase
Total OPEB liability	\$4,680,721	\$5,329,830	\$6,139,500
Fiduciary net position	2,052,320	2,052,320	2,052,320
Net OPEB liability	2,628,401	3,277,510	4,087,180

Schedule of Changes in Net OPEB Liability and Related Ratios

	Fiscal Year Ending March 31									
	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
Total OPEB Liability										
Service cost	\$107,417	\$183,209	\$225,477	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Interest on total OPEB liability	325,586	249,838	239,445	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Effect of plan changes	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Effect of economic/demographic (gains) or losses	0	697,281	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Effect of assumption changes or inputs	(281,229)	(1,822,978)	(30,198)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Benefit payments	(277,864)	(179,825)	(166,632)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Net change in total OPEB liability	(126,090)	(872,475)	268,092	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total OPEB liability, beginning	5,455,920	6,328,395	6,060,303	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total OPEB liability, ending (a)	5,329,830	5,455,920	6,328,395	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fiduciary Net Position										
Employer contributions	\$277,864	\$2,263,881	\$166,632	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Member contributions	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Net Investment income	(136,404)	115,668	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Benefit payments	(277,864)	(179,825)	(166,632)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Administrative expenses	(11,000)	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Net change in plan fiduciary net position	(147,404)	2,199,724	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fiduciary net position, beginning	2,199,724	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fiduciary net position, ending (b)	2,052,320	2,199,724	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Net OPEB liability, ending = (a) - (b)	\$3,277,510	\$3,256,196	\$6,328,395	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fiduciary net position as a % of total OPEB liability	38.51%	40.32%	0.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Covered payroll	\$893,666	\$893,666	\$1,087,983	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Net OPEB liability as a % of covered payroll	366.75%	364.36%	581.66%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

This schedule is presented to illustrate the requirement to show information for 10 years. However, recalculations of prior years are not required, and if prior years are not reported in accordance with the current GASB standards, they should not be reported.

OPEB Expense

OPEB Expense	April 1, 2018 to March 31, 2019	April 1, 2019 to March 31, 2020
Service cost	\$183,209	\$107,417
Interest on total OPEB liability	249,838	325,586
Effect of plan changes	0	0
Administrative expenses	0	11,000
Member contributions	0	0
Expected investment return net of investment expenses	(41,272)	(131,579)
Recognition of Deferred Inflows/Outflows of Resources		
Recognition of economic/demographic gains or losses	178,790	178,790
Recognition of assumption changes or inputs	(467,430)	(567,869)
Recognition of investment gains or losses	(14,879)	38,718
OPEB Expense	88,256	(37,937)

As of March 31, 2020, the deferred inflows and outflows of resources are as follows:

Deferred Inflows / Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources
Differences between expected and actual experience	\$0	\$339,701
Changes of assumptions	(1,068,908)	0
Net difference between projected and actual earnings	0	169,748
Contributions made subsequent to measurement date	0	0
Total	(1,068,908)	509,449

Amounts currently reported as deferred outflows of resources and deferred inflows of resources related to other postemployment benefits will be recognized in OPEB expense as follows:

Year ended March 31:	
2021	(\$350,361)
2022	(301,410)
2023	38,717
2024	53,595
2025	0
Thereafter*	0

* Note that additional future deferred inflows and outflows of resources may impact these numbers.

Schedule of Deferred Inflows and Outflows of Resources

	Original Amount	Date Established	Original Rec. Period*	Amount Recognized in Expense for FYE 03/31/2020	Amount Recognized in Expense through 03/31/2020	Balance of Deferred Inflows 03/31/2020	Balance of Deferred Outflows 03/31/2020
Economic/ demographic (gains)/losses	\$697,281	03/31/2019	3.9	\$178,790	\$357,580	\$0	\$339,701
		Total		178,790	357,580	0	339,701
Assumption changes or inputs	(281,229)	03/31/2020	2.8	(100,439)	(100,439)	(180,790)	0
	(1,822,978)	03/31/2019	3.9	(467,430)	(934,860)	(888,118)	0
		Total		(567,869)	(1,035,299)	(1,068,908)	0
Investment (gains)/losses	267,983	03/31/2020	5.0	53,597	53,597	0	214,386
	(74,396)	03/31/2019	5.0	(14,879)	(29,758)	(44,638)	0
		Total		38,718	23,839	(44,638)	214,386
Total for economic/demographic gains or losses and assumption changes or inputs						(1,068,908)	339,701
Net deferred (inflows)/outflows for investment gains or losses						0	169,748
Total deferred (inflows)/outflows						(1,068,908)	509,449
Total net deferrals						(559,459)	

* Investment (gains)/losses are recognized in OPEB expense over a period of five years; economic/demographic (gains)/losses and assumption changes or inputs are recognized over the average remaining service life for all active and inactive members.

Milliman Financial Reporting Valuation

	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability	Deferred Inflows	Deferred Outflows	Net Investment (Inflows)/ Outflows	Net Deferrals	Net OPEB Liability plus Net Deferrals	Annual Expense
Balances as of March 31, 2019	(\$5,455,920)	\$2,199,724	(\$3,256,196)	(\$1,355,548)	\$518,491	(\$59,517)	(\$896,574)	(\$4,152,770)	
Service cost	(107,417)		(107,417)						107,417
Interest on total OPEB liability	(325,586)		(325,586)						325,586
Effect of plan changes	0		0						0
Effect of liability gains or losses	0		0				0		
Effect of assumption changes or inputs	281,229		281,229	(281,229)			(281,229)		
Benefit payments	277,864	(277,864)	0						
Administrative expenses		(11,000)	(11,000)						11,000
Member contributions		0	0						0
Expected net investment income		131,579	131,579						(131,579)
Investment gains or losses		(267,983)	(267,983)			267,983	267,983		
Employer contributions		277,864	277,864					277,864	
Recognition of liability gains or losses					(178,790)		(178,790)		178,790
Recognition of assumption changes or inputs				567,869			567,869		(567,869)
Recognition of investment gains or losses						(38,718)	(38,718)		38,718
Annual expense								37,937	(37,937)
Balances as of March 31, 2020	(5,329,830)	2,052,320	(3,277,510)	(1,068,908)	339,701	169,748	(559,459)	(3,836,969)	

Glossary

Actuarially Determined Contribution	A target or recommended contribution to a defined benefit OPEB plan for the reporting period, determined based on the funding policy and most recent measurement available when the contribution for the reporting period was adopted.
Deferred Inflows/Outflows of Resources	Portion of changes in net OPEB liability that is not immediately recognized in OPEB Expense. These changes include differences between expected and actual experience, changes in assumptions, and differences between expected and actual earnings on plan investments.
Discount Rate	<p>Single rate of return that, when applied to all projected benefit payments, results in an actuarial present value of projected benefit payments equal to the sum of:</p> <ol style="list-style-type: none">1) The actuarial present value of benefit payments projected to be made in future periods where the plan assets are projected to be sufficient to meet benefit payments, calculated using the Long-Term Expected Rate of Return.2) The actuarial present value of projected benefit payments not included in (1), calculated using the Municipal Bond Rate.
Fiduciary Net Position	Equal to market value of assets.
Long-Term Expected Rate of Return	Long-term expected rate of return on plan investments expected to be used to finance the payment of benefits, net of investment expenses.
Money-Weighted Rate of Return	The internal rate of return on plan investments, net of investment expenses.
Municipal Bond Rate	Yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.
Net OPEB Liability	Total OPEB Liability minus the Plan's Fiduciary Net Position.
Projected Benefit Payments	All benefits estimated to be payable through the OPEB plan to current active and inactive employees as a result of their past service and expected future service.
Service Cost	The portion of the actuarial present value of projected benefit payments that is attributed to a valuation year.
Total OPEB Liability	The portion of actuarial present value of projected benefit payments that is attributable to past periods of member service using the Entry Age Normal cost method based on the requirements of GASB 74 and 75.

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ACCOUNT STATEMENT

FEBRUARY 1, 2020 - FEBRUARY 29, 2020

Account number:
 710-06238
 Page 1 of 7

ACCOUNT VALUE SUMMARY

	THIS PERIOD	THIS YEAR
Beginning account value	\$2,410,702.35	\$2,405,564.79
Withdrawals	0.00	-1,626.69
Taxable income	2,649.82	5,271.00
Change in asset value	-106,260.79	-102,117.72
Ending account value	\$2,307,091.38	\$2,307,091.38

YOUR MESSAGE BOARD

Whether you want to build, preserve, enjoy, or share your hard-earned wealth, we're here to help. For questions about your account, please contact your financial advisor, who will be happy to assist you.

YOUR INFORMATION

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ACCOUNT STATEMENT MARCH 1, 2020 - MARCH 31, 2020

Account number:
710-06238
Page 1 of 10

ACCOUNT VALUE SUMMARY

	THIS PERIOD	THIS YEAR
Beginning account value	\$2,307,091.38	\$2,405,564.79
Withdrawals	0.00	-1,626.69
Taxable income	4,738.35	10,009.35
Change in asset value	-259,509.33	-361,627.05
Ending account value	\$2,052,320.40	\$2,052,320.40

Estimated annualized income

\$45,916.31

Please see "About Your Statement" on page 2 for further information.

YOUR MESSAGE BOARD

Important cost basis requirements remain effective as part of the overall Form 1099 reporting changes that began in 2011. For more information about these regulation changes, please visit www.rbcusercontent.com and select the "Legal" link at the bottom of the home page, followed by "Cost Basis Updates". Check back regularly for updates.

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ACCOUNT STATEMENT

APRIL 1, 2020 - APRIL 30, 2020

Account number:
 710-06238
 Page 1 of 9

ACCOUNT VALUE SUMMARY

	THIS PERIOD	THIS YEAR
Beginning account value	\$2,052,320.40	\$2,405,564.79
Deposits	80,000.00	80,000.00
Withdrawals	-1,342.77	-2,969.46
Taxable income	2,464.59	12,473.94
Change in asset value	175,783.22	-185,843.83
Ending account value	\$2,309,225.44	\$2,309,225.44

Estimated annualized income

\$46,870.12

Please see "About Your Statement" on page 2 for further information.

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ACCOUNT STATEMENT

MAY 1, 2020 - MAY 31, 2020

Account number:
 710-06238
 Page 1 of 7

ACCOUNT VALUE SUMMARY

	THIS PERIOD	THIS YEAR
Beginning account value	\$2,309,225.44	\$2,405,564.79
Deposits	0.00	80,000.00
Withdrawals	0.00	-2,969.46
Taxable Income	2,398.00	14,871.94
Change in asset value	104,554.63	-81,289.20
Ending account value	\$2,416,178.07	\$2,416,178.07

Estimated annualized income

\$46,791.01

Please see "About Your Statement" on page 2 for further information.

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BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

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

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: September 8, 2020

SUBJECT: Space Needs & Wayfinding Assessment Update

The lobby and Administration hallway will receive new carpeting and paint within the coming weeks. Geraldine Drake is leading a team through an LED lighting assessment.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Trustees

FROM: Tera Moon

DATE: September 8, 2020

SUBJECT: Strategic Plan Update

The Strategic Plan is wrapping up during this very strange year. One of the most ambitious goals of the Plan is the Spaces project which started as a way to address wayfinding and reimagine some spaces throughout the Library. This project is moving into a new phase. Geraldine Drake has begun the process of a building-wide LED Lighting assessment. This project will help the library save resources over time as LED lights are more energy-efficient and should require less staff maintenance. Geraldine has also facilitated the Building and Grounds Committee's selection of new carpeting in the Administration hallway and the lobby area adjacent to the Commons.

These two projects help improve the library facility by enhancing lighting and maintaining the building's attractiveness.

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.