



FINANCIAL STATEMENTS
WITH REQUIRED SUPPLEMENTARY INFORMATION

For the Year Ended December 31, 2019

**Cass District Library
Cassopolis, Michigan
Financial Statements
December 31, 2019**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Cass District Library
Cassopolis, Michigan

We have audited the accompanying financial statements of the governmental activities and the major fund, of the Cass District Library (the "Library") as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit 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 and the major fund of the Cass District Library, as of December 31, 2019, 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.

INDEPENDENT AUDITOR'S REPORT, CONCLUDED

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information as identified on the table of contents page, 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.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kruegel, Lawton & Company, LLC". The signature is written in a cursive, flowing style.

Certified Public Accountants

St. Joseph, Michigan
February 28, 2020

As management of Cass District Library (the "Library"), we offer readers of the Library's financial statements this narrative overview and analysis of the financial activities of the Library for the year ended December 31, 2019.

FINANCIAL HIGHLIGHTS

- ✓ The assets and deferred outflows of resources for the Library exceeded its liabilities and deferred inflows of resources at the close of the most recent year by \$1,826,007 and of this amount, \$749,821 is unrestricted and may be used to meet the Library's ongoing obligations to citizens and creditors.
- ✓ The Library's total net position increased by \$65,279 and \$85,550 for the years ended December 31, 2019 and 2018, respectively.
- ✓ As of the close of the current year, the Library's governmental fund reported an ending fund balance of \$841,036. For this year, revenues exceeded expenditures by \$118,884.
- ✓ Unassigned fund balance for the General Fund was \$841,036 or 67.81%, and \$722,152 or 61.78% of the total General Fund expenditures for 2019 and 2018, respectively.

OVERVIEW OF FINANCIAL STATEMENTS

This annual report consists of three parts – *management's discussion and analysis (this section)*, *the basic financial statements*, and *required supplementary information*. The basic financial statements include information that presents two different views of the library:

- The first column of the financial statement includes information on the Library's General Fund under the modified accrual method. The *fund financial statements* focus on the current financial resources and provide a more detailed view about the accountability of the Library's sources and uses of funds.
- The adjustment column of the financial statements represents adjustments necessary to convert the fund financial statements to the government-wide financial statements under the full-accrual method.
- The *library as a whole financial statement* column provides both *long-term* and *short-term* information about the Library's overall financial status. The Statement of Net Position and the Statement of Activities provide information about the activities of the Library as a whole and present a longer-term view of the Library's finances. These statements tell how these services were financed in the short-term as well as what remains for future spending.

The financial statements also include *notes* that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that further explains and supports the information in the financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of the government's financial position. In the case of the Library, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$1,826,007 at the close of the most recent year. A portion of the Library's net position, \$1,076,186 is reflected in its net investment in capital assets. The Library uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. The following table compares key financial information in a condensed format:

	December 31,	
	2019	2018
Assets:		
Current Assets	\$ 2,024,587	\$ 1,826,592
Capital Assets, net	1,080,047	1,106,648
Total Assets	\$ 3,104,634	\$ 2,933,240
Deferred Outflows of Resources	\$ 108,250	\$ 39,327
Total Assets and Deferred Outflows of Resources	\$ 3,212,884	\$ 2,972,567
Liabilities:		
Current Liabilities	\$ 82,246	\$ 49,291
Noncurrent Liabilities	160,535	53,110
Total Liabilities	\$ 242,781	\$ 102,401
Deferred Inflows of Resources	\$ 1,144,096	\$ 1,109,438
Net Position:		
Net Investment in Capital Assets	\$ 1,076,186	\$ 1,099,722
Unrestricted	749,821	661,006
Total Net Position	\$ 1,826,007	\$ 1,760,728
Total Liabilities, Deferred Inflows of Resources and Net Position	\$ 3,212,884	\$ 2,972,567
	For the Year Ended December 31,	
	2019	2018
Revenues:		
Taxes	\$ 1,081,410	\$ 1,057,373
Other	277,807	255,321
Total Revenues	\$ 1,359,217	\$ 1,312,694
Expenses-Library Services	1,293,938	1,227,144
Change in Net Position	\$ 65,279	\$ 85,550

The unrestricted net position of \$749,821 may be used to meet the Library's ongoing obligations to citizens and creditors. At the end of the current year, the Library is able to report positive balances in both categories of net position for its governmental activities. The Library's net position shows an increase of \$65,279.

The Library's governmental revenues increased by \$46,523 and expenses increased by \$66,794. Revenues increased due to increase in property taxes and penal fines collected. Expenses increased mainly due to an increase in salaries and contractual services.

GOVERNMENTAL FUND ANALYSIS

As noted earlier, the Library uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

Governmental Fund. The focus of the Library's *governmental fund* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Library's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

As of the end of the current year, the Library's governmental fund reported ending fund balance of \$841,036 an increase of \$118,884. Most expenditures were comparable to 2018 with the exception for the increase in salaries and the increase in contractual services. All of the Library's fund balance is classified as *unassigned fund balance*, which is available for spending at the Library's discretion. The General Fund is the only operating fund of the Library.

LIBRARY BUDGETARY HIGHLIGHTS

Actual revenues that were collected were over the amended budget by \$1,202.

Actual expenditures were under budget by \$87,175 as capital expenditures, employee benefits, and audiovisual, books, and periodicals were lower than what was budgeted.

CAPITAL ASSETS AND DEBT ADMINISTRATION

During current year, the Library invested \$114,425 in capital assets for its governmental activities. This investment includes library books and building improvements. The Library disposals are fully-depreciated books. The Library expects that library books and equipment additions for 2020 will be about the same.

LONG-TERM DEBT

At December 31, 2019, the Library had total debt outstanding of \$20,219. Outstanding debt consisted of \$3,861 for capital leases and \$16,358 of compensated absences.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Library's goal is to maintain and enhance the services that are provided to the public utilizing the most efficient and effective methods. The Library has a conservative and financially prudent budget for the 2020 calendar year that will promote several of the Library's activities and programs.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Library's finances for all those with an interest in its finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Cass District Library, 319 M-62; Cassopolis, Michigan 49031.

Governmental Balance Sheet – Statement of Net Position
December 31, 2019

	<i>General Fund</i>		<i>Library as a Whole</i>
	Balance Sheet- Modified Accrual	Adjustments (Note 2)	Statement of Net Position - Full Accrual
Assets and Deferred Outflows of Resources			
Current Assets			
Cash and cash equivalents	\$ 903,651	\$ -	\$ 903,651
Receivables	1,120,936	-	1,120,936
Total Current Assets	<u>\$ 2,024,587</u>	<u>\$ -</u>	<u>\$ 2,024,587</u>
Noncurrent Assets			
Capital assets-net of accumulated depreciation	\$ -	\$ 1,080,047	\$ 1,080,047
Total Assets	<u>\$ 2,024,587</u>	<u>\$ 1,080,047</u>	<u>\$ 3,104,634</u>
Deferred Outflows of Resources			
Deferred pension amounts	\$ -	\$ 108,250	\$ 108,250
Total Assets and Deferred Outflows of Resources	<u>\$ 2,024,587</u>	<u>\$ 1,188,297</u>	<u>\$ 3,212,884</u>
Liabilities, Deferred Inflows of Resources, and Fund Balance/Net Position			
Liabilities			
Current Liabilities			
Accounts payable	\$ 31,488	\$ -	\$ 31,488
Accrued payroll and other liabilities	31,335	-	31,335
Long-term debt, current portion			
Capital lease	-	3,065	3,065
Compensated absences	-	16,358	16,358
Total Current Liabilities	<u>\$ 62,823</u>	<u>\$ 19,423</u>	<u>\$ 82,246</u>
Noncurrent Liabilities			
Long-term debt, net current portion			
Capital lease	\$ -	\$ 796	\$ 796
Net pension liability	-	159,739	159,739
Total Noncurrent Liabilities	<u>\$ -</u>	<u>\$ 160,535</u>	<u>\$ 160,535</u>
Total Liabilities	<u>\$ 62,823</u>	<u>\$ 179,958</u>	<u>\$ 242,781</u>
Deferred Inflows of Resources			
Taxes levied but intended for subsequent period	\$ 1,120,728	\$ -	\$ 1,120,728
Deferred pension amounts	-	23,368	23,368
Total Deferred Inflows of Resources	<u>\$ 1,120,728</u>	<u>\$ 23,368</u>	<u>\$ 1,144,096</u>
Fund Balance/Net Position			
Fund Balance:			
Unassigned	\$ 841,036	\$ (841,036)	\$ -
Total Fund Balance	<u>\$ 841,036</u>	<u>\$ (841,036)</u>	<u>\$ -</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	<u>\$ 2,024,587</u>		
Net Position			
Net investment in capital assets		\$ 1,076,186	\$ 1,076,186
Unrestricted		749,821	749,821
Total Net Position		<u>\$ 1,826,007</u>	<u>\$ 1,826,007</u>

The Notes to Financial Statements are an integral part of this statement.

**CASS DISTRICT LIBRARY
CASSOPOLIS, MICHIGAN**

**Statement of Revenues, Expenditures, and Changes in Fund Balance/Statement of Activities
Year Ended December 31, 2019**

	<i>General Fund Revenues and Expenditures- Modified Accrual</i>	<i>Adjustments (Note 2)</i>	<i>Library as a Whole Statement of Activities- Full Accrual</i>
Revenues:			
Taxes	\$ 1,081,410	\$ -	\$ 1,081,410
State sources	30,460	-	30,460
USF grant	47,583	-	47,583
Penal fines	141,191	-	141,191
Fees and book fines	23,110	-	23,110
Investment income	7,268	-	7,268
Local contributions and other	28,195	-	28,195
Total revenues	<u>\$ 1,359,217</u>	<u>\$ -</u>	<u>\$ 1,359,217</u>
Expenditures/Expenses:			
Salaries	\$ 531,873	\$ 4,572	\$ 536,445
Payroll taxes	38,118	-	38,118
Employee benefits	107,870	25,497	133,367
Staff training	674	-	674
Office supplies	14,096	-	14,096
Audiovisual, books, and periodicals	121,965	(52,333)	69,632
Professional fees	11,405	-	11,405
Contractual services	56,128	-	56,128
Membership and recruitment	765	-	765
Internet service	73,589	-	73,589
Insurance	17,335	-	17,335
Processing costs	16,774	-	16,774
Travel	3,560	-	3,560
Programs	20,850	-	20,850
Utilities	63,871	-	63,871
Repairs and maintenance	38,248	-	38,248
Automation	34,243	-	34,243
Interest payments	-	314	314
Depreciation	-	141,026	141,026
Capital lease payments	3,379	(3,379)	-
Capital expenditures/expenses	85,590	(62,092)	23,498
Total expenditures/expenses	<u>\$ 1,240,333</u>	<u>\$ 53,605</u>	<u>\$ 1,293,938</u>
Excess (deficit) of revenues over (under) expenditures/expenses	<u>\$ 118,884</u>	<u>\$ (53,605)</u>	<u>\$ 65,279</u>
Fund Balance/Net Position-Beginning of Year	<u>722,152</u>		<u>1,760,728</u>
Fund Balance/Net Position-End of Year	<u>\$ 841,036</u>		<u>\$ 1,826,007</u>

The Notes to Financial Statements are an integral part of this statement.

NOTE 1. NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of Cass District Library (the “Library”) conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the significant accounting policies:

Reporting Entity

The Library is located in the Village of Cassopolis, Michigan and is governed by an eight (8) member board. The Library is primarily funded through a tax levy, fines, fees, and charitable donations. Revenue is used to operate and staff the Library. The accompanying basic financial statements have been prepared in accordance with criteria established by the Governmental Accounting Standards Board (the “GASB”) for determining the various governmental organizations to be included in the reporting entity. These criteria include oversight responsibility, scope of public service and special financing relationships. The Library is a District Library formed pursuant to the District Library Establishment Act (1989 Public Act 24) by an agreement between the Townships of LaGrange, Howard, Mason, the Village of Edwardsburg, and the County of Cass. Based on the significance of any operational or financial relations with the Library, there are no component units to be included in these financial statements.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The Library’s basic financial statements include both government-wide (reporting the Library as a whole) and fund financial statements (reporting the Library’s major funds).

Government-wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions should be recognized when the exchange takes place. Revenue is 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 revenue 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.

The Statement of Net Position includes and recognizes all long-term assets and receivables and deferred outflows of resources as well as deferred inflows of resources and long-term debt and obligations. The Library’s net position is reported in three parts: net investment in capital assets; restricted net position; and unrestricted net position.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

NOTE 1. NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected 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, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

Revenues are recognized in the accounting period in which they become susceptible to accrual – that is, when they become both measurable and available to finance expenditures of the fiscal period. All other revenue items are considered to be available only when cash is received by the Library.

The Library reports the following major governmental fund:

The **General Fund** is the Library’s operating fund. It accounts for all financial resources of the general government.

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity

Capital Assets – Capital assets are defined by the Library as assets with an estimated useful life in excess of one year that exceed \$2,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

Building improvements, furniture and fixtures, equipment, library books, periodicals, etc., are depreciated using the straight-line method over the following useful lives:

Buildings	20 – 50 years
Building improvement	10 – 20 years
Furniture and fixtures	5 – 10 years
Library books, periodicals, etc.	10 years
Equipment	5 – 10 years

Compensated Absences (Vacation and Sick Leave) – It is the Library’s policy to permit employees to accumulate earned but unused sick and vacation pay benefits. All vacation and sick pay are accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only for employee terminations as of year-end.

NOTE 1. NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity, Continued

Property Taxes - Properties are assessed as of December 31. The related property taxes are billed and become a lien on December 1st of the following year, at which time the Library recognizes the levy. These taxes are due on February 15th with the final collection date of February 28th. Starting March 1st, they are added to the county tax rolls.

Deferred Outflows of Resources - In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. As of December 31, 2019, the Library had \$108,250 classified as deferred outflows of resources related to the pension plan.

Deferred Inflows of Resources - In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time. The governmental funds report unavailable revenues, which arise only under a modified accrual basis of accounting, for long-term receivables. These amounts are deferred and recognized as an inflow of resources in the period that amounts become available. As of December 31, 2019, the Library had \$1,120,728 classified as deferred inflows of resources for taxes levied but intended for a subsequent period and \$23,368 classified as deferred inflows of resources related to the pension plan.

Fund Equity – The Library follows Governmental Accounting Standards Board (“GASB”) 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

The following are definitions for the Library’s fund balance classifications:

Non spendable fund balance - includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Restricted fund balance - includes amounts that can be spent only for specific purposes stipulated by what the external resource provides (for example grant providers, constitutionally, or through enabling legislation). Effectively, restrictions may be changed or lifted only with the consent of resource providers.

NOTE 1. NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Assets, Deferred Outflows of Resources, Deferred Inflows of Resources, Liabilities, and Net Position or Equity, Concluded

Fund Equity, Concluded

Committed fund balance - includes amounts that can be used only for specific purposes determined by a formal action of the library's highest level of decision-making authority. Commitments may be changed or lifted only by the library taking the same formal action that imposed the constraint originally.

Assigned fund balance - includes amounts that are constrained by the library's intent to be used for a specific purpose, but are neither restricted nor committed.

Unassigned fund balance - is the residual classification for the General Fund. This classification represents fund balance that has not been assigned to other funds that has not been restricted, committed, or assigned to specific purposes within the General Fund.

Fund Equity Flow Assumptions - Sometimes the Library will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Library's policy to consider restricted fund balance to have been depleted before using any components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Net Position Flow Assumption - Sometimes the Library will fund outlays for particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts of net position to report as restricted and unrestricted in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied.

Pension - For purposes of measuring the net pension liability, deferred outflows of resources, and deferred inflows of resources related to pensions, and net pension expense, information about the fiduciary net position of the Municipal Employees Retirement System ("MERS") of Michigan and additions to deductions from MERS' fiduciary net position have been determined on the same basis as they are reported by MERS. 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 acquisition value.

NOTE 1. NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONCLUDED

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 and liabilities and disclosure of contingent assets and liabilities, as well as deferred inflows and deferred outflows of resources 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.

NOTE 2. RECONCILIATION OF GOVERNMENT – WIDE AND FUND FINANCIAL STATEMENTS

Total fund balances and the net change in fund balances of the Library’s governmental funds differ from net position and change in net position of the governmental activities reported in the Statement of Net Position and Statement of Activities. This difference results primarily from the long-term economic focus of the Statement of Net Position and Statement of Activities versus the economic focus of the statement of the governmental fund balance sheet and statement of revenues, expenditures, and changes in fund balances. The following is a reconciliation of fund balance to net position and net change in fund balances to the net change in net position

Adjustments for Balance Sheet to Statement of Net Position:

Total Fund Balance-Modified Accrual Basis	\$ 841,036
Amounts reported in the Statement of Net Position are different because:	
Capital assets (net of depreciation) are not financial resources, and are not reported in the General Fund.	1,080,047
Long-term liabilities are not due and payable in the current period and are not reported as a liability in the General Fund.	(3,861)
Deferred outflows of resources related to pensions	108,250
Net pension liability	(159,739)
Deferred inflows of resources related to pension plan	(23,368)
Compensated absences are not included as a liability in the General Fund.	(16,358)
Total Net Position-Full Accrual Basis	<u>\$ 1,826,007</u>

NOTE 2. RECONCILIATION OF GOVERNMENT – WIDE AND FUND FINANCIAL STATEMENTS, CONCLUDED

Adjustments for Statement of Revenues and Expenditures and Changes in Fund Balance to Statement of Activities:

Net Change in Fund Balance-Modified Accrual Basis	\$ 118,884
Amounts reported in the Statement of Activities are different because:	
Capital outlay is not an expense of the current period	114,425
Capital costs are allocated over their estimated useful lives as depreciation	(141,026)
Change in the accrual for long-term compensated absences reported as an expense in the Statement of Activities, but not in the General Fund's statements	(4,572)
Change in pension expense and related deferred outflows and inflows of resources	(25,497)
Repayments of capital lease are reported as an expenditure in the General Fund's statements, but not in the Statement of Activities (where it reduces long-term debt)	3,065
Change in Net Position of Governmental Activities	<u><u>\$ 65,279</u></u>

NOTE 3. DEPOSITS AND INVESTMENTS

At December 31, 2019, the Library's deposits and investments include the following:

	Cash and Cash Equivalents
Cash on hand	\$ 450
Bank deposits	903,201
Total	<u><u>\$ 903,651</u></u>

Bank Deposits - All cash of the Library is on deposit with financial institutions which provide FDIC insurance coverage.

Custodial Credit Risk - Deposits: In the case of deposits, this is the risk that in the event of a bank failure, the Library's deposits may not be returned to it. As of December 31, 2019, \$664,200 of the Library's bank balance was exposed to custodial risk because it was uninsured or collateralized with securities held by the pledging financial institution's trust department or agent, but not in the Library's name. The Library does not have a deposit policy for custodial credit risk.

Investments - The Library is authorized by Michigan Public Act 20 of 1943 (as amended) to invest surplus monies in U.S. bonds and notes, certain commercial paper, U.S. government repurchase agreements, banker's acceptances and mutual funds and investment pools that are composed of authorized investment vehicles.

NOTE 3. DEPOSITS AND INVESTMENTS, CONCLUDED

Investments - Concluded

The Library does not have a policy for interest rate, credit, concentration of credit, or custodial risk relating to investments.

Acquisition value Measurements: The Library categorizes its acquisition value measurements within the hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the acquisition value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Library had no deposits subject to acquisition value measurements as of December 31, 2019.

Foreign Currency Risk: The Library is not authorized to invest in investments which have this type of risk.

NOTE 4. BUDGET INFORMATION

The annual budget is prepared by the Library Director and adopted by the Library Board of Trustees; subsequent amendments are approved by the Library Board of Trustees. Unexpended appropriations lapse at year end; encumbrances are not included as expenditures. There were no encumbrances outstanding at December 31, 2019. During the current year, the budget was amended in a legally permissible manner. The budget statement (statement of revenues, expenditures and changes in fund balance – budget and actual) is presented on the same basis of accounting used in preparing the adopted budget.

The budget has been adopted on a line-item basis; expenditures at this level in excess of amounts budgeted are a violation of Michigan law. A comparison of the actual results of operations of the General Fund budget, as adopted by the Library Board, is available at the Library for inspection.

Excess of Expenditures Over Appropriations in Major Budgeted Funds- See the Library's budgetary comparison schedule for the General Fund for budget variances. Funds sufficient to provide for excess expenditures were made available from other functions in the fund, and the excess had no impact on the financial results of the Library.

Fund Deficit - As of December 31, 2019, the Library has no accumulated fund balance deficit reported in the General Fund.

Net Position Deficit – As of December 31, 2019, the Library has no accumulated net position deficit.

NOTE 5. CAPITAL ASSETS

Capital asset activity of the Library's governmental activities was as follows:

	Balance 1/1/2019	Additions	Disposals and Adjustments	Balance at 12/31/19
<u>Assets not being depreciated:</u>				
Land	\$ 13,207	\$ -	\$ -	\$ 13,207
Construction in process	7,283	29,682		36,965
Subtotal	\$ 20,490	\$ 29,682	\$ -	\$ 50,172
<u>Depreciable capital assets:</u>				
Building and improvements	\$ 979,385	\$ 32,410	\$ -	\$ 1,011,795
Furniture and equipment	240,976	-	-	240,976
Computer equipment	21,780	-	-	21,780
Vehicles	27,730	-	-	27,730
Books, audiovisual, periodicals	1,060,543	52,333	(150,000)	962,876
Subtotal	\$ 2,330,414	\$ 84,743	\$ (150,000)	\$ 2,265,157
<u>Less: Accumulated Depreciation</u>				
Building and improvements	\$ (247,691)	\$ (40,462)	\$ -	\$ (288,153)
Furniture and fixtures	(161,459)	(33,573)	-	(195,032)
Computer equipment	(17,964)	(3,816)	-	(21,780)
Vehicles	(16,638)	(5,546)	-	(22,184)
Books, audiovisual, periodicals	(800,504)	(57,629)	150,000	(708,133)
Subtotal	\$ (1,244,256)	\$ (141,026)	\$ 150,000	\$ (1,235,282)
Net depreciable capital assets	\$ 1,086,158			\$ 1,029,875
Net capital assets	\$ 1,106,648			\$ 1,080,047

Capital assets, including library books, are recorded at cost. Depreciation expense was \$141,026 for the year ended December 31, 2019.

NOTE 6. CAPITAL LEASES

The Library has a capital lease for copiers. The future minimum lease payments are as follows:

Year Ended December 31,	Principal
2020	\$ 3,065
2021	796
Total minimum lease payments	\$ 3,861
Less amount representing interest	(260)
Present value of minimum lease payments	<u>\$ 3,601</u>
Assets	Amount
Equipment	\$ 15,326
Less accumulated depreciation	(15,326)
Net book value	<u>\$ -</u>

Interest expense for the year ended December 31, 2019 amounted to \$314.

NOTE 7. COMPENSATED ABSENCES

Compensated absences for the year ended December 31, 2019 are as follows:

	Beginning Balance	Net Change	Ending Balance
Compensated Absences	\$ 11,786	\$ 4,572	\$ 16,358
	<u>\$ 11,786</u>	<u>\$ 4,572</u>	<u>\$ 16,358</u>

NOTE 8. LEASES

The Library leases its main facility, located in Cassopolis, from the County of Cass for an annual cost of \$1 plus maintenance and repairs.

NOTE 9. RISK MANAGEMENT

The Library is exposed to various risks of loss related to property loss, errors and omissions and employee injuries (workers' compensation), as well as medical benefits provided to employees. The Library obtains general liability insurance to cover those risks at a cost it considers to be economically justifiable.

NOTE 10. EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS - MERS

Defined benefit pension plan

General Information about the Pension Plan

Plan Description - The Library's defined benefit pension plan provides certain retirement, disability and death benefits to plan members and beneficiaries. The Library participates in the Municipal Employees Retirement System (MERS) of Michigan. MERS is an agent multiple employer, statewide public employee pension plan established by the Michigan Legislature under Public Act 135 of 1945 and administered by a nine member Retirement Board. MERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained accessing the MERS website at www.mersofmich.com.

Benefits provided – Benefits provided include a plan with a multiplier of 1.50%. Vesting periods are 6 years. Normal retirement age is 60 with early retirement at 50 with 25 years of service or 55 with 15 years of service. Final average compensation is calculated based on 5 years. Member contributions are 2% percent.

Employees covered by benefit terms – At the December 31, 2018 valuation date, the following employees were covered by benefit terms:

Inactive employees or beneficiaries	
currently receiving benefits	7
Inactive employees entitled to, but not	
yet receiving benefits	10
Active employees	12
	<u>29</u>

Contributions – The Library is required to contribute amounts at least equal to the actuarially determined rate, as established by MERS Retirement Board. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The employer may establish contribution rates to be paid by its covered employees. Employer contributions were 6.42% based on annual payroll for open-divisions.

Net pension liability – The employers' net pension liability was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an annual actuarial valuation as of that date.

NOTE 10. EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS – MERS, CONTINUED

Actuarial assumptions – The total pension liability in the December 31, 2018 annual actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement include:

- Inflation 2.5%
- Salary increases 3.75% in the long-term
- Investment rate of return of 7.75%, net of investment expense, including inflation.

Although no specific price inflation assumptions are needed for the valuation, the 2.5% long-term wage inflation assumption would be consistent with a price inflation of 3-4%.

Mortality rates used were based on the RP-2014 Group Annuity Mortality Table of a 50% Male and 50% Female blend.

The actuarial assumptions used in valuation were based on the results of the most recent actuarial experience study of 2009-2013.

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 of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term expected real rate of return</u>
Global equity	57.5%	5.02%
Global fixed income	20.0%	2.18%
Real assets	12.5%	4.23%
Diversifying strategies	10.0%	6.56%

Discount rate – The discount rate used to measure the total pension liability is 8.00%. 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.

NOTE 10. EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS – MERS, CONTINUED

	Increase/(Decrease)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability (Asset)
Beginning Balance at 12-31-17	\$ 1,017,942	\$ 968,693	\$ 49,249
Changes for the Year			
Service cost	28,375	-	28,375
Interest on the total pension liability	81,164	-	81,164
Changes in benefits	-	-	-
Difference between expected and actual experience	(6,074)	-	(6,074)
Changes in assumptions	-	-	-
Employer contributions	-	24,950	(24,950)
Employee contributions	-	8,471	(8,471)
Net investment income	-	(38,554)	38,554
Benefit payments, including employee refunds	(35,168)	(35,168)	-
Administrative expense	-	(1,892)	1,892
Other changes	-	-	-
Net changes	<u>\$ 68,297</u>	<u>\$ (42,193)</u>	<u>\$ 110,490</u>
Ending Balance at 12-31-18	<u>\$ 1,086,239</u>	<u>\$ 926,500</u>	<u>\$ 159,739</u>

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 8.00%, as well as what the employer’s net pension liability/(asset) would be using a discount rate that is 1% point lower (7.00%) or 1% higher (9.00%) than the current rate.

	1% decrease (7.00%)	Current discount rate (8.00%)	1% increase (9.00%)
		\$ 159,739	
Calculated NPL	127,886	-	(108,790)
Change in Net Pension Liability (Asset)	<u>\$ 287,625</u>	<u>\$ 159,739</u>	<u>\$ 50,949</u>

NOTE 10. EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS – MERS, CONCLUDED

Pension expense and deferred outflows of resources and deferred inflows of resources related to pensions – For the year ended December 31, 2019, the employer recognized pension expense of \$52,913. The employer reported deferred outflows and inflows of resources related to pensions from the following sources:

	Deferred outflows of resources	Deferred inflows of resources
Differences in experience	\$ -	\$ (23,368)
Differences in assumptions	8,199	-
Excess (Deficit) Investment		
Returns	74,657	-
Contributions subsequent to the measurement date*	25,394	-
Total	\$ 108,250	\$ (23,368)

*The amount reported as deferred outflows of resources resulting from contributions subsequent to the measurement date will be recognized as a reduction to the net pension liability for the year ending December 31, 2019.

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

<u>Year Ended</u>	
2020	\$ 24,452
2021	1,531
2022	10,324
2023	23,181
	<u>\$ 59,488</u>

NOTE 11. RECEIVABLES AND PAYABLES

Receivables as of December 31, 2019 for the Library’s General Fund consisted of \$1,120,728 of taxes receivable for next year’s levy and \$208 of other receivables.

Payables as of December 31, 2019 for the Library’s General Fund consisted of \$31,488 of accounts payable and \$31,335 of accrued payroll and other liabilities.

NOTE 12. TAX ABATEMENTS

The Library receives reduced property tax revenues as a result of Industrial Facilities Tax exemptions granted by various municipalities within the Library's authority. Industrial facility exemptions are intended to promote construction of new industrial facilities, or to rehabilitate historical facilities. For the fiscal year ended December 31, 2019, the Library's property tax revenues were reduced by \$3,045 under these Industrial Facilities Tax exemptions.

NOTE 13. UPCOMING PRONOUNCEMENTS

In June 2017, the GASB issued Statement No. 87, *Leases*, which improves accounting and financial reporting for leases by governments. This statement requires 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 of the right to use an underlying asset. Under this statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. The Library is currently evaluating the impact this standard will have on the financial statements when adopted. The provisions of this statement are effective for the Library's financial statements for the year ending December 31, 2020.

NOTE 14. ADOPTION OF NEW PRONOUNCEMENTS

GASB Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements* improves the information that is disclosed in notes to the Library's financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities libraries should include when disclosing information related to debt. It requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses. It will also require that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt. The requirements of this Statement are effective for the fiscal year ending December 31, 2019

NOTE 15. SUBSEQUENT EVENTS

The Library has evaluated subsequent events through February 28, 2020, the date the financial statements were available to be issued. No events or transactions occurred during this period which require recognition or disclosure in the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

Required Supplementary Information
Budgetary Comparison Schedule – General Fund
Year Ended December 31, 2019

	Originally Adopted Budget	Amended Budget	Actual	Variance Favorable (Unfavorable)
Revenues:				
Taxes	\$ 1,030,000	\$ 1,073,733	\$ 1,081,410	\$ 7,677
State sources	28,000	30,460	30,460	-
USF grant	41,751	47,582	47,583	1
Penal fines	100,000	141,191	141,191	-
Fees and book fines	22,225	18,480	23,110	4,630
Investment income	900	7,000	7,268	268
Local contributions and other	84,392	39,569	28,195	(11,374)
Total revenues	<u>\$ 1,307,268</u>	<u>\$ 1,358,015</u>	<u>\$ 1,359,217</u>	<u>\$ 1,202</u>
Expenditures:				
Salaries	\$ 520,000	\$ 536,000	\$ 531,873	\$ 4,127
Payroll taxes	37,000	40,000	38,118	1,882
Employee benefits	117,800	125,000	107,870	17,130
Staff training	2,500	750	674	76
Office supplies	23,600	17,600	14,096	3,504
Audiovisual, books, and periodicals	133,650	138,500	121,965	16,535
Professional fees	11,700	14,000	11,405	2,595
Contractual services	44,500	57,500	56,128	1,372
Membership and recruitment	900	900	765	135
Internet service	22,000	73,589	73,589	-
Insurance	17,000	17,500	17,335	165
Processing costs	10,900	16,008	16,774	(766)
Travel	4,000	4,300	3,560	740
Programs	27,200	27,263	20,850	6,413
Utilities	69,000	69,000	63,871	5,129
Repairs and maintenance	59,925	46,525	41,627	4,898
Automation	27,000	34,243	34,243	-
Capital expenditures	45,530	108,830	85,590	23,240
Total expenditures	<u>\$ 1,174,205</u>	<u>\$ 1,327,508</u>	<u>\$ 1,240,333</u>	<u>\$ 87,175</u>
Excess of revenues over expenditures	<u>\$ 133,063</u>	<u>\$ 30,507</u>	<u>\$ 118,884</u>	<u>\$ 88,377</u>
Fund Balance-Beginning of Year	<u>722,152</u>	<u>722,152</u>	<u>722,152</u>	<u>-</u>
Fund Balance-End of Year	<u><u>\$ 855,215</u></u>	<u><u>\$ 752,659</u></u>	<u><u>\$ 841,036</u></u>	<u><u>\$ 88,377</u></u>

Required Supplementary Information
Schedule of Changes in the Employer's Net Pension Liability and Related Ratios

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total Pension Liability					
Service cost	\$ 28,375	\$ 28,380	\$ 27,567	\$ 26,720	\$ 26,168
Interest	81,164	77,197	73,282	67,368	62,648
Changes of benefit terms	-	-	-	-	-
Difference between expected and actual experience	(6,074)	-	-	(4,185)	-
Changes of assumptions	-	(18,789)	(16,752)	40,993	-
Benefit payments including employee refunds	(35,168)	(39,244)	(31,879)	(31,879)	(31,879)
Other	-	-	-	-	-
Net Change in Total Pension Liability	<u>\$ 68,297</u>	<u>\$ 47,544</u>	<u>\$ 52,218</u>	<u>\$ 99,017</u>	<u>\$ 56,937</u>
Total Pension Liability beginning	<u>\$ 1,017,942</u>	<u>\$ 970,398</u>	<u>\$ 918,180</u>	<u>\$ 819,163</u>	<u>\$ 762,226</u>
Total Pension Liability ending	<u><u>\$ 1,086,239</u></u>	<u><u>\$ 1,017,942</u></u>	<u><u>\$ 970,398</u></u>	<u><u>\$ 918,180</u></u>	<u><u>\$ 819,163</u></u>
Plan Fiduciary Net Position					
Contributions - employer	\$ 24,950	\$ 23,038	\$ 20,200	\$ 17,489	\$ 14,381
Contributions - employee	8,471	8,155	7,922	7,790	7,629
Net Investment income	(38,554)	115,006	89,360	(12,108)	48,264
Benefit payments including employee refunds	(35,168)	(39,244)	(31,879)	(31,879)	(31,879)
Administrative expense	(1,892)	(1,819)	(1,763)	(1,761)	(1,775)
Net Change in Plan Fiduciary Net Position	<u>\$ (42,193)</u>	<u>\$ 105,136</u>	<u>\$ 83,840</u>	<u>\$ (20,469)</u>	<u>\$ 36,620</u>
Plan Fiduciary Net Position beginning	<u>\$ 968,693</u>	<u>\$ 863,557</u>	<u>\$ 779,717</u>	<u>\$ 800,186</u>	<u>\$ 763,566</u>
Plan Fiduciary Net Position ending	<u><u>\$ 926,500</u></u>	<u><u>\$ 968,693</u></u>	<u><u>\$ 863,557</u></u>	<u><u>\$ 863,557</u></u>	<u><u>\$ 800,186</u></u>
Employer Net Pension Liability (Asset)	<u><u>\$ 159,739</u></u>	<u><u>\$ 49,249</u></u>	<u><u>\$ 106,841</u></u>	<u><u>\$ 138,463</u></u>	<u><u>\$ 18,977</u></u>
Plan Fiduciary Net Position as a percentage of the Total Pension Liability (Asset)	85.29%	95.16%	88.99%	84.92%	97.68%
Covered Employee Payroll	\$ 407,686	\$ 407,753	\$ 396,081	\$ 389,510	\$ 381,455
Employer's Net Pension Liability(Asset) as a percentage of covered employee payroll	39.18%	12.08%	26.97%	35.55%	4.97%

Notes to Schedule:

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

**CASS DISTRICT LIBRARY
CASSOPOLIS, MICHIGAN**

**Required Supplementary Information
Schedule of Employer's Contributions**

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Actuarial determined contributions	\$ 24,950	\$ 23,038	\$ 20,200	\$ 17,489	\$ 14,381
Contributions in relation to the actuarially determined contribution	24,950	23,038	20,200	17,489	14,381
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
 Covered employee payroll	 \$ 407,686	 \$ 407,753	 \$ 396,081	 \$ 389,510	 \$ 381,455
 Contributions as a percentage of covered employee payroll	 6.12%	 5.65%	 5.10%	 5.10%	 3.77%

Notes to Schedule:

Actuarial cost method	Entry age
Amortization method	Level percentage of payroll, open
Remaining amortization period	21 years
Asset valuation method	5 year smoothed
Inflation	2.5%
Salary increases	3.75%
Investment rate of return	7.75%
Retirement age	Varies depending on plan adoption
Mortality	50% Female/50% Male 1994 Group Annuity Mortality Table

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.