

**COLOMA PUBLIC LIBRARY**  
**BERRIEN COUNTY, MICHIGAN**

**FINANCIAL REPORT**

**June 30, 2009**

**COLOMA PUBLIC LIBRARY  
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**FINANCIAL REPORT**

**June 30, 2009**

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**COLOMA PUBLIC LIBRARY  
MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)  
YEAR ENDED JUNE 30, 2009**

This annual report consists of three parts - management's discussion and analysis, the financial statements, and required supplementary information. The financial statements include information that presents two different views of the Library:

- The first four columns of the financial statements include information on the Library's General Fund, Debt Service Fund, State Aid Fund, and Building and Site Fund under the modified accrual method. The modified accrual basis focuses on current financial resources and provides 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 the government-wide financial statements under the full accrual method.
- The Government-wide Financial Statement columns provide both long-term and short-term information about the Library's overall financial status. The statement of net assets and the statement of activities provide information about the activities of the Library as a whole and present a long-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.

**Condensed Financial Information**

The tables below contain key financial information in a condensed format:

Summary of Net Assets	<u>2009</u>	<u>2008</u>
Current Assets	\$ 814,931	\$ 764,085
Capital Assets	<u>3,082,285</u>	<u>3,200,573</u>
 Total Assets	 <u>\$ 3,897,216</u>	 <u>\$ 3,964,658</u>
 Current Liabilities	 \$ 164,878	 \$ 157,310
Long-term Liabilities	<u>2,210,000</u>	<u>2,345,000</u>
 Total Liabilities	 <u>\$ 2,374,878</u>	 <u>\$ 2,502,310</u>
 Net Assets		
Invested in Capital Assets Net of Related Debt	\$ 737,285	\$ 725,573
Restricted for Debt Service	67,763	67,755
Restricted for Capital Additions	220,342	69,712
Unrestricted	<u>496,948</u>	<u>599,308</u>
 Total Net Assets	 <u>\$ 1,522,338</u>	 <u>\$ 1,462,348</u>

**COLOMA PUBLIC LIBRARY  
MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)  
YEAR ENDED JUNE 30, 2009**

<b>Results of Operations</b>	<b><u>2009</u></b>	<b><u>2008</u></b>
Revenue:		
Property Taxes	\$ 417,442	\$ 413,627
Contributions from Local Units	4,000	4,000
Penal Fees	134,854	132,335
State Grants	8,691	9,032
Other Revenue	<u>38,073</u>	<u>36,650</u>
 Total Revenue	 <u>\$ 603,060</u>	 <u>\$ 595,644</u>
 Expenses:		
Library Services	\$ (542,581)	\$ (516,030)
Unrealized (Loss) on Investments	<u>(489)</u>	<u>(4,904)</u>
 Total Expenses	 <u>\$ (543,070)</u>	 <u>\$ (520,934)</u>
 Change in Net Assets	 <u>\$ 59,990</u>	 <u>\$ 74,710</u>

**The Library as a Whole**

- The Library's net assets increased by \$59,990 during the year.
- The Library's primary source of revenue is from property taxes, which represents approximately 69 percent of the total revenue. The Library's secondary source of income is through county-wide penal fines, which represents approximately 22 percent of the total.
- Salaries and fringe benefits are approximately 37 percent of the General Fund, which is on par with the state average of a Class 4 library.
- The remaining expenditures are for new education, equipment, utilities, and supplies.
- Depreciation expense for the current year represents approximately 30 percent of the Library's total expenses.

**The Library's Funds**

Our analysis of the Library's major funds is included on pages 2 and 3 in the first four columns of the respective statements. The fund column provides detailed information about the most significant funds, not the Library as a whole. The Library Board has the ability to create separate funds to help manage money for specific purposes and to maintain accountability for certain activities, such as property tax millages. The Library's major funds consist of the General Fund, Debt Service Fund, and State Aid Fund.

**COLOMA PUBLIC LIBRARY  
MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)  
YEAR ENDED JUNE 30, 2009**

**Library's Budgetary Highlights**

Salaries and benefits were lower than budgeted due to an extended medical leave of a new employee.

Utility expenditures remain lower than budgeted as the significant increase in natural gas prices did not materialize.

Books and supply expenditures were lower than budgeted as a major update to reference materials was postponed until an evaluation of the needs in this area is completed.

**Capital Assets and Debt Administration**

At the end of the fiscal year, the Library had \$3,082,285 (net of accumulated depreciation) invested in land, building, furniture and equipment, books, audiovisual and magazines.

At June 30, 2009, the balance on the Library's 2002 general obligation bond was \$2,345,000. During the year, the Library made principal and interest payments totaling \$230,185.

**Contacting the Authority's Financial Management**

This financial report is designed to provide our citizens, taxpayers, investors and creditors with a general overview of the Library's finances and to demonstrate the Library's accountability for the resources it receives. If you have questions about this report or need additional information, contact the Librarian of the Coloma Public Library, P.O. Box 430, Coloma, MI 49038.

# Gerbel & Company, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

Fifth Third Bank Building ■ 4<sup>th</sup> Floor ■ 830 Pleasant Street ■ P.O. Box 44 ■ St. Joseph, Michigan 49085-0044

November 9, 2009

## INDEPENDENT AUDITOR'S REPORT

To the Library Board  
Coloma Public Library  
Coloma, Michigan

We have audited the accompanying financial statements of Coloma Public Library, including the Library's individual governmental funds, the Library as a whole and the budgetary comparison statements as of and for the year ended June 30, 2009, which collectively comprise the Library's financial statements as listed in the table of contents. These financial statements are the responsibility of Coloma Public Library's management. 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position and changes in financial position of Coloma Public Library, including the Library's individual governmental funds, the Library as a whole, and the budgetary comparison statements as of and for the year ended June 30, 2009, in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis and budgetary comparison information on pages I through III and 12, 13 and 14 are not a required part of the financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Coloma Public Library's financial statements. The combining statements are presented for the purposes of additional analysis and are not a required part of the financial statements. The combining statements have been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, are fairly stated in all material respects in relation to the financial statements taken as a whole.

*Gerbel & Company, P.C.*

**Right. On time.**

**COLOMA PUBLIC LIBRARY**  
**Individual Funds Balance Sheet and**  
**Statement of Net Assets**  
**June 30, 2009**

	<b>Individual Library Funds</b>		
	<u>General</u>	<u>Debt Service</u>	<u>State Aid</u>
<b>Assets</b>			
Cash and petty cash - NOTE 2	\$ 365,730	\$ 55,581	\$ 12,088
Investments - NOTE 2	-	-	-
Accounts receivable	-	-	4,183
Taxes receivable	9,971	12,182	-
Penal fees receivable	134,854	-	-
Capital assets (net of accumulated depreciation) - NOTE 4	-	-	-
TOTAL ASSETS	\$ 510,555	\$ 67,763	\$ 16,271
<b>Liabilities and Fund Balance</b>			
Liabilities:			
Accounts payable	\$ 2,511	\$ -	\$ -
Accrued interest payable	-	-	-
Compensated absences	-	-	-
Bond payable - NOTE 3			
Current portion	-	-	-
Long-term portion	-	-	-
Total Liabilities	\$ 2,511	\$ -	\$ -
Fund Balance:			
Reserved:			
Debt service	\$ -	\$ 67,763	\$ -
Capital improvements	-	-	-
Unreserved:			
Undesignated	508,044	-	16,271
Total Fund Balance	\$ 508,044	\$ 67,763	\$ 16,271
TOTAL LIABILITIES AND FUND BALANCE	\$ 510,555	\$ 67,763	\$ 16,271
<b>Net Assets</b>			
Invested in capital assets net of related debt			
Restricted for debt service			
Restricted for capital additions			
Unrestricted			
TOTAL NET ASSETS			

The accompanying notes are an integral part of these financial statements.

Non-Major Building and Site Fund	Total Modified Accrual Basis	GASB No. 34 Adjustments	Library as a Whole
			Statement of Activities - Full - Accrual Basis
\$ 217,652	\$ 651,051	\$ -	\$ 651,051
2,690	2,690	-	2,690
-	4,183	-	4,183
-	22,153	-	22,153
-	134,854	-	134,854
<u>-</u>	<u>-</u>	<u>3,082,285</u>	<u>3,082,285</u>
<u>\$ 220,342</u>	<u>\$ 814,931</u>	<u>\$ 3,082,285</u>	<u>\$ 3,897,216</u>
\$ -	\$ 2,511	\$ -	\$ 2,511
-	-	16,005	16,005
-	-	11,362	11,362
-	-	135,000	135,000
<u>-</u>	<u>-</u>	<u>2,210,000</u>	<u>2,210,000</u>
<u>\$ -</u>	<u>\$ 2,511</u>	<u>\$ 2,372,367</u>	<u>\$ 2,374,878</u>
\$ -	\$ 67,763	\$ (67,763)	\$ -
220,342	220,342	(220,342)	-
<u>-</u>	<u>524,315</u>	<u>(524,315)</u>	<u>-</u>
<u>\$ 220,342</u>	<u>\$ 812,420</u>	<u>\$ (812,420)</u>	<u>\$ -</u>
<u>\$ 220,342</u>	<u>\$ 814,931</u>		
		\$ 737,285	\$ 737,285
		67,763	67,763
		220,342	220,342
		<u>496,948</u>	<u>496,948</u>
		<u>\$ 1,522,338</u>	<u>\$ 1,522,338</u>

**COLOMA PUBLIC LIBRARY**  
**Individual Funds Statement of Revenues, Expenditures,**  
**and Changes in Fund Balance and**  
**Statement of Activities**  
**For the Year Ended June 30, 2009**

	<b>Individual Library Funds</b>		
	<b><u>General</u></b>	<b><u>Debt Service</u></b>	<b><u>State Aid</u></b>
<b>Revenues:</b>			
State grants	\$ -	\$ -	\$ 8,691
Property taxes	187,784	229,658	-
Contributions from local units	4,000	-	-
Fines	14,142	-	-
Penal fees	134,854	-	-
Contributions	1,820	-	-
Grant income	2,419	-	-
Interest	3,530	785	114
Book sales	2,586	-	-
Rent	525	-	-
Miscellaneous	3,002	-	2,000
	<u>\$ 354,662</u>	<u>\$ 230,443</u>	<u>\$ 10,805</u>
Total Revenues			
<b>Expenditures:</b>			
Recreational and culture	\$ 258,821	\$ -	\$ 6,453
Debt service	-	230,435	-
Capital outlay	51,198	-	-
Depreciation	-	-	-
	<u>\$ 310,019</u>	<u>\$ 230,435</u>	<u>\$ 6,453</u>
Total Expenditures			
Revenues Over (Under) Expenditures	<u>\$ 44,643</u>	<u>\$ 8</u>	<u>\$ 4,352</u>
<b>Other Financing Sources (Uses):</b>			
Unrealized gain (loss) on investments	\$ -	\$ -	\$ -
Operating Transfers In:	-	-	-
Operating Transfers Out:	<u>(150,000)</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>\$ (150,000)</u>	<u>\$ -</u>	<u>\$ -</u>
Total Revenues Over (Under) Expenditures and Other Financing Sources (Uses)	<u>\$ (105,357)</u>	<u>\$ 8</u>	<u>\$ 4,352</u>
Fund Balance/Net Assets - July 1, 2008	<u>613,401</u>	<u>67,755</u>	<u>11,919</u>
FUND BALANCE/NET ASSETS - JUNE 30, 2009	<u>\$ 508,044</u>	<u>\$ 67,763</u>	<u>\$ 16,271</u>

The accompanying notes are an integral part of these financial statements.

<b>Non-Major Building and Site Fund</b>	<b>Total Modified Accrual Basis</b>	<b>GASB No. 34 Adjustments</b>	<b>Library as a Whole Statement of Activities - Full - Accrual Basis</b>
\$ -	\$ 8,691	\$ -	\$ 8,691
-	417,442	-	417,442
-	4,000	-	4,000
-	14,142	-	14,142
-	134,854	-	134,854
-	1,820	-	1,820
-	2,419	-	2,419
7,150	11,579	-	11,579
-	2,586	-	2,586
-	525	-	525
-	5,002	-	5,002
<u>\$ 7,150</u>	<u>\$ 603,060</u>	<u>\$ -</u>	<u>\$ 603,060</u>
\$ 6,031	\$ 271,305	\$ 2,048	\$ 273,353
-	230,435	(130,693)	99,742
-	51,198	(44,842)	6,356
-	-	163,130	163,130
<u>\$ 6,031</u>	<u>\$ 552,938</u>	<u>\$ (10,357)</u>	<u>\$ 542,581</u>
<u>\$ 1,119</u>	<u>\$ 50,122</u>	<u>\$ 10,357</u>	<u>\$ 60,479</u>
\$ (489)	\$ (489)	\$ -	\$ (489)
150,000	150,000	-	150,000
-	(150,000)	-	(150,000)
<u>\$ 149,511</u>	<u>\$ (489)</u>	<u>\$ -</u>	<u>\$ (489)</u>
\$ 150,630	\$ 49,633	\$ 10,357	\$ 59,990
<u>69,712</u>	<u>762,787</u>	<u>699,561</u>	<u>1,462,348</u>
<u>\$ 220,342</u>	<u>\$ 812,420</u>	<u>\$ 709,918</u>	<u>\$ 1,522,338</u>

**COLOMA PUBLIC LIBRARY**  
**Reconciliation of the Library as a Whole and the**  
**Individual Fund Financial Statements**  
**For the Year Ended June 30, 2009**

Total fund balances and the net change in fund balances of the Library's individual funds differ from net assets and change in net assets of the Library as a whole reported in the Statement of Net Assets and Statement of Activities. This difference results primarily from the long-term economic focus of the Statement of the Individual Governmental Fund's balance sheets and statements of revenue, expenditures, and changes in fund balance. The following is a reconciliation of fund balance to net assets and the net change in fund balance to the net change in net assets:

Total Fund Balance-Modified Accrual Basis	\$	812,420
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Amounts reported in the Statement of Net Assets are different because:

Capital assets are not financial resources and are not reported in the funds.		3,082,285
Bonds payable is included as a liability:		
Current portion	\$ (135,000)	
Long-term portion	<u>(2,210,000)</u>	(2,345,000)
Accrued interest on bonds is included as a liability.		(16,005)
Compensated absences are included as a liability.		<u>(11,362)</u>

Total Net Assets-Full Accrual Basis	\$	<u>1,522,338</u>
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Net Change in Fund Balances-Modified Accrual Basis	\$	49,633
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Amounts reported in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures in the Statement of Activities; these costs are allocated over their estimated lives as depreciation:		
Capital outlay		44,842
Depreciation		(163,130)
Repayment of bond principal is an expenditure in the governmental funds, but not in the Statement of Activities (where it reduces long-term debt).		130,693
Increase in the accrual for long-term compensated absences is reported as an expenditure in the Statement of Activities but not in the fund financial statements.		<u>(2,048)</u>

Change in Net Assets-Full Accrual Basis	\$	<u>59,990</u>
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**COLOMA PUBLIC LIBRARY**  
**Notes to Financial Statements**  
**June 30, 2009**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of Coloma Public Library (the "Library") conform to accounting principles generally accepted in the United States of America, as prescribed by the Governmental Accounting Standards Board (GASB). The following is a summary of the significant accounting policies.

In June 1999, the GASB issued Statement No. 34 *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*. Significant changes in the Statement include the following:

- A Management Discussion and Analysis (MD&A) section providing an analysis of the Library's overall financial position and results of operations.
- Financial statements prepared using full accrual accounting for all of the Library's activities.
- A change in the fund financial statements to focus on the major funds.

These and other changes are reflected in the accompanying financial statements (including notes to financial statements). The Library has elected to implement the provisions of the Statement.

**A. Reporting Entity:**

The Library is governed by a six-member Board of Trustees. The accompanying financial statements have been prepared in accordance with criteria established by the Governmental Accounting Standards Board for determining the various governmental organizations to be included in the reporting entity. Based on the significance of any operational or financial relationships with the Library, there are no component units to be included in the Library's financial report.

**B. Financial Statements:**

**Government-wide Statements** - The Library's financial statements include both government-wide (reporting the Library as a whole) and fund financial statements (reporting the Library's major funds). The government-wide financial statements categorize primary activities as either governmental or business-type. All of the Library's activities are classified as governmental activities.

In the governmental-wide Statement of Net Assets, both the governmental activities column (a) is presented on a consolidated basis, (b) and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Library's net assets are reported in three parts-invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets.

The Library first utilizes restricted resources to finance qualifying activities.

**COLOMA PUBLIC LIBRARY**  
**Notes to Financial Statements**  
**June 30, 2009**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

**B. Financial Statements - Continued:**

**Government-wide Statements - Continued:**

The government-wide Statement of Activities reports both the gross and net cost of each of the Library's functions. The functions are also supported by general government revenues (property taxes, certain intergovernmental revenues, fines, permits and charges, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants.

The net costs (by function) are normally covered by general revenue (property taxes, state sources and federal sources, interest income, etc.)

In creating the government-wide financial statements, the Library has eliminated interfund transactions.

This government-wide focus is more on the sustainability of the Library as an entity and the change in the Library's net assets resulting from the current year's activities.

**Fund Statements** - The accounts of the Library are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenue, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The Library reports the following governmental funds:

**General Fund** - The General Fund is the general operating fund of the Library. It is used to account for all financial resources except those required to be accounted for in another fund.

**Special Revenue Funds** - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes.

**Debt Service Funds** - Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

**Capital Projects Fund** - The Capital Projects Fund is used to account for all resources for acquisition of capital facilities and improvements.

**C. Basis of Accounting:**

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

**COLOMA PUBLIC LIBRARY**  
**Notes to Financial Statements**  
**June 30, 2009**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

**C. Basis of Accounting:**

**ACCRUAL**

Governmental activities in the government-wide financial statements are presented on the full accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**MODIFIED ACCRUAL**

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when they become measurable and available. "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are generally recognized when incurred.

Revenues are generally considered available when they are received in cash (unless legally restricted for some future period), or when expected to be collected soon enough after year-end to pay liabilities of the current period.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, provided the liability normally would be liquidated with expendable available financial resources.

**D. Budget and Budgetary Accounting:**

An operating budget is developed at the beginning of each fiscal year by the Librarian. The operating budget is then submitted to the Library Board for review. The budget was formally adopted at the Library's annual meeting, with a public hearing being held prior to the meeting. The budget was prepared on a basis consistent with accounting principles generally accepted in the United States of America.

**E. Cash and Cash Equivalents:**

The Library considers highly liquid investments with an original maturity of three months or less when purchased to be cash equivalents.

**F. Capital Assets:**

Capital assets are defined by the Library as assets with an initial individual cost of more than \$1,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost. Donated fixed assets are valued at their estimated fair market value on the date received.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining lives of the related fixed assets.

**COLOMA PUBLIC LIBRARY**  
**Notes to Financial Statements**  
**June 30, 2009**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

**F. Capital Assets - Continued:**

Depreciation on all assets is provided on the straight-line basis over the estimated useful lives as follows:

Buildings and additions	40 years
Library books	10 years
Furniture and equipment	5-10 years

**G. Property Tax Revenue:**

Property taxes attach as an enforceable lien on property as of December 31, and are levied on the following December 1. Property taxes become available for expenditure and are thus recognized as revenue in the fiscal year they are levied.

**H. Risk Management:**

The Library carries commercial insurance for risks of loss, including torts; theft of, damage to, and destruction of assets; errors and omissions; workers' compensation and employee health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in the past fiscal year.

**I. Fund Balance Reserves:**

A fund balance reserve arises from statutory requirements or actions already taken by the Library. The reserved portion of the fund balance identifies those amounts segregated for future purposes or not available to finance expenditures in the subsequent fiscal year.

**J. 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 at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**K. Compensated Absences (Vacation And Sick Leave):**

The Head Librarian may accumulate no more than 240 hours of vacation and no more than 320 hours of sick leave. The Assistant Librarian may accumulate no more than 160 hours of vacation and no more than 96 hours of sick leave. The Library Assistant may accumulate no more than 160 hours of vacation and no more than 96 hours of sick leave. All vacation and sick pay is accrued when incurred in the library-wide financial statements. A liability for these amounts is reported in governmental funds only for eligible employee terminations as of year-end.

**COLOMA PUBLIC LIBRARY**  
**Notes to Financial Statements**  
**June 30, 2009**

**NOTE 2 - CASH AND INVESTMENTS**

**Cash and Short-term Investments** - Investment policies for cash and short-term investments as set forth by the Board of Trustees authorize the Library to invest in certificates of deposit, savings accounts, deposit accounts, or other interest earning deposit accounts of banks which are members of the Federal Deposit Insurance Corporation (FDIC).

**Investments** - The Library's investment policy does not address investments other than short-term highly liquid instruments.

**Interest Rate Risk** - The Library minimizes interest rate risk by avoiding the need to cash in investments prior to maturity. Certificates of deposit are not normally cashed prior to maturity except to improve the quality, yield, to target duration in the portfolio, or to meet liquidity needs.

As of June 30, 2009, the Library had the following investments and maturities:

	<u>Fair Market Value</u>	<u>Less Than One Year</u>	<u>One to Three Years</u>	<u>More Than Three Years</u>
Money Markets	\$ 1,537	\$ 1,537	\$ -	\$ -
Corporate Stocks	<u>1,153</u>	<u>1,153</u>	<u>-</u>	<u>-</u>
Total Investments	<u>\$ 2,690</u>	<u>\$ 2,690</u>	<u>\$ -</u>	<u>\$ -</u>

**Credit Risk** - Act 217, PA 1982 authorizes the Library to deposit and invest in the accounts of federally insured banks, insured credit unions, savings and loan associations and bonds and other direct obligations of the United States. Michigan law prohibits security in the form of collateral, surety bond, or other forms for the deposit of public money. An Attorney General's opinion states that public funds may not be deposited in financial institutions that do not have a branch location in Michigan. The Library's deposits are in accordance with statutory authority. The Library's funds were deposited in two financial institutions that meet these requirements. At year-end the carrying amount of the Library's deposits was \$650,900 and the respective bank balance totaled \$660,548. Of the total bank balance, the Federal Deposit Insurance Corporation (FDIC) covered \$500,000.

**Concentration of Credit Risk** - The Library's policy states that investments shall have varying maturities and avoid high credit risk and should include the use of readily available funds.

**Custodial Credit Risk** - The Treasurer recommends financial institutions based on an evaluation of performance and solvency of the institution, as well as past performance and solvency of the institution. As of June 30, 2009, the Library's funds were deposited in two institutions that meet this criteria.

**COLOMA PUBLIC LIBRARY**  
**Notes to Financial Statements**  
**June 30, 2009**

**NOTE 3 - LONG-TERM DEBT**

The following is a summary of debt transactions of the Library for the year ended June 30, 2009:

	<u>Bonds</u>	<u>Compensated Absences</u>	<u>Total</u>
Balance - July 1, 2008	\$ 2,475,000	\$ 9,314	\$ 2,484,314
Subtractions:			
Addition in compensated absences	-	2,048	2,048
Retirements and payments	<u>(130,000)</u>	<u>-</u>	<u>(130,000)</u>
Balance - June 30, 2009	\$ 2,345,000	\$ 11,362	\$ 2,356,362
Less current portion	<u>(135,000)</u>	<u>(11,362)</u>	<u>(146,362)</u>
Total due after one year	<u>\$ 2,210,000</u>	<u>\$ -</u>	<u>\$ 2,210,000</u>

Bonds payable at June 30, 2009 consist of the following:

2002 Debt Issue due in annual installments of \$125,000 to \$230,000 through May 1, 2022; interest rate varies from 3.00% to 4.65%.

Total Bonds	<u>\$ 2,345,000</u>
-------------	---------------------

The annual requirements to amortize all applicable debt outstanding (excluding compensated absences) as of June 30, 2009, including interest payments of \$767,278 are as follows:

Year Ending	<u>June 30,</u>	<u>Debt</u>	<u>Interest</u>	<u>Total</u>
	2010	\$ 135,000	\$ 96,026	\$ 231,026
	2011	140,000	91,502	231,502
	2012	150,000	86,672	236,672
	2013	155,000	81,346	236,346
	2014	165,000	75,536	240,536
	2015-2019	930,000	274,068	1,204,068
	2020-2022	<u>670,000</u>	<u>62,128</u>	<u>732,128</u>
	Total	<u>\$ 2,345,000</u>	<u>\$ 767,278</u>	<u>\$ 3,112,278</u>

Compensated absences at June 30, 2009 consist of the following:

Accumulated unused vacation days which are payable upon termination of employment	\$ 6,463
Accumulated unused sick days which are payable upon termination of employment	<u>4,899</u>
Total Compensated Absences	<u>\$ 11,362</u>

The compensated absences liability will be liquidated by the General Fund.

**COLOMA PUBLIC LIBRARY**  
**Notes to Financial Statements**  
**June 30, 2009**

**NOTE 4 - CAPITAL ASSETS**

	<u>Balance</u> <u>July 1, 2008</u>	<u>Additions</u>	<u>Disposals and</u> <u>Adjustments</u>	<u>Balance</u> <u>June 30, 2009</u>
Assets not being depreciated				
Land	\$ 54,500	\$ -	\$ -	\$ 54,500
Other Capital Assets				
Building and additions	3,019,320	3,112	-	3,022,432
Land improvements	14,939	-	-	14,939
Books	1,592,635	40,235	-	1,632,870
Furniture and equipment	<u>471,764</u>	<u>1,495</u>	<u>-</u>	<u>473,259</u>
Total Capital Assets	<u>\$ 5,153,158</u>	<u>\$ 44,842</u>	<u>\$ -</u>	<u>\$ 5,198,000</u>
Accumulated Depreciation				
Building and additions	\$ (312,504)	\$ (75,601)	\$ -	\$ (388,105)
Land improvements	(2,101)	(747)	-	(2,848)
Books	(1,406,015)	(43,108)	-	(1,449,123)
Furniture and equipment	<u>(231,965)</u>	<u>(43,674)</u>	<u>-</u>	<u>(275,639)</u>
Total Accumulated Depreciation	<u>\$ (1,952,585)</u>	<u>\$ (163,130)</u>	<u>\$ -</u>	<u>\$ (2,115,715)</u>
Net Capital Assets	<u>\$ 3,200,573</u>	<u>\$ (118,288)</u>	<u>\$ -</u>	<u>\$ 3,082,285</u>

**NOTE 5 - CONTINGENT LIABILITIES**

**State Grants**

In the normal course of operation, the Library receives grant funds from various State agencies. The grant programs are subject to audit by agents of the granting authority, the purpose of which is to insure compliance with conditions precedent to the granting of funds. Any liability for reimbursement which may arise as the result of these audits is not believed to be material.

**NOTE 6 - INTERFUND TRANSFERS**

<u>Fund</u>	<u>Transfer In</u>	<u>Transfer Out</u>
General Fund	\$ -	\$ 150,000
Building and Site Fund	<u>150,000</u>	<u>-</u>
Total	<u>\$ 150,000</u>	<u>\$ 150,000</u>

Transfer \$150,000 CD Investment from the General Fund to Building Site Fund for future building repairs.

**COLOMA PUBLIC LIBRARY  
GENERAL FUND  
Budgetary Comparison Schedule  
For the Year Ended June 30, 2009**

	<u>Budgeted Amounts</u>			Variance
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	Final Budget Positive (Negative)
<b>Revenues:</b>				
Property taxes	\$ 173,000	\$ 173,000	\$ 187,784	\$ 14,784
Contributions from local units	4,000	4,000	4,000	-
Fines	7,000	7,000	14,142	7,142
Penal fees	132,336	132,336	134,854	2,518
Contributions	500	500	1,820	1,320
Grant income	-	-	2,419	2,419
Interest	10,000	10,000	3,530	(6,470)
Books	2,200	2,200	2,586	386
Rent	500	500	525	25
Miscellaneous	500	500	3,002	2,502
	<u>\$ 330,036</u>	<u>\$ 330,036</u>	<u>\$ 354,662</u>	<u>\$ 24,626</u>
Total Revenues				
<b>Expenditures:</b>				
Recreation and Cultural:				
Salaries and payroll taxes	\$ 178,000	\$ 178,000	\$ 158,833	\$ 19,167
Repairs and maintenance - equipment	3,000	3,000	1,744	1,256
Repairs and maintenance - building	25,000	25,000	23,787	1,213
Utilities	30,000	30,000	25,882	4,118
Insurance	30,500	30,500	20,105	10,395
Audit	4,860	4,860	4,860	-
Legal	500	600	600	-
Education	-	10,500	10,439	61
Supplies	15,000	15,000	7,343	7,657
Bookkeeping	600	600	300	300
Miscellaneous	10,000	9,900	4,928	4,972
Capital outlay:				
Books	52,000	52,000	41,048	10,952
Equipment	5,000	5,000	749	4,251
Technology	15,000	15,000	9,401	5,599
	<u>\$ 369,460</u>	<u>\$ 379,960</u>	<u>\$ 310,019</u>	<u>\$ 69,941</u>
Total Expenditures				
Revenues Over (Under) Expenditures	<u>\$ (39,424)</u>	<u>\$ (49,924)</u>	<u>\$ 44,643</u>	<u>\$ 94,567</u>
<b>Other Financing Sources (Uses):</b>				
Operating Transfers Out	\$ -	\$ -	\$ (150,000)	\$ (150,000)
Total Other Financing Sources (Uses):	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (150,000)</u>	<u>\$ (150,000)</u>
Total Revenues Over (Under) Expenditures and Other Financing Sources (Uses):	<u>\$ (39,424)</u>	<u>\$ (49,924)</u>	<u>\$ (105,357)</u>	<u>\$ (55,433)</u>
Fund Balance - July 1, 2008	<u>613,401</u>	<u>613,401</u>	<u>613,401</u>	<u>-</u>
FUND BALANCE - JUNE 30, 2009	<u>\$ 573,977</u>	<u>\$ 563,477</u>	<u>\$ 508,044</u>	<u>\$ (55,433)</u>

**COLOMA PUBLIC LIBRARY  
DEBT SERVICE FUND  
Budgetary Comparison Schedule  
For the Year Ended June 30, 2009**

	<u>Budgeted Amounts</u>			<b>Variance Final Budget Positive (Negative)</b>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
<b>Revenues:</b>				
Property taxes	\$ 228,000	\$ 228,000	\$ 229,658	\$ 1,658
Interest	<u>675</u>	<u>675</u>	<u>785</u>	<u>110</u>
Total Revenues	<u>\$ 228,675</u>	<u>\$ 228,675</u>	<u>\$ 230,443</u>	<u>\$ 1,768</u>
<b>Expenditures:</b>				
Debt Service:				
Principal payment	\$ 130,000	\$ 130,000	\$ 130,000	\$ -
Interest payment	100,186	100,186	100,185	1
Agent fee	<u>250</u>	<u>250</u>	<u>250</u>	<u>-</u>
Total Expenditures	<u>\$ 230,436</u>	<u>\$ 230,436</u>	<u>\$ 230,435</u>	<u>\$ 1</u>
Revenues Over (Under) Expenditures	\$ (1,761)	\$ (1,761)	\$ 8	\$ 1,769
Fund Balance - July 1, 2008	<u>67,755</u>	<u>67,755</u>	<u>67,755</u>	<u>-</u>
FUND BALANCE - JUNE 30, 2009	<u>\$ 65,994</u>	<u>\$ 65,994</u>	<u>\$ 67,763</u>	<u>\$ 1,769</u>

**COLOMA PUBLIC LIBRARY  
STATE AID FUND  
Budgetary Comparison Schedule  
For the Year Ended June 30, 2009**

	<u>Budgeted Amounts</u>			Variance
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	Final Budget Positive (Negative)
<b>Revenues:</b>				
State grants	\$ 9,500	\$ 9,500	\$ 8,691	\$ (809)
Interest	100	100	114	14
Miscellaneous	<u>-</u>	<u>-</u>	<u>2,000</u>	<u>2,000</u>
 Total Revenues	 <u>\$ 9,600</u>	 <u>\$ 9,600</u>	 <u>\$ 10,805</u>	 <u>\$ 1,205</u>
<b>Expenditures:</b>				
Recreation and Cultural:				
Periodicals	\$ 3,000	\$ 3,000	\$ 2,834	\$ 166
Travel, workshops, and memberships	1,000	1,000	739	261
Contract services	3,000	3,000	1,100	1,900
Miscellaneous	<u>1,800</u>	<u>1,800</u>	<u>1,780</u>	<u>20</u>
 Total Expenditures	 <u>\$ 8,800</u>	 <u>\$ 8,800</u>	 <u>\$ 6,453</u>	 <u>\$ 2,347</u>
 Revenues Over Expenditures	 <u>\$ 800</u>	 <u>\$ 800</u>	 <u>\$ 4,352</u>	 <u>\$ 3,552</u>
 Fund Balance - July 1, 2008	 <u>11,919</u>	 <u>11,919</u>	 <u>11,919</u>	 <u>-</u>
 FUND BALANCE - JUNE 30, 2009	 <u><u>\$ 12,719</u></u>	 <u><u>\$ 12,719</u></u>	 <u><u>\$ 16,271</u></u>	 <u><u>\$ 3,552</u></u>

**COLOMA PUBLIC LIBRARY**  
**Detail of Bonded Debt - 2002 Building and Improvement Bonds**  
**For the Year Ended June 30, 2009**

<u>Due May 1</u>	<u>Interest Rate</u>	<u>Maturing Per Year</u>	<u>Bonds Outstanding July 1, 2008</u>	<u>Bonds Retired This Year</u>	<u>Bonds Outstanding June 30, 2009</u>
2009	3.20%	\$ 130,000	\$ 130,000	\$ 130,000	\$ -
2010	3.35%	135,000	135,000	-	135,000
2011	3.45%	140,000	140,000	-	140,000
2012	3.55%	150,000	150,000	-	150,000
2013	3.75%	155,000	155,000	-	155,000
2014	3.85%	165,000	165,000	-	165,000
2015	4.00%	170,000	170,000	-	170,000
2016	4.00%	175,000	175,000	-	175,000
2017	4.15%	185,000	185,000	-	185,000
2018	4.25%	195,000	195,000	-	195,000
2019	4.35%	205,000	205,000	-	205,000
2020	4.45%	215,000	215,000	-	215,000
2021	4.55%	225,000	225,000	-	225,000
2022	4.65%	230,000	230,000	-	230,000
<b>TOTAL BUILDING AND IMPROVEMENT BONDS</b>		<u>\$ 2,475,000</u>	<u>\$ 2,475,000</u>	<u>\$ 130,000</u>	<u>\$ 2,345,000</u>

Purpose of bond issue:

To finance a portion of the costs of constructing a new approximately 18,324 square foot library facility including site development, furnishings, technology, and equipment to be located within the City of Coloma.

Terms:

Principal due annually May 1. Interest due semi-annually May 1 and November 1.

**COLOMA PUBLIC LIBRARY**  
**Summary of Principal and Interest Requirements to Maturity**  
**2002 Building and Improvement Bonds**

<b>Year Ended</b> <b>June 30</b>	<b>Principal</b> <b>Due May 1</b>	<b>Interest Due</b>		<b>Total</b>
		<b>May 1</b>	<b>November 1</b>	
2010	\$ 135,000	\$ 48,013	\$ 48,013	\$ 231,026
2011	140,000	45,751	45,751	231,502
2012	150,000	43,336	43,336	236,672
2013	155,000	40,673	40,673	236,346
2014	165,000	37,768	37,768	240,536
2015	170,000	34,591	34,591	239,182
2016	175,000	31,191	31,191	237,382
2017	185,000	27,691	27,691	240,382
2018	195,000	23,853	23,853	242,706
2019	205,000	19,708	19,708	244,416
2020	215,000	15,250	15,250	245,500
2021	225,000	10,466	10,466	245,932
2022	230,000	5,348	5,348	240,696
<b>TOTAL</b>	<b>\$ 2,345,000</b>	<b>\$ 383,639</b>	<b>\$ 383,639</b>	<b>\$ 3,112,278</b>

# Gerbel & Company, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

Fifth Third Bank Building ■ 4<sup>th</sup> Floor ■ 830 Pleasant Street ■ P.O. Box 44 ■ St. Joseph, Michigan 49085-0044

November 9, 2009

To the Library Board  
Coloma Public Library  
Coloma, Michigan

In connection with our audit of the books and records of the Coloma Public Library for the year ended June 30, 2009, we offer the following the recommendation.

The client should be aware of any potential issues related to the payroll and W2 preparations in regards to the educational expenses paid on behalf of Faith Wolburs.

We appreciate the courtesy and cooperation extended to us by the officials and employees of the Coloma Public Library and trust that this suggestion will be received in the spirit of cooperation in which they are offered.

If we can be of any assistance in implementing this suggestion or if you have any questions regarding these or any other matters, please feel free to contact us.

Very truly yours,



GERBEL & COMPANY, P.C.  
Certified Public Accountants

**Right. On time.**

PHONE: 269-983-0534 ■ FAX: 269-983-7050 ■ EMAIL: [gerbel@parrett.net](mailto:gerbel@parrett.net) ■ WEB SITE: [www.gerbel.com](http://www.gerbel.com)

# Gerbel & Company, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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Fifth Third Bank Building ■ 4<sup>th</sup> Floor ■ 830 Pleasant Street ■ P.O. Box 44 ■ St. Joseph, Michigan 49085-0044

November 9, 2009

To the Library Board  
Coloma Public Library

We have audited the financial statements of the governmental activities, and the aggregate remaining fund information of Coloma Public Library for the year ended June 30, 2009, and have issued our report thereon dated November 9, 2009. Professional standards require that we provide you with the following information related to our audit.

## **Our Responsibility Under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated May 27, 2009, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

## **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to you in our pre-communication letter to you dated October 22, 2009.

## **Significant Audit Findings**

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Coloma Public Library are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We noted no estimates that we consider to be particularly sensitive.

### *Difficulties Encountered in Performing the Audit*

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

**Right. On time.**

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PHONE: 269-983-0534 ■ FAX: 269-983-7050 ■ EMAIL: gerbel@parrett.net ■ WEB SITE: www.gerbel.com

*Corrected and Uncorrected Misstatements*

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

*Disagreements with Management*

For purposes of this letter professional standards define a disagreement with management as 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 representations letter dated November 9, 2009.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit'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 governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

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

Very truly yours,

  
GERBEL & COMPANY, P.C.  
Certified Public Accountants