

**Gunnison County Library District
Gunnison, Colorado**

**Financial Statements
December 31, 2017**



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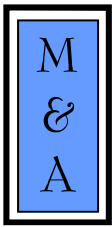
Office of the State Auditor

July 31, 2018

**Gunnison County Library District
Financial Report
December 31, 2017**

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INDEPENDENT AUDITOR'S REPORT

**To the Board of Directors
Gunnison County Library District**

Report on the Financial Statements

We have audited the accompanying financial statements of the Gunnison County Library District (the "District"), as of and for the year ended December 31, 2017, as listed in the table of contents, and the related notes to the financial statements.

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 of 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.

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INDEPENDENT AUDITOR'S REPORT
To the Board of Directors
Gunnison County Library District

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Gunnison County Library District as of December 31, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis in Section B 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 Management's Discussion and Analysis in Section B 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.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements. The individual fund budgetary comparison information is presented for purposes of additional analysis and is not a required part of the basic financial statements. The individual fund budgetary comparison is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

McMahan and Associates, L.L.C.

McMahan and Associates, L.L.C.
June 29, 2018

Gunnison County Library District
Management Discussion and Analysis



Gunnison County Library District

Management's Discussion and Analysis December 31, 2017

As management of Gunnison County Library District (the "District"), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended December 31, 2017.

Financial Highlights

- The assets of the District exceeded its liabilities and deferred inflows by \$2,253,132 at the close of the most recent fiscal year end. Of this amount, \$966,435 may be used to meet the District's ongoing obligations to patrons.
- The District's total net position increased by \$126,592.
- At the end of the current fiscal year, total fund balance for the General Fund was \$1,978,606 or 218% percent of total General Fund expenditures.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements comprise three components: Government-wide financial statements, Fund financial statements, and Notes to the Financial Statements.

Government-wide financial statements: The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The Statement of Net Position presents information on all the District's assets, deferred outflows, liabilities and deferred inflows with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The Statement of Activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The governmental activity of the District is library services. There are currently no business-type activities of the District.

The government-wide financial statements can be found on pages C1 and C2 of this report.

Fund financial statements: A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District currently accounts for all its activities using a General Fund.

Overview of the Financial Statements (continued)

Governmental funds: Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Notes to the Financial Statements: The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The Notes to the Financial Statements can be found on pages D1 through D9 of this report.

Government-wide financial analysis:

During 2017, approximately 89% of the District's revenue was from property taxes. Most of the District's assets are reflected in their cash accounts due to the generous monetary contribution from the Van Tuyl estate in 2009. Investment in capital assets (i.e. books and land) accounted for 14% of the total assets. The District will use these assets to provide services to its citizens. Accordingly, these assets are not an available source for payment of future spending. Of the total assets, the \$900,000 Van Tuyl donation was restricted for the purpose of constructing a new library building, along with 3% of the governmental activities annual budget being restricted for use in the event of an emergency.

Gunnison County Library District's Net Position

	<u>2017</u>	<u>2016</u>
Assets:		
Current and other assets	\$ 1,995,473	\$ 1,861,182
Capital assets	311,546	301,991
Total Assets	<u>2,307,019</u>	<u>2,163,173</u>
Liabilities:		
Other liabilities	16,867	10,193
Long-term liabilities	37,020	26,440
Total Liabilities	<u>53,887</u>	<u>36,633</u>
Net Position:		
Investment in capital assets	311,546	301,991
Restricted	975,151	976,537
Unrestricted	966,435	848,012
Total Net Position	<u>\$ 2,253,132</u>	<u>\$ 2,126,540</u>

Overview of the Financial Statements (continued)

Gunnison County Library District's Change in Net Position

Revenues:	<u>2017</u>	<u>2016</u>
Program revenues:		
Collection revenue	\$ 26,624	\$ 27,281
General revenues:		
Property taxes	922,580	866,306
Interest on taxes	2,501	2,408
Grants	36,154	32,228
Earnings on investments	21,644	22,013
Donations	24,033	23,008
Other income	2,823	3,800
Total Revenues	<u>\$ 1,036,359</u>	<u>977,044</u>
 Expenses:		
Personnel	567,711	570,086
Communications	3,266	2,927
Utilities	8,253	9,266
Office expenses	16,470	14,589
Professional services	10,409	10,440
Courier fees	12,928	11,571
Travel and transportation	5,418	3,545
Insurance	10,043	10,031
Meals and lodging	3,074	5,011
Dues and meetings	3,244	5,112
Media	12,389	10,000
Library network expense	55,107	51,266
Repairs and maintenance	42,723	43,315
Supplies	222	1,278
Equipment	1,036	2,656
Programs	21,784	22,265
Dedicated grant and donation programs	12,008	12,055
Treasurer's fees	27,369	25,413
Other	40,875	40,386
Depreciation & amortization	55,438	48,690
Total Expenses	<u>909,767</u>	<u>899,902</u>
 Change in Net Position	126,592	77,142
Net Position - Beginning	<u>2,126,540</u>	<u>2,049,398</u>
Net Position - Ending	<u>\$ 2,253,132</u>	<u>\$ 2,126,540</u>

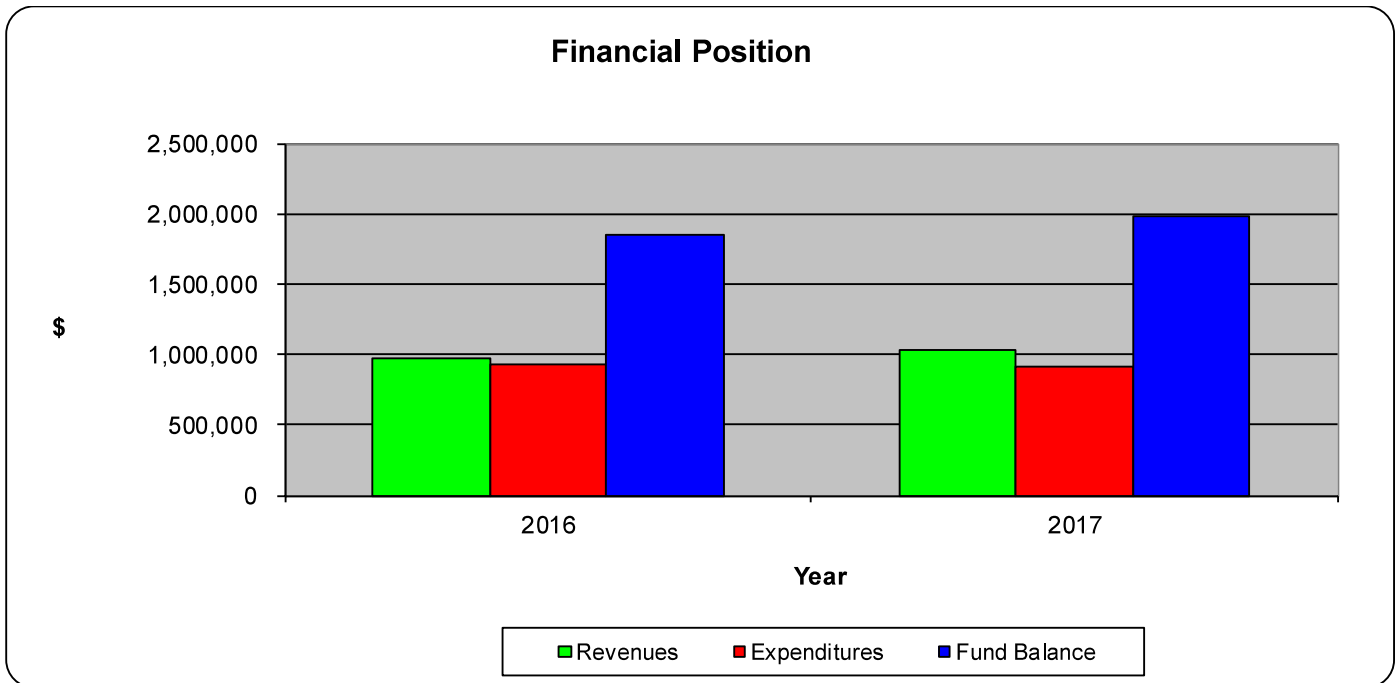
In 2017, revenues increased \$59,315 from 2016 levels. This change in revenues is primarily attributable to property tax revenue. Property taxes changed due to changes in the assessed valuation within the District's boundaries. Property taxes represent 89% of the total revenues in 2017.

Overview of the Financial Statements (continued)

Overall expenses of the District increased by \$9,865 (1%) in 2017 compared to 2016, with the bulk of the change being depreciation. Personnel expenses represent 61% of the total expenses in 2017.

Financial Analysis of the District's Funds

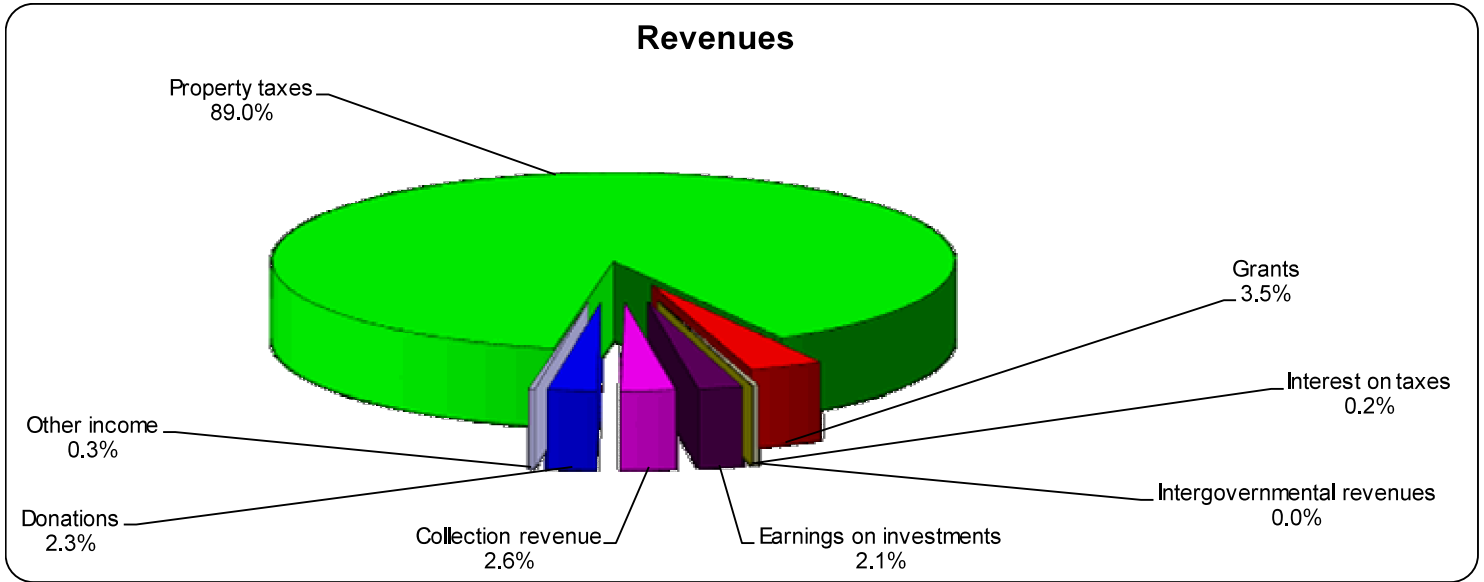
As mentioned earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District showed the following in its General Fund for the years 2016 and 2017:



The District's General Fund had a change in fund balance of \$127,617 and an ending fund balance of \$1,978,606. Revenues came in at \$1,036,359, the bulk of which was derived from property taxes and grants. General Fund expenditures were \$908,742, primarily related to the personnel costs of running the libraries.

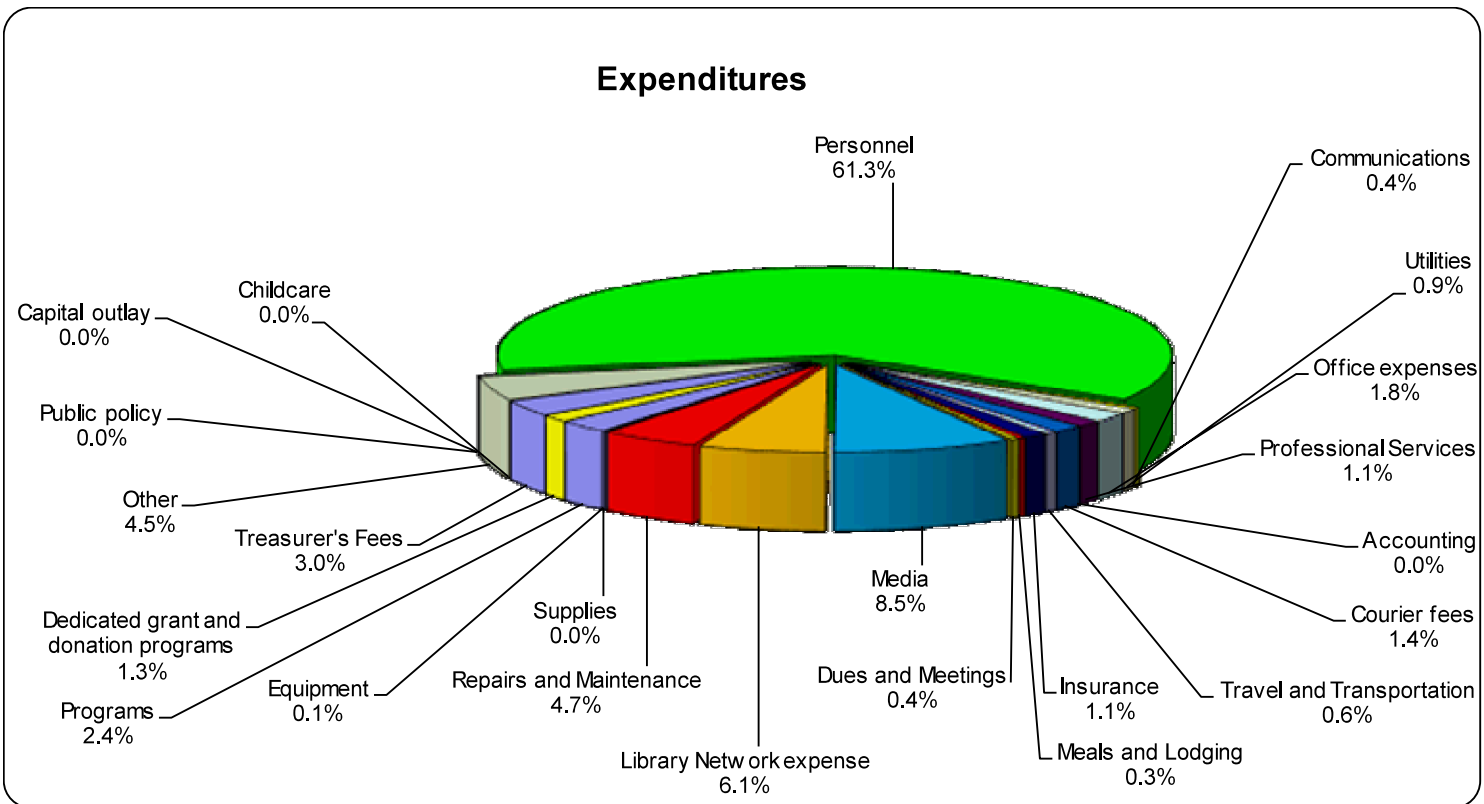
Financial Analysis of the District's Funds (continued)

The following chart represents the District's revenues:



Property taxes and grants make up the largest source of revenue for the District.

The District's General Fund expenditures consist primarily of personnel services (wages, retirement, health insurance, etc.).



Financial Analysis of the District's Funds (continued)

Budget variances in the General Fund: The District's 2017 budget was approved at the end of 2016 and was not amended during the year. Significant budget variances were as follows:

Account	Final Budget	Actual	Variance From Final Budget	Reason
Revenues:				
Property taxes	849,605	922,580	72,975	Conservative budgeting - there was discussion that the County would reduce funding in 2017
Donations	2,000	24,033	22,033	By nature donations are difficult to budget for
Expenditures/Expenses:				
Personnel	611,999	557,131	54,868	The District was without an executive director for four months. The budget assumes all that staff maximizes the districts 457(b) match which, did not happen.
Media purchases	55,500	77,382	(21,882)	Additional digital media purchases were made

Capital assets: The District recorded its capital assets in 2009 as it received the net position from the County. The balance is made up of a land plot as well as its media stock. The media stock is added onto each year through media purchases, and aging items are expensed through depreciation as their estimated useful lives expire. Additional information as well as a detailed classification of the District's net capital assets can be found in the Notes to the Financial Statements in section D6 of this report.

Next year's budget and rates: The District had \$1,978,606 of fund balance at the end of the current fiscal year. The District's 2018 budget anticipates a balanced budget with no increase or decrease in fund balance.

Request for Information

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Gunnison County Library District, 307 N. Wisconsin St., Gunnison, CO 81230 or you may call 970-641-3485.

Gunnison County Library District
Basic Financial Statements



Gunnison County Library District
Governmental Fund Balance Sheet / Statement of Net Position
December 31, 2017

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Net Position</u>
Assets:			
Cash and cash equivalents	578,676	-	578,676
Prepaid expenses	16,797	-	16,797
Restricted investments	1,400,000	-	1,400,000
Capital assets, net of depreciation	-	311,546	311,546
Total Assets	<u>1,995,473</u>	<u>311,546</u>	<u>2,307,019</u>
Liabilities:			
Accounts/vouchers payable	16,867	-	16,867
Non-current liabilities:			
Accrued compensated absences	-	37,020	37,020
Total Liabilities	<u>16,867</u>	<u>37,020</u>	<u>53,887</u>
Fund Balance/Net Position:			
Fund Balance:			
Nonspendable	16,797		
Spendable:			
Restricted for emergencies	31,091		
Restricted for new library	944,060		
Unassigned	986,658		
Total Fund Balance	<u>1,978,606</u>		
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	<u>1,995,473</u>		
Net Position:			
Investment in capital assets		311,546	311,546
Restricted		-	975,151
Unrestricted		(37,020)	966,435
Total Net Position		<u>274,526</u>	<u>2,253,132</u>

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

Gunnison County Library District
Statement of Governmental Fund Revenues, Expenditures
and Changes in Fund Balances / Statement of Activities
For the Year Ended December 31, 2017

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
Revenues:			
Property taxes	922,580	-	922,580
Interest on taxes	2,501	-	2,501
Grants	36,154	-	36,154
Earnings on investments	21,644	-	21,644
Collection revenue	26,624	-	26,624
Donations	24,033	-	24,033
Other income	2,823	-	2,823
Total Revenues	<u>1,036,359</u>	<u>-</u>	<u>1,036,359</u>
Expenditures/Expenses:			
Personnel	557,131	10,580	567,711
Communications	3,266	-	3,266
Utilities	8,253	-	8,253
Office expenses	16,470	-	16,470
Professional services	10,409	-	10,409
Courier fees	12,928	-	12,928
Travel	5,418	-	5,418
Insurance	10,043	-	10,043
Meals and lodging	3,074	-	3,074
Dues and meetings	3,244	-	3,244
Media purchases	77,382	(64,993)	12,389
Library network expense	55,107	-	55,107
Repairs and maintenance	42,723	-	42,723
Supplies	222	-	222
Equipment	1,036	-	1,036
Programs	21,784	-	21,784
Dedicated grant and donation programs	12,008	-	12,008
Treasurer's fees	27,369	-	27,369
Other expenses	40,875	-	40,875
Depreciation and amortization	-	55,438	55,438
Total Expenditures/Expenses	<u>908,742</u>	<u>1,025</u>	<u>909,767</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>127,617</u>	<u>(1,025)</u>	<u>126,592</u>
Change in Net Position	127,617	(1,025)	126,592
Fund Balances/Net Position - Beginning of Year	<u>1,850,989</u>		<u>2,126,540</u>
Fund Balances/Net Position - End of Year	<u><u>1,978,606</u></u>		<u><u>2,253,132</u></u>

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

Gunnison County Library District
Notes to the Basic Financial Statements



**Gunnison County Library District
Notes to the Financial Statements
December 31, 2017**

I. Summary of Significant Accounting Policies

Gunnison County Library District (the "District") was established January 1, 2008, by an Intergovernmental Agreement between the Board of the County Commissioners of the County of Gunnison, Colorado and The Gunnison County Library District. The District was created as a political subdivision of the state and as a "public library," as defined under Colorado Revised Statutes, as amended, to be operated and maintained for the free use of the public residing within its legal service area.

The District operates under the laws of the State of Colorado and is governed by a Board of Trustees appointed by the Gunnison County Commissioners. The Trustees serve six-year terms and are subject to a two-term limit. The District was formed to provide for the selection, organization, and distribution of books and other materials to residents and visitors to the District. The District operates libraries in Gunnison and Crested Butte, Colorado, and in 2011 began serving the community of Somerset, Colorado, with a satellite branch.

The District's financial statements are prepared in accordance with U.S. generally accepted accounting principles ("GAAP"). The Governmental Accounting Standards Board ("GASB") is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established by GAAP used by the District are discussed below.

A. Reporting Entity

The reporting entity consists of (a) the primary government; i.e., the District, and (b) organizations for which the District is financially accountable. The District is considered financially accountable for legally separate organizations if it is able to appoint a voting majority of an organization's governing body and is either able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the District. Consideration is also given to other organizations, which are fiscally dependent; i.e., unable to adopt a budget, levy taxes, or issue debt without approval by the District. Organizations for which the nature and significance of their relationship with the District are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete are also included in the reporting entity.

Based on the criteria above, the District is not financially accountable for any other entity nor is the District a component unit of any other government.

B. Government-wide and Fund Financial Statements

The District's basic financial statements include both government-wide (reporting the District as a whole) and fund financial statements (reporting the District's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. Currently, the District has only governmental activities.

1. Government-wide Financial Statements

In the government-wide Statement of Net Position, the governmental activities columns are 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 District's net position is reported in three parts: net investment in capital assets, restricted net position, and unrestricted net position.

**Gunnison County Library District
Notes to the Financial Statements
December 31, 2017
(Continued)**

I. Summary of Significant Accounting Policies (continued)

B. Government-wide and Fund Financial Statements (continued)

1. Government-wide Financial Statements (continued)

The government-wide focus is on the sustainability of the District as an entity and the change in the District's net position resulting from the current year's activities.

2. Fund Financial Statements

The financial transactions of the District are reported in the General Fund, which is a set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues, and expenditures/expenses.

The fund focus is on current available resources and budget compliance.

The General Fund accounts for resources devoted to financing the general services that the District performs for its citizens. General tax revenues and other sources of revenue used to finance the fundamental operations of the District are included in this fund.

C. Measurement Focus and Basis of Accounting

Measurement focus refers to whether financial statements measure changes in current resources only (current financial focus) or changes in both current and long-term resources (long-term economic focus). Basis of accounting refers to the point at which revenues, expenditures, or expenses are recognized in the accounts and reported in the financial statements.

1. Long-term Economic Focus and Accrual Basis

Governmental activities in the government-wide financial statements use the long-term economic focus and are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred, regardless of the timing of the related cash flows.

2. Current Financial Focus and Modified Accrual Basis

The governmental fund financial statements use the current financial focus and are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both 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 the related liability is incurred. The exception to this general rule is that principal and interest on general long-term debt, if any, is recognized when due.

D. Financial Statement Accounts

1. Cash and Cash Equivalents

Cash and cash equivalents are defined as deposits that can be withdrawn at any time without notice or penalty and investments with original maturities of three months or less.

**Gunnison County Library District
Notes to the Financial Statements
December 31, 2017
(Continued)**

I. Summary of Significant Accounting Policies (continued)

D. Financial Statement Accounts (continued)

2. Investments

Investments are stated at fair market value.

3. Fund Equity

The District has designated \$31,091 for emergency reserves.

4. Capital Assets

Capital assets, which include land, buildings, improvements, equipment, and vehicles, are reported in the government-wide financial statements. Capital assets include assets with an individual cost of \$5,000 or more and an estimated useful life in excess of two years. Books and periodicals, although having an individual cost of less than \$5,000, are also considered capital assets. Such assets are recorded at historical cost. Donated capital assets are recorded at estimated fair value at the date of donation.

Land owned by the District is not depreciated. Books and media are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Books and Media	6

5. Compensated Absences

The District allows its exempt employees to accumulate sick and vacation leave, based on the employee's length and hours of service.

Accrued compensated absences may be carried over to the following year, with the maximum amount of carry over based upon the length of service of the employee. The District pays the full amount of accrued vacation upon separation from the District. Accrued sick leave is paid out based on a formula, dependent on variables such as length of tenure and method of separation. No accrued sick leave is paid out if the employee is terminated.

At year end, the estimated value of accumulated compensated absence leave, including the District's portion of employment costs, is \$37,014.

6. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial 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. The District does not have any items that qualify for reporting in this category at December 31, 2017.

**Gunnison County Library District
Notes to the Financial Statements
December 31, 2017
(Continued)**

I. Summary of Significant Accounting Policies (continued)

D. Financial Statement Accounts (continued)

6. Deferred Outflows/Inflows of Resources (continued)

In addition to liabilities, the statement of financial 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 so will not be recognized as an inflow of resources (revenue) until that time. The government has one item, which arises only under a modified accrual basis of accounting, that qualifies for reporting in this category. Accordingly, the item, unavailable grant revenue, is reported only in the governmental funds balance sheet. This amount is deferred and recognized as an inflow of resources in the period that the amounts become available.

7. Fund Balance

The District classifies governmental fund balances as follows:

Non-spendable - includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual requirements.

Restricted – includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation.

Committed – includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority which is the Board of Trustees.

Assigned – includes spendable fund balance amounts that are intended to be used for specific purposes that are neither considered restricted nor committed. Fund balance may be assigned by the Board of Trustees or its management designee.

Unassigned - includes residual positive fund balance within the General Fund which has not been classified within the other above-mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those specific purposes.

It is the District's policy to first apply restricted resources when an expenditure is incurred for purposes for which both restricted and unrestricted resources are available. Additionally, the District first uses committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

The District has adopted a minimum fund balance policy of \$275,000 to ensure adequate amounts are maintained for operating and TABOR reserves.

Gunnison County Library District
Notes to the Financial Statements
December 31, 2017
(Continued)

II. Reconciliation of Government-wide and Fund Financial Statements

A. Explanation of certain differences between the governmental fund Balance Sheet and the government-wide Statement of Net Position

The governmental fund Balance Sheet includes adjustments between *fund balance – governmental funds* and *net position of governmental activities* as reported in the government-wide Statement of Net Position. One element of that reconciliation includes Non-current assets. This amount contains \$311,546 of Capital assets, net of depreciation. A second element of that reconciliation includes Non-current liabilities. This amount is comprised of \$37,014 of accrued vacation.

B. Explanation of certain differences between the governmental fund Statement of Revenues, Expenditures and Changes in Fund Balances and the government-wide Statement of Activities

The governmental fund Statement of Revenues, Expenditures and Changes in Fund Balances includes adjustments between *net change in fund balance of governmental funds* and *changes in net position of governmental activities* as reported in the government-wide Statement of Activities. One element of that reconciliation includes capitalization of media purchases. The District's capitalizable media purchases for the fiscal year amounted to \$10,580. A second element of that reconciliation includes the change in accrued compensated absences from the prior fiscal year. This resulted in an decrease in future expense of \$9,777. A final element of that reconciliation includes depreciation and amortization. This amount includes depreciation on fixed assets of \$311,546.

III. Stewardship, Compliance, and Accountability

A. Budgetary Information

Budgets are adopted on a basis consistent with U.S. generally accepted accounting principles. Annual appropriations are adopted for all funds. Expenditures may not legally exceed appropriations at the fund level. All appropriations lapse at year end. In the fall of each year, the District's Board of Trustees formally adopts a budget with appropriations by fund for the ensuing year pursuant to the Colorado Local Budget Law. The budget for the governmental funds are adopted on a basis consistent with U.S. generally accepted accounting principles (GAAP).

In accordance with the Intergovernmental agreement between the District and the County, the County will allocate to the District 9.19% of the existing mill levy tax imposed on real and personal property in the legal service area for the establishment, operation, and maintenance of public library services.

After a required public hearing, the District adopts the proposed budget and an appropriating resolution that legally appropriates expenditures for the upcoming year. For the 2017 budget, this final step was enacted prior to December 22.

After adoption of the budget resolution, the District may make the following changes: (a) supplemental appropriations to the extent of revenues in excess of those estimated in the budget; (b) emergency appropriations; and (c) reduction of appropriations for which originally estimated revenues are insufficient.

**Gunnison County Library District
Notes to the Financial Statements
December 31, 2017
(Continued)**

III. Stewardship, Compliance, and Accountability (continued)

A. Budgetary Information (continued)

Taxes levied in one year are collected in the succeeding year. Thus taxes certified in 2016 were collected in 2017 and taxes certified in 2017 will be collected in 2018. Taxes are due on January 1st in the year of collection; however, they may be paid in either one installment (no later than April 30th) or two equal installments (not later than February 28th and June 15th) without interest or penalty. Taxes that are not paid within the prescribed time bear interest at the rate of one percent (1%) per month until paid. Unpaid amounts and the accrued interest thereon become delinquent on June 15th.

B. TABOR Amendment

Colorado voters passed an amendment to the State Constitution, Article X, Section 20 ("TABOR"), which has several limitations, including revenue raising, spending abilities, and other specific requirements of state and local governments. The amendment is complex and subject to judicial interpretation. The District believes it is in compliance with the requirements of the amendment.

One of the requirements of TABOR is for emergency reserves to be used for declared emergencies only. Emergencies, as defined by TABOR, exclude economic conditions, revenue shortfalls, or salary or fringe benefit increases. These reserves are required to be 3% or more of fiscal year revenue (excluding bonded debt service). The District has reserved a portion of its December 31, 2017 year end fund balance in the General Fund for emergencies as required under TABOR in the amount of \$31,091, which is the approximate required reserve at December 31, 2017.

IV. Detailed Notes on All Funds

A. Deposits and Investments

The District's deposits are entirely covered by federal depository insurance ("FDIC") or by collateral held under Colorado's Public Deposit Protection Act ("PDPA"). The FDIC insures the first \$250,000 of the District's deposits at each financial institution. Deposit balances over \$250,000 are collateralized as required by PDPA. As of the fiscal year end, the carrying amount of the District's demand deposits was \$578,676. At year end, the District had the following investments and maturities:

	<u>Rating</u>	<u>Carrying Amounts</u>	<u>Maturities</u>	
			<u>Less than one year</u>	<u>Less than five years</u>
<i>Deposits:</i>				
Petty cash	Not Rated	\$ 241	\$ 241	\$ -
Checking	Not Rated	38,981	38,981	-
Savings & money market	Not Rated	539,454	539,454	-
Certificates of Deposit	Not Rated	1,400,000	-	1,400,000
		<u>\$ 1,978,676</u>	<u>\$ 578,676</u>	<u>\$ 1,400,000</u>

**Gunnison County Library District
Notes to the Financial Statements
December 31, 2017
(Continued)**

IV. Detailed Notes on All Funds (continued)

Fair Value of Investments

The District measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- *Level 1:* Quoted prices for identical investments in active markets;
- *Level 2:* Observable inputs other than quoted market prices; and,
- *Level 3:* Unobservable inputs.

At December 31, 2017 the District had the following recurring fair value measurements:

Primary Government:

<u>Investments Measured at Fair Value</u>	<u>Total</u>	<u>Fair Value Measurements Using</u>		
		<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Certificate of deposit	\$1,400,000	\$ -	1,400,000	\$ -

1. Interest Rate Risk

As a means of limiting its exposure to interest rate risk, the District diversifies its investments by security type and institution, and limits holdings in any one type of investment with any one issuer. The District coordinates its investment maturities to closely match cash flow needs and restricts the maximum investment term to less than five years from the purchase date as required by state statutes. As a result of the limited length of maturities the District has limited its interest rate risk.

2. Credit Risk

State law and District policy limit investments to those authorized by State statutes including U.S. Agencies and 2a7-like pools. The District's general investment policy is to apply the prudent-person rule: Investments are made as a prudent person would be expected to act, with discretion and intelligence, to seek reasonable income, preserve capital, and, in general, avoid speculative investments.

3. Concentration of Credit Risk

Deposits may only be made in those financial institutions which qualify as a depository of public funds in Colorado, are insured by the Federal Deposit Insurance Corporation, and collateralize deposits in excess of the Federal Deposit Insurance Corporation limit.

**Gunnison County Library District
Notes to the Financial Statements
December 31, 2017
(Continued)**

IV. Detailed Notes on All Funds (continued)

B. Capital Assets

The District had the following capital asset changes during the past year:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 61,802	\$ -	\$ -	\$ 61,802
Capital assets, being depreciated:				
Equipment	5,325	-	-	5,325
Books and media	1,577,103	64,993	(34,921)	1,607,175
Total capital assets	<u>1,644,230</u>	<u>64,993</u>	<u>(34,921)</u>	<u>1,674,302</u>
Less accumulated depreciation for:				
Equipment	(3,195)	(1,065)	-	(4,260)
Books and media	(1,339,044)	(54,373)	34,921	(1,358,496)
Total accumulated depreciation	<u>(1,342,239)</u>	<u>(55,438)</u>	<u>34,921</u>	<u>(1,362,756)</u>
Governmental Activities Capital Assets, Net	<u>\$ 301,991</u>	<u>\$ 9,555</u>	<u>\$ -</u>	<u>\$ 311,546</u>

V. Other Information

A. Pension Plans

1. General Information

The District is currently a member of the Colorado County Officials and Employees Retirement Association.

2. Defined Contribution Pension Plan - 401(a)

Participation is mandatory for all employees who work at least 1560 hours per year (75% FTE). Eligible employees contribute three percent (3%) of their base pay which is matched by the District. The plan has a five (5) year vesting period in which a participant shall vest each plan month at the rate which equals the product of one twelfth (1/12) multiplied by twenty percent (20%). The vested balance is distributed upon the employee's termination or retirement.

During the year, the District's required and actual contributions amounted to \$9,777 which was three percent (3%) of its current year covered payroll of \$325,900. The District's total payroll for 2017 was \$556,217. The District's employees contributed \$9,777. During the year there were \$894 of forfeitures. At year end December 31, 2017 there were \$0 of payable to CCOERA.

While the District recently separated from the County, the defined contribution pension plan remained largely unchanged. No pension provision changes occurred during the year that affected the required contributions to be made by the District or its employees.

**Gunnison County Library District
Notes to the Financial Statements
December 31, 2017
(Continued)**

IV. Detailed Notes on All Funds (continued)

3. Deferred Compensation Plan - 457

The District offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all District employees, permits them to defer a portion of their salary until future years. All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are to be held in trust for the exclusive benefit of the plan participants and their beneficiaries. Amounts contributed to the Deferred Compensation Plan are not available to employees until termination, retirement, death, or unforeseeable emergency. The District matches up to the first 2% of employee contributions. During 2017, the District contributed \$11,502 on behalf of its employees to this plan.

The District has no liability for losses under the plan but does have the duty of due care that would be required of an ordinary prudent investor. The District does not administer the plan and is not the Trustee of the plan.

B. Other Employee Benefits

1. Health Insurance (Life, Medical, Dental, and Vision)

The District provides the opportunity for participation in subsidized group insurance, for all eligible employees, through the Colorado Employer Benefit Trust ("CEBT"). Eligibility requirements include, but are not limited to, a minimum of thirty (30) scheduled hours per week or 1,560 hours per year. Participation in the dental and vision plans also requires a two-year commitment, except in the event of loss of eligibility or termination of employment from the District.

Currently, the district pays 75% of CEBT insurance premiums for eligible employees, with the eligible employee paying the remaining 25%.

2. Post Employment Health Care Benefits

All District employees covered by COBRA insurance may continue their health insurance due to a reduction in work hours or termination of employment. Employees who elect continued coverage must pay the District for premiums from the termination date of coverage and monthly thereafter. No cost to the District is recognized as employees reimburse 102% of their premium cost to the District.

C. Operating Leases

The Gunnison Library is located in a building owned by Gunnison County, Colorado. Continued use of the building is set forth in an agreement specifying no rent shall be due provided the building is used for the operation and maintenance of a public library.

Gunnison County Library District
Required Supplemental Information



Gunnison County Library District
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget to Actual
General Fund
For the Year Ended December 31, 2017

	<u>2017</u>			<u>2016</u>
	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Final Budget Variance Positive (Negative) Actual</u>
Revenues:				
Property taxes	849,605	849,605	922,580	72,975
Interest on taxes	300	300	2,501	2,201
Grants	28,700	28,700	36,154	7,454
Intergovernmental revenues	-	-	-	-
Earnings on investments	960	960	21,644	20,684
Collection revenue	20,400	20,400	26,624	6,224
Donations	2,000	2,000	24,033	22,033
Other income	-	-	2,823	2,823
Total Revenues	<u>901,965</u>	<u>901,965</u>	<u>1,036,359</u>	<u>134,394</u>
Expenditures/Expenses:				
Personnel	611,999	611,999	557,131	54,868
Communications	3,300	3,300	3,266	34
Utilities	9,800	9,800	8,253	1,547
Office expenses	16,820	16,820	16,470	350
Professional services	10,700	10,700	10,409	291
Courier fees	13,020	13,020	12,928	92
Travel	3,500	3,500	5,418	(1,918)
Insurance	10,700	10,700	10,043	657
Meals and lodging	3,356	3,356	3,074	282
Dues and meetings	4,440	4,440	3,244	1,196
Media purchases	55,500	55,500	77,382	(21,882)
Library network expense	55,000	55,000	55,107	(107)
Repairs and maintenance	44,500	44,500	42,723	1,777
Supplies	-	-	222	(222)
Equipment	830	830	1,036	(206)
Programs	14,700	14,700	21,784	(7,084)
Dedicated grant and donation programs	-	-	12,008	(12,008)
Treasurer's fees	26,000	26,000	27,369	(1,369)
Other expenses	47,800	47,800	40,875	6,925
Total Expenditures/Expenses	<u>931,965</u>	<u>931,965</u>	<u>908,742</u>	<u>23,223</u>
Excess of Revenues Over Expenditures	<u>(30,000)</u>	<u>(30,000)</u>	127,617	<u>157,617</u>
Fund Balances/Net Position - Beginning of Year			<u>1,850,989</u>	<u>1,804,109</u>
Fund Balances/Net Position - End of Year			<u>1,978,606</u>	<u>1,850,989</u>

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