

**UPPER PENINSULA REGION OF
LIBRARY COOPERATION, INC.**

AUDITED FINANCIAL STATEMENTS

For the Year Ended September 30, 2023

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of the
Upper Peninsula Region of Library Cooperation, Inc.
1615 Presque Isle Avenue
Marquette, Michigan 49855

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Upper Peninsula Region of Library Cooperation (the Cooperation), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Cooperation's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Cooperation, as of September 30, 2023, 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.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Cooperation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Cooperation's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Cooperation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Cooperation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Cooperation's basic financial statements. The accompanying other supplemental information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic 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 basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplemental information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 25, 2024, on our consideration of the Cooperation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Cooperation's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Cooperation's internal control over financial reporting and compliance.

Anderson, Tackman & Company, PLLC
Certified Public Accountants

March 25, 2024

Upper Peninsula Region of Library Cooperation, Inc.

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

Our discussion and analysis of the Upper Peninsula Region of Library Cooperation, Inc.'s (the Cooperation) financial performance provides an overview of the Cooperation's financial activities for the year ended September 30, 2023. Please read it in conjunction with the financial statements as listed in the table of contents.

FINANCIAL HIGHLIGHTS

- Net position for the Cooperation as a whole was reported at \$414,554. The net position is comprised of 100% governmental activities. This represents an increase of \$14,316 from prior year when net position was reported at \$400,238.
- During the year, the Cooperation's total expenses were \$354,275, while revenues from all sources totaled \$368,591, resulting in an increase in net position of \$14,316.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities, as listed in the table of contents, provide information about the activities of the Cooperation as a whole and present a longer-term view of the Cooperation finances.

Reporting the Cooperation as a Whole

One of the most important questions asked about the Cooperation's finances is "Is the Cooperation as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the Cooperation as a whole and about its activities in a way that helps answer this question. These statements include *all* assets, deferred outflows of resources, liabilities, and deferred inflows of resources using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. These two statements report the Cooperation's *net position* and changes in them. You can think of the Cooperation's net position - the difference between assets/deferred outflows of resources and liabilities/deferred inflows of resources - as one way to measure the Cooperation's financial health, or *financial position*. Over time, *increases or decreases* in the Cooperation's net position are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the Cooperation's operating base and the condition of the Cooperation's capital assets, to assess the *overall financial health* of the Cooperation.

In the Statement of Net Position and the Statement of Activities, we report all of the Cooperation's activities as governmental activities. Federal and State grants along with contracted revenues finance most of these activities.

Reporting the Cooperation's Most Significant Funds

The Cooperation only reports one fund which is the General Fund. The fund financial statements are reported in combination with the government-wide financial statements, as listed in the table of contents. The General Fund, a governmental fund, is reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can be readily converted into cash. The governmental fund statements provide a detailed short-term

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) (Continued)

view of the Cooperation's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Cooperation's program.

We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and Statement of Activities) and governmental funds in reconciliations which follows each of the Statement of Net Position and Statement of Activities.

Upper Peninsula Region of Library Cooperation, Inc. as a Whole

Table 1 provides a summary of the Cooperation's net position as of September 30, 2023 and 2022.

	<u>2023</u>	<u>2022</u>
Current and other assets	\$438,184	\$440,298
Capital assets, net	-	-
Total Assets	<u>438,184</u>	<u>440,298</u>
Deferred outflows of resources	-	-
Current liabilities	3,469	22,595
Noncurrent liabilities	13,300	10,534
Total Liabilities	<u>16,769</u>	<u>33,129</u>
Deferred inflows of resources	<u>6,861</u>	<u>6,931</u>
Net Position:		
Net investment in capital assets	-	-
Restricted	5,249	5,416
Unrestricted	409,305	394,822
Total Net Position	<u>\$414,554</u>	<u>\$400,238</u>

Net position of the Cooperation's governmental activities stood at \$414,554. Unrestricted net position — the part of net position that could be used to finance day-to-day activities stood at \$409,305.

The \$409,305 in unrestricted net position represents the accumulated results of all past years' operations. The results of this year's operations for the Cooperation as a whole are reported in the Statement of Activities (See Table 2), which shows the changes in net position for fiscal years 2023 and 2022.

MANAGEMENT’S DISCUSSION AND ANALYSIS (UNAUDITED) (Continued)

**Table 2
Statement of Activities**

	2023	2022
Program Revenues:		
Charges for services	\$359,824	\$350,369
General Revenues:		
Interest income	7,817	948
Miscellaneous	950	950
Total Revenues	<u>368,591</u>	<u>352,267</u>
Program Expenses:		
Library services	354,275	344,024
Total Expenses	<u>354,275</u>	<u>344,024</u>
Change in net position	14,316	8,243
Net position, beginning	400,238	391,995
Net Position, Ending	<u>\$414,554</u>	<u>\$400,238</u>

The Cooperation’s total revenues were \$368,591. The total cost of all programs and services was \$354,275 leaving an increase in net position of \$14,316 as a result of fiscal year 2023 operations. As of September 30, 2023, the Cooperation showed a net increase in fund balance (excess revenues over expenditures) of \$17,082; this total was reduced by depreciation expense of \$-0-, and decreased by change in compensated absences of \$2,766, resulting in the increase in net position of \$14,316.

UPPER PENINSULA REGION OF LIBRARY COOPERATION, INC.’S FUNDS

As the Cooperation completed the year, its General Fund, which includes the Cooperation’s General Fund for Administration and the Automated Library Services Fund, reported a fund balance of \$427,854 an increase of \$17,082 from the beginning of the year.

General Fund Budgetary Highlights

The Cooperation’s General Fund includes the Automated Library Services Fund, and the General Fund for Administration. Final projected revenues for the Automated Library Services Fund were \$357,173 and final projected expenses were \$350,574, resulting in a projected increase in the fund balance of \$6,599. Actual results were total revenues of \$359,284 and total expenditures of \$344,185, resulting in revenues exceeding expenditures by \$15,099. Projected revenues and expenditures did include revenues and expenditures for items re-billed to libraries for optional products.

The Cooperation’s General Fund for Administration projected revenues were \$4,695 and projected expenditures were \$4,493, resulting in a projected increase in the General Fund Balance for Administration of \$202. Actual results were total revenues of \$4,695 and total expenditures of \$4,263 resulting in revenues exceeding expenditures by \$432.

The Cooperation’s Continuing Education Fund projected revenues were \$5,366 and projected expenditures were \$4,000 resulting in a \$1,366 fund balance increase. Actual results were total revenues of \$4,612 and total expenditures of \$3,060, resulting in revenues exceeding expenditures by \$1,552.

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED) (Continued)

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At the end of fiscal year 2023, the Cooperation had \$-0- invested in equipment. (See Table 3 below)

Table 3
Capital Assets at Year-End

	2023	2022
Land	\$-	\$-
Buildings and improvements	-	-
Equipment	11,187	11,187
Total Capital Assets	11,187	11,187
Accumulated depreciation	(11,187)	(11,187)
Capital Assets, Net	\$-	\$-

During the year the Cooperation did not purchase any new capital assets or dispose of any assets.

Further details on capital assets can be found in the notes to the financial statements.

Debt

The Cooperation has no outstanding debt at year-end.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

In preparing the budget for next year, the Board anticipates conditions to remain the same for the FY 2023/2024 as they were for FY 2022/2023 with some minor changes.

CONTACTING THE COOPERATION FINANCIAL MANAGEMENT

This financial report is designated to provide our customers, investors and creditors with a general overview of the Cooperation's finances and to show the Cooperation's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Cooperation Administrator at Upper Peninsula Region of Library Cooperation, Inc., 1615 Presque Isle Avenue, Marquette, Michigan 49855

Upper Peninsula Region of Library Cooperation, Inc.

STATEMENT OF NET POSITION AND
GOVERNMENTAL FUNDS BALANCE SHEET

September 30, 2023

	General Fund	Adjustments	Statement of Net Position
ASSETS			
Current Assets:			
Cash and cash equivalents	\$ 425,854	\$ -	\$ 425,854
Due from state	-	-	-
Accounts receivable	10,530	-	10,530
Prepaid expenses	1,800	-	1,800
Non-Current Assets:			
Capital assets, net of depreciation	-	-	-
TOTAL ASSETS	438,184	-	438,184
DEFERRED OUTFLOWS OF RESOURCES	-	-	-
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 438,184		
LIABILITIES			
Current Liabilities:			
Accounts payable	\$ 20	-	20
Due to members	3,449	-	3,449
Non-Current Liabilities:			
Accrued paid time off	-	13,300	13,300
TOTAL LIABILITIES	3,469	13,300	16,769
DEFERRED INFLOWS OF RESOURCES	6,861	-	6,861
FUND BALANCE			
Non-spendable			
Prepaid expenses	1,800	(1,800)	-
Restricted:			
Member restricted	3,449	(3,449)	-
Assigned:			
UPRLC Continuing Education	8,677	(8,677)	-
Accrued Paid Time Off	13,300	(13,300)	-
Automated Library Service General	394,758	(394,758)	-
Unassigned:			
UPRLC General	5,870	(5,870)	-
TOTAL FUND BALANCE	427,854	(427,854)	-
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE	\$ 438,184		
NET POSITION			
Net investment in capital assets		-	-
Restricted		5,249	5,249
Unrestricted		409,305	409,305
TOTAL NET POSITION		\$ 414,554	\$ 414,554

The accompanying notes to financial statements are an integral part of this statement.

Upper Peninsula Region of Library Cooperation, Inc.

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE
STATEMENT OF NET POSITION

September 30, 2023

Total Fund Balances for Governmental Funds \$ 427,854

*Amounts reported for governmental activities in the statement
of net position are different because:*

Capital assets used in governmental activities are not financial
resources and therefore are not reported in the funds.

Cost of capital assets	\$ 11,187	
Accumulated depreciation	<u>(11,187)</u>	-

Long-term liabilities are not due and payable in the current period and are
not reported in the funds. Long-term liabilities at year-end consist of
accrued personal time off.

(13,300)

NET POSITION OF GOVERNMENTAL ACTIVITIES

\$ 414,554

The accompanying notes to financial statements are an integral part of this statement.

Upper Peninsula Region of Library Cooperation, Inc.

STATEMENT OF ACTIVITIES AND
GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

For the Year Ended September 30, 2023

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
EXPENDITURES/EXPENSES:			
Library services	\$ 351,509	\$ 2,766	\$ 354,275
Capital outlay	-	-	-
Loss on disposal of asset	-	-	-
	<hr/>	<hr/>	<hr/>
TOTAL EXPENDITURES/EXPENSES	351,509	2,766	354,275
	<hr/>	<hr/>	<hr/>
PROGRAM REVENUES:			
Charges for services	359,824	-	359,824
	<hr/>	<hr/>	<hr/>
TOTAL PROGRAM REVENUES	359,824	-	359,824
	<hr/>	<hr/>	<hr/>
NET PROGRAM EXPENSE			5,549
			<hr/>
GENERAL REVENUES:			
Interest income	7,817	-	7,817
Miscellaneous	950	-	950
	<hr/>	<hr/>	<hr/>
TOTAL GENERAL REVENUES	8,767	-	8,767
	<hr/>	<hr/>	<hr/>
EXCESS OF REVENUES OVER EXPENDITURES	17,082	(17,082)	
CHANGE IN NET POSITION		14,316	14,316
FUND BALANCE/NET POSITION:			
Beginning of the year	410,772		400,238
	<hr/>		<hr/>
END OF YEAR	\$ 427,854		\$ 414,554
	<hr/>		<hr/>

The accompanying notes to financial statements are an integral part of this statement.

Upper Peninsula Region of Library Cooperation, Inc.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES**

For the Year Ended September 30, 2023

Net Change in Fund Balances - Total Governmental Funds **\$ 17,082**

*Amounts reported for governmental activities in the statement
of activities are different because:*

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current period.

Depreciation expense	\$ -	
Capital Outlay	-	
Loss on Disposal of Assets	-	-

Some expenses reported in the Statement of Activities, such as compensated absences, do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.

(2,766)

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES

\$ 14,316

The accompanying notes to financial statements are an integral part of this statement.

UPPER PENINSULA REGION OF LIBRARY COOPERATION, INC.

NOTES TO FINANCIAL STATEMENTS

September 30, 2023

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The Upper Peninsula Region of Library Cooperation, Inc. (the Cooperation) is a non-profit corporation under the Internal Revenue Code section 501(c)(3). Its purpose and mission is to facilitate the sharing of information resources among its members. The Cooperation's membership consists of school, school/public, public, academic and special libraries throughout the Upper Peninsula and Northern Michigan. As all the Cooperation's members are schools or libraries, which utilize governmental financial reporting standards, the Cooperation has elected to present its financial statements under governmental standards as set by the Governmental Accounting Standards Board (GASB).

The operations of the Cooperation are accounted for with a separate set of self-balancing accounts. The accounting policies of the Cooperation conform to generally accepted accounting principles as applicable to governments and the following is a summary of the more significant policies:

BASIS OF PRESENTATION

The Cooperation adopted Governmental Accounting Standards Board (GASB) Statement No. 34, which substantially revised the financial statement presentation as described below.

Government-Wide Financial Statements

The Statement of Net Position and Statement of Activities display information about the Cooperation as a whole. They include all governmental activities which are generally financed through State sources, charges for services, and other revenues. Equity is classified as net position and displayed in three components – net investment in capital assets, restricted, and unrestricted.

Fund Financial Statements

The accounts of the Cooperation are organized on the basis of funds. The operations of the Cooperation's only fund, the General Fund, are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues and expenditures. The General Fund is a governmental fund and it is used to account for all financial resources of the Cooperation.

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide Statement of Net Position and the Statement of Activities, the governmental activities are presented using the economic resource measurement focus as defined in item (b) below. In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus is used as appropriate:

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

- a. The General Fund governmental fund utilizes a “current financial resources” measurement focus. Only current financial assets, deferred outflows of resources, liabilities, and deferred inflows of resources are generally included on the balance sheet. The operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable resources at the end of the period.
- b. The government-wide statements utilize an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position, financial position and cash flows. All assets, deferred outflows of resources, liabilities, and deferred inflows of resources whether current or noncurrent, associated with their activities are reported. Government –wide fund equity is classified as net position.

Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when “measurable and available.” Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or within sixty days after year-end. Expenditures, including capital outlay, are generally recognized when the related fund liability is incurred.

OTHER SIGNIFICANT ACCOUNTING POLICIES

Cash Equivalents and Investments – The Cooperation’s cash and cash equivalents as reported in the Statement of Net Position are considered to be cash on hand, demand deposits and short-term investments with maturities of three months or less. Investments are carried at fair value. The fair value measurements of investments is based on the hierarchy established by generally accepted accounting principles, which has three levels based on the valuation inputs used to measure an asset’s fair value.

Capital Assets – The accounting and reporting treatment applied to capital assets associated with a fund are determined by its measurement focus. In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

In the government-wide financial statements, all capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at their estimated fair value on the date donated. The Cooperation defines capital assets as assets with an initial, individual cost of more than \$1,000.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Buildings	50 years
Equipment	3 – 20 years

The cost of normal maintenance and repairs is charged to operations as incurred. Renewals and betterments are capitalized and depreciated over the remaining useful lives of the related properties.

Deferred Outflows of Resources – In addition to assets, the statement of net position and governmental funds balance sheet 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 future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The government does not have any items that qualify for reporting in this category.

Compensated Absences – The Cooperation's policies regarding compensated absences permits employees to accumulate earned but unused personal time off. The liability for these compensated absences is recorded as long-term debt in the government-wide statements. In the fund financial statements, governmental funds report only the compensated absence liability payable from expendable available financial resources.

Deferred Inflows of Resources – In addition to liabilities, the statement of net position and governmental funds balance sheet 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 reports the following in this category:

Deferred inflows of resources are reported in the government-wide and governmental fund financial statements for membership money that is received during the current year, but will be used to finance the subsequent year. The General Fund reported membership money that has been received but is unearned of \$6,861 at the end of the fiscal year.

Revenues – In the government-wide Statement of Activities, revenues are segregated by activity and are classified as either program revenue or general revenue. Program revenues include charges to customers or applicants for goods or services, operating grants and contributions and capital grants and contributions. General revenues include all revenues, which do not meet the criteria of program revenues and include revenues such as State funding and interest earnings.

In the governmental fund statements, revenues are reported by source, such as federal sources, state sources and charges for services. Revenues consist of general purpose revenues and restricted revenues. General purpose revenues are available to fund any activity reported in that fund, while restricted revenues are available for a specific purpose or activity and the restrictions are typically required by law or a grantor agency. When both general purpose and restricted revenues are available for use, it is the Cooperation's policy to use the restricted resources first.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

Expenses/Expenditures – In the government-wide Statement of Activities, expenses are segregated by activity and are classified by function. In the governmental fund statements, expenditures are classified by character such as current operations and capital outlay.

Use of Estimates – The preparation of financial statements in conformity with generally accepted accounting principles 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 revenue and expenses during the reporting period. Actual results could differ from those estimates.

Subsequent Events – Management evaluates events occurring subsequent to the date of the financial statements in determining the accounting for and disclosure of transactions and events that affect the financial statements. Subsequent events have been evaluated through March 25, 2024, which is the date the financial statements were available to be issued.

NOTE B – ORGANIZATIONAL PURPOSE:

The Cooperation was formed for the purpose of facilitating the sharing of information resources among the libraries of the Upper Peninsula and Northern Lower Michigan and to enable them to interact with other regional and national electronic bibliographical communication systems. Memberships at present consists of approximately 101 libraries.

NOTE C – INCOME TAX STATUS:

The Internal Revenue Service has ruled the Cooperation qualifies under Section 501(c)(3) of the Internal Revenue Code and is, therefore, not subject to tax under present income tax laws. The Organization’s federal Exempt Organization Business Income Tax Returns for 2021, 2022, and 2023 are subject to examination by the IRS, generally for three years after they were filed.

NOTE D – CASH AND CASH EQUIVALENTS:

Cash and Equivalents

The Cooperation’s cash and equivalents, as reported in the Statement of Net Position, consisted of the following:

Cash in demand accounts	\$102,497
Cash in savings accounts	262,761
Certificate of Deposit	60,596
Total	<u>\$425,854</u>

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Cooperation’s deposits may not be returned to it. State law does not require and the Cooperation does not have a deposit policy for custodial credit risk. The carrying amount of the Cooperation’s deposits with financial institutions was \$425,854 and the bank balance was \$415,715. Of the bank balance, \$415,715 or approximately 100% was covered by federal depository insurance according to FDIC regulations. The bank balance is categorized as follows:

Amount insured by the FDIC	\$415,715
Amount collateralized	-
Amount uncollateralized and uninsured	-
Total	<u>\$415,715</u>

NOTE D – CASH AND INVESTMENTS (Continued):

Investments

Investments, including derivative instruments that are not hedging derivatives, are measured at fair value on a recurring basis. Recurring fair value measurements are those that Governmental Accounting Standards Board (GASB) Statements require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value: 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. As of September 30, 2023, the Cooperation did not have any investments.

Credit Risk

Michigan statutes (Act 196, PA 1997) authorize governmental units to invest in bonds, other direct obligations and repurchase agreements of the United States, certificates of deposits, savings accounts, deposit accounts or receipts of a bank which is a member of the FDIC and authorized to operate in this state, commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and matures within 270 days from date of purchase, bankers' acceptances of the United States banks, obligations of the State of Michigan and its political subdivisions, external investment pools, and certain mutual funds. Michigan law prohibits security in the form of collateral, surety bond, or another form for the deposit of public money.

The Cooperation has no investment policy that would further limit its investment choices.

Concentration of Credit Risk

The Cooperation places no limit on the amount the Organization may invest in any one issuer.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of the Cooperation's investments. The Cooperation does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

NOTE E – CAPITAL ASSETS:

Capital asset activity for the year ended September 30, 2023 is as follows:

	Balance 9/30/22	Additions	Disposals	Balance 9/30/23
Asset Cost:				
Land	\$-	\$-	\$-	\$-
Buildings and improvements	-	-	-	-
Equipment	11,187	-	-	11,187
Total Asset Cost	<u>11,187</u>	<u>-</u>	<u>-</u>	<u>11,187</u>
Accumulated Depreciation:				
Buildings and improvements	-	-	-	-
Equipment	(11,187)	-	-	(11,187)
Total Accumulated Depreciation	<u>(11,187)</u>	<u>-</u>	<u>-</u>	<u>(11,187)</u>
Net Capital Assets	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>

Depreciation expense charged to governmental activities was \$-0-.

NOTE F – DUE TO MEMBERS:

Throughout the year, and in past years, the Cooperation has received money from some of its members that are to be used at the discretion of the member but held by the Cooperation. As of September 30, 2023, monies held on behalf of members is as follows:

Due to L'Anse School Public Library	\$442
Due to MAPS – Graveraet School Library	64
Due to Lake Superior State University	2,943
Due to Gladstone School Public Library	-
Due to Spies Public Library	-
Due to Gogebic Community College	-
Due to Members at September 30, 2023	<u>\$3,449</u>

The monies held on behalf of members is classified as “restricted” on the Statement of Net Position and Governmental Funds Balance Sheet.

NOTE G – ACCRUED PAID TIME OFF:

The Cooperation records on the government-wide Statement of Net Position the accrued liability arising from accumulated vested personal time off leave which is payable to the Cooperation’s employees when they separate from employment. The employees are compensated for personal time off on a scale based on years of service with the Cooperation. The Cooperation’s personal time off policy provides for up to one-half of an employee’s accumulated personal time off to be paid to the employee if they have worked with the Cooperation for at least 8 years. For employees with less than 8 years of service, personal time off payable upon separation ranges from 10%-40% depending on the number of years employed with the Cooperation. The Cooperation has a management contract with the Superiorland Library Cooperative that includes personnel. The non-current portion of accumulated personal time off payable as of September 30, 2023 is as follows:

	Balance 9/30/22	Additions	Disposals	Balance 9/30/23	Due within One Year
Paid Time Off:					
Personal time off	\$978	\$737	\$-	\$1,715	\$-
Vacation	9,556	2,029	-	11,585	-
Total Paid Time Off	<u>\$10,534</u>	<u>\$2,766</u>	<u>\$-</u>	<u>\$13,300</u>	<u>\$-</u>

NOTE H – UNEARNED REVENUES:

Certain member libraries participating in the Automated Library System (ALS) are being assessed operational fees. Monies collected in advance are being recorded as deferred inflows of resources (unearned revenues). The purpose of ALS is to facilitate the sharing of information resources among the participating libraries.

Manistique School and Public Library	\$4,759
Bessemer Public Library	2,102
Total	<u>\$6,861</u>

NOTE I – FUND BALANCES – GOVERNMENTAL FUNDS:

Fund balances of the governmental funds are classified as follows:

Non-spendable — amounts that cannot be spent either because they are in non-spendable form or because they are legally or contractually required to be maintained intact.

Restricted — amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed — amounts that can be used only for specific purposes determined by a formal action of the Board of Trustees. The Board of Trustees is the highest level of decision-making authority for the Cooperation. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Board of Trustees.

Assigned — amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the Cooperation’s adopted policy, only the Board of Trustees may assign amounts for specific purposes.

Unassigned — all other spendable amounts.

As of September 30, 2023, fund balances are composed of the following:

	<u>General Fund</u>
Non-spendable	
Prepaid expenses	\$1,800
Restricted:	
Member restricted - ALS	3,449
Assigned:	
Continuing education	8,677
Accrued paid time off	13,300
Automated Library System	394,758
Unassigned	<u>5,870</u>
Total Fund Balances	<u>\$427,854</u>

The Board of Trustees establishes (and modifies or rescinds) fund balance commitments by passage of a resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund. Assigned fund balance is established by the Board of Trustees through adoption or amendment of the budget as intended for specific purpose.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Cooperation considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Cooperation considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Board of Trustees has provided otherwise in its commitment or assignment actions.

NOTE J – SINGLE AUDIT:

The Cooperation's audited financial statements reported no federal expenditures. As the amount is less than the single audit threshold of \$750,000 an audit in accordance with the Uniform Guidance is not required for fiscal year ending September 30, 2023.

NOTE K – NEW GASB STANDARDS:

Management of the Cooperation has reviewed the following pronouncements released by the Governmental Accounting Standards Board (GASB) that are effective in the current fiscal year for applicability. Pronouncements deemed applicable to the Cooperation by management are described below in *Recently Issued and Adopted Accounting Pronouncements*; pronouncements not applicable are described in *Other Recently Issued Accounting Pronouncements*.

Recently Issued and Adopted Accounting Pronouncements

None.

Other Recently Issued Accounting Pronouncements

In May 2019, the GASB issued Statement No. 91, *Conduit Debt Obligations*. GASB 91 provides a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for account and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures. This Statement also addresses arrangements—often characterized as leases—that are associated with conduit debt obligations. This Statement was originally effective for periods beginning after December 15, 2020. However, under GASB 95, the effective date was postponed by 12 months, to periods beginning after December 15, 2021. The Cooperation does not have obligations that meet the criteria under GASB 91; therefore, GASB 91 is not applicable to the Cooperation.

In March 2020, the GASB issued Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. GASB 94 will improve financial reporting by establishing the definitions of public-private and public-public partnership arrangements (PPPs) and availability payment arrangements (APAs) and providing uniform guidance on accounting and financial reporting for transactions that meet those definitions. That uniform guidance will provide more relevant and reliable information for financial statement users and create greater consistency in practice. This Statement will enhance the decision usefulness of a government's financial statements by requiring governments to report assets and liabilities related to PPPs consistently and disclose important information about PPP transactions. The required disclosures will allow users to understand the scale and important aspects of a government's PPPs and evaluate a government's future obligations and assets resulting from PPPs. This statement is effective for periods beginning after June 15, 2022. The Cooperation does not have activities that meet the criteria for GASB 94; therefore, GASB 94 is not applicable to the Cooperation.

In May 2020, the GASB issued Statement No. 96, *Subscription-Based Information Technology Arrangements*. GASB 96 will improve financial reporting by establishing a definition for subscription-based information technology arrangements (SBITAs) for government end users

NOTE K – NEW GASB STANDARDS (continued):

(governments) and providing uniform guidance for accounting and financial reporting for transactions that meet that definition. This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended. This Statement also will enhance the relevance and reliability of a government's financial statements by requiring a government to report a subscription asset and subscription liability for a SBITA and to disclose essential information about the arrangement. The disclosures will allow users to understand the scale and important aspects of a government's SBITA activities and evaluate a government's obligations and assets resulting from SBITAs. This statement is effective for periods beginning after June 15, 2022. The Cooperation does not have activities that meet the criteria for GASB 96; therefore, GASB 96 is not applicable to the Cooperation.

NOTE L – UPCOMING STANDARDS:

The following pronouncements of the Governmental Accounting Standards Board (GASB) have been released recently and may be applicable to the Cooperation in the near future. We encourage management to review the following information and determine which standard(s) may be applicable to the Cooperation.

GASB 100: Accounting Changes and Error Corrections – An Amendment of GASB Stmt No. 62 Effective for fiscal years beginning after June 15, 2023 (The Cooperation's fiscal year 2024)

The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability.

This Statement defines *accounting changes* as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. As part of those descriptions, for (1) certain changes in accounting principles and (2) certain changes in accounting estimates that result from a change in measurement methodology, a new principle or methodology should be justified on the basis that it is preferable to the principle or methodology used before the change. That preferability should be based on the qualitative characteristics of financial reporting—understandability, reliability, relevance, timeliness, consistency, and comparability. This Statement also addresses corrections of errors in previously issued financial statements.

This Statement prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections. This Statement requires that (a) changes in accounting principles and error corrections be reported retroactively by restating prior periods, (b) changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and (c) changes in accounting estimates be reported prospectively by recognizing the change in the current period. The requirements of this Statement for changes in accounting principles apply to the implementation of a new pronouncement in absence of specific transition provisions in the new pronouncement. This Statement also requires that the aggregate amount of adjustments to and restatements of beginning net position, fund balance, or fund net position, as applicable, be displayed by reporting unit in the financial statements.

NOTE L – UPCOMING STANDARDS (continued):

This Statement requires disclosure in notes to financial statements of descriptive information about accounting changes and error corrections, such as their nature. In addition, information about the quantitative effects on beginning balances of each accounting change and error correction should be disclosed by reporting unit in a tabular format to reconcile beginning balances as previously reported to beginning balances as restated.

Furthermore, this Statement addresses how information that is affected by a change in accounting principle or error correction should be presented in required supplementary information (RSI) and supplementary information (SI). For periods that are earlier than those included in the basic financial statements, information presented in RSI or SI should be restated for error corrections, if practicable, but not for changes in accounting principles.

GASB 101: Compensated Absences

Effective for fiscal years beginning after December 15, 2023 (The Cooperation's fiscal year 2025)

The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors such as employment policies related to compensated absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.

This Statement requires that a liability for certain types of compensated absences—including parental leave, military leave, and jury duty leave—not be recognized until the leave commences. This Statement also requires that a liability for specific types of compensated absences not be recognized until the leave is used.

This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.

With respect to financial statements prepared using the current financial resources measurement focus, this Statement requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources.

NOTE L – UPCOMING STANDARDS (continued):

This Statement amends the existing requirement to disclose the gross increases and decreases in a liability for compensated absences to allow governments to disclose only the net change in the liability (as long as they identify it as a net change). In addition, governments are no longer required to disclose which governmental funds typically have been used to liquidate the liability for compensated absences.

REQUIRED SUPPLEMENTAL INFORMATION

Upper Peninsula Region of Library Cooperation, Inc.

GENERAL FUND

GOVERNMENTAL FUND STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL

For the Year Ended September 30, 2023

	Original Budget	Final Amended Budget	Actual	Variance with Final Budget Positive (Negative)
REVENUES:				
Membership	\$ 335,985	\$ 336,331	\$ 335,577	\$ (754)
Interest	1,000	5,873	7,817	1,944
Sale services - re-billed	26,341	24,080	24,247	167
Communications reimbursement	-	-	-	-
Miscellaneous revenue	900	950	950	-
TOTAL REVENUES	364,226	367,234	368,591	1,357
EXPENDITURES:				
Professional and Contractual:				
Management	186,275	183,149	175,603	7,546
Legal	-	-	-	-
Accounting	-	-	-	-
Other	-	-	2,770	(2,770)
Printing and publishing	-	-	-	-
Office expenses	500	500	463	37
Information technology	250	250	243	7
Travel	250	-	-	-
Conference, conventions, and meetings	5,500	4,200	3,260	940
Insurance	1,831	3,183	3,183	-
Capital outlay	-	-	-	-
Other Expenses:				
Repairs and maintenance	140,477	142,072	140,470	1,602
Operating supplies	325	500	136	364
Communications	-	1,134	1,134	-
Re-billed	26,341	24,080	24,247	(167)
Miscellaneous	-	-	-	-
TOTAL EXPENDITURES	361,749	359,068	351,509	7,559
EXCESS REVENUES OVER (UNDER) EXPENDITURES	2,477	8,166	17,082	8,916
Fund balance, beginning of year	410,772	410,772	410,772	-
FUND BALANCE, END OF YEAR	\$ 413,249	\$ 418,938	\$ 427,854	\$ 8,916

OTHER SUPPLEMENTAL INFORMATION

Upper Peninsula Region of Library Cooperation, Inc.

GENERAL FUND

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

For the Year Ended September 30, 2023

	Assigned			Unassigned	Totals
	Continuing Education	Paid Time Off	Automated Library Service General	UPRLC General	
REVENUES:					
Membership	\$ 4,612	\$ -	\$ 326,270	\$ 4,695	\$ 335,577
Interest	-	-	7,817	-	7,817
Sale services - re-billed	-	-	24,247	-	24,247
Communications reimbursement	-	-	-	-	-
Miscellaneous revenue	-	-	950	-	950
TOTAL REVENUES	4,612	-	359,284	4,695	368,591
EXPENDITURES:					
Professional and Contractual:					
Management	-	-	175,603	-	175,603
Legal	-	-	-	-	-
Accounting	-	-	-	-	-
Other	-	-	-	2,770	2,770
Printing and publishing	-	-	-	-	-
Office expenses	-	-	463	-	463
Information technology	-	-	243	-	243
Travel	-	-	-	-	-
Conference, conventions, and meetings	3,060	-	200	-	3,260
Insurance	-	-	1,690	1,493	3,183
Capital outlay	-	-	-	-	-
Other Expenses:					
Repairs and maintenance	-	-	140,470	-	140,470
Operating supplies	-	-	136	-	136
Communications	-	-	1,134	-	1,134
Re-billed	-	-	24,247	-	24,247
Miscellaneous	-	-	-	-	-
TOTAL EXPENDITURES	3,060	-	344,186	4,263	351,509
EXCESS REVENUES OVER (UNDER) EXPENDITURES	1,552	-	15,098	432	17,082
OTHER FINANCING SOURCES (USES):					
Transfers in	-	2,766	-	-	2,766
Transfers (out)	-	-	(2,766)	-	(2,766)
TOTAL FINANCING SOURCES (USES)	-	2,766	(2,766)	-	-
CHANGE IN FUND BALANCES	1,552	2,766	12,332	432	17,082
Fund balances, beginning of year	7,125	10,534	387,675	5,438	410,772
FUND BALANCES, END OF YEAR	\$ 8,677	\$ 13,300	\$ 400,007	\$ 5,870	\$ 427,854

COMPLIANCE SECTION



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Trustees of the
Upper Peninsula Region of Library Cooperation, Inc.
1615 Presque Isle Avenue
Marquette, Michigan 49855

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Upper Peninsula Region of Library Cooperation, Inc. (the Cooperation), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Cooperation's basic financial statements and have issued our report thereon dated March 25, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Cooperation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Cooperation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Cooperation's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying Report to Management that we consider to be significant deficiencies item 2023-001.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Cooperation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclose no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The Cooperation's Response to Findings

Government Auditing Standards required the auditor to perform limited procedures on the Cooperation's response to the findings identified in our audit is described in the accompanying Corrective Action Plan. The Cooperation's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Anderson, Tackman & Company, PLLC
Certified Public Accountants

March 25, 2024

COMMUNICATIONS SECTION



Upper Peninsula Region of Library Cooperation, Inc.
Report to Management
For the Year Ended September 30, 2023

To the Board of Trustees and Management of the
Upper Peninsula Region of Library Cooperation, Inc.
1615 Presque Isle Avenue
Marquette, Michigan 49855

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Upper Peninsula Region of Library Cooperation, Inc. (the Cooperation) as of and for the year ended September 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Cooperation's system of internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Cooperation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Cooperation's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in internal control to be significant deficiencies:

SIGNIFICANT DEFICIENCIES

2023-001 SEGREGATION OF DUTIES (REPEAT)

Condition/Criteria: The size of the Cooperation's accounting and administrative staff precludes certain internal design controls that would be preferred if the office staff were large enough to provide optimum segregation of duties.

To the Board of Trustees and Management
of the Upper Peninsula Region of Library Cooperation, Inc.

Cause of Condition: Smaller organizations, due to limited resources, are generally more sensitive to the cost of implementing these design controls and often have compensating controls to partially mitigate this deficiency.

Effect: The segregation of duties is less than optimal due to the size of the organization and could allow for a misstatement to be overlooked by management.

Recommendation: These control deficiencies can be overcome by reviewing major account reconciliations, involvement in certain cycles of operation, and financial oversight of the Cooperation's financial affairs by the Board of Trustees.

Management Response-Corrective Action Plan:

- Contact Person(s) Responsible for Correction:
 - Director and Board of Trustees
- Corrective Action Planned:
 - See separate Corrective Action Plan
- Anticipated Completion Date:
 - Not applicable

The Cooperation's written response to the significant deficiencies identified in our audit has not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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

Anderson, Tackman & Company, PLLC
Certified Public Accountants

March 25, 2024



Upper Peninsula Region of Library Cooperation, Inc.
Communication with Those Charged with Governance
For the Year Ended September 30, 2023

March 25, 2024

To the Board of Trustees of the
Upper Peninsula Region of Library Cooperation, Inc.
1615 Presque Isle Avenue
Marquette, Michigan 49855

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Upper Peninsula Region of Library Cooperation, Inc. (the Cooperation) for the year ended September 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 16, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Cooperation are described in the notes to the financial statements. Newly adopted GASB standards are disclosed in the notes to the financial statements. We noted no transactions entered into by the Cooperation during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Cooperation's financial statements were:

Management's estimate of the accumulated depreciation and depreciation expense is based on historical cost and estimated useful life. Depreciation is calculated using the straight-line method. We evaluated the methods, assumptions and data used to develop the current year depreciation and accumulated depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the accrued sick and vacation is based on employee pay rates and the various subsidiary ledgers maintained for hour balances. We evaluated the methods, assumptions, and data used to develop the accrued employee benefit balances in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

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

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 25, 2024.

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 Cooperation'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 Cooperation's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Our consideration of internal control over financial reporting was for the limited purpose described in a separate letter and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified certain deficiencies in internal control over financial reporting, described in the accompanying Report to Management that we consider to be significant deficiencies in internal control over financial reporting (2023-001).

Other Matters

We applied certain limited procedures to the required supplementary information, as listed in the table of contents, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the other supplemental information, as listed in the table of contents, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

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

Very truly yours,

Anderson, Tackman & Company, PLLC
Certified Public Accountants

Upper Peninsula Region of Library Cooperation, Inc.

1615 Presque Isle Avenue
Marquette, MI 49855
(906) 228-7697

Corrective Action Plan
For the Year Ended September 30, 2023

March 25, 2024

In response to the findings disclosed in the audited financial statements for the year ended September 30, 2023:

2023-001 SEGREGATION OF DUTIES (REPEAT)

Corrective Action Plan:

The Cooperation is aware of this deficiency and believes smaller organizations, due to limited resources, are generally more sensitive to the cost of implementing these design controls and often have compensating controls to partially mitigate this deficiency. The Cooperation's Board of Trustees closely monitors all payments and reviews the financial statements on a monthly basis. We do not foresee the need for any changes to this procedure at this time.