



Mary Taylor, CPA  
Auditor of State



CLERMONT COUNTY PUBLIC LIBRARY  
CLERMONT COUNTY

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# Mary Taylor, CPA

Auditor of State

## INDEPENDENT ACCOUNTANTS' REPORT

Clermont County Public Library  
Clermont County  
326 Broadway Street  
Batavia, Ohio 45103

To the Board of Trustees:

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Clermont County Public Library, Clermont County, Ohio (the Library), as of and for the year ended December 31, 2008, which collectively comprise the Library's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Library's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinions.

As discussed in Note 2, the accompanying financial statements and notes follow the cash accounting basis. This is a comprehensive accounting basis other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the Clermont County Public Library, Clermont County, Ohio, as of December 31, 2008, and the respective changes in cash financial position and the respective budgetary comparison for the General fund thereof for the year then ended in conformity with the basis of accounting Note 2 describes.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 22, 2009, on our consideration of the Library's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

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The Library has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

A handwritten signature in black ink that reads "Mary Taylor". The signature is written in a cursive, flowing style.

**Mary Taylor, CPA**  
Auditor of State

October 22, 2009

**CLERMONT COUNTY PUBLIC LIBRARY**

*Statement of Net Assets - Cash Basis*

*December 31, 2008*

	Governmental Activities
<b>Assets</b>	
Equity in Cash and Cash Equivalents	\$6,896,870
<i>Total Assets</i>	<u>\$6,896,870</u>
<b>Net Assets</b>	
Restricted for:	
Capital Projects	\$105,287
Debt Service	1,524
Other Purposes	82,936
Unrestricted	6,707,123
<i>Total Net Assets</i>	<u>\$6,896,870</u>

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

**Clermont County Public Library, Clermont County**

*Statement of Activities - Cash Basis  
For the Year Ended December 31, 2008*

	Program Cash Receipts			Net (Disbursements) Receipts and Changes in Net Assets	
	Cash Disbursements	Charges for Services and Sales	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
<b>Governmental Activities</b>					
Library Services:					
Public Service and Programs	3,144,054	337,004	41,368		(\$2,765,682)
Collection Development and Processing	1,232,323				(1,232,323)
Support Services:					
Facilities Operation and Maintenance	1,010,768				(1,010,768)
Information Services	988,155				(988,155)
Business Administration	559,054				(559,054)
Capital Outlay	84,714				(84,714)
Debt Service	363,331				(363,331)
<i>Total Governmental Activities</i>	<u>\$7,382,399</u>	<u>\$337,004</u>	<u>\$41,368</u>	<u>\$0</u>	<u>(7,004,027)</u>

**General Receipts**

Property Taxes Levied for General Purposes	1,072,150
Intergovernmental Revenues	312,268
Library and Local Government Support Fund	5,894,210
Unrestricted Gifts and Contributions	55,249
Interest	167,634
Miscellaneous	28,427
<i>Total General Receipts</i>	<u>7,529,938</u>
Change in Net Assets	525,911
<i>Net Assets Beginning of Year</i>	<u>6,370,959</u>
<i>Net Assets End of Year</i>	<u><u>\$6,896,870</u></u>

See accompanying notes to the basic financial statements



**CLERMONT COUNTY PUBLIC LIBRARY**  
*Statement of Cash Basis Assets and Fund Balances*  
*Governmental Funds*  
*December 31, 2008*

	General Fund	Other Governmental Funds	Total Governmental Funds
<b>Assets</b>			
Equity in Cash and Cash Equivalents	\$6,707,123	\$189,747	\$6,896,870
<i>Total Assets</i>	<u>\$6,707,123</u>	<u>\$189,747</u>	<u>\$6,896,870</u>
<b>Fund Balances</b>			
Reserved:			
Reserved for Encumbrances	\$350,634	\$84,185	\$434,819
Unreserved:			
Undesignated (Deficit), Reported in:			
General Fund	6,356,489		6,356,490
Special Revenue Funds		82,936	82,936
Debt Service Fund		1,524	1,524
Capital Projects Funds		21,102	21,102
<i>Total Fund Balances</i>	<u>\$6,707,123</u>	<u>\$189,747</u>	<u>\$6,896,870</u>

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

**CLERMONT COUNTY PUBLIC LIBRARY**

*Statement of Cash Receipts, Disbursements and Changes in Cash Basis Fund Balances*

*Governmental Funds*

*For the Year Ended December 31, 2008*

	<u>General</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>Receipts</b>			
Property and Other Local Taxes	\$1,072,150	\$0	\$1,072,150
Intergovernmental	6,206,478	41,368	6,247,846
Patron Fines and Fees	337,004	0	337,004
Contributions, Gifts and Donations	55,249	0	55,249
Earnings on Investments	167,634	0	167,634
Miscellaneous	22,335	14,615	36,950
<i>Total Receipts</i>	<u>7,860,850</u>	<u>55,983</u>	<u>7,916,833</u>
<b>Disbursements</b>			
Current:			
Library Services:			
Public Service and Programs	3,142,375	1,679	3,144,054
Collection Development and Processing	1,218,739	13,584	1,232,323
Support Services:			
Facilities Operation and Maintenance	1,010,768	0	1,010,768
Information Services	920,741	67,414	988,155
Business Administration	556,046	3,008	559,054
Capital Outlay	0	84,714	84,714
Debt Service:			
Principal Retirement	0	220,000	220,000
Interest and Fiscal Charges	0	143,331	143,331
Issuance Costs			
<i>Total Disbursements</i>	<u>6,848,669</u>	<u>533,730</u>	<u>7,382,399</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>1,012,181</u>	<u>(477,747)</u>	<u>534,434</u>
<b>Other Financing Sources (Uses)</b>			
Transfers In	0	584,150	584,150
Transfers Out	(584,150)	0	(584,150)
Advances In	41,368	0	41,368
Advances Out	0	(41,368)	(41,368)
Other Financing Uses	(8,523)	0	(8,523)
<i>Total Other Financing Sources (Uses)</i>	<u>(551,305)</u>	<u>542,782</u>	<u>(8,523)</u>
<i>Net Change in Fund Balances</i>	460,876	65,035	525,911
<i>Fund Balances Beginning of Year</i>	<u>6,246,247</u>	<u>124,712</u>	<u>6,370,959</u>
<i>Fund Balances End of Year</i>	<u>\$6,707,123</u>	<u>\$189,747</u>	<u>\$6,896,870</u>

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

**CLERMONT COUNTY PUBLIC LIBRARY**  
**CLERMONT COUNTY, OHIO**  
*Statement of Receipts, Disbursements and Changes*  
*In Fund Balance - Budget and Actual - Budget Basis*  
*General Fund*  
*For the Year Ended December 31, 2008*

	Budgeted Amounts			Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
<b>Receipts</b>				
Property and Other Local Taxes	\$1,103,060	\$1,072,000	\$1,072,150	\$150
Intergovernmental	6,224,412	6,206,209	6,206,478	269
Patron Fines and Fees	315,160	334,923	337,004	2,081
Contributions, Gifts and Donations	55,153	54,000	55,249	1,249
Earnings on Investments	157,580	155,000	167,634	12,634
Miscellaneous	23,637	20,500	22,335	1,835
<i>Total receipts</i>	<u>7,879,002</u>	<u>7,842,632</u>	<u>7,860,850</u>	<u>18,218</u>
<b>Disbursements</b>				
Current:				
Library Services:				
Public Service and Programs	3,497,887	3,351,600	3,151,449	200,151
Collection Development and Processing	1,553,122	1,541,596	1,399,297	142,299
Support Services:				
Facilities Operation and Maintenance	1,260,992	1,349,482	1,136,101	213,381
Information Services	1,054,170	1,016,163	949,763	66,400
Business Administration	624,551	816,626	562,693	253,933
<i>Total Disbursements</i>	<u>7,990,722</u>	<u>8,075,467</u>	<u>7,199,303</u>	<u>876,164</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>(111,720)</u>	<u>(232,835)</u>	<u>661,547</u>	<u>894,382</u>
<b>Other Financing Sources (Uses)</b>				
Transfers Out	(648,366)	(584,150)	(584,150)	0
Advances In		41,368	41,368	0
Other Financing Uses	(9,459)	(40,820)	(8,523)	32,297
<i>Total Other Financing Sources (Uses)</i>	<u>(657,825)</u>	<u>(583,602)</u>	<u>(551,305)</u>	<u>32,297</u>
<i>Net Change in Fund Balance</i>	(769,545)	(816,438)	110,242	926,680
<i>Fund Balance Beginning of Year</i>	5,897,700	5,897,700	5,897,700	0
Prior Year Encumbrances Appropriated	348,547	348,547	348,547	0
<i>Fund Balance End of Year</i>	<u>\$5,476,702</u>	<u>\$5,429,809</u>	<u>\$6,356,489</u>	<u>\$926,680</u>

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

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**Clermont County Public Library**  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2008*

**Note 1 – Description of the Library and Reporting Entity**

The Clermont County Public Library was organized as a free public library in 1955 under the laws of the State of Ohio. The Library has its own Board of Trustees of seven members who are appointed by the Clermont County Commissioners and the Clermont County Common Pleas Court. Appointments are for seven-year terms and members serve without compensation. Under Ohio statutes, the Library is a body politic and corporate capable of suing and being sued, contracting, acquiring, holding, possessing, and disposing of real property, and of exercising such other powers and privileges conferred upon it by law. The Library also determines and operates under its own budget. Control and management of the Library is governed by sections 3375.33 to 3375.39 of the Ohio Revised Code with the administration of the day-to-day operations of the Library being the responsibility of the Director and financial accountability being solely that of the Fiscal Officer.

A reporting entity is comprised of the primary government, component units and other organizations included to assure that the basic financial statements are not misleading. The primary government of the Library consists of all funds, departments, boards and agencies that are not legally separate from the library.

Component units are legally separate organizations for which the Library is financially accountable. The Library is financially accountable for an organization if the Library appoints a voting majority of the organization's governing board and (1) the Library is able to significantly influence the programs or services performed or provided by the organization; or (2) the Library is legally entitled to or can otherwise access the organization's resources; the Library is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or the Library is obligated for the debt of the organization. The Library is also financially accountable for any organizations for which the Library approves the budget, the issuance of debt or the levying of taxes. Component units also include legally separate, tax-exempt entities whose resources are for the direct benefit of the Library, are accessible to the Library and are significant in amount to the Library. The Library has no component units as described in GASB Statement 14/39.

The Friends of the Clermont County Public Library, Inc. is a not-for-profit organization with a self-appointing board. The library is not financially accountable for the organization, nor does the Library approve the budget of the organization. Therefore, this organization has been excluded from the reporting entity of the Library.

The Library's management believes these financial statements present all activities for which the Library is financially accountable.

**Note 2 - Summary of Significant Accounting Policies**

As discussed further in Note 2.C, the financial statements of the Ohio Public Library have been prepared on a cash basis of accounting. This cash basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). Generally accepted accounting principles include all relevant Governmental Accounting Standards Board (GASB) pronouncements, which have been applied to the extent they are applicable to the cash basis of accounting. In the government-wide financial statements and the fund financial statements for the proprietary funds, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, have been applied, to the extent they are applicable to the cash basis of accounting, unless those pronouncements conflict with or contradict GASB pronouncements, in which case GASB prevails. The most significant of the Library's accounting policies are described below.

**Clermont County Public Library**  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2008*  
(Continued)

**Note 2 – Summary of Significant Accounting Policies** (continued)

**A. Basis of Presentation**

The Library's basic financial statements consist of government-wide statements, including a statement of net assets and a statement of activities, and fund financial statements, which provide a more detailed level of financial information.

**Government-wide Financial Statements**

The statement of net assets and the statement of activities display information about the Library as a whole. These statements include the financial activities of the primary government. Governmental activities generally are financed through taxes, intergovernmental receipts and other nonexchange transactions.

The statement of net assets presents the cash and investment balances of the governmental activities of the Library at year end. The statement of activities compares disbursements with program receipts for each of the Library's governmental activities. Disbursements are reported by function. A function is a group of related activities designed to accomplish a major service or regulatory program for which the Library is responsible. Program receipts include charges paid by the recipient of the program's goods or services, grants and contributions restricted to meeting the operational or capital requirements of a particular program, and receipts of interest earned on grants that are required to be used to support a particular program. General receipts are all receipts not classified as program receipts, with certain limited exceptions. The comparison of direct disbursements with program receipts identifies the extent to which each governmental function is self-financing on a cash basis or draws from the Library's general receipts.

**Fund Financial Statements**

During the year, the Library segregates transactions related to certain Library functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Library at this more detailed level. The focus of governmental fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column.

**B. Fund Accounting**

The Library uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self balancing set of accounts. The Library's funds are all classified as governmental.

**Governmental Funds**

Governmental funds are financed primarily from taxes, intergovernmental receipts (e.g. grants), and other nonexchange transactions. Monies are assigned to the various governmental funds according to the purposes for which they may or must be used. The following are the Library's major governmental funds

General Fund - The general fund accounts for all financial resources except those required to be accounted for in another fund. The general fund balance is available to the Library for any purpose provided it is expended or transferred according to the general laws of Ohio.

The other governmental funds of the Library account for grants and other resources whose use is restricted to a particular purpose.

**Clermont County Public Library**  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2008*  
(Continued)

**Note 2 – Summary of Significant Accounting Policies** (continued)

**C. Basis of Accounting**

The Clermont County Public Library's financial statements are prepared using the cash basis of accounting. Except for modifications having substantial support, receipts are recorded in the Library's financial records and reported in the financial statements when cash is received rather than when earned and disbursements are recorded when cash is paid rather than when a liability is incurred. Any such modifications made by the Library are described in the appropriate section in this note.

As a result of the use of this cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued liabilities and the related expenses) are not recorded in these financial statements.

**D. Budgetary Process**

All funds, (except agency funds), are legally required to be appropriated. The appropriations resolution is the Trustee's authorization to spend resources and sets limits on cash disbursements plus encumbrances at the level of control selected by the Trustees. The legal level of control has been established at the fund level for all funds. Budgetary modifications at the legal level of control may only be made by resolution of the Board of Library Trustees.

For control purposes, the Library estimates cash receipts for the year. These estimated receipts, together with the unencumbered carry-over balances from the prior year, set a limit on the amount the Trustees may appropriate. The estimated receipts may be revised during the year if projected increases or decreases in receipts are identified by the Fiscal Officer. The amounts reported as the original budgeted amounts on the budgetary statements reflect the amounts of estimated resources when the original appropriations were adopted. The amounts reported as the final budgeted amounts on the budgetary statements reflect the amounts of estimated resources at the time final appropriations were enacted by the Trustees.

The appropriations resolution is subject to amendment throughout the year with the restriction that appropriations should not exceed estimated resources. The amounts reported as the original budgeted amounts reflect the first appropriation resolution for that fund that covered the entire year. The amounts reported as the final budgeted amounts represent the final appropriation amounts passed by the Trustees during the year.

**E. Cash and Cash Equivalents**

Library records identify the purchase of specific investments by specific funds.

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or negative receipts, respectively.

During 2008, investments were limited to a money market fund and STAR Ohio. The money market fund and STAR Ohio are recorded at fair market value. The Library's money market fund investment is recorded at amounts reported by US Bank on December 31, 2008.

**Clermont County Public Library**  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2008*  
(Continued)

**Note 2 – Summary of Significant Accounting Policies** (continued)

STAR Ohio is an investment pool managed by the State Treasurer's Office which allows governments within the State to pool their funds for investment purposes. STAR Ohio is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in STAR Ohio are valued at STAR Ohio's share price, which is the price the investment could be sold for on December 31, 2008.

Investment procedures are restricted by the provisions of the Ohio Revised Code. Interest receipt credited to the general fund during 2008 amounted to \$161,370.

**F. Accumulated Leave**

In certain circumstances, such as upon leaving employment or retirement, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the Library's cash basis of accounting.

**G. Employer Contributions to Cost-Sharing Pension Plans**

The Library recognizes the disbursement for their employer contributions to cost-sharing pension plans when they are paid. As described in Notes 7 and 8, the employer contributions include portions for pension benefits and for postretirement health care benefits.

**H. Long-Term Obligations**

The Library's cash basis financial statements do not report liabilities for long-term obligations. Proceeds of debt are reported when the cash is received and principal and interest payments are reported when paid.

**I. Net Assets**

Net assets are reported as restricted when there are limitations imposed on their use either through enabling legislation or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. Net assets restrict for other purposes include resources restricted for the Twenty-Seventh Pay fund. This fund receives an annual transfer from the general fund for payment of the twenty-seventh pay period which occurs every tenth year.

The Library's policy is to first apply restricted resources when an obligation is incurred for purposes for which both restricted and unrestricted net assets are available.

**J. Fund Balance Reserves**

The Library reserves any portion of fund balances which is not available for appropriation or which is legally segregated for a specific future use. Unreserved fund balance indicates that portion of fund balance which is available for appropriation in future periods. Fund balance reserves have been established for encumbrances



**Clermont County Public Library**  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2008*  
(Continued)

**Note 2 - Summary of Significant Accounting Policies** (continued)

**K. Interfund Transactions**

Exchange transactions between funds are reported as receipts in the seller funds and as disbursements in the purchaser funds. Subsidies from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds. Repayments from funds responsible for particular disbursements to the funds that initially paid for them are not presented in the financial statements.

**Note 3 – Budgetary Basis of Accounting**

The budgetary basis as provided by law is based upon accounting for certain transactions on the basis of cash receipts, disbursements, and encumbrances. The Statement of Receipts, Disbursements and Changes in Fund Balance – Budget and Actual – Budgetary Basis presented for the general fund is prepared on the budgetary basis to provide a meaningful comparison of actual results with the budget. The difference between the budgetary basis and the cash basis is outstanding year end encumbrances are treated as disbursements (budgetary basis) rather than as a reservation of fund balance (cash basis) (and outstanding year end advances are treated as an other financing source or use (budgetary basis) rather than as an interfund receivable or payable (cash basis). The encumbrances outstanding at year end (budgetary basis) amounted to \$ 350,634. for the general fund. The General Fund did not have outstanding advances at December 31, 2008.

**Note 4 – Deposits and Investments**

Monies held by the Library are classified by State statute into three categories.

Active monies are public monies determined to be necessary to meet current demands upon the Library treasury. Active monies must be maintained either as cash in the Library treasury, in commercial accounts payable or withdraw able on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Inactive deposits are public deposits that the Board has identified as not required for use within the current five year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

Interim deposits are deposits of interim monies. Interim monies are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Interim deposits must be evidenced by time certificates of deposit maturing not more than one year from the date of deposit or by savings or deposit accounts, including passbook accounts.

Interim monies held by the Library can be deposited or invested in the following securities:

1. United States Treasury bills, bonds, notes, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligation or security issued by any federal government agency or instrumentality including, but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;

**Clermont County Public Library**  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2008*  
(Continued)

**Note 4 – Deposits and Investments** (continued)

3. Written repurchase agreements in the securities listed above provided the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least 2 percent and be marked to market daily, and the term of the agreement must not exceed thirty days;
4. Bonds and other obligations of the State of Ohio or Ohio local governments;
5. Time certificates of deposit or savings or deposit accounts including, but not limited to, passbook accounts;
6. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions;
7. The State Treasurer's investment pool (STAR Ohio).

Investments in stripped principal or interest obligations reverse repurchase agreements, and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage, and short selling are also prohibited. An investment must mature within five years from the date of purchase, unless matched to a specific obligation or debt of the Library, and must be purchased with the expectation that it will be held to maturity. Investments may only be made through specified dealers and institutions.

Deposits

Custodial credit risk for deposits is the risk that, in the event of bank failure, the Library will not be able to recover deposits or collateral securities that are in the possession of an outside party. At year-end, \$2,629,940 of the Library's bank balance of \$2,879,940 was exposed to custodial credit risk because it was uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the Library's name.

The Library has no deposit policy for custodial risk beyond the requirements of State statute. Ohio law requires that deposits be either insured or be protected by eligible securities pledged to and deposited either with the Library or a qualified trustee by the financial institution as security for repayment, or by a collateral pool of eligible securities deposited with a qualified trustee and pledged to secure the repayment of all public monies deposited in the financial institution whose market value at all times shall be at least one hundred five percent of the deposits being secured.

As of December 31, 2008, the Library had the following investments

	<u>Carrying Value</u>
US Treasury Fund (Mutual Fund)	501,975
STAR Ohio	3,653,060
Total Investments	\$ 4,150,036

Interest rate risk arises because the fair value of investment changes as interest rates change. The Library's investment policy addresses interest rate risk by requiring that the Library's investment portfolio be structured so that securities mature to meet cash requirements for ongoing operations and/or long-term debt payments, thereby avoiding that need to sell securities on the open market prior to maturity, and by investing operating funds primarily in short-term investments.

**Clermont County Public Library**  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2008*  
(Continued)

**Note 4 – Deposits and Investments** (continued)

STAR Ohio carries a rating of AAAM by Standard and Poor's. The Library has no investment policy dealing with investment credit risk beyond the requirements in state statutes. Ohio law requires that STAR Ohio maintain the highest rating provided by at least one nationally recognized standard rating service and that the money market fund be rated in the highest category at the time of purchase by at least one nationally recognized standard rating service.

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Library has no investment policy dealing with investment custodial risk beyond the requirements in ORC 135.14(M) (2) which states, "Payment for investments shall be made only upon the delivery of securities representing such investments to the treasurer, investing authority, or qualified trustee. If the securities transferred are not represented by a certificate, payment shall be made only upon receipt of confirmation of transfer from the custodian by the treasurer, governing board, or qualified trustee."

**Note 5 - Property Taxes**

Property taxes include amounts levied against all real property, public utility property, and tangible personal property located in Clermont County. Property tax receipts received in 2008 for real and public utility property taxes represents collections of the 2007 taxes. Property tax payments received during 2008 for tangible personal property (other than public utility property) is for 2008 taxes.

2008 real property taxes are levied after October 1, 2007 on the assessed values as of January 1, 2007, the lien date. Assessed values for real property taxes are established by State statute at 35 percent of appraised market value. 2008 real property taxes are collected in and intended to finance 2009.

Real property taxes are payable annually or semi-annually. If paid annually, payment is due December 31; if paid semiannually, the first payment is due December 31, with the remainder payable by June 20. Under certain circumstances, State statute permits alternate payment dates to be established.

Public utility tangible personal property is assessed at varying percentages of true value; public utility real property is assessed at 35 percent of true value. 2008 public utility property taxes which became a lien on December 31, 2007, are levied after October 1, 2008, and are collected in 2009 with real property taxes.

2008 tangible property taxes are levied after October 1, 2007, on the value as of December 31, 2007. Collections are made in 2008. Tangible personal property assessments are being phased out – the assessment percentage for all property including inventory for 2008 is 6.25 percent. This will be reduced to zero for 2009. Payments by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semi-annually. If paid annually, payment is due April 30; if paid semi-annually, the first payment is due April 3, with the remainder due September 20.

The full tax rate for all Library operations for the year ended December 31, 2008, was \$.50 per \$1,000 of assessed value. The assessed values of real and personal property upon which 2008 property tax receipts were based are as follows:

**Clermont County Public Library**  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2008*  
(Continued)

**Note 5 - Property Taxes** (continued)

Residential	\$3,018,971,790
Agriculture	89,422,250
 Total Res/Agric	 3,108,394,040
 Commercial	 678,610,200
Industrial	125,144,380
PU Railroad	393,970
 Total Other	 804,148,550
 Gen Pers (Plus Exemption)	 84,014,089
Pers PU	275,816,290
 Total Pers	 <u>359,830,379</u>
 Total Assessed Values	 <u>\$4,272,372,969</u>

The County Treasurer collects property taxes on behalf of all taxing districts in the county, including the Library. The County Auditor periodically remits to the Library its portion of the taxes collected.

**Note 6 - Risk Management**

The Library has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Vehicles; and
- Errors and omissions

Settled claims have not exceeded coverage in any of the last three years and there was no significant reduction in coverage from the prior year.

The Library pays the State Workers' Compensation System a premium based on a rate per \$100 of salaries. This rate is calculated based on accident history and administrative costs. The System administers and pays all claims.

The Library also carries Public Official Bond coverage for the fiscal officer. This bond is provided by The Ohio Casualty Insurance Company.

**Note 7 - Defined Benefit Pension Plan**

The Library participates in the Ohio Public Employees Retirement System (OPERS). OPER administers three separate pension plans. The traditional plan is a cost-sharing, multiple-employer defined benefit pension plan. The member-directed plan is a defined contribution plan in which the member invests both member and employer contributions (employer contributions vest over five years at 20 percent per year). Under the member directed plan, members accumulate retirement assets equal to the value of the member and vested employer contributions plus any investment earnings. The combined plan is a cost-sharing, multiple-employer defined benefit pension plan that has elements of both a defined benefit and a defined contribution plan. Under the combined plan, employer contributions are invested by the retirement system to provide a formula retirement benefit similar to the traditional plan benefit.

**Clermont County Public Library**  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2008*  
(Continued)

**Note 7 - Defined Benefit Pension Plan** – (continued)

Member contributions, whose investment is self-directed by the member, accumulate retirement assets in a manner similar to the member directed plan.

OPERS provides retirement, disability, survivor and death benefits and annual cost of living adjustments to members of the traditional and combined plans. Members of the member directed plan do not qualify for ancillary benefits. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that may be obtained by writing to OPERS, 277 East Town Street, Columbus, OH 43215-4642 or by calling (614) 222-6705 or (800) 222-7377.

For the year ended December 31, 2008, the members of all three plans were required to contribute 10 percent of their annual covered salaries. The Library's contribution rate for pension benefits for 2008 was 14 percent. The Ohio Revised Code provides statutory authority for member and employer contributions.

The Library's required contributions for pension obligations to the traditional and combined plans for the year ended December 31, 2008, was \$765,544 the full amount has been contributed for 2008. Contributions to the member-directed plan for 2008 were \$445,615 made by the Library and \$319,706 made by the plan members.

**Note 8 - Postemployment Benefits**

Plan Description - OPERS maintains a cost-sharing multiple-employer defined benefit postemployment healthcare plan for qualifying members of both the traditional and combined pension plans. Members of the member-directed plan do not qualify for ancillary benefits, including postemployment healthcare. The plan includes a medical plan, a prescription drug program and Medicare Part B premium reimbursement.

To qualify for postemployment healthcare coverage, age and service retirees under the traditional and combined plans must have ten years or more of qualifying Ohio service credit. Healthcare coverage for disability benefit recipients and qualified survivor benefit recipients is available. The Ohio Revised code permits, but does not require, OPERS to provide healthcare benefits to eligible members and beneficiaries. Authority to establish and amend benefits is provided in Chapter 145 of the Ohio Revised Code.

Disclosures for the healthcare plan are provided separately in the OPERS financial report which may be obtained by writing to OPERS, 277 East Town Street, Columbus, Ohio 43215-4642 or by calling (614) 222-5601 or (800) 222 – 7377.

Funding Policy – The postemployment healthcare plan was established under, and is administered in accordance with, Internal Revenue Code 401 (h). State statute requires that public employers fund postemployment healthcare through contributions to OPERS. A portion of each employer's contribution to the traditional or combined plans is set aside for the funding of postemployment healthcare.

Employer contribution rates are expressed as a percentage of the covered payroll of active employees. In 2008, local government employers contributed 14% percent of covered payroll. Each year, The OPERS retirement board determines the portion of the employer contribution that will be set aside for funding postemployment healthcare benefits. The amount of the employer contributions which was allocated to fund postemployment healthcare was 5% percent of covered payroll from January 1 through December 31, 2008.

The retirement board is also authorized to establish rules for the payment of a portion of the healthcare benefits by the retiree or retiree's surviving beneficiaries. Payment amounts vary depending on the number of covered dependents and selected coverage.

**Clermont County Public Library**  
*Notes to the Basic Financial Statements*  
*For the Year Ended December 31, 2008*  
(Continued)

**Note 8 - Postemployment Benefits** (continued)

The Library's contributions allocated to fund postemployment healthcare benefits for the year ended December 31, 2008 was \$222,808; 100 percent has been contributed for 2008.

On September 9, 2004, the OPERS Retirement Board adopted a Health Care Preservation Plan (HCPP) which was effective January 1, 2007. Member and employer contribution rates increased as of January 1, 2006, January 1, 2007, and January 1, 2008, which allowed additional funds to be allocated to the healthcare plan.

**Note 9 – Debt**

Debt outstanding at December 31, 2008 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
Library Fund Facilities Notes:	\$2,261,059	5.98%

The Library Fund Library Facilities Notes are to retire old debt and to finance the construction of the Owensville Library Branch and to improve the facilities at the other Library Branches. The loans will be repaid in monthly installments, including interest, over 20 years collateralized solely by the Library's taxing authority. The Library Notes are a combination of previous 1996A and 1996B notes, which were combined to account for the Library's Notes per section 133.70 of the Ohio Revised Code.

Amortization of the above debt, including interest, is scheduled as follows:

<u>Year ending December 31:</u>	<u>Library Fund Facilities Notes</u>
2009	\$ 361,801
2010	361,494
2011	361,355
2012	358,358
2013-2016	\$ 1,397,662

**Note 12 – Interfund Transfers**

During the year ended December 31, 2008, the General Fund made transfers of \$584,150 to Other Governmental Funds. Transfers are used to (1) move revenues from the fund that statute or budget requires collecting them, to the fund that statute or budget requires to expend then, (2) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.



# Mary Taylor, CPA

## Auditor of State

### INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

Clermont County Public Library  
Clermont County  
326 Broadway Street  
Batavia, Ohio 45103

To the Board of Trustees:

We have audited the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Clermont County Public Library, Clermont County, Ohio (the Library), as of and for the year ended December 31, 2008, which collectively comprise the Library's basic financial statements and have issued our report thereon dated October 22, 2009 wherein, we noted the Library uses a comprehensive accounting basis other than generally accepted accounting principles. 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 the Comptroller General of the United States' *Government Auditing Standards*.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Library's internal control over financial reporting as a basis for designing our audit procedures for expressing our opinion on the financial statements, but not to opine on the effectiveness of the Library's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Library's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Library's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable accounting basis, such that there is more than a remote likelihood that the Library's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

A material weakness is a significant deficiency, or combination of significant deficiencies resulting in more than a remote likelihood that the Library's internal control will not prevent or detect a material financial statement misstatement.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all internal control deficiencies that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above.

We noted a certain matter that we reported to the Library's management in a separate letter dated October 22, 2009.

### **Compliance and Other Matters**

As part of reasonably assuring whether the Library's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of 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 an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

We did note a certain noncompliance or other matter that we reported to the Library's management in a separate letter dated October 22, 2009.

We intend this report solely for the information and use of the audit committee, management, and the Board of Trustees. We intend it for no one other than these specified parties.

A handwritten signature in cursive script that reads "Mary Taylor".

**Mary Taylor, CPA**  
Auditor of State

October 22, 2009





Mary Taylor, CPA  
Auditor of State

**CLERMONT COUNTY PUBLIC LIBRARY**

**CLERMONT COUNTY**

**CLERK'S CERTIFICATION**

**This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.**

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
NOVEMBER 24, 2009**