

**Orrville Public Library**

Financial Condition

As of

December 31, 2011

Together with Auditor's Report





# Dave Yost • Auditor of State

Board of Trustees  
Orrville Public Library  
230 N. Main Street  
Orrville, Ohio 44667

We have reviewed the *Independent Accountant's Report* of the Orrville Public Library, Wayne County, prepared by Kevin L. Penn, Inc., for the audit period January 1, 2011 through December 31, 2011. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Orrville Public Library is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost  
Auditor of State

July 12, 2012

**This page intentionally left blank.**

Orrville Public Library  
Wayne County

Table of Contents

<u>Title</u>	<u>Page</u>
Independent Accountant's Report	1
Management's Discussion and Analysis	3
Basic Financial Statements:	
Government-Wide Financial Statements:	
Statement of Net Assets – Cash Basis – December 31, 2011	9
Statement of Activities – Cash Basis – For the Year Ended December 31, 2011	10
Fund Financial Statements:	
Statement of Cash Basis Assets and Fund Balances – Governmental Funds – December 31, 2011	11
Statement of Cash Receipts, Disbursements and Changes in Cash Basis Fund Balances - Governmental Funds – December 31, 2011	12
Statement of Receipts, Disbursements, and Changes in Fund Balance – Budget and Actual – Budget Basis – General Fund – For the Year Ended December 31, 2011	13
Notes to the Basic Financial Statements	14
Independent Accountant's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards	24
Finding Related to the Financial Statements Required to be Reported in Accordance with GAGAS	26



Kevin L.  
**enn, Inc.**

Certified Public Accountant  
11811 Shaker Boulevard, Suite 421  
Cleveland, Ohio 44120  
(216)421-1000  
Fax:(216)421-1001  
Email: klpenncpa@aol.com

### REPORT OF INDEPENDENT ACCOUNTANTS

To the Board of Trustee  
Orrville Public Library  
Wayne County

I have audited the accompanying financial statements of the governmental activities and each major fund, and the aggregate remaining fund information of Orrville Public Library, Wayne County, Ohio (the Library), as of and for the year ended December 31, 2011 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. My responsibility is to express an opinion on these financial statements based on our audit.

I 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. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

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 my opinion, the financial statements referred to above present fairly, in all material respects, the respective cash financial position of the governmental activities and each major fund, and the aggregate remaining fund information of the Library as of December 31, 2011 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 the accounting Note 2 describes.

In accordance with Government Auditing Standards, I have also issued my report dated April 16, 2012, on my consideration of the Library's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our testing of internal controls over financial reporting and compliance and the results of testing. It does not opine on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Governmental Auditing Standards. You should read it in conjunction with this report in assessing the results of my audit.

The Management's Discussion & Analysis includes tables of net assets, changes in net assets and governmental activities. These tables provide additional information, but are not part of the basic financial statements. However these tables are management's responsibility, and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. These tables were subject to the auditing procedures I applied to the basic financial statements. I also applied certain additional procedures, including comparing and reconciling this information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, in accordance with auditing standards generally accepted in the United States of America. In my opinion, this information is fairly stated in all material respects in relation to the basic financial statements taken as a whole. Other than the aforementioned procedures applied to the tables, I applied no procedures to any other information in Management's Discussion & Analysis, and I express no opinion or any other assurance on it.

Kevin L. Penn, Inc.

April 16, 2012

Orrville Public Library  
Wayne County  
Management's Discussion and Analysis  
For the Year Ended December 31, 2011  
Unaudited

---

This discussion and analysis of the Orrville Public Library financial performance provides an overall review of the Library's financial activities for the year ended December 31, 2011, within the limitations of the Library's cash basis accounting. Readers should also review the basic financial statements and notes to enhance their understanding of the Library's financial performance.

**Highlights**

Key highlights for 2011 are as follows:

Net assets of governmental activities increased \$103,915 or 16 percent, a significant change from the prior year. The fund most affected by the decrease in cash and cash equivalents was the General Fund, which realized increased State Funding due to the change mid-year of PLF from 1.97% to 2.2% of GF State funding. (\$16,699 more than certified by the county auditor) as well as receipts of \$197,341 from the new .95 operating levy in 2011.

The Library's general receipts are primarily State of Ohio Public Library Funds and property taxes. These receipts represent respectively 56 and 33 percent of the total cash received for governmental activities during the year. Property and income tax receipts for 2011 changed significantly compared to 2010.

**Using the Basic Financial Statements**

This annual report is presented in a format consistent with the presentation requirements of Governmental Accounting Standards Board Statement No. 34, as applicable to the Library's cash basis of accounting.

**Report Components**

The statement of net assets and the statement of activities provide information about the cash activities of the Library as a whole.

Fund financial statements provide a greater level of detail. Funds are created and maintained on the financial records of the Library as a way to segregate money whose use is restricted to a particular specified purpose. These statements present financial information by fund, presenting funds with the largest balances or most activity in separate columns.

The notes to the financial statements are an integral part of the government-wide and fund financial statements and provide expanded explanation and detail regarding the information reported in the statements.

**Basis of Accounting**

The basis of accounting is a set of guidelines that determine when financial events are recorded. The Library has elected to present its financial statements on a cash basis of accounting. This basis of accounting is a basis of accounting other than generally accepted accounting principles. Under the Library's cash basis of accounting, receipts and disbursements are recorded when cash is received or paid.

As a result of using the cash basis of accounting, certain assets and their related revenues (such as accounts receivable) and certain liabilities and their related expenses (such as accounts payable) are not recorded in the financial statements. Therefore, when reviewing the financial information and discussion within this report, the reader must keep in mind the limitations resulting from the use of the cash basis of accounting.



Orrville Public Library  
Wayne County  
Management's Discussion and Analysis  
For the Year Ended December 31, 2011  
Unaudited

---

**Reporting the Government as a Whole**

The statement of net assets and the statement of activities reflect how the Library did financially during 2011, within the limitations of cash basis accounting. The statement of net assets presents the cash balances and investments of the governmental activities of the Library at year end. The statement of activities compares cash disbursements with program receipts for each governmental program activity. Program receipts include charges paid by the recipient of the program's goods or services and grants and contributions restricted to meeting the operational or capital requirements of a particular program. General receipts are all receipts not classified as program receipts. The comparison of cash disbursements with program receipts identifies how each governmental function draws from the Library's general receipts.

These statements report the Library's cash position and the changes in cash position. Keeping in mind the limitations of the cash basis of accounting, you can think of these changes as one way to measure the Library's financial health. Over time, increases or decreases in the Library's cash position is one indicator of whether the Library's financial health is improving or deteriorating. When evaluating the Library's financial condition, you should also consider other non-financial factors as well such as the Library's property tax base, the infrastructure, the reliance on non-local financial resources for operations and the need for continued growth in the major local revenue sources such as property and income taxes.

In the Statement of Net Asset - Cash Basis and Statement of Activities - Cash Basis the Library presents a single type of activity, governmental activities. All of the Library's programs and services are reported here, including public service and programs, collection development and processing, facilities operation and maintenance, information services and business administration. These services are primarily funded by intergovernmental and tax receipts.

**Reporting the Library's Most Significant Funds**

Fund financial statements provide detailed information about the Library's major funds - not the Library as a whole. The Library establishes separate funds to better manage its many activities and to help demonstrate that money that is restricted as to how it may be used is being spent for the intended purpose. The Library's major governmental funds are the General Fund and the Building & Repair Fund.

Governmental Funds - The Library's activities are reported in governmental fund financial statements, which provide a detailed view of the Library's governmental operations and the basic services it provides. Governmental fund information helps determine whether there are more or less financial resources that can be spent to finance the Library's programs. The information for non-major funds (funds whose activity or balances are not large enough to warrant separate reporting) is combined and presented in total in a single column.

Orrville Public Library  
Wayne County  
Management's Discussion and Analysis  
For the Year Ended December 31, 2011  
Unaudited

---

**The Library as a Whole**

Table 1 provides a summary of the Library's net assets for 2010 compared to 2011 on a cash basis:

(Table 1) Net Assets

Governmental Activities		
	2010	2011
Assets		
Equity in Pooled		
Cash and Cash Equivalents	\$ 29,023	\$ 131,258
Investments	630,526	632,206
<b>Total Assets</b>	<b>\$ 659,549</b>	<b>\$ 763,464</b>
Net Assets		
Restricted for:		
Capital Outlay	\$ 375,509	\$ 374,399
Special Revenue	1,500	1,500
Permanent Fund Purpose Expendable	6,969	6,383
Nonexpendable	0	0
Unrestricted	275,571	381,182
<b>Total Net Assets</b>	<b>\$ 659,549</b>	<b>\$ 763,464</b>

As mentioned previously, net assets of governmental activities increased \$ 103,915 or 16 percent during 2011. The primary reasons contributing to the increases in cash balances are as follows:

- Unanticipated growth in State of Ohio tax receipts. The State of Ohio Public Library Funds Revenue increased by \$27,037 or 6 percent from 2010 to 2011.
- Additional revenue received on new .95 mill tax levy receipts of \$197,341 or 15.8 % more than 2010.
- Expenses were not increased until the library felt secure in the state funding and would replenish its reserve cash with the new levy revenue.
- A small increase in hourly or salary paid employees was granted for 2011. In lieu of the small increase in wages, salaried employees' 2009 cut of 6.25% was not reinstated.

Table2 reflects the changes in net assets in 2011.

Orrville Public Library  
Wayne County  
Management's Discussion and Analysis  
For the Year Ended December 31, 2011  
Unaudited

(Table 2)

	<b>Changes in Net Assets</b>	
	Governmental Activities	Governmental Activities
	<u>2010</u>	<u>2011</u>
Receipts:		
Program Receipts:		
Charges for Services and Sales	\$ 37,981	\$ 36,702
Operating Grants and Contributions	28,226	21,836
Capital Grants and Contributions	0	0
Total Program Receipts	<u>66,207</u>	<u>58,538</u>
General Receipts:		
Intergovernmental	667,084	902,502
Interest	17,945	5,097
Miscellaneous	75	180
Total General Receipts	<u>685,104</u>	<u>907,779</u>
Total Receipts	<u>751,311</u>	<u>966,317</u>
Disbursements:		
Library Services		
Public Service and Programs	371,088	402,727
Collection Development and Processing	119,333	138,348
Facilities Operation and Maintenance	112,982	112,455
Information Services	55,009	48,929
Business Administration	156,496	159,943
Total Disbursements	<u>814,908</u>	<u>862,402</u>
Excess (Deficiency) Before Transfers	<u>(63,597)</u>	<u>103,915</u>
Transfers	-	-
Increase (Decrease) in Net Assets	<u>(63,597)</u>	<u>103,915</u>
Net Assets, January 1, 2011	<u>723,146</u>	<u>659,549</u>
Net Assets, December 31, 2011	<u>\$ 659,549</u>	<u>\$ 763,464</u>

General receipts represent 90 percent of the Government's total receipts, and of this amount, over 33 percent are local taxes. The Library received no State and federal grants or entitlements. Miscellaneous and interest make up the balance of the Government's general receipts. Other receipts are very insignificant and somewhat unpredictable revenue sources.

Disbursements for General Government represent the overhead costs of running the Library and the support services provided for its activities. These include the costs of council, and the auditor, treasurer, and income tax departments, as well as internal services such as payroll and purchasing. Since these costs do not represent direct services to residents, we try to limit these costs to 20 % of General Fund unrestricted receipts.

Orrville Public Library  
Wayne County  
Management's Discussion and Analysis  
For the Year Ended December 31, 2011  
Unaudited

**Library Activities**

If you look at the Statement of Activities on page 6, you will see that the first column lists the major services provided by the Library. These net costs are paid from the general receipts which are presented at the bottom of the Statement. A comparison between the total cost of services and the net cost is presented in Table 3.

(Table 3)

	Total Cost Of Services 2011	Net Cost of Services 2011
<b>Governmental Activities</b>		
Library Services:		
Public Service and Programs	\$ 402,727	\$ (344,508)
Collection Development and Processing	138,348	(138,348)
Facilities Operation and Maintenance	112,455	(112,455)
Information Services	48,929	(48,929)
Business Administration	<u>159,943</u>	<u>(159,943)</u>
Total Expenses	<u>\$ 862,402</u>	<u>\$ ( 804,183)</u>

The dependence upon property a tax receipts is higher in 2011 than in 2010 as 33 percent of governmental activities are supported through these general receipts.

**The Library's Funds**

Total governmental funds had receipts of \$966,317 and disbursements of \$862,402. The greatest change within governmental funds occurred within the General Fund. The fund balance of the General Fund increased by \$105,611 as the result of increased property tax receipts from the new .95 levy.

General Fund receipts were more than disbursements by \$103,915 indicating that the General Fund is in a positive spending situation. The new .95 mill levy passed in August 2010, and collected in 2011 resulted in the expenditures being less than revenue.

**General Fund Budgeting Highlights**

The Library's budget is prepared according to Ohio law and is based upon accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The most significant budgeted fund is the General Fund.

During 2011, the Library spent less than budgeted to reflect concerns over state funding. Final budgeted receipts were slightly more than original budgeted receipts due to the additional State funding. The difference between final budgeted receipts and actual receipts was not significant (\$7,655).

Orrville Public Library  
Wayne County  
Management's Discussion and Analysis  
For the Year Ended December 31, 2011  
Unaudited

**General Fund Budgeting Highlights**

Final actual disbursements were \$862,402. Although receipts were slightly higher than expected, appropriations were not reduced but expenses were. The Library spent fewer funds than budgeted as demonstrated by the minor reported variances. The result is the increase in the General Fund balance of \$103,915.

**Capital Assets and Debt Administration**

Capital Assets

The Library does not currently keep track of its capital assets and infrastructure.

Debt

At December 31, 2011, the Library had no outstanding debt.

**Current Issues**

The challenge for all Libraries is to provide quality services to the public while staying within the restrictions imposed by limited, and in some cases shrinking, funding. We rely heavily on the State of Ohio taxes. Our newly prepared financial forecast predicted a deficit for 2010; therefore, the finance committee and the administration implemented a strategy to lessen the deficit. The Library passed a new .95 mill levy in August 2010 with funds available in 2011.

**Contacting the Library's Financial Management**

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the Library's finances and to reflect the Library's accountability for the monies it receives. Questions concerning any of the information in this report or requests for additional information should be directed to Patricia K. Carr, Fiscal Officer, Orrville Public Library, 230 N. Main Street, Orrville, Ohio 44667.

Orrville Public Library  
Wayne County  
Statement of Net Assets - Cash Basis  
December 31, 2011

	<u>Governmental Activities</u>
Assets	
Equity in Pooled Cash and Cash Equivalents	<u>\$ 763,464</u>
Total Assets	<u>\$ 763,464</u>
Net Assets	
Restricted for:	
Capital Projects	\$ 374,399
Special Revenue	1,500
Permanent Fund Purpose	
Expendable	6,383
Unrestricted	<u>381,182</u>
Total Net Assets	<u>\$ 763,464</u>

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

Orrville Public Library  
Wayne County  
Statement of Activities - Cash Basis  
For the Year Ended December 31, 2011

	Program Cash Receipts			Net (Disbursements) Receipts and Changes in Net Assets
	Cash Disbursements	Charges for Services and Sales	Operating Grants and Contributions	Governmental Activities
<b>Governmental Activities</b>				
Library Services:				
Public Service and Programs	\$ 402,727	\$ 36,702	\$ 21,517	\$ (344,508)
Collection Development and Processing	138,348			(138,348)
Support Services:				
Facilities Operation and Maintenance	111,033			(111,033)
Information Services	48,929			(48,929)
Business Administration	159,943			(159,943)
Capital Outlay	1,422			(1,422)
<b>Total Governmental Activities</b>	<b>862,402</b>	<b>\$ 36,702</b>	<b>\$ 21,517</b>	<b>\$ (804,183)</b>
<b>General Receipts</b>				
Property Taxes Levied for General Purposes				\$ 322,868
				579,634
Intergovernmental				
Unrestricted Gifts and Contributions				319
Interest				5,097
Miscellaneous				180
				<b>908,098</b>
				<b>103,915</b>
				<b>659,549</b>
				<b>\$ 763,464</b>

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

Orrville Public Library  
Wayne County  
Statement of Cash Basis Assets and Fund Balances  
Governmental Funds  
December 31, 2011

	General	Building & Repair Fund	Other Governmental Funds	Total Governmental Funds
<b>Assets</b>				
Equity in Pooled Cash and Cash Equivalents	\$ 381,182	\$ 374,399	\$ 7,883	\$ 763,464
<b>Total Assets</b>	<b>\$ 381,182</b>	<b>\$ 374,399</b>	<b>\$ 7,883</b>	<b>\$ 763,464</b>
<b>Fund Balances</b>				
Restricted	\$ -	\$ -	\$ 7,883	\$ 7,883
Assigned		374,399		\$ 374,399
Unassigned (Deficit)	381,182			381,182
<b>Total Net Assets</b>	<b>\$ 381,182</b>	<b>\$ 374,399</b>	<b>\$ 7,883</b>	<b>\$ 763,464</b>

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



Orrville Public Library  
Wayne County  
Statement of Cash Receipts, Disbursements and  
Changes in Cash Basis Fund Balances  
Governmental Funds  
December 31, 2011

	General	Building & Repair Fund	Other Governmental Funds	Total Governmental Funds
Receipts:				
Property and Other Local Taxes	\$ 322,868			\$ 322,868
Intergovernmental	579,634			579,634
Patron Fines and Fees	36,702			36,702
Contributions, Gifts and Donations	21,836			21,836
Earnings on Investments	4,670	\$ 312	115	5,097
Miscellaneous	180			180
<b>Total Receipts</b>	<b>965,890</b>	<b>312</b>	<b>115</b>	<b>966,317</b>
Disbursements:				
Current:				
Library Services:				
Public Service and Programs	402,727			402,727
Collection Development and Processing	137,647		701	138,348
Support Services:				
Facilities Operation and Maintenance	111,033			111,033
Information Services	48,929			48,929
Business Administration	159,943			159,943
Capital Outlay		1,422		1,422
<b>Total Disbursements</b>	<b>860,279</b>	<b>1,422</b>	<b>701</b>	<b>862,402</b>
Excess of Receipts Over (Under) Disbursements	105,611	(1,110)	(586)	103,915
Net Change in Fund Balances	105,611	(1,110)	(586)	103,915
Fund Balances Beginning of Year	275,571	375,509	8,469	659,549
Fund Balances End of Year	\$ 381,182	\$ 374,399	\$ 7,883	\$ 763,464

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

Orrville Public Library  
Wayne County  
Statement of Receipts, Disbursements and Changes in Fund  
Balance - Budget and Actual - Budget Basis  
General Fund  
For the Year Ended December 31, 2011

	Budget Amounts			Variance with
	Original	Final	Actual	Final Budget Positive (Negative)
<b>Receipts:</b>				
Property and Other Local Taxes	\$ 326,800	\$ 326,800	\$ 322,868	\$ (3,932)
Intergovernmental	520,484	559,539	579,634	20,095
Patron Fines and Fees	45,000	36,000	36,703	703
Contributions, Gifts and Donations	27,000	27,651	21,835	(5,816)
Earnings on Investments	5,000	8,000	4,670	(3,330)
Miscellaneous	250	549	180	(369)
<b>Total Receipts</b>	<b>924,534</b>	<b>958,539</b>	<b>965,890</b>	<b>7,351</b>
<b>Disbursements:</b>				
<b>Current:</b>				
<b>Library Services:</b>				
Public Service and Programs	412,807	415,945	407,887	8,058
Collection Development and Processing	146,788	156,612	137,647	18,965
<b>Support Services:</b>				
Facilities Operation and Maintenance	128,181	128,575	111,033	17,542
Information Services	48,000	48,000	48,929	(929)
Business Administration	168,742	173,512	159,943	13,569
<b>Total Disbursements</b>	<b>904,518</b>	<b>922,644</b>	<b>865,439</b>	<b>57,205</b>
<b>Excess of Receipts Over (Under) Disbursements</b>	<b>20,016</b>	<b>35,895</b>	<b>100,451</b>	<b>64,556</b>
<b>Net Change in Fund Balances</b>	<b>20,016</b>	<b>35,895</b>	<b>100,451</b>	<b>64,556</b>
<b>Fund Balances Beginning of Year</b>	<b>265,904</b>	<b>265,904</b>	<b>265,904</b>	<b>-</b>
<b>Prior Year Encumbrances Appropriated</b>	<b>9,666</b>	<b>9,666</b>	<b>9,666</b>	<b>-</b>
<b>Fund Balances End of Year</b>	<b>\$ 295,586</b>	<b>\$ 311,465</b>	<b>\$ 376,021</b>	<b>\$ 64,556</b>

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

Orrville Public Library  
Wayne County  
Notes to the Basic Financial Statements  
For the Year Ended December 31, 2011

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

The Orrville Public Library was organized as a school Library public library in 1925 under the laws of the State of Ohio. The Library has its own Board of Trustees of seven members who are appointed by the Orrville City School Library Board of Education. 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 Clerk-Treasurer.

The Library is fiscally independent of the Orrville City School Library Board of Education, although the Orrville City School Library Board of Education serves in a ministerial capacity as the taxing authority for the Library. The determination to request approval of a tax levy, the role and purpose(s) of the levy, are discretionary decisions made solely by the Board of Library Trustees. Once those decisions are made, the Orrville City School Library Board of Education must put the levy on the ballot. There is no potential for the Library to provide a financial benefit to or impose a financial burden on the Orrville City School Library Board of Education.

Under the provisions of Statement No. 14 of the Governmental Accounting Standards Board, "The Financial Reporting Entity," the Library is considered to be a related organization of the Orrville City School District.

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.

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**

The financial statements of the Orrville Public Library have been prepared on a cash basis of accounting. This 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. The Library recognizes receipts when received in cash rather than when earned and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when an expenditure is made.

Orrville Public Library  
Wayne County  
Notes to the Basic Financial Statements  
For the Year Ended December 31, 2011

**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, except for fiduciary funds. Governmental activities generally are financed through taxes, intergovernmental revenues and other nonexchange revenues.

The statement of net assets presents the cash balance of the governmental 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 and grants and contributions restricted to meeting the operational or capital requirements of 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 activity 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.

Orrville Public Library  
Wayne County  
Notes to the Basic Financial Statements  
For the Year Ended December 31, 2011

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

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.

Building and Repair Fund - The building and repair fund accounts for monies set aside by the Board of Library Trustees specifically for major capital and technology improvements.

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

C. Basis of Accounting

The 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 expenses and liabilities) are not recorded in these financial statements.

D. Budgetary Process

All funds are legally required to be appropriated. The appropriations resolution is the Trustee's authorization to spend resources and sets limits on expenditures plus encumbrances at the level of control selected by the Trustees. The legal level of control has been established at the fund and character or major category of the object code 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 revenues to be received during the year. These estimated revenues, together with the unencumbered carry-over balances from the prior year, set a limit on the amount the Trustees may appropriate. The estimated revenues may be revised during the year if projected increases or decreases in revenue are identified by the Clerk Treasurer. 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 ordinance for that fund that covered the entire year, including amounts automatically carried forward from prior years. The amounts reported as the final budgeted amounts represent the final appropriation amounts passed by the Trustees during the year.

Orrville Public Library  
Wayne County  
Notes to the Basic Financial Statements  
For the Year Ended December 31, 2011

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

**E. Cash and Cash Equivalents**

The Library deposits and invests cash from all funds mainly in Certificates of Deposit. The financial statements present each fund's share of interest in the pool as equity in pooled cash and cash equivalents on the financial statements.

The Library specifies the funds that the Certificates of Deposit are purchased for and allocates interest to the fund which purchased the Certificate of Deposit.

**F. Restricted Assets**

Cash, cash equivalents, and investments are reported as restricted when limitations on their use change the nature or normal understanding of their use. Such constraints are either imposed by creditors, contributors, grantors, laws of other governments, or imposed by enabling legislation.

**G. Inventory and Prepaid Items**

The Library reports disbursements for inventories and prepaid items when paid. These items are not reflected as assets in the accompanying financial statements.

**H. Capital Assets**

Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets in the accompanying financial statements.

**I. 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.

**J. 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 6 and 7, the employer contributions include portions for pension benefits and for postretirement health care benefits.

**K. 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. Since recording a capital asset when entering into a capital lease is not the result of a cash transaction, neither other financing source nor capital outlay are reported at inception. Lease payments are reported when paid.

**L. 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.

Orrville Public Library  
Wayne County  
Notes to the Basic Financial Statements  
For the Year Ended December 31, 2011

**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). The encumbrances outstanding at year end (budgetary basis) amounted to \$5,160 for the general fund; \$1,382 for the building and repair fund and \$52 for the other governmental funds.

**Note 4 - Deposits and Investments**

State statutes classify monies held by the Library into three categories.

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

Inactive deposits are public deposits that the Library has identified as not required for use within the current five-year period of designation of depositories. Inactive deposits must either be evidenced by 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 may 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;
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;

Orrville Public Library  
Wayne County  
Notes to the Basic Financial Statements  
For the Year Ended December 31, 2011

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

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).

Protection of the Library's deposits is provided by the Federal Deposit Insurance Corporation (FDIC), by eligible securities pledged by the financial institution as security for repayment, by surety company bonds deposited with the treasurer by the financial institution or by a single collateral pool established by the financial institution to secure the repayment of all public monies deposited with the institution.

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. Payment for investments may be made only upon delivery of the securities representing the investments to the treasurer or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

At year end, the Library had \$300 in undeposited cash on hand, which is included on the balance sheet of the Library as part of "Equity in Pooled Cash and Cash Equivalents."

The following information classifies deposits and investments by categories of risk as defined in GASB Statement No. 3, Deposits with Financial Institutions, Investments (Including Repurchase Agreements). At year end, the carrying amount of the Library's deposits was \$763,164 and the bank balance was \$772,496. Of the bank balance \$509,614 was covered by federal depository insurance and \$262,882 was covered by collateral held by third party trustees pursuant to Section 135.181, Revised Code, in collateral pools securing all public funds on deposit with specific depository institutions.

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, \$262,882 of the Library's bank balance of \$772,496 was exposed to custodial credit risk because those deposits were 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.



Orrville Public Library  
Wayne County  
Notes to the Basic Financial Statements  
For the Year Ended December 31, 2011

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

Investments: GASB Statement No. 3 "Deposits with Financial Institutions, investments and Reverse Repurchase Agreements" requires that local governments disclose the carrying amounts and market value of investments classified by risk. Category 1 included investments that are insured or registered for which the securities are held in the counter party's trust department or agent in the Library's name. Category 2 includes uninsured and unregistered investments which are held by the counter party's trust department or agent in the Library's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the counter party or by its trust department but not in the Library's name. At December 31, 2011, the Library held no investments that would be classified as investments under GASB Statement No.3.

**Note 5 - Risk Management**

The Library is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During 2011, the Library obtained insurance coverage for the following risks:

Comprehensive property and general liability  
Vehicles  
Commercial crime  
Valuable papers  
Errors & omissions  
Surety bonds; and  
Program activities

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.

**Note 6 - Defined Benefit Pension Plan**

**Ohio Public Employees Retirement System**

The Library participates in the Ohio Public Employees Retirement System (OPERS). OPERS 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. 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.

Orrville Public Library  
Wayne County  
Notes to the Basic Financial Statements  
For the Year Ended December 31, 2011

**Note 6 - Defined Benefit Pension Plan** (continued)

Ohio Public Employees Retirement System

For the year ended December 31, 2011, 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 2011 was 14.00 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 years ended December 31, 2011, 2010 and 2009 were \$58,463, \$58,517 and \$61,830 respectively; the full amount has been contributed for 2011, 2010 and 2009. Contributions to the member-directed plan for 2011 were \$58,463 made by the Library and \$41,759 made by the plan members.

**Note 7 - Postemployment Benefits**

Ohio Public Employees Retirement System

The Ohio Public Employees Retirement System (OPERS) provides postretirement health care coverage to age and service retirees with ten or more years of qualifying Ohio service credit with either the traditional or combined plans. Health care coverage for disability recipients and primary survivor recipients is available. Members of the member-directed plan do not qualify for postretirement health care coverage. The health care coverage provided by the retirement system is considered an Other Postemployment Benefit as described in *GASB Statement No. 12*. A portion of each employer's contribution to the traditional or combined plans is set aside for the funding of postretirement health care based on authority granted by State statute. The 2011 local government employer contribution rate was 14.00 percent of covered payroll; 5.50 percent of covered payroll was the portion that was used to fund health care.

Benefits are advance-funded using the entry age normal actuarial cost method. Significant actuarial assumptions, based on OPERS's latest actuarial review performed as of December 31, 2011, include a rate of return on investments of 8.00 percent, an annual increase in active employee total payroll of 4.00 percent compounded annually (assuming no change in the number of active employees) and an additional increase in total payroll of between .50 percent and 6.3 percent based on additional annual pay increases. Health care premiums were assumed to increase 1.00 and 6.00 percent annually for the next eight years and 4.00 percent annually after eight years.

All investments are carried at market. For actuarial valuation purposes, a smoothed market approach is used. Assets are adjusted to reflect 25 percent of unrealized market appreciation or depreciation on investment assets annually.

The Library's contributions allocated to fund post-employment health care benefits for the years ended December 31, 2011, 2010, and 2009 were \$22,968, \$22,989, and \$24,290, respectively; 100 percent has been contributed for 2011, 2010 and 2009.

The number of active contributing participants in the traditional and combined plans was 376,109. Actual employer contributions for 2011 which were used to fund postemployment benefits were \$22,989. The actual contribution and the actuarially required contribution amounts are the same. OPERS's net assets available for payment of benefits at December 31, 2011, (the latest information available) were \$10.8 billion. The actuarially accrued liability and the unfunded actuarial accrued liability were \$29.5 billion and \$18.7 billion, respectively.

Orrville Public Library  
Wayne County  
Notes to the Basic Financial Statements  
For the Year Ended December 31, 2011

**Note 7 - Postemployment Benefits** (continued)

On September 9, 2004, the OPERS Retirement Board adopted a Health Care Preservation Plan (HCPP) with an effective date of January 1, 2011. The HCPP restructures OPERS' health care coverage to improve the financial solvency of the fund in response to increasing health care costs.

**Note 8- Property Tax**

Property taxes include amounts levied against all real property, public utility property, and tangible personal property located in the County. Real property tax receipts received in 2011 represent the collection of 2010 taxes. Real property taxes received in 2011 were levied after October 1, 2010, on the assessed values as of January 1, 2010, the lien date. Assessed values for real property taxes are established by State statute at 35 percent of appraised market value. Real property taxes are payable annually or semiannually. 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 property tax receipts received in 2011 represent the collection of 2010 taxes. Public utility real and tangible personal property taxes received in 2011 became a lien on December 31, 2010, were levied after October 1, 2010, and are collected with real property taxes. Public utility real property is assessed at 35 percent of true value; public utility tangible personal property is currently assessed at varying percentages of true value.

Tangible personal property tax receipts received in 2011 (other than public utility property) represent the collection of 2011 taxes. Tangible personal property taxes received in 2009 were levied after October 1, 2010, on the true value as of December 31, 2010. Tangible personal property is currently assessed at 25 percent of true value for capital assets and 23 percent for inventory. Amounts paid by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semiannually. If paid annually, the first payment is due April 30; if paid semiannually, the first payment is due April 30, with the remainder payable by September 20.

The full tax rate for all Library operations for the year ended December 31, 2011, was \$9.65 per \$1,000 of assessed value. The assessed values of real property, public utility property, and tangible personal property upon which 2011 property tax receipts were based are as follows:

Real Property	
Agricultural	\$ 212,134,270
Residential	1,534,805,170
Commercial/Industrial/Mineral	403,962,050
Tangible Personal Property	2,734,860
Public Utility	
Real	783,640
Personal	<u>61,654,140</u>
Total Assessed Value	\$ <u>2,216,074,130</u>

Orrville Public Library  
Wayne County  
Notes to the Basic Financial Statements  
For the Year Ended December 31, 2011

**Note 9 – Fund Balance**

Fund balance is divided into three classifications based primarily on the extent to which the Library must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

**1. Restricted**

Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

**2. Assigned**

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Library Council or a Library official delegated that authority by resolution, or by State Statute.

**3. Unassigned**

Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Library applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.



Kevin L.  
Penn, Inc.

Certified Public Accountant  
11811 Shaker Boulevard, Suite 421  
Cleveland, Ohio 44120  
(216)421-1000  
Fax: (216)421-1001  
Email: [klpenncpa@aol.com](mailto:klpenncpa@aol.com)

**Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards**

To the Board of Trustee  
Orrville Public Library  
Wayne County

I have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Orrville Public Library as of and for the year ended December 31, 2011, and have issued my report thereon dated April 16, 2012. I conducted my audit in accordance with generally accepted auditing standards 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. My report on the financial statements disclosed that, as described in Note 2 to the financial statements, the Library followed the cash accounting basis. This is a comprehensive accounting basis other than accounting principles generally accepted in the United States of America.

**Internal Control Over Financial Reporting**

In planning and performing my audit, I considered the Orrville Public Library's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of opining on the effectiveness of the Orrville Public Library's internal control over financial reporting. Accordingly, I have not opined on the effectiveness of the Orrville Public Library's internal control over financial reporting.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. *A material weakness* is a deficiency, or combination of internal control deficiencies resulting in more than a reasonable possibility that a material misstatement of the Orrville Public Library's financial statements will not be prevented, or detected and timely corrected.

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

### Compliance and Other Matters

As part of reasonably assuring whether the Orrville Public Library's financial statements are free of material misstatement, I 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 my audit and accordingly, I do not express an opinion. The results of my tests disclosed no instances of noncompliance or other matters I must report under Government Auditing Standards.

I noted certain matters that I reported to management of the Orrville Public Library's in a separate letter dated April 16, 2012.

This report is intended solely for the information and use of management, and those charged with governance and is not intended to be and should not be used by anyone other than these specified parties.

Kevin L. Penn, Inc.

April 16, 2012

ORRVILLE PUBLIC LIBRARY  
Wayne County

Schedule of Findings  
December 31, 2011

Finding Related to the Financial Statements  
Required to be Reported in Accordance with GAGAS

There are no audit findings for the 2011 calendar year.







# Dave Yost • Auditor of State

**ORRVILLE PUBLIC LIBRARY**

**WAYNE 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  
JULY 24, 2012**