

***WILLOUGHBY-EASTLAKE PUBLIC LIBRARY***

**LAKE COUNTY, OHIO**

**AUDIT REPORT**

**For the year ended December 31, 2017**







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Board of Trustees  
Willoughby-Eastlake Public Library  
35150 Lakeshore Blvd  
Eastlake, Ohio 44095

We have reviewed the *Independent Auditor's Report* of the Willoughby-Eastlake Public Library, Lake County, prepared by Charles E. Harris and Associates, Inc., for the audit period January 1, 2017 through December 31, 2017. 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 Willoughby-Eastlake Public Library is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Keith Faber".

Keith Faber  
Auditor of State  
Columbus, Ohio

July 1, 2019

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**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY  
LAKE COUNTY  
FOR THE YEAR ENDED DECEMBER 31, 2017  
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***Charles E. Harris & Associates, Inc.***  
*Certified Public Accountants*

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## **INDEPENDENT AUDITOR'S REPORT**

Willoughby-Eastlake Public Library  
Lake County  
35150 Lakeshore Blvd.  
Eastlake, Ohio 44095

To the Board of Trustees:

### ***Report on the Financial Statements***

We have audited the accompanying financial statements of the cash balances, receipts and disbursements by fund type, and related notes of the Willoughby-Eastlake Public Library, Lake County, Ohio (the Library) as of and for the year ended December 31, 2017.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Library's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Library's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.

***Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles***

As described in Note 2 of the financial statements, the Library prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determinable, we presume they are material.

Though the Library does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

***Adverse Opinion on U.S. Generally Accepted Accounting Principles***

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Library as of December 31, 2017, and the respective changes in financial position thereof for the year then ended.

***Opinion on Regulatory Basis of Accounting***

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash balances, receipts and disbursements by fund type, and related notes of the Willoughby Eastlake Public Library, Lake County, as of December 31, 2017 and for the year then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 2.

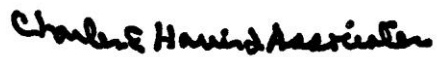
***Emphasis of Matter***

As discussed in Note 2 to the financial statements, during 2017, the Library has elected to change its financial presentation from the format consistent with the presentation requirements of Governmental Accounting Standards Board Statement No. 34 to the regulatory cash basis of accounting prescribed by the Auditor of State in accordance with the financial reporting provisions of Ohio Revised Code 117.38 and Ohio Administrative Code 117-2-03(D). We did not modify our opinion regarding this matter.



***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 15, 2019, 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. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control over financial reporting and compliance.



***Charles E. Harris & Associates, Inc.***  
May 15, 2019

**Willoughby-Eastlake Public Library**  
*Lake County*  
*Combined Statement of Receipts, Disbursements*  
*and Changes in Fund Balances (Regulatory Cash Basis)*  
*All Governmental Fund Types*  
*For the Year Ended December 31, 2017*

|   | General            | Special<br>Revenue | Capital<br>Projects | Permanent       | Totals<br>(Memorandum<br>Only) |
|---|--------------------|--------------------|---------------------|-----------------|--------------------------------|
| <b>Cash Receipts</b>                                  |                    |                    |                     |                 |                                |
| Property and Other Local Taxes                        | \$3,055,733        | \$0                | \$0                 | \$0             | \$3,055,733                    |
| Public Library  | 1,871,208          | 0                  | 0                   | 0               | 1,871,208                      |
| Intergovernmental                                     | 380,548            | 0                  | 0                   | 0               | 380,548                        |
| Patron Fines and Fees                                 | 78,145             | 0                  | 0                   | 0               | 78,145                         |
| Contributions, Gifts and Donations                    | 1,573              | 0                  | 0                   | 0               | 1,573                          |
| Earnings on Investments                               | 13,709             | 0                  | 2,844               | 28              | 16,581                         |
| Miscellaneous   | 37,867             | 0                  | 0                   | 0               | 37,867                         |
| <i>Total Cash Receipts</i>                            | <u>5,438,783</u>   | <u>0</u>           | <u>2,844</u>        | <u>28</u>       | <u>5,441,655</u>               |
| <b>Cash Disbursements</b>                             |                    |                    |                     |                 |                                |
| Current:  |                    |                    |                     |                 |                                |
| Library Services:                                     |                    |                    |                     |                 |                                |
| Public Services and Programs                          | 1,928,824          | 3,571              | 0                   | 0               | 1,932,395                      |
| Collection Development and Processing                 | 1,440,123          | 0                  | 0                   | 0               | 1,440,123                      |
| Support Services:                                     |                    |                    |                     |                 |                                |
| Facilities Operation and Maintenance                  | 452,212            | 0                  | 0                   | 0               | 452,212                        |
| Information Services                                  | 56,241             | 0                  | 0                   | 0               | 56,241                         |
| Business Administration                               | 1,435,316          | 0                  | 87,401              | 0               | 1,522,717                      |
| Capital Outlay  | 29,161             | 0                  | 2,773,204           | 0               | 2,802,365                      |
| <i>Total Cash Disbursements</i>                       | <u>5,341,877</u>   | <u>3,571</u>       | <u>2,860,605</u>    | <u>0</u>        | <u>8,206,053</u>               |
| <i>Excess of Receipts Over (Under) Disbursements</i>  | <u>96,906</u>      | <u>(3,571)</u>     | <u>(2,857,761)</u>  | <u>28</u>       | <u>(2,764,398)</u>             |
| <b>Other Financing Receipts (Disbursements)</b>       |                    |                    |                     |                 |                                |
| Transfers In  | 35,233             | 0                  | 370,000             | 0               | 405,233                        |
| Transfers Out   | (370,000)          | (35,233)           | 0                   | 0               | (405,233)                      |
| Other Financing Sources                               | 0                  | 10,000             | 0                   | 0               | 10,000                         |
| <i>Total Other Financing Receipts (Disbursements)</i> | <u>(334,767)</u>   | <u>(25,233)</u>    | <u>370,000</u>      | <u>0</u>        | <u>10,000</u>                  |
| <i>Net Change in Fund Cash Balances</i>               | <u>(237,861)</u>   | <u>(28,804)</u>    | <u>(2,487,761)</u>  | <u>28</u>       | <u>(2,754,398)</u>             |
| <i>Fund Cash Balances, January 1</i>                  | <u>1,257,857</u>   | <u>38,804</u>      | <u>3,604,947</u>    | <u>17,000</u>   | <u>4,918,608</u>               |
| <b>Fund Cash Balances, December 31</b>                |                    |                    |                     |                 |                                |
| Nonspendable  | 0                  | 0                  | 0                   | 4,335           | 4,335                          |
| Restricted  | 0                  | 10,000             | 0                   | 12,693          | 22,693                         |
| Committed   | 32,684             | 0                  | 1,117,186           | 0               | 1,149,870                      |
| Assigned  | 544,276            | 0                  | 0                   | 0               | 544,276                        |
| Unassigned  | 443,036            | 0                  | 0                   | 0               | 443,036                        |
| <i>Fund Cash Balances, December 31</i>                | <u>\$1,019,996</u> | <u>\$10,000</u>    | <u>\$1,117,186</u>  | <u>\$17,028</u> | <u>\$2,164,210</u>             |

See accompanying notes to the financial statements

**Willoughby-Eastlake Public Library**  
*Lake County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2017*

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**Note 1 - Reporting Entity**

The Willoughby-Eastlake Public Library (the Library), Lake County, is a body politic and corporate established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Willoughby-Eastlake School District Board of Education appoints a 7-member Board of Trustees to govern the Library. The Library provides the community with various educational and literary resources. The Library serves the seven communities of Eastlake, Lakeline, Timberlake, Waite Hill, Willowick, Willoughby and Willoughby Hills by providing convenient access to traditional reading materials and modern technological resources. The Library encourages lifelong learning; offers training and programming that is relevant to today's world and functions as a center for intellectual and cultural activities. The Library staff is courteous, knowledgeable and dedicated to the idea good libraries contribute to a high quality of life.

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**

***Basis of Presentation***

The Library's financial statements consist of a combined statement of receipts, disbursements and changes in fund balances (regulatory cash basis) for all governmental fund types.

***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 funds of the Library are presented below:

***General Fund*** The general fund accounts for and reports all financial resources not accounted for and reported 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.

***Special Revenue Funds*** These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Library had the following significant Special Revenue Fund:

***Grant Fund*** The Grant fund accounts for grants and donations to be used for the operating needs of the library.

***Capital Project Funds*** These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Library had the following significant capital project funds:

***Capital Projects Fund*** The Capital Projects Fund accounts for and reports resources committed by the Board of Library Trustees specifically for major capital improvements of the Willoughby and Willowick libraries.

**Willoughby-Eastlake Public Library**  
*Lake County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2017*

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

***Permanent Funds*** These funds account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting the Library's programs (for the benefit of the Library or its citizenry). The Library had the following significant permanent fund:

***Francelia M. Worrallo Fund*** This Fund accounts for and reports interest earned on the nonexpendable corpus from a trust agreement restricted for the purchase of books for adult readers.

***Basis of Accounting***

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D). This basis is similar to the cash receipts and disbursements accounting basis. The Board 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 a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (D) permit.

***Budgetary Process***

The Board must annually approve appropriation measures and subsequent amendments. Unencumbered appropriations lapse at year end. Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function, and object level of control.

A summary of 2017 budgetary activity appears in Note 3.

***Deposits and Investments***

The Library's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

The investment in STAR Ohio is measured at the net asset value (NAV) per share provided by STAR Ohio. The NAV per share is calculated on an amortized cost basis that provides an NAV per share that approximates fair value.

***Capital Assets***

The Library records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

***Accumulated Leave***

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

**Willoughby-Eastlake Public Library**  
*Lake County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2017*

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

***Fund Balance***

Fund balance is divided into five 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:

***Nonspendable*** The Library classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

***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.

***Committed*** The Board of Trustees can *commit* amounts via formal action (resolution). The Library must adhere to these commitments unless the Board amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

***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 the Library Board or a Library official delegated that authority by resolution, or by State Statute. The Board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget in the General Fund.

***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.

**Willoughby-Eastlake Public Library**  
*Lake County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2017*

**Note 3- Budgetary Activity**

Budgetary activity for the year ending 2017 follows:

| 2017 Budgeted vs. Actual Receipts |                      |                    |           |
|-----------------------------------|----------------------|--------------------|-----------|
| Fund Type                         | Budgeted<br>Receipts | Actual<br>Receipts | Variance  |
| General                           | \$5,333,234          | \$5,474,016        | \$140,782 |
| Special Revenue                   | 0                    | 10,000             | 10,000    |
| Capital Projects                  | 2,500                | 372,844            | 370,344   |
| Permanent                         | 10                   | 28                 | 18        |

| 2017 Budgeted vs. Actual Budgetary Basis Disbursements |                            |                            |           |
|--|----------------------------|----------------------------|-----------|
| Fund Type  | Appropriation<br>Authority | Budgetary<br>Disbursements | Variance  |
| General  | \$5,977,292                | \$5,784,952                | \$192,340 |
| Special Revenue  | 48,804                     | 48,804                     | 0         |
| Capital Projects                                       | 3,604,946                  | 3,003,406                  | 601,540   |
| Permanent  | 0                          | 0                          | 0         |

**Note 4 – Deposits and Investments**

The Library maintains a deposit and investments pool all funds use. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of deposits and investments at December 31 was as follows:

|                                |                     |
|--------------------------------|---------------------|
| Demand deposits                | 2017<br>\$1,387,141 |
| Certificates of deposit        | 371,614             |
| Total deposits                 | 1,758,755           |
| STAR Ohio                      | 405,455             |
| Total investments              | 405,455             |
| Total deposits and investments | \$2,164,210         |

***Deposits***

The Library's deposits are insured by the Federal Deposit Insurance Corporation or are collateralized by securities specifically pledged by the financial institution to the Library. The financial institutions are in the process of joining the Ohio Pooled Collateral System.

**Willoughby-Eastlake Public Library**  
*Lake County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2017*

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

***Investments***

Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

**Note 5 – Grants in Aid and Taxes**

***Grants in Aid***

The primary source of revenue for Ohio public libraries is the Public Library Fund (PLF). The State allocates PLF to each county based on the total tax revenue credited to the State's general revenue fund during the preceding month using the statutory allocation method. Estimated entitlement figures were issued to County Auditors. The actual current year entitlements were computed in December of the current year. The difference between the estimate and actual will be adjusted evenly in the PLF distributions made from January-June of the subsequent year.

***Property Taxes***

Real property taxes become a lien on January 1 preceding the October 1 date for which the taxing authority of the subdivision to whose jurisdiction the Library is subject adopts rates. The State Department of Taxation, Division of Tax Equalization, adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Intergovernmental receipts. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the taxing district.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Library.

**Note 6 - Risk Management**

Workers' Compensation coverage is provided by the State of Ohio. 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.

**Commercial Insurance**

The Library has obtained commercial insurance for the following risks:

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

**Willoughby-Eastlake Public Library**  
*Lake County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2017*

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**Note 6 - Risk Management – (continued)**

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

**Note 7 - Defined Benefit Pension Plans**

***Ohio Public Employees Retirement System***

The Library's employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 10%, of their gross salaries and the Library contributed an amount equaling 14%, of participants' gross salaries. The Library has paid all contributions required through December 31, 2017.

**Note 8 - Postemployment Benefits**

OPERS offers cost-sharing, multiple-employer defined benefit postemployment plans, which include multiple health care plans including medical coverage, prescription drug coverage, deposits to a Health Reimbursement Arrangement and Medicare Part B premium reimbursements, to qualifying benefit recipients of both the traditional pension and the combined plans. The portion of employer contributions allocated to health care for members in the Traditional Pension Plan and Combined Plan was 1.0 percent during calendar year 2017.

**Note 9 - Leases**

The Library leases buildings, vehicles and other equipment under noncancelable leases. The Library disbursed \$57,439 to pay lease costs for the year ended December 31, 2017.

**Note 10 – Construction and Contractual Commitments**

The Library contracted with Richard Fleischman & Associates for architectural services and Lakeland Management Systems to refresh the Willoughby and Willowick Public Libraries. At December 31, 2017, the Library had \$142,802 in outstanding contractual commitments related to this project.

**Note 11 – Contingent Liabilities**

Amounts grantor agencies pay to the Library are subject to audit and adjustment by the grantor, principally the state government. The grantor may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.



**Willoughby-Eastlake Public Library**  
*Lake County*  
*Notes to the Financial Statements*  
*For the Year Ended December 31, 2017*

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**Note 12-Transfers**

In 2017, the Board approved a transfer from the unencumbered balance of the General Fund of \$350,000 to the Capital Projects Fund for future capital and building projects and \$20,000 to the Computer Information Fund for future computer or technology projects. The Board also approved closing the Eastlake Coal Plant Fund and transferring the balance of \$35,233 to the General Fund. This fund was set up at the recommendation of the Lake County Auditor to put aside and not spend said amount in the event that the valuation of the plant would be changed and the Library would need to pay back funds received from property tax paid on the higher value.

**Note 13 – Permanent Fund**

The Library has a permanent fund of which the reported non-spendable portion was \$7,500. Through research of the file for the Worrallo Fund, the Library determined that the actual non-spendable amount is \$4,335. The original amount of \$7,500 was the amount designated in the will of Francelia M. Worrallo. Her will was contested for many years and when the will was finally settled and attorney and bank fees paid, \$4,335 was the actual amount transferred to the Willoughby-Eastlake Public Library.

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**Charles E. Harris & Associates, Inc.**  
*Certified Public Accountants*

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

Willoughby-Eastlake Public Library  
Lake County  
35150 Lakeshore Blvd.  
Eastlake, Ohio 44095

To the Board of Trustees:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the cash balances, receipts and disbursements by fund type of the Willoughby-Eastlake Public Library, Lake County, (the Library) as of and for the year ended December 31, 2017, and the related notes to the financial statements, and have issued our report thereon dated May 15, 2019, wherein we noted the Library followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

***Internal Control Over Financial Reporting***

As part of our financial statement audit, we considered the Library's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statements, but not to the extent necessary to opine on the effectiveness of the Library's internal control. Accordingly, we have not opined on it.

*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 a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Library's financial statements. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. We did identify a certain deficiency in internal control, described in the accompanying Schedule of Findings that we consider to be a material weakness. We consider finding 2017-001 to be a material weakness.

***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, opining 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*.

***Library's Response to Finding***

The Library's response to the finding identified in our audit is described in the Corrective Action Plan. We did not subject the Library's response to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

***Purpose of this Report***

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Library's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Library's internal control and compliance. Accordingly, this report is not suitable for any other purpose.



***Charles E. Harris & Associates, Inc.***  
May 15, 2019

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY  
LAKE COUNTY

SCHEDULE OF FINDINGS  
DECEMBER 31, 2017

**FINDINGS RELATED TO THE FINANCIAL STATEMENTS  
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

**FINDING NUMBER 2017-001**

**Material Weakness: Classification of Fund Balance**

During 2017, errors were noted in the Library's fund balance classification as required by Government Accounting Standards Board (GASB) Statement No. 54:

- The spendable portion of the Permanent Fund was reported as Unassigned instead of Restricted.
- \$901,929 of capital projects fund was reported as Assigned instead of Committed.
- Subsequent year appropriations were not calculated nor recorded as Assigned Fund Balance. They were incorrectly included in Unassigned Fund Balance.

The audited financial statements and the Library's records have been adjusted to properly reflect these transactions.

Sound financial reporting is the responsibility of the Library and is essential to ensure the information provided to the readers of the financial statements is complete and accurate. We recommend the Library management use GASB Statement No. 54, the Uniform Accounting Network Manual, Audit Bulletin 2011-004, and other Auditor of State guidance to aid in properly identifying fund balance categories.

**Management Response:**

See Corrective Action Plan.

**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY  
LAKE COUNTY**

**CORRECTIVE ACTION PLAN  
FOR THE YEAR ENDED DECEMBER 31, 2017**

| <b>Finding Number</b> | <b>Planned Corrective Action</b>  | <b>Anticipated Completion Date</b> | <b>Responsible Contact Person</b> |
|-----------------------|---|------------------------------------|-----------------------------------|
| 2017-001              | Subsequent year appropriations were corrected and recorded as Assigned Fund Balance for Fiscal 2017 as required by GASB 54. | Immediately                        | Victoria A. Simmons               |

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# OHIO AUDITOR OF STATE KEITH FABER



**WILLOUGHBY-EASTLAKE PUBLIC LIBRARY**

**LAKE 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 11, 2019**