



Mary Taylor, CPA
Auditor of State

MINERVA PUBLIC LIBRARY
STARK COUNTY

TABLE OF CONTENTS

TITLE	PAGE
Independent Accountants' Report.....	1
Management's Discussion and Analysis.....	3
Statement of Net Assets - Modified Cash Basis December 31, 2009.....	9
Statement of Activities - Modified Cash Basis For the Year Ended December 31, 2009.....	10
Statement of Modified Cash Basis Assets and Fund Balances Governmental Funds December 31, 2009.....	11
Statement of Cash Receipts, Disbursements and Changes in Modified-Cash Basis Fund Balances Governmental Funds For the Year Ended December 31, 2009.....	12
Statement of Receipts, Disbursements and Changes in Fund Balance – Budget and Actual – Budget Basis General Fund For the Year Ended December 31, 2009.....	13
Notes to the Basic Financial Statements	15
Independent Accountants' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i>	27

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Mary Taylor, CPA

Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT

Minerva Public Library
Stark County
677 Lynnwood Drive
Minerva, Ohio 44657-1200

To the Board of Trustees:

We have audited the accompanying financial statements of the governmental activities and each major fund, of the Minerva Public Library, Stark County, Ohio, (the Library) as of and for the year ended December 31, 2009, which collectively comprise the Library's basic financial statements as listed in the Table of Contents. These financial statements are the responsibility of the Library's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. The Library processes its financial transactions with the Auditor of State's Uniform Accounting Network (UAN). *Government Auditing Standards* considers this service to impair the independence of the Auditor of State to audit the Library because the Auditor of State designed, developed, implemented, and as requested, operates UAN. However, *Government Auditing Standards* permits the Auditor of State to audit and opine on this entity, because Ohio Revised Code § 117.101 requires the Auditor of State to provide UAN services, and Ohio Revised Code §§ 117.11(B) and 115.56 mandate the Auditor of State to audit Ohio governments. We believe our audit provides a reasonable basis for our opinions.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash financial position of the governmental activities and each major fund of Minerva Public Library, Stark County, Ohio, as of December 31, 2009, and the respective changes in modified cash financial position and the budgetary comparison for the General fund thereof for the year then ended in conformity with the basis of accounting Note 2 describes.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 12, 2010, on our consideration of the Library's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

Management's discussion and analysis is not a required part of the basic financial statements but is supplementary information the Governmental Accounting Standards Board requires. We have applied certain limited procedures, consisting principally of inquiries of management regarding the methods of measuring and presenting the required supplementary information. However, we did not audit the information and express no opinion on it.

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

Mary Taylor, CPA
Auditor of State

March 12, 2010

**Minerva Public Library
Stark County**

*Management's Discussion and Analysis
For the Year Ended December 31, 2009*

This discussion and analysis of the Minerva Public Library's financial performance provides an overall review of the Library's financial activities for the year ended December 31, 2009, within the limitations of the Library's modified 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 2009 are as follows:

- Net assets of Library activities increased \$21,318, or 9.8%.
- The Library's general receipts are primarily from the Public Library Fund (PLF). These receipts represent 95% of the total cash received for governmental activities during the year. The amount received from PLF decreased dramatically from \$830,420 in 2008 to \$685,639 in 2009.
- The Library implemented a number of cost-saving measures to counteract the effect of the actual and predicted decreases in PLF revenues during 2009 and 2010, including reductions in staffing hours and in purchases of new library materials.

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 modified 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 Library's two major funds are the general fund and the capital projects fund. In 2009, the Library had no other funds.

The Library adopts an annual appropriated budget. A budgetary comparison report demonstrates compliance with this budget.

The notes to the financial statements are an integral part of the Library-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 modified cash basis of accounting. This basis of accounting is a basis of accounting other than generally accepted accounting principles. Under the Library's modified cash basis of accounting, receipts and disbursements are recorded when cash is received or paid.

**Minerva Public Library
Stark County**

*Management's Discussion and Analysis
For the Year Ended December 31, 2009*

As a result of using the modified 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 modified cash basis of accounting.

Reporting the Library as a Whole

The Statement of Net Assets and the Statement of Activities reflect how the Library did financially during 2009, within the limitations of modified 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 modified 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 reliance on the PLF as its primary revenue source, and the lack of any debt obligations.

In the Statement of Net Assets and the Statement of Activities, the governmental activities include the Library's programs and services.

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 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 funds of the Library are all categorized as governmental funds.

The governmental fund financial statements 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 Library's significant governmental funds are presented on the financial statements in separate columns. In 2009, the Library's major governmental funds are the general fund and the capital projects fund. The information for nonmajor funds (funds whose activity or balances are not large enough to warrant separate reporting) is combined and presented in total in a single column. In 2009, the Library had no non-major funds. The programs reported in governmental funds are closely related to those reported in the governmental activities section of the entity-wide statements.

**Minerva Public Library
Stark County**

*Management's Discussion and Analysis
For the Year Ended December 31, 2009*

The Library as a Whole

Table 1 provides a summary of the Library's net assets for 2009 compared to 2008 on a modified cash basis:

(Table 1)
Net Assets

	Governmental Activities	
	2009	2008
Assets		
Cash and Cash Equivalents	\$193,509	\$172,313
Investments	44,068	43,946
Total Assets	\$237,577	\$216,259
 Net Assets		
Restricted for:		
Capital Outlay	\$44,662	\$45,996
Other Purposes	981	3,349
Unrestricted	191,934	166,914
Total Net Assets	\$237,577	\$216,259

As mentioned previously, net assets of Library activities increased \$21,318 or 9.8% during 2009. The primary reasons contributing to this increase in cash balances are as follows:

- The PLF is distributed among the 7 library systems in Stark County based upon 5 data elements reported annually to the State Library and averaged over a 4 year period to lessen the immediate impact of large changes. From 2008 to 2009, Minerva Public Library's percentage share increased by a small amount.
- Although the percentage of PLF distributed to Minerva Public Library increased slightly, the total amount of PLF funds received decreased by \$144,781 from 2008 to 2009. Current estimates show that the PLF distribution is expected to decrease from 2009 to 2010 by an additional \$44,020, or 6.4%.
- Due to dropping interest rates, the library's investments in 2009 earned \$416, down from \$4,449 in 2008.
- Unrestricted contributions increased from \$4,723 in 2008 to \$5,930 in 2009.
- Appropriations for 2009 were amended twice due to the decrease in PLF revenues.
- In the second half of the year, staff hours were reduced 15% and two furlough days were required, resulting in a savings of over \$33,000 in payroll and benefit costs.
- Anticipated spending on library materials was reduced by \$60,000.

**Minerva Public Library
Stark County**

*Management's Discussion and Analysis
For the Year Ended December 31, 2009*

Table 2 reflects the changes in net assets on a modified cash basis in 2009 and 2008 for governmental activities.

(Table 2)

Changes in Net Assets

	Governmental Activities	
	2009	2008
Receipts:		
Program Receipts:		
Charges for Services and Sales	\$24,083	\$24,080
Operating Grants and Contributions	400	1,626
Total Program Receipts	24,483	25,706
General Receipts:		
Unrestricted Gifts and Contributions	5,930	4,723
Grants and Entitlements Not Restricted to Specific Programs	685,638	832,920
Local Taxes	30	0
Interest	416	4,449
Miscellaneous	1,403	1,776
Total General Receipts	693,417	843,868
Total Receipts	717,900	869,574
Disbursements:		
Library Services	695,248	850,323
Capital Outlay	1,334	866
Total Disbursements	696,582	851,189
 Increase in Net Assets	 \$21,318	 \$18,385

Program receipts represent only 3% of total receipts and are primarily comprised of charges for services and fees on overdue materials.

General receipts represent 97% of the Library's total receipts, and of this amount, 98.8% are unrestricted state entitlements (PLF). Other receipts are relatively insignificant percentage-wise and from somewhat unpredictable revenue sources.

**Minerva Public Library
Stark County**

*Management's Discussion and Analysis
For the Year Ended December 31, 2009*

Governmental Activities

The first column listed on the Statement of Activities shows the major services provided by the Library. The next column identifies the costs of providing these services. The major program disbursements for governmental activities are for library services which account for 99.8% of all governmental disbursements. The next two columns of the Statement entitled Program Receipts identify amounts paid by people who are directly charged for the services and grants received by the Library that must be used to provide a specific service. The net Receipt (Disbursement) column compares the program receipts to the cost of the service. This "net cost" amount represents the cost of the service which ends up being paid from money provided by taxpayers through the PLF. 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)

Governmental Activities

	Total Cost of Services 2009	Net Cost of Services 2009	Total Cost of Services 2008	Net Cost of Services 2008
Library Services	\$695,248	\$670,765	\$850,323	\$824,617
Capital Outlay	1,334	1,334	866	866
Total Expenses	\$696,582	\$672,099	\$851,189	\$825,483

The dependence upon general revenue, specifically the PLF, is indicated by the net cost of services column reflecting the need for \$672,099 of support in 2009, as well as Table 2 demonstrating that general receipts comprise 97% of the Library's total revenues.

The Library's Funds

Total governmental funds had receipts of \$717,900 and disbursements of \$696,582. There was a slight positive change within governmental funds. The fund balance of the governmental funds increased \$21,318 as the result of cost savings strategies implemented.

General Fund receipts were greater than disbursements by \$22,652. It was the Board's decision that a reduction in disbursements was preferable to requesting additional funds from the taxpayers. Large spending reductions were implemented during 2009. These cost saving measures will not eliminate the need for additional funds (or additional cuts) in the future as the revenue stream decreases, while costs continue to rise.

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 2009, the State revised its estimate of PLF distribution twice, indicating that PLF receipts for the 2009 would be 12% lower than the December 2008 estimate. Actual receipts from PLF in 2009 were 12% lower than the December 2008 estimate.

Appropriations were also amended twice during 2009. Final disbursements from the General Fund were budgeted at \$816,337 while actual disbursements were \$705,257. The Library kept very close watch upon expenditures and implemented several strategies to reduce them below budgeted amounts as demonstrated by the reported variances. The result is an increase in total unencumbered cash fund balances of \$47,335 for 2009.

**Minerva Public Library
Stark County**

*Management's Discussion and Analysis
For the Year Ended December 31, 2009*

Current Issues

The challenge for all Libraries is to provide quality services to the public while staying within the restrictions imposed by shrinking funding. We rely heavily on the PLF. The current estimate from the State indicates an additional reduction of 6.4% from actual 2009 to estimated 2010 PLF distributions. In 2010, employees will not receive an hourly wage increase and will continue to work at reduced hours.

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 Kelly J. Boggs, Fiscal Officer, Minerva Public Library, 677 Lynnwood Drive, Minerva, Ohio 44657-1200.

MINERVA PUBLIC LIBRARY, STARK COUNTY

*Statement of Net Assets - Modified Cash Basis
December 31, 2009*

	Governmental Activities
Assets	
Equity in Pooled Cash and Cash Equivalents	\$193,509
Investments	44,068
<i>Total Assets</i>	<u><u>\$237,577</u></u>
Net Assets	
Restricted for:	
Capital Projects	\$44,662
Other Purposes	981
Unrestricted	191,934
<i>Total Net Assets</i>	<u><u>\$237,577</u></u>

See accompanying notes to the basic financial statements

MINERVA PUBLIC LIBRARY, STARK COUNTY

*Statement of Activities - Modified Cash Basis
For the Year Ended December 31, 2009*

	Cash Disbursements	Program Cash Receipts		Net (Disbursements) Receipts and Changes in Net Assets
		Charges for Services and Sales	Operating Grants and Contributions	Governmental Activities
Governmental Activities				
Library Services	\$695,248	\$24,083	\$400	\$670,765
Capital Outlay	1,334			1,334
<i>Total Governmental Activities</i>	<u>\$696,582</u>	<u>\$24,083</u>	<u>\$400</u>	<u>672,099</u>
General Receipts				
Other Local Taxes				30
Unrestricted Gifts and Contributions				5,930
Grants and Entitlements not Restricted to Specific Programs				685,638
Earnings on Investments				416
Miscellaneous				1,403
<i>Total General Receipts</i>				<u>693,417</u>
Change in Net Assets				<u>21,318</u>
<i>Net Assets Beginning of Year</i>				<u>216,259</u>
<i>Net Assets End of Year</i>				<u><u>\$237,577</u></u>

See accompanying notes to the basic financial statements

MINERVA PUBLIC LIBRARY, STARK COUNTY

*Statement of Modified Cash Basis Assets and Fund Balances
Governmental Funds
December 31, 2009*

	General Fund	Capital Project Fund	Total Governmental Funds
Assets			
Equity in Pooled Cash and Cash Equivalents	\$148,847	\$44,662	\$193,509
Investments	44,068		44,068
<i>Total Assets</i>	<u>\$192,915</u>	<u>\$44,662</u>	<u>\$237,577</u>
Fund Balances			
Reserved:			
Reserved for Encumbrances	\$10,009		\$10,009
Unreserved:			
Undesignated (Deficit), Reported in:			
General Fund	182,906		182,906
Capital Projects Funds		\$44,662	44,662
<i>Total Fund Balances</i>	<u>\$192,915</u>	<u>\$44,662</u>	<u>\$237,577</u>

See accompanying notes to the basic financial statements

MINERVA PUBLIC LIBRARY, STARK COUNTY

*Statement of Cash Receipts, Disbursements and Changes in Modified-Cash Basis Fund Balances
Governmental Funds
For the Year Ended December 31, 2009*

	General Fund	Capital Project Fund	Total
Receipts			
Property and Other Local Taxes	\$30		\$30
Public Library	685,638		685,638
Patron, Fines and Fees	24,083		24,083
Contributions, Gifts and Donations	6,330		6,330
Earnings on Investments	416		416
Miscellaneous	1,403		1,403
	<hr/>		<hr/>
Total Receipts	717,900		717,900
	<hr/>		<hr/>
Disbursements			
Current:			
Library Services	695,248		695,248
Capital Outlay		\$1,334	1,334
	<hr/>	<hr/>	<hr/>
Total Disbursements	695,248	1,334	696,582
	<hr/>	<hr/>	<hr/>
Excess of Receipts Over (Under) Disbursements	22,652	(1,334)	21,318
	<hr/>	<hr/>	<hr/>
Fund Balances Beginning of Year	170,263	45,996	216,259
	<hr/>	<hr/>	<hr/>
Fund Balances End of Year	\$192,915	\$44,662	\$237,577
	<hr/>	<hr/>	<hr/>

See accompanying notes to the basic financial statements

MINERVA PUBLIC LIBRARY, STARK COUNTY

*Statement of Receipts, Disbursements and Changes
In Fund Balance - Budget and Actual -Budget Basis
General Fund
For the Year Ended December 31, 2009*

	Budgeted Amounts		Actual	(Optional)
	Original	Final		Variance with Final Budget Positive (Negative)
Receipts				
Property and Other Local Taxes			\$30	\$30
Public Library	\$871,345	\$684,527	685,638	1,111
Patron, Fines and Fees	22,525	22,525	24,083	1,558
Contributions, Gifts and Donations	3,200	3,200	6,330	3,130
Earnings on Investments	2,000	2,000	416	(1,584)
Miscellaneous			1,403	1,403
<i>Total receipts</i>	<u>899,070</u>	<u>712,252</u>	<u>717,900</u>	<u>5,648</u>
Disbursements				
Current:				
Library Services	910,426	813,837	705,257	108,580
Capital Outlay	2,500	2,500		2,500
<i>Total Disbursements</i>	<u>912,926</u>	<u>816,337</u>	<u>705,257</u>	<u>111,080</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>(13,856)</u>	<u>(104,085)</u>	<u>12,643</u>	<u>116,728</u>
Other Financing Sources (Uses)				
Transfers Out	15,000			0
<i>Total Other Financing Sources (Uses)</i>	<u>15,000</u>			<u>0</u>
<i>Net Change in Fund Balance</i>	<u>(28,856)</u>	<u>(104,085)</u>	<u>12,643</u>	<u>116,728</u>
<i>Unencumbered Cash Balance Beginning of Year</i>	135,571	135,571	135,571	0
Prior Year Encumbrances Appropriated	34,692	34,692	34,692	0
<i>Unencumbered Cash Balance End of Year</i>	<u>\$141,407</u>	<u>\$66,178</u>	<u>\$182,906</u>	<u>\$116,728</u>

See accompanying notes to the basic financial statements

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**Minerva Public Library
Stark County**

*Notes to the Basic Financial Statements
For the Year Ended December 31, 2009*

Note 1 – Description of the Library and Reporting Entity

The Minerva Public Library was organized as a school district public library in 1911 under the laws of the State of Ohio. The Library has its own Board of Trustees of seven members who are appointed by the Minerva Local School District 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 Fiscal Officer.

The Library is fiscally independent of the Board of Education, although the 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 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 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 Minerva Local School District.

The Library is associated with the Ohio Employee Benefits Consortium (OEBC) formerly known as the Northeast Ohio Regional Library System (NEO-RLS) and with The Ohio Plan which are defined as Jointly Governed Organizations under Governmental Accounting Standards Board (GASB) Statement No. 14, Reporting Entity. These organizations are presented in Note 11.

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

Note 2 - Summary of Significant Accounting Policies

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

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.

**Minerva Public Library
Stark County**

*Notes to the Basic Financial Statements
For the Year Ended December 31, 2009
(Continued)*

Note 2 - Summary of Significant Accounting Policies (continued)

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, which generally are financed through the Public Library Fund.

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

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 and are financed primarily from library and local government support. Monies are assigned to the various governmental funds according to the purposes for which they may or must be used. The Library has two major governmental funds, the general fund and the capital projects fund.

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

The other governmental fund of the Library (capital projects fund) accounts for gifts and other resources whose use is restricted to a particular purpose by donor or Board resolution.

C. Basis of Accounting

The Library's financial statements are prepared using the modified cash basis of accounting. 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.

**Minerva Public Library
Stark County**

*Notes to the Basic Financial Statements
For the Year Ended December 31, 2009
(Continued)*

Note 2 - Summary of Significant Accounting Policies (continued)

As a result of the use of this modified 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

The Library's funds are legally required to be appropriated. The appropriations resolution is the Trustees' authorization to spend resources and sets limits on cash disbursements plus encumbrances at the level of control selected by the Trustees. The legal level of control has been established at the fund 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 cash receipts for the year. These estimated receipts, together with the unencumbered carry-over balances from the prior year, set a limit on the amount the Trustees may appropriate. The estimated receipts may be revised during the year if projected increases or decreases in receipts are identified by the Fiscal Officer. The amounts reported as the original budgeted amounts on the budgetary statements reflect the amounts of estimated resources when the original appropriations were adopted. The amounts reported as the final budgeted amounts on the budgetary statements reflect the amounts of estimated resources at the time final appropriations were enacted by the Trustees.

The appropriations resolution is subject to amendment throughout the year with the restriction that appropriations should not exceed estimated resources. The amounts reported as the original budgeted amounts reflect the first appropriation 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.

E. Cash and Cash Equivalents

To improve cash management, cash received by the Library is pooled and invested. Individual fund integrity is maintained through the Library's records. Interest in the pool is presented as "Equity in Pooled Cash and Cash Equivalents."

Investments with original maturities of three months or less at the time they are purchased and investments of the cash management pool are presented on the financial statements as cash equivalents. Investments with an initial maturity of more than three months that were not purchased from the pool are reported as investments.

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

**Minerva Public Library
Stark County**

*Notes to the Basic Financial Statements
For the Year Ended December 31, 2009
(Continued)*

Note 2 - Summary of Significant Accounting Policies (continued)

During 2009, the Library's investments were limited to STAR Ohio. STAR Ohio is an investment pool managed by the State Treasurer's Office which allows governments within the State to pool their funds for investment purposes. STAR Ohio is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in STAR Ohio are valued at STAR Ohio's share price, which is the price the investment could be sold for on December 31, 2009.

Investment procedures are restricted by the provisions of the Ohio Revised Code. Total interest receipts credited to the general fund during 2009 derived from Star Ohio and a savings account amounted to \$416.

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, or laws of other governments, or imposed by law through constitutional provisions or enabling legislation. Restricted assets represent \$981 restricted by donors to the General Fund to be used for specific programs, departments or types of purchases.

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 certain types and percentages of unused leave. Unpaid leave is not reflected as a liability under the Library's modified 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 7 and 8, the employer contributions include portions for pension benefits and for postretirement health care benefits.

K. Net Assets

Net assets are reported as restricted when there are limitations imposed on their use either through enabling legislation or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. Net assets restricted for other purposes include \$981 restricted by donors to the General Fund to be used for specific programs, departments or types of purchases.

**Minerva Public Library
Stark County**

*Notes to the Basic Financial Statements
For the Year Ended December 31, 2009
(Continued)*

Note 2 - Summary of Significant Accounting Policies (continued)

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

L. Fund Balance Reserves

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

M. Interfund Transactions

Subsidies from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds.

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 – Budget 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 modified cash basis is that outstanding year end encumbrances are treated as disbursements (budgetary basis) rather than as a reservation of fund balance (modified cash basis). The encumbrances outstanding at year end (budgetary basis) amounted to \$10,009 for the general fund.

The adjustment to convert the results of operations for the year ended December 31, 2009, on the modified cash basis to the regulatory (budget) basis for the general fund is presented.

<u>Fund Balance December 31, 2009</u>	<u>General</u>
Modified cash basis	\$192,915
Encumbrances	<u>(10,009)</u>
Adjusted Fund Balance December 31, 2009	<u><u>\$182,906</u></u>

Note 4 - Deposits and Investments

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

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

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

**Minerva Public Library
Stark County**

*Notes to the Basic Financial Statements
For the Year Ended December 31, 2009
(Continued)*

Note 4 - Deposits and Investments (continued)

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

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

1. United States Treasury bills, bonds, notes, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligation or security issued by any federal government agency or instrumentality including, but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. Written repurchase agreements in the securities listed above provided the market value of the securities subject to the repurchase agreement must exceed the principal value of the agreement by at least 2 percent and be marked to market daily, and the term of the agreement must not exceed thirty days;
4. Bonds and other obligations of the State of Ohio or Ohio local governments;
5. Time certificates of deposit or savings or deposit accounts including, but not limited to, passbook accounts;
6. No-load money market mutual funds consisting exclusively of obligations described in division (1) or (2) and repurchase agreements secured by such obligations, provided that investments in securities described in this division are made only through eligible institutions;
7. The State Treasurer's investment pool (STAR Ohio).

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

At year end, the Library had \$345 in undeposited cash on hand, which is included on the financial statements of the Library as part of "Equity in Pooled Cash and Cash Equivalents."

**Minerva Public Library
Stark County**

*Notes to the Basic Financial Statements
For the Year Ended December 31, 2009
(Continued)*

Note 4 - Deposits and Investments (continued)

Deposits

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.

At year end, the carrying amount of the Library's deposits was \$32,666 in checking and \$160,498 in savings and the bank balances were \$32,666 and \$160,498, respectively. The total bank balance of \$193,164 was covered by the Federal Deposit Insurance Corporation (FDIC). Protection of the Library's deposits is also provided by a collateral pool established by the financial institution to secure the repayment of all public monies deposited with the institution.

Although all State statutory requirements for the deposit of money had been followed, noncompliance with federal requirements could potentially subject the Library to a successful claim by the FDIC.

Investments

As of December 31, 2009, in addition to the deposits in checking and savings accounts listed above, the Library had invested \$44,068 in STAR Ohio. Star Ohio carries a rating of AAAM by Standard and Poor's. Ohio law requires that STAR Ohio maintain the highest rating provided by at least one nationally recognized standard rating service and that the money market fund be rated in the highest category at the time of purchase by at least one nationally recognized standard rating service.

	<u>Carrying Value</u>	<u>Maturity</u>
STAR Ohio	\$44,068	Average

Note 5 – Public Library Fund – State

The primary source of revenue for Ohio public libraries is the Public Library Fund (PLF). The PLF is allocated to each county, and each County Budget Commission then allocates to the libraries with service area within their districts. Minerva Public Library receives PLF revenue from Stark, Carroll, and Columbiana Counties based upon formulas agreed to by the library directors within each of those counties. In Stark County, the percentage of PLF received by any one library may vary from year to year based upon changes to the factors comprising the formula for distribution (e.g., number of employees, square footage, library card holders, funds spent on library materials, and circulation).

Note 6 - 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. In 2009, the Library continued to be a part of two self-insurance groups, obtaining health insurance through Ohio Employee Benefits Consortium (OEBC) formerly known as NEO-RLS and property and liability insurance through The Ohio Plan.

**Minerva Public Library
Stark County**

*Notes to the Basic Financial Statements
For the Year Ended December 31, 2009
(Continued)*

Note 6 - Risk Management (continued)

The Library contracted with The Ohio Plan (through Whitaker Myers Insurance Agency, Inc.) for coverage including commercial property, general liability, employee benefits liability, auto liability, inland marine, fine arts, boiler systems breakdown, and directors and officer's liability. No claims were filed and there was no significant reduction in coverage from the prior year. The Library contracted for medical, prescription, dental, and vision health insurance through OEBC (provided through Anthem).

Both self-funded plans have similar structures with dues collected based upon premium calculations recovering claims costs and charges and based on actuarial projections and historical cost information. The premiums are adjusted over time so that the internal service fund receipts and disbursements are approximately equal to the claims and costs with reasonable provision for expected future catastrophe losses.

Upon joining The Ohio Plan each member executes a written agreement establishing and maintaining the risk coverage program. The membership document, in conjunction with the Administration Agreement between the Plan and its Administrator, Hylant Administrative Services, Inc. and the Code of Regulations, constitute the Plan's written agreement with its members. Member political subdivisions maintain control and supervision over the program. The Plan is managed by a Board of directors, which is composed of individual representatives from various Plan members. Participation by Plan members is through attendance at the open meetings of the Plan's Board and/or communication with the Plan agent or Administrator.

Similarly, the Library became a consortium member for health insurance through OEBC's plan administered by an advisory committee made up of members and governed by the OEBC Board.

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

The Library belongs to the Ohio Government Risk Management Plan (the "Plan"), a non-assessable, unincorporated non-profit association providing a formalized, jointly administered self-insurance risk management program and other administrative services to Ohio governments ("Members"). The Plan is legally separate from its member governments.

Pursuant to Section 2744.081 of the Ohio Revised Code, the plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages to its members sold through fourteen appointed independent agents in the State of Ohio. These coverage programs, referred to as Ohio Plan Risk management ("OPRM"), are developed specific to each member's risk management needs and the related premiums for coverage are determined through the application of uniform underwriting criteria addressing the member's exposure to loss, except OPRM retain 15% of the premium and losses on the first \$250,000 casualty treaty and 10% of the first \$1,000,000 property treaty. Members are only responsible for their self-retention (deductible) amounts, which vary from member to member. OPRM had over 650 members as of December 31, 2008 (the latest information available). The Library participates in this coverage.

**Minerva Public Library
Stark County**

*Notes to the Basic Financial Statements
For the Year Ended December 31, 2009
(Continued)*

Note 6 - Risk Management (continued)

In August, 2007, OGRMP formed the Ohio Plan Healthcare Consortium (“OPHC”), as authorized by Section 9.833 of the Ohio Revised Code. The OPHC was established to provide cost effective employee benefit programs for Ohio political sub-divisions and is a self-funded, group purchasing consortium that offers medical, dental, vision and prescription drug coverage as well as life insurance for its members. The OPHC is sold through seventeen appointed independent agents in the State of Ohio. Coverage programs are developed specific to each member’s healthcare needs and the related premiums for coverage are determined through the application of uniform underwriting criteria. Variable plan options are available to members. These plans vary primarily by deductibles, coinsurance levels, office visit co-pays and out-of-pocket maximums. OPHC had 40 members as of December 31, 2008 (the latest information available). The Library does not participate in this coverage.

Plan members are responsible to notify the Plan of their intent to renew coverage by their renewal date. If a member chooses not to renew with the Plan, they have no other financial obligation to the Plan, but still need to promptly notify the Plan of any potential claims occurring during their membership period. The former member’s covered claims, which occurred during their membership period, remain the responsibility of the Plan.

Settlement amounts did not exceed insurance coverage for the past three fiscal years.

The Pool’s audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31: 2008 and 2007 (the latest information available), and include amounts for both OPRM and OPHC:

	<u>2008</u>	<u>2007</u>
Assets	\$10,471,114	\$11,136,455
Liabilities	<u>(5,286,781)</u>	<u>(4,273,553)</u>
Members’ Equity	<u>\$5,184,333</u>	<u>\$6,862,902</u>

You can read the complete audited financial statements for The Ohio Government Risk Management Plan at the Plan’s website, www.ohioplan.org.

Note 7 - Defined Benefit Pension Plan

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.

**Minerva Public Library
Stark County**

*Notes to the Basic Financial Statements
For the Year Ended December 31, 2009
(Continued)*

Note 7 - Defined Benefit Pension Plan (continued)

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, including post-employment health care coverage. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that may be obtained by writing to OPERS, 277 East Town Street, Columbus, OH 43215-4642 or by calling (614) 222-6705 or (800) 222-7377.

For the year ended December 31, 2009, the members of all three plans were required to contribute 10% of their annual covered salaries. The Library's contribution rate for pension benefits for 2009 was 14%. The Ohio Revised Code provides statutory authority for member and employer contributions.

All of the Library's employees are in the traditional plan and required contributions for pension obligations to the traditional plan for the years ended December 31, 2009, 2008, and 2007 were for member employees \$39,053, \$45,312, and \$40,319, and were for the Library \$54,674, \$60,916, and \$56,511, respectively. The full amount has been contributed for 2008 and 2007. The amounts due for January through November 2009 have been contributed; whereas, the obligations for the last two pay periods ending in December 2009 (member employees \$2,616 and the Library \$3,662) are not paid until the following month, January 2010. Contributions paid to the member-directed plan for pay periods ending January – November 30, 2009 were \$36,437 made by the plan members and \$51,012 made by the Library.

Note 8 – Postemployment Benefits

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

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

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

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

Employer contribution rates are expressed as a percentage of the covered payroll of active employees. In 2008, local government employers contributed 7 percent of covered payroll. Each year, The OPERS retirement board determines the portion of the employer contribution that will be set aside for funding postemployment healthcare benefits. The amount of the employer contributions which was allocated to fund postemployment healthcare was 7 percent of covered payroll from January 1 through December 31, 2008. Percentage data for 2009 has not yet been published.

**Minerva Public Library
Stark County**

*Notes to the Basic Financial Statements
For the Year Ended December 31, 2009
(Continued)*

Note 8 – Postemployment Benefits (continued)

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

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

Note 9 – Leases

In 2009, the Library had one ongoing lease agreement with the Auditor of State's Office for Uniform Accounting Network (UAN) software and computer hardware. UAN fees are calculated on the Library's total resources (unencumbered beginning of the year cash balances plus all receipts and other financing sources except interfund advances, transfers, and the proceeds from the sale of bonds, notes and other debt. The lease cost for January through June 2009 was \$215 for software plus another \$50 for computer hardware per month. From July through 2009, the lease cost was \$215 per month and the hardware charge was discontinued.

Note 10 – Interfund Transfers

There were no Interfund transfers during 2009.

Note 11 – Jointly Governed Organization

The Library is associated with Ohio Employee Benefits Consortium (OEBC) which is defined as a Jointly Governed Organization under Governmental Accounting Standards Board (GASB) Statement No. 14, Reporting Entity. It has further entered into a consortium agreement for self-funded health insurance through (OEBC). As of April 2007, the Library contracted with The Ohio Plan for property and liability insurance. See Note 6 for additional information.

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Mary Taylor, CPA

Auditor of State

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

Minerva Public Library
Stark County
677 Lynnwood Drive
Minerva, Ohio 44657-1200

To the Board of Trustees:

We have audited the financial statements of the governmental activities and each major fund of the Minerva Public Library, Stark County, Ohio, (the Library) as of and for the year ended December 31, 2009, which collectively comprise the Library's basic financial statements and have issued our report thereon dated March 12, 2010, wherein we noted the Library uses a comprehensive accounting basis other than generally accepted accounting principles. We also noted the Library uses the Auditor of State's Uniform Accounting Network (UAN) to process its financial transactions. *Government Auditing Standards* considers this service to impair the Auditor of State's independence to audit the Library. However, *Government Auditing Standards* permits the Auditor of State to audit and opine on this entity, because Ohio Revised Code § 117.101 requires the Auditor of State to provide UAN services, and Ohio Revised Code §§ 117.11(B) and 115.56 mandate the Auditor of State to audit Ohio governments. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*.

Internal Control Over Financial Reporting

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

A *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 Library's financial statements will not be prevented, or detected and timely corrected.

Our 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. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above.

Compliance and Other Matters

As part of reasonably assuring whether the Library's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

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

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

Mary Taylor, CPA
Auditor of State

March 12, 2010



Mary Taylor, CPA
Auditor of State

MINERVA PUBLIC LIBRARY

STARK 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
JUNE 8, 2010**