

Balestra, Harr & Scherer, CPAs, Inc.

Accounting, Auditing and Consulting Services for Federal, State and Local Governments <u>www.bhscpas.com</u>

PICKERINGTON PUBLIC LIBRARY FAIRFIELD COUNTY

REGULAR AUDIT

For the Years Ended December 31, 2014 and 2013 Fiscal Years Audited Under GAGAS: 2014 and 2013



Board of Trustees Pickerington Public Library 201 Opportunity Way Pickerington, Ohio 43147

We have reviewed the Independent Auditor's Report of the Pickerington Public Library, Fairfield County, prepared by Balestra, Harr & Scherer, CPAs, Inc., for the audit period January 1, 2013 through December 31, 2014. 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 Pickerington Public Library is responsible for compliance with these laws and regulations.

Dave Yost Auditor of State

July 10, 2015



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Independent Auditor's Report

Pickerington Public Library Fairfield County 201 Opportunity Way Pickerington, Ohio 43147

To the Board of Trustees:

Report on the Financial Statements

We have audited the accompanying financial statements and related notes of Pickerington Public Library, Fairfield County, (the Library) as of and for the years ended December 31, 2014 and 2013.

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 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.

Pickerington Public Library Fairfield County Independent Auditor's Report Page 2

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

As described in Note 1 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, 2014 and 2013, or changes in financial position thereof for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined cash balances of Pickerington Public Library, Fairfield County as of December 31, 2014 and 2013, and its combined cash receipts and disbursements for the years 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 1.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 8, 2015, 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.

Balestra, Harr & Scherer, CPAs, Inc.

Balestra, Harr & Schern, CPAs

Worthington, Ohio

May 8, 2015

COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCES (CASH BASIS) ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2014

	Gove	_		
	General	Special Revenue	Capital Projects	Totals (Memorandum Only)
Cash Receipts:				
Property and Other Local Taxes	\$ 729,597	\$ -	\$ -	\$ 729,597
Public Library	825,197	-	-	825,197
Intergovernmental	93,774	-	-	93,774
Patron Fines and Fees	46,199	-	-	46,199
Contributions, Gifts and Donations Earnings on Investments	731,277	-	965	731,277
Miscellaneous	7,974 9,175	-	903	8,939 9,175
Miscenaneous	9,173			9,173
Total Cash Receipts	2,443,193		965	2,444,158
Cash Disbursements: Current:				
Library Services	1,461,775	371	9,183	1,471,329
Capital Outlay	45,822	376	3,285	49,483
Total Cash Disbursements	1,507,597	747	12,468	1,520,812
Excess of Receipts Over/ (Under) Disbursements	935,596	(747)	(11,503)	923,346
Other Financing Receipts/ (Disbursements): Sale of Capital Assets	100			100
Total Other Financing Receipts/ (Disbursements)	100			100
Net Change in Fund Cash Balances	935,696	(747)	(11,503)	923,446
Fund Cash Balances, January 1	2,622,097	9,919	492,151	3,124,167
Fund Cash Balances, December 31 Restricted Assigned Unassigned	20,932 3,536,861	9,172	480,648	480,648 20,932 3,536,861
Fund Cash Balances, December 31	\$ 3.557.793	\$ 9,172	\$ 480.648	\$ 4.047.613

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

COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN FUND BALANCES (CASH BASIS) ALL GOVERNMENTAL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2013

	Gove	_		
	General	Special Revenue	Capital Projects	Totals (Memorandum Only)
Cash Receipts: Property and Other Local Taxes Public Library Intergovernmental Patron Fines and Fees Contributions, Gifts and Donations Earnings on Investments Miscellaneous	\$ 748,575 841,230 96,221 50,683 500,341 4,900 15,175	\$ - 2,405	\$ 2,296	\$ 748,575 841,230 96,221 50,683 502,746 7,196 15,175
Total Cash Receipts	2,257,125	2,405	2,296	2,261,826
Cash Disbursements: Current: Library Services Capital Outlay	1,394,481 79,586	22,386 2,159	- 940	1,416,867 82,685
Total Cash Disbursements	1,474,067	24,545	940	1,499,552
Excess of Receipts Over/ (Under) Disbursements	783,058	(22,140)	1,356	762,274
Other Financing Receipts/ (Disbursements): Sale of Capital Assets Extraordinary Item	455 25,460			455 25,460
Total Other Financing Receipts/ (Disbursements)	25,915			25,915
Net Change in Fund Cash Balances	808,973	(22,140)	1,356	810,329
Fund Cash Balances, January 1	1,813,124	32,059	490,795	2,335,978
Fund Cash Balances, December 31 Restricted Assigned Unassigned	20,932 2,601,165	9,919 - -	492,151	502,070 20,932 2,601,165
Fund Cash Balances, December 31	\$ 2.622.097	\$ 9.919	\$ 492.151	\$ 3.124.167

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

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2014 AND 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Pickerington Public Library, Fairfield County, (the Library) as a body corporate and politic. The Pickerington Local School District appoints a seven-member Board of Trustees to govern the Library. The Library provides the community with various educational and literary resources.

The Library is a member of the Central Library Consortium (the CLC), a joint venture to provide reduced costs to the individual member libraries through collective efforts and resources sharing. The CLC is further discussed in Note 8.

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

B. Accounting Basis

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.

C. 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.

Money market mutual funds (including STAR Ohio) are recorded at share values the mutual funds report.

D. Fund Accounting

The Library uses fund accounting to segregate cash and investments that are restricted as to use. The Library classifies its funds into the following types:

1. General Fund

The General Fund accounts for and reports all financial resources not accounted for and reported in another fund.

2. 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. For 2014, Homework Help fund and for 2013 Gladys Frederick and Violet Grange Garden funds made up the material activity within the Special Revenue Fund Type.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2014 AND 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

3. Capital Projects Fund

This fund is used to finance capital acquisitions and improvements approved by the Board of Trustees.

E. 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 2014 and 2013 budgetary activity appears in Note 3.

F. 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:

1. Nonspendable

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

2. 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.

3. Committed

Trustees can *commit* amounts via formal action (resolution). The Library must adhere to these commitments unless the Trustees amend 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.

4. Assigned

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

5. 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.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2014 AND 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

G. Property, Plant, and Equipment

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

H. 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.

2. EQUITY IN POOLED CASH

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:

2011

	2014	2013
Demand deposits	\$ 1,336,088	\$ 1,652,468
Certificates of deposit	1,472,000	1,218,000
Total deposits	2,808,088	2,870,468
STAR Ohio	1,237,163	4,696
Money market savings	2,362	249,003
Total investments	1,239,525	253,699
Total deposits and investments	\$ 4,047,613	\$ 3,124,167

Deposits: Deposits are insured by the Federal Depository Insurance Corporation; or collateralized by securities specifically pledged by the financial institution to the Library.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2014 AND 2013

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2014 and 2013 follows:

2014 Budgeted vs. Actual Receipts

		0	1	
]	Budgeted	Actual	
Fund Type	_	Receipts	Receipts	 Variance
General	\$	1,695,608	\$ 2,443,293	\$ 747,685
Special Revenue		-	-	-
Capital Project		-	965	965
Total	\$	1,695,608	\$ 2,444,258	\$ 748,650

2014 Budgeted vs. Actual Budgetary Basis Expenditures

	Αp	propriation	F	Budgetary	
Fund Type		Authority	Ex	penditures	 Variance
General	\$	1,715,750	\$	1,507,597	\$ 208,153
Special Revenue		7,086		747	6,339
Capital Project		150,500		12,468	 138,032
Total	\$	1,873,336	\$	1,520,812	\$ 352,524

2013 Budgeted vs. Actual Receipts

]	Budgeted	Actual	
Fund Type		Receipts	Receipts	 Variance
General	\$	1,716,319	\$ 2,283,040	\$ 566,721
Special Revenue		8,000	2,405	(5,595)
Capital Project		1,000	 2,296	 1,296
Total	\$	1,725,319	\$ 2,287,741	\$ 562,422

2013 Budgeted vs. Actual Budgetary Basis Expenditures

	Ap	propriation	riation Budgetary		
Fund Type	1	Authority	Ex	penditures	Variance
General	\$	1,713,850	\$	1,474,067	\$ 239,783
Special Revenue		31,336		24,545	6,791
Capital Project		32,000		940	31,060
Total	\$	1,777,186	\$	1,499,552	\$ 277,634

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2014 AND 2013

4. GRANTS-IN-AID AND TAX RECEIPTS

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. This method of distribution is called the "percentage of revenue" method. This method was not used for August 2011 through June 2013. During that 23 month period PLF received a designated percentage of the dollar amounts received by the fund during the corresponding month of the fiscal year 2011 "base-year" period. Effective July 2013 the statutory allocation method reverted to the "percentage of revenue" method for PLF distribution. The fund received an amount equal to a specified percentage of the amount of GRF tax revenue received during the previous month. Beginning with the July 2013 distribution the "statutory allocation method" was implemented. The calendar year 2013 entitlements were used in the computation as the basis of each county's allocation percentage. Those percentages were used through December 2013. In December 2013 the actual calendar year entitlement was computed. Any difference was adjusted evenly to the PLF distributions from January-June 2014. In calendar year 2014 the statutory entitlement computation method continued. Estimated entitlement figures were issued to County Auditors in July 2013, December 2013 and June 2014. The actual 2014 entitlements will be computed in December 2014. The difference between the estimate and actual will be adjusted evenly in the PLF distributions made from January-June 2015.

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 Other Governments' Grants In Aid. Payments are due to the County in February and July each year and submitted to the Library in March and September.

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.

5. DEBT

On November 1, 2002, the Pickerington Local School District issued general obligation bonds (Series 2002 library improvement refunding bonds) to currently refund the callable portion of the Series 1992 library improvement general obligation bonds (principal \$1,880,000; interest rate 3.7%) on behalf of the Library. The issuance proceeds were used for the acquisition, renovation, remodel, construction and installation of library buildings and facilities. The bonds mature from December 1, 2015 to December 1, 2016. These bonds are general obligations of the District for which the full faith and credit of the District

6. RETIREMENT SYSTEM

Retirement Rates	Years	Member Rate	Employer Rate
PERS – Local	2013 - 2014	10%	14%

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. For 2014 and 2013, 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, 2014.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2014 AND 2013

7. RISK MANAGEMENT

Commercial Insurance

The Library has obtained commercial insurance for the following risks:

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

8. JOINT VENTURE

The Library is a member of the Central Library Consortium (the "CLC"). The CLC is a separate entity established as a joint venture to provide reduced costs to the individual member libraries through collective efforts and resource sharing. The CLC undertakes projects that strive to complement the existing resources available through the State Library regional system. The CLC, which commenced on June 13, 1988, has fourteen members consisting of the Fairfield County District Library, Grandview Heights Public Library, Pickerington Public Library, Wagnalls Memorial Library, Pickaway County District Library, Marysville Public Library, Alexandria Public Library, Plain City Public Library, Bexley Public Library, Columbus Public Library, London Public Library, Southwest Public Libraries, Upper Arlington Public Library and Worthington Libraries. The original agreement has been modified to extend membership to additional libraries. The CLC is governed by a Council consisting of one appointed representative by each member library. The Council elects a president, a vice president, and a secretary. The CLC's financial operations are accounted for in the Agency Fund of the Grandview Heights Public Library. Members make payments to the CLC in amounts established in the agreements for individual projects undertaken by the CLC. The Library contributed \$45,593 and \$40,687 to the CLC in 2014 and 2013, respectively. The Library has no explicit and measurable equity interest in the venture. The Library's only ongoing financial responsibility to the CLC is for participating projects that have been entered into by the Library. Financial information and statements can be obtained from Grandview Heights Public Library, Franklin County, 1685 W. 1st Ave. Columbus, Ohio 43212.

9. CHANGE IN ACCOUNTING PRINCIPLE

During 2013, the Library elected to change its financial presentation to 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. There was no effect on the cash fund balances of the Library.



Balestra, Harr & Scherer, CPAs, Inc.

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Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards*

Pickerington Public Library Fairfield County 201 Opportunity Way Pickerington, Ohio 43147

To the Board of Trustees:

We have audited, in accordance with the auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of Pickerington Public Library, Fairfield County, (the Library) as of and for the years ended December 31, 2014 and 2013 and the related notes to the financial statements, and have issued our report thereon dated May 8, 2015, wherein we noted the Library followed financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), described in Note 1.

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. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

Pickerington Public Library Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards* Page 2

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*.

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 communication is not suitable for any other purpose.

Balestra, Harr & Scherer, CPAs, Inc.

Balestra, Harr & Schern, CPAs

Worthington, Ohio May 8, 2015





PICKERINGTON PUBLIC LIBRARY

FAIRFIELD 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.

CLERK OF THE BUREAU

Susan Babbitt

CERTIFIED JULY 23, 2015