

ASHLAND PUBLIC LIBRARY
ASHLAND COUNTY, OHIO

AUDIT REPORT

For the Year Ended December 31, 2008

Charles E. Harris and Associates, Inc.
Certified Public Accountants and Government Consultants



Mary Taylor, CPA
Auditor of State

Board of Trustees
Ashland Public Library
224 Claremont Avenue
Ashland, Ohio 44805

We have reviewed the *Report of Independent Accountants* of the Ashland Public Library, Ashland County, prepared by Charles E. Harris & Associates, Inc., for the audit period January 1, 2008 through December 31, 2008. 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 Ashland Public Library is responsible for compliance with these laws and regulations.

Mary Taylor

Mary Taylor, CPA
Auditor of State

May 29, 2009

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Ashland Public Library, Ashland County
Audit Report
For the year ended December 31, 2008

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

REPORT OF INDEPENDENT ACCOUNTANTS

Ashland Public Library
Ashland County
224 Claremount Avenue
Ashland, Ohio 44805

To the Board of Trustees:

We have audited the accompanying financial statements of the governmental activities and each major fund of the Ashland Public Library, Ashland County, Ohio, (the Library), as of and for the year ended December 31, 2008, which collectively comprise the Library's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Library's management. Our responsibility is to express an opinion 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 *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

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 basis financial position of the governmental activities and each major fund of the Ashland Public Library, Ashland County as of December 31, 2008, and the respective changes in modified cash basis financial position and the budgetary comparison for the General Fund and Memorial Fund for the year then ended in conformity with the accounting basis Note 2 describes.

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, which consisted principally on inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

In accordance with *Government Auditing Standards*, we have also issued a report dated May 7, 2009 on our consideration of the Library's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants and other matters. That report describes the scope of our testing of internal control over financial reporting and compliance and the results of that testing. It does not opine on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

Charles E. Harris & Associates, Inc.

May 7, 2009

Ashland Public Library, Ashland County
Management's Discussion and Analysis
For the Year ended December 31, 2008
Unaudited

The management's discussion and analysis of the Ashland Public Library's (the Library) financial performance provides an overall review of the Library's financial activities for the year ended December 31, 2008 within the limitations of the Library's modified cash basis accounting. Readers should also review the basic financial statements and the notes to the basic financial statements to enhance their understanding of the Library's financial performance.

Highlights

Key financial highlights for 2008 are as follows:

- Net assets of the Library decreased (\$167,650) or 6.98%. This reduction is almost twice the per cent of decrease experienced in 2007.
- The Library's major source of income is the Local Government Revenue which represents \$1,235,195 or 90.6% of the total receipts within the General Fund. These funds decreased \$20,262 from 2007 or about 1.6%.
- Interests on Library investments decreased \$41,297 from 2007 as interest rates declined, but were still 28.8% over estimated interest. Fines and Fees were \$14,195 more than anticipated or 35.5%.
- New audio venues were introduced this year and with them the opportunity to offer saleable items to our members such as ear buds and batteries. We applied for and received vendor's license #03 019670 and pay associated sales tax on these items. This may serve as a source of revenue in the years to come as we all struggle for funds.

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.

Ashland Public Library, Ashland County
Management's Discussion and Analysis
For the Year ended December 31, 2008
Unaudited

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. The Library has chosen to provide separate columns for the General Fund, Special Revenue Memorial Fund, Capital Projects Building Fund, and Capital Projects Bookmobile Fund. The notes to the financial statements are an integral part of the government-wide and fund financial statements and provide expanded explanation and detail regarding the information reported in the statements.

Basis of Accounting

The basis of accounting is a set of guidelines that determine when financial events are recorded. The Library has elected to present its financial statements on a 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.

As a result of using the modified cash basis of accounting, certain assets and their related receipts (such as accounts receivable) and certain liabilities and their related disbursements (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 2008, within the limitations of modified cash basis accounting. The statement of net assets presents the cash balances and investments of the Library at year end. The statement of activities compares cash disbursements with receipts for each governmental program selected for comparison. Program receipts include charges paid by the recipient of the program's goods or services and grants and contributions restricted to 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.

Ashland Public Library, Ashland County
Management's Discussion and Analysis
For the Year ended December 31, 2008
Unaudited

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 nonfinancial factors as well such as the reliance on non-local financial resources for operations and the need for continued growth in the revenue sources.

In the statement of net assets and the statement of activities, the Library presents Governmental Activities.

Governmental Activities - All of the Library's basic services are reported here. Library and local government support finance most of these activities. Benefits provided through governmental activities are not necessarily paid for by the people receiving them.

Reporting the Library's Most Significant Funds

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund financial statements provide detailed information about the Library's major funds. The Library establishes separate funds to better manage its reporting and demonstrate that money is restricted as to how it may be used and is being spent for the intended purpose. The major funds of the Ashland Public Library are the General, Special Revenue Memorial, Capital Projects Building and Capital Projects Bookmobile Funds.

Governmental Funds – All of the Library's activities are reported in 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.

The Library as a Whole

Table 1 provides a summary of the Library's net assets for 2007 and 2008 on a modified cash basis:

Ashland Public Library, Ashland County
Management's Discussion and Analysis
For the Year ended December 31, 2008
Unaudited

(Table 1)
Net Assets

	<u>Governmental Activities 2007</u>	<u>Governmental Activities 2008</u>	<u>Change</u>
Assets			
Equity in Pooled and Cash			
Equivalents	\$ 842,244	\$ 753,711	\$ (88,533)
Investments	<u>1,556,233</u>	<u>1,477,116</u>	<u>(79,117)</u>
<i>Total Assets</i>	<u>\$2,398,477</u>	<u>\$ 2,230,827</u>	<u>\$ (167,650)</u>
Net Assets			
Restricted For:			
Capital Projects	\$ 794,996	\$ 703,727	\$ (91,269)
Other Purposes	1,237,966	1,238,987	1,021
Unrestricted	<u>365,515</u>	<u>288,113</u>	<u>(77,402)</u>
<i>Total Net Assets</i>	<u>\$ 2,398,477</u>	<u>\$ 2,230,827</u>	<u>\$ (167,650)</u>

As previously mentioned; net assets of governmental activities decreased (\$167,650) or 6.98%. The reduction was a result of the loss of income from the Local Government Revenue and interest income resulting in a maintaining of expenditures within the General Fund and not having the ability to transfer to any Capital Project.

Table 2 reflects the changes in net assets in 2007 and 2008 on a modified cash basis.

Ashland Public Library, Ashland County
Management's Discussion and Analysis
For the Year ended December 31, 2008
Unaudited

(Table 2)
Changes in Net Assets

	<u>Governmental Activities 2007</u>	<u>Governmental Activities 2008</u>	<u>Differences</u>
Receipts:			
Program Receipts:			
Charges for Services	\$ 51,427	\$ 54,195	\$ 2,768
Operating Grants and Contributions	<u>1,100</u>	<u>1,100</u>	<u>0</u>
Total Program Receipts:	52,527	55,295	2,768
General Receipts:			
LLGSF and Other Local Taxes	1,262,456	1,237,913	(24,543)
Unrestricted Gifts and Contributions	3,082	2,657	(425)
Interest	105,710	64,413	(41,297)
Miscellaneous	<u>9,668</u>	<u>5,698</u>	<u>(3,970)</u>
Total General Receipts	<u>1,380,916</u>	<u>1,310,682</u>	<u>(70,235)</u>
 Total Receipts	 <u>1,433,443</u>	 <u>1,365,976</u>	 <u>(67,467)</u>
Disbursements:			
Library Services:			
Public Service and Programs			
Adult	257,931	250,703	(7,228)
Young Adult/Teen	22,104	18,395	(3,709)
Juvenile	128,226	126,179	(2,047)
Circulation	207,406	237,747	30,341
Collection Development			
Adult	15,397	11,513	(3,884)
Young Adult/Teen	2,768	2,054	(714)
Juvenile	11,071	8,216	(2,855)
Processing	162,133	160,904	(1,229)
Support Services:			
Facilities Operation and Maintenance	93,147	106,341	13,194
Information Services	40,567	41,647	1,080
Administration and Support	179,180	191,255	12,075
Purchased & Contracted Services	128,208	112,281	(15,927)
Bookmobile	156,816	180,190	23,374
Capital Outlay	<u>113,936</u>	<u>86,201</u>	<u>(27,735)</u>
 Total Disbursements	 <u>1,518,890</u>	 <u>1,533,626</u>	 <u>14,736</u>

Ashland Public Library, Ashland County
Management's Discussion and Analysis
For the Year ended December 31, 2008
Unaudited

	<u>Governmental Activities 2007</u>	<u>Governmental Activities 2008</u>
Increase (Decrease) in Net Assets	(85,447)	(167,650)
Net Assets, January 1	<u>2,483,924</u>	<u>2,398,477</u>
Net Assets, December 31	\$ <u>2,398,477</u>	\$ <u>2,230,827</u>

Program receipts represent only 4% of total receipts and are comprised of monies received from fines and fees. Circulation revenues were up by 6.6% due to collection efforts of staff.

Bookmobile program receipts represent only .17% of total receipts and are comprised of monies received by and for the Bookmobile service.

General receipts represent 99.8% of the Library's total receipts and of the amount 90.6% represents Local Government Revenue. 4.7% is represented from interest on investments. All other receipts are insignificant and somewhat unpredictable revenue sources.

Public service programs, collection development, processing, facilities operation and maintenance, and business administration represent the major costs of running the Library.

Capital Projects Funds (Building and Bookmobile) represent Board designated monies set aside for the purpose of funding expenditures, equipment, repairs or purchases expected to enhance the building, land or systems and any expense used for the purpose of maintaining the Bookmobile service or department.

Special Revenue Memorial Funds are either designated by the memorial or grant donor for specific purpose or given for Library use as undesignated.

Governmental Activities

If you look at the Statement of Activities on page 12, you will see the first column lists the services provided by the Library. The next column identifies the costs of providing this service. The major disbursements for Bookmobile service are payroll, benefits, materials and vehicle service. The receipts reflect fines and fees paid by patrons of the service and any donations or grants assigned specifically for the service. The "net cost" amount represents the cost of the service which ends up being paid from money provided by local taxpayers. These net costs are paid from the general receipts which have been transferred. A comparison between the total cost of services and the net cost is presented in Table 3.

Ashland Public Library, Ashland County
Management's Discussion and Analysis
For the Year ended December 31, 2008
Unaudited

(Table 3)
Governmental Activities

	Total Cost of Services <u>2007</u>	Net Cost of Services <u>2007</u>	Total Cost of Services <u>2008</u>	Net Cost of Services <u>2008</u>
Library Services:				
Public Service and Programs				
Adult	\$ 257,931	\$ 257,731	\$ 250,703	\$ 250,503
Young Adult/Teen	22,104	21,704	18,395	17,995
Juvenile	128,226	127,726	126,179	125,679
Circulation	207,406	158,814	237,747	185,942
Collection Development				
Adult	15,397	15,397	11,513	11,513
Young Adult/Teen	2,768	2,768	2,054	2,054
Juvenile	11,071	11,071	8,216	8,216
Processing	162,133	162,133	160,904	160,904
Support Services:				
Facilities Operation and Maintenance	93,147	93,147	106,341	106,341
Information Services	40,567	40,567	41,647	41,647
Administration and Support	179,180	179,180	191,255	191,255
Purchased & Contracted Services	128,208	128,208	112,281	112,281
Bookmobile	156,816	153,981	180,190	177,800
Capital Outlay	<u>113,936</u>	<u>113,936</u>	<u>86,201</u>	<u>86,201</u>
<i>Total Government Activities</i>	<u>\$ 1,518,890</u>	<u>\$ 1,466,363</u>	<u>\$ 1,533,626</u>	<u>\$ 1,478,331</u>

The dependence upon Local Government Revenue receipts is apparent as over 84.23% of governmental activities are supported through these general receipts.

The Library's Funds

Total governmental funds had receipts of \$1,365,976 and disbursements of \$1,533,626. The greatest change was the effect of lower interest rates and reduced government revenue.

Ashland Public Library, Ashland County
Management's Discussion and Analysis
For the Year ended December 31, 2008
Unaudited

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 2008, the Library did not amend any line item or fund. Spending was held to monies received or anticipated which had already been appropriated.

At the year end Board of Trustees meeting on December 29, 2008 the members reviewed revenues and expenditures made year to date.

General Fund receipts were \$1,363,319 and disbursements were \$1,565,038 indicating the need to use cash balances from last year. Final disbursements were budgeted at \$1,722,499 while actual disbursements were \$1,565,038. For 2008, it was not necessary to reduce appropriations, but this may not be the case in future years.

Current Issues

The challenge for all Libraries is to provide quality services to the public while staying within the restrictions imposed by limited, and in all cases shrinking funding. We rely heavily on state income and are faced with the drain on these limited resources by more and more entities seeking funding avenues. We reviewed our spending and sources of revenue and realize any kind of increase in revenues is unlikely. We have found ourselves also wondering if we will be able to continue to operate a Library pending recommendations of our State Legislators for funding suggestions. All departments have been asked again to reduce their spending and all have complied with this request. We also face the problem of shrinking limited physical space for continuing services.

A building project formerly considered has been put on hold due to reduced revenues and an uncertain economical picture.

Contacting the Library's Financial Management

The financial report is designed to provide our patrons, taxpayers and public 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 Linda A. Flowers, Fiscal Officer, Ashland Public Library, 224 Claremont Avenue, Ashland, Ohio 44805.

Ashland Public Library, Ashland County
Statement of Net Assets - Modified Cash Basis
December 31, 2008

	Governmental Activities
Assets	
Equity in Pooled Cash and Cash Equivalents	\$ 753,711
Investments	1,477,116
<i>Total Assets</i>	\$ 2,230,827
 Net Assets	
Restricted For:	
Capital Projects	\$ 703,727
Other Purposes	1,238,987
Unrestricted	288,113
<i>Total Net Assets</i>	\$ 2,230,827

See accompanying notes to the basic financial statements

Ashland Public Library, Ashland County

Statement of Activities - Modified Cash Basis

For the Year Ended December 31, 2008

	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:				
Public Service and Programs				
Adult	\$ 250,703		\$ 200	\$ (250,503)
Young Adult/Teen	18,395		400	(17,995)
Juvenile	126,179		500	(125,679)
Circulation	237,747	\$ 51,805		(185,942)
Collection Development				
Adult	11,513			(11,513)
Young Adult/Teen	2,054			(2,054)
Juvenile	8,216			(8,216)
Processing	160,904			(160,904)
Support Services:				
Facilities Operation and Maintenance	106,341			(106,341)
Information Services	41,647			(41,647)
Administration and Support	191,255			(191,255)
Purchased & Contracted Services	112,281			(112,281)
Bookmobile	180,190	2,390		(177,800)
Capital Outlay	86,201			(86,201)
<i>Total Governmental Activities</i>	<u>\$ 1,533,626</u>	<u>\$ 54,195</u>	<u>\$ 1,100</u>	\$ (1,478,331)
General Receipts				
				1,235,195
				2,718
				2,657
				64,413
				5,698
				<u>1,310,681</u>
				(167,650)
				<u>2,398,477</u>
				<u>\$ 2,230,827</u>

See accompanying notes to the basic financial statements

Ashland Public Library, Ashland County
Statement of Modified Cash Basis Assets and Fund Balances
 Governmental Funds
 December 31, 2008

	General	Special Revenue Memorial	Building Fund	Bookmobile Fund	Total Governmental Funds
Assets					
Equity in Cash and Cash Equivalents	\$ 35,855	\$ 632,357	\$ 74,467	\$ 11,032	\$ 753,711
Investments	252,258	606,630	553,761	64,467	1,477,116
<i>Total Assets</i>	<u>288,113</u>	<u>1,238,987</u>	<u>628,228</u>	<u>75,499</u>	<u>2,230,827</u>
Fund Balances					
Reserved:					
Reserved for Encumbrances	124,317	3,282	23,412	3,453	154,464
Unreserved:					
Board Designated for Capital Projects			604,816	72,046	676,862
Undesignated (Deficit), Reported in:					
General Fund	163,796				163,796
Special Revenue Funds		1,235,705			1,235,705
<i>Total Fund Balances</i>	<u>\$ 288,113</u>	<u>\$ 1,238,987</u>	<u>\$ 628,228</u>	<u>\$ 75,499</u>	<u>\$ 2,230,827</u>

See accompanying notes to the basic financial statements

Ashland Public Library, Ashland County
Statement of Cash Receipts, Disbursements and Changes in Modified-Cash Basis Fund Balances
Governmental Funds
For the Year Ended December 31, 2008

	General	Special Revenue Memorial	Building Fund	Bookmobile Funds	Total Governmental Funds
Receipts					
Other Local Taxes	\$ 2,718				\$ 2,718
Intergovernmental	1,235,195				1,235,195
Patron Fines and Fees	54,195				54,195
Contributions, Gifts and Donations	1,100	\$ 2,657			3,757
Earnings on Investments	64,413				64,413
Miscellaneous	5,698				5,698
<i>Total Receipts</i>	<u>1,363,319</u>	<u>2,657</u>	<u>-</u>	<u>-</u>	<u>1,365,976</u>
Disbursements					
Current:					
Library Services:					
Public Service and Programs					
Adult	249,703	1,000			250,703
Young Adult/Teen	18,395				18,395
Juvenile	125,543	636			126,179
Circulation	237,747				237,747
Collection Development					
Adult	11,513				11,513
Young Adult/Teen	2,054				2,054
Juvenile	8,216				8,216
Processing	160,904				160,904
Support Services:					
Facilities Operation and Maintenance	101,273		\$ 5,068		106,341
Information Services	41,647				41,647
Administration and Support	191,255				191,255
Purchased & Contracted Services	112,281				112,281
Bookmobile	180,190				180,190
Capital Outlay			77,225	\$ 8,976	86,201
<i>Total Disbursements</i>	<u>1,440,721</u>	<u>1,636</u>	<u>82,293</u>	<u>8,976</u>	<u>1,533,626</u>
<i>Net Change in Fund Balances</i>	(77,402)	1,021	(82,293)	(8,976)	(167,650)
<i>Fund Balances Beginning of Year</i>	<u>365,515</u>	<u>1,237,966</u>	<u>710,521</u>	<u>84,475</u>	<u>2,398,477</u>
<i>Fund Balances End of Year</i>	<u>\$ 288,113</u>	<u>\$ 1,238,987</u>	<u>\$ 628,228</u>	<u>\$ 75,499</u>	<u>\$ 2,230,827</u>

See accompanying notes to the basic financial statements

Ashland Public Library, Ashland County
Statement of Receipts, Disbursements and Changes
In Fund Balance - Budget and Actual -Budget Basis
General Fund
For the Year Ended December 31, 2008

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Receipts				
Property and Other Local Taxes	-	-	\$ 2,718	\$ 2,718
Intergovernmental	\$ 1,265,233	\$ 1,265,233	1,235,195	(30,038)
Patron Fines and Fees	40,000	40,000	54,195	14,195
Contributions, Gifts and Donations	300	300	1,100	800
Earnings on Investments	50,000	50,000	64,413	14,413
Miscellaneous	1,450	1,450	5,698	4,248
<i>Total Receipts</i>	1,356,983	1,356,983	1,363,319	6,336
Disbursements				
Current:				
Library Services:				
Public Service and Programs				
Adult	347,680	347,680	299,279	48,401
Young Adult/Teen	25,500	25,500	24,360	1,140
Juvenile	132,300	132,300	125,600	6,700
Circulation	256,774	256,774	237,800	18,974
Collection Development				
Adult	18,500	18,500	12,103	6,397
Young Adult/Teen	3,600	3,600	9,578	(5,978)
Juvenile	12,200	12,200	8,225	3,975
Processing	198,364	198,364	160,925	37,439
Support Services:				
Facilities Operation and Maintenance	125,416	125,416	113,786	11,630
Information Services	56,000	56,000	52,360	3,640
Administration and Support	220,075	220,075	207,430	12,645
Purchased & Contracted Services	132,241	132,241	129,223	3,018
Bookmobile	190,849	190,849	184,369	6,480
Capital Outlay	3,000	3,000	-	3,000
<i>Total Disbursements</i>	1,722,499	1,722,499	1,565,038	157,461
<i>Excess of Receipts Over (Under) Disbursements</i>	(365,516)	(365,516)	(201,719)	163,797
<i>Fund Balance Beginning of Year</i>	236,198	236,198	236,198	-
Prior Year Encumbrances Appropriated	129,318	129,318	129,318	-
<i>Fund Balance End of Year</i>	\$ -	\$ -	\$ 163,797	\$ 163,797

See accompanying notes to the basic financial statements

Ashland Public Library, Ashland County
*Statement of Receipts, Disbursements and Changes
 In Fund Balance - Budget and Actual -Budget Basis
 Special Revenue Memorial
 For the Year Ended December 31, 2008*

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Receipts				
Contributions, Gifts and Donations	\$ 300	\$ 300	\$ 2,657	\$ 2,357
<i>Total Receipts</i>	300	300	2,657	2,357
Disbursements				
Current:				
Library Services:				
Public Service and Programs				
Adult	30,075	30,075	4,282	25,793
Young Adult/Teen	5,000	5,000	-	5,000
Juvenile	6,500	6,500	636	5,864
Support Services:				
Information Services	3,000	3,000	-	3,000
Purchased & Contracted Services	4,000	4,000	-	4,000
Capital Outlay	1,189,691	1,189,691	-	1,189,691
<i>Total Disbursements</i>	1,238,266	1,238,266	4,918	1,233,348
<i>Net Change in Fund Balance</i>	(1,237,966)	(1,237,966)	(2,261)	1,235,705
<i>Fund Balance Beginning of Year</i>	1,237,391	1,237,391	1,237,391	-
Prior Year Encumbrances Appropriated	575	575	575	-
<i>Fund Balance End of Year</i>	\$ -	\$ -	\$ 1,235,705	\$ 1,235,705

See accompanying notes to the basic financial statements

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

Note 1 - Description of the Library and Reporting Entity

The Ashland Public Library was organized as a school district public library in 1893 under the laws of the State of Ohio. The Library has its own Board of Trustees of seven members who are appointed by the Ashland 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 roll 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 Ohio School District.

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

The Friends of the Ashland Public Library is a not-for-profit organization with a self-appointing board. The Library is not financially accountable for the organization, nor does the Library approve the budget or the issuance of debt of the organization. The funds maintained by the organization are not significant in amount to the Library's total resources. Therefore, this organization has been excluded from the reporting entity of the Library.

The Library provides the community with numerous and varied educational and literary resources.

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

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

Note 2 – Summary of Significant Accounting Policies

As discussed further in Note 2.C, the financial statements of the Ashland 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 and the fund financial statements for the proprietary funds, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, have been applied, to the extent they are applicable to the modified cash basis of accounting, unless those pronouncements conflict with or contradict GASB pronouncements, in which case GASB prevails. The Library has elected not to apply FASB Statements after November 30, 1989. 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.

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.

The statement of net assets presents the cash balance of the governmental activities of the Library at year end. The statement of activities compares disbursements with program receipts for the Library's activities selected for comparison by management. 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 service, grants and contributions restricted to meeting the operational or capital requirements of a particular program. General receipts are all receipts not classified as program receipts, with certain limited exceptions. The comparison of direct disbursements with program receipts identifies the extent to which each governmental function or activity 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. Each major fund is presented in a separate column. These specific funds have been designated by management for review and tracking information.

Ashland Public Library, Ashland County

Notes to the Basic Financial Statements

For the Year Ended December 31, 2008

B. Fund Accounting

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

Governmental funds are financed primarily from taxes and other nonexchange transactions. Monies are assigned to the various funds according to the purposes for which they may or may not be used and according to law. The following are the Library's Management chosen major governmental funds:

- General Fund – The General Fund accounts for all financial resources except those required to be accounted for in another fund. The General Fund is available to the Library for any purpose provided it is expended or transferred according to the general laws of Ohio.
- Special Revenue Memorial Fund – The Special Revenue Memorial Funds or grant monies are funds given in memory or determined to be used for a specific program. They can be designated for a specific purpose or line item purchase, or undesignated use to be determined by the Library within the general laws of Ohio.
- Capital Project Funds:

Building, Equipment and Repair Fund – The Building, Equipment and Repair Fund receives money from the General Fund to make land improvements, repair and maintain property and systems, and purchase furniture and equipment. These funds are transferred and set aside by the Board of Library Trustees.

Bookmobile Fund – The Bookmobile Fund receives money from the General Fund for any purpose relating to the Bookmobile. These funds are transferred and set aside by the Board of Library Trustees as being available for any propose involving the Bookmobile or Bookmobile department.

C. Basis of Accounting

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

As a result of the use of this modified cash basis of accounting, certain revenues (such as investment income not yet reported) and certain liabilities (such as expenses for goods or services received but not yet paid) are not recorded in these financial statements.

Ashland Public Library, Ashland County

Notes to the Basic Financial Statements

For the Year Ended December 31, 2008

D. Budgetary Process

All funds are legally required to be appropriated. The appropriations resolution is the Trustee's authorization to spend resources and sets limits on cash disbursements plus encumbrances. The legal level of control has been established at the fund and character or major category of the object code level for all funds set forth in the Annual Appropriation Resolution and certified by the Ashland County Auditor.

The Ashland Public Library Board of Trustees has determined that within the General Fund transfers may be deemed appropriated at any level except at the Fund level, the 8000 – Contingency and 9000 – Interfund Transfers. Any activities within these objects must be approved by Board action.

It is determined the within the Special Revenue Memorial Fund, Building Fund and Bookmobile Fund that transfers or expenditures are deemed appropriated up to a maximum of \$ 25,000. Any activity from any Fund level herein described or object level in excess of the allowed amount requires approval from the Board.

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. These amended certificate amounts will be reported at the next board meeting and approved as to amount and corresponding line item increases or reductions. 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. Any unexpended amount from previous year appropriations are added back to the object and line item from which they were originally appropriated.

E. Cash and Cash Equivalents and Investments

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.

Ashland Public Library, Ashland County

Notes to the Basic Financial Statements
For the Year Ended December 31, 2008

During 2008 monies were limited to certificates of deposit, money market and Star Ohio. The Board approved Ashland Public Library Investment Policy dictates types of eligible investments and non-renewing monies are approved by Board action as to placement. Deposits are either insured by the Federal Depository Insurance Corporation or collateralized by securities specifically pledged by the financial institution to the Library as outlined in each Deposit of Public Funds Agreement.

The Library's money market fund investment is recorded at amounts reported by Huntington National Bank.

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 Rule2a7 of the Investment Company Act of 1940. Investments in STAR OHIO are valued at STAR OHIO's share price, which is the price the investment could be sold for on December 31, 2008.

Investment procedures are restricted by the provisions of the Ohio Revised Code. Interest receipts credited to the general fund during 2008 amounted to \$64,413.

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. The Library has no restricted assets.

G. Inventory and Prepaid Items

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

H. Capital Assets

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

I. Accumulated Leave

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

Ashland Public Library, Ashland County

Notes to the Basic Financial Statements

For the Year Ended December 31, 2008

J. Employer Contributions to Cost-Sharing Pension Plans

The Library recognizes the disbursement of 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. Long-Term Obligations

The Library's modified cash basis financial statements do not report liabilities for long-term obligations. Since recording a capital asset when entering into a capital lease is not the result of a cash transaction, neither another financing source nor capital outlay expenditure are reported at inception. Lease payments are reported when paid.

L. Net Assets

Net assets are reported as restricted when there are limitations imposed on their use either through enabling legislation or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. Net assets restricted for other purposes include resources restricted for library materials, supplies and equipment.

The Library's policy is to meet the obligations of restricted resources as quickly as possible and notification is sent to the regulator and placed on the material by means visible to the public.

M. Fund Balance Reserves

Reserves or designated fund balances indicate that a portion of the fund balance is not available for current appropriations or use. The unreserved or undesignated portions of fund balance reflected in the governmental funds are available for use within the specific purposes of funds. The Library reserved amounts representing encumbrances outstanding in the governmental funds.

N. Interfund Transfers

Interfund Transfers from the General Fund to other funds are reported as other financing sources/uses in governmental funds. Any such transactions are usually performed at the year-end Board meeting following a review of all revenues and expenditures for the year. No transactions were performed in 2008.

Note 3 – Budgetary Basis of Accounting

The budgetary basis as provided by law is based upon accounting for certain transactions on the basis of cash receipts, disbursements, and encumbrances. The Statement of Receipts, Disbursements and Changes in Fund Balance – Budget and Actual – Budgetary Basis presented for the General Fund and Special Revenue Memorial Funds are 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 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 \$124,317 for the General Fund and \$3,282 for the Special Revenue Memorial Fund.

Ashland Public Library, Ashland County

Notes to the Basic Financial Statements

For the Year Ended December 31, 2008

Note 4 – Deposits and Investments

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

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

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

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

Interim monies may be deposited or invested in the following securities:

1. United States Treasury bills, bonds, notes, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligation or security issued by a 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 two 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).

Ashland Public Library, Ashland County

Notes to the Basic Financial Statements

For the Year Ended December 31, 2008

Protection of the Library's deposits is provided by the Federal Deposit Insurance Corporation (FDIC) or by a collateral pool established by the financial institution to secure the repayment of all public monies deposited with the institution. The exact amounts and circumstances are spelled out in the Deposit for Public Funds Agreement.

Investments may be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the fiscal officer or qualified trustee or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

Deposits

Custodial credit risk for deposits is the risk that in the event of bank failure, the Library will not be able to recover deposits or collateral securities that are in the possession of an outside party. At fiscal year end 2008, the carrying amount of the Library's deposits was \$1,752,921 including certificates of deposit of \$1,477,116. The bank balances were \$1,804,268. Of the bank balance \$350,000 was covered by FDIC and \$1,454,268 was covered by pooled collateral. Although the securities were held by the pledging financial institutions' trust department and all statutory requirements for the investment of money has been followed, noncompliance with Federal requirements could potentially subject the Library to a successful claim by the FDIC. The Library has secured FIRREA statements from its lending institutions.

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.

Investments

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

	<u>Carrying Value</u>	<u>Maturity</u>
STAR OHIO	\$477,906	Less Than One Year

Interest rate risk arises because potential purchases of debt securities will not agree to pay face value for those securities if interest rates subsequently increase. The Library does not have an investment policy beyond the requirements of state statute. Ohio Law addresses interest rate risk by requiring that the Library's investment portfolio be structured so that securities mature to meet cash requirements for ongoing operations and/or long-term debt payments, thereby avoiding the need to sell securities on the open market prior to maturity, and by investing operating funds primarily in short-term investments.

Ashland Public Library, Ashland County

Notes to the Basic Financial Statements

For the Year Ended December 31, 2008

STAR Ohio carries a rating of AAAM by Standard and Poor's. The Library has an investment policy dealing with investment credit risk beyond the requirement in state statutes which dictates types of eligible investments and non-renewing monies are approved by Board action as to placement. Ohio Law requires that STAR Ohio maintain the highest rating provided by at least one nationally recognized standard rating service and that the money market fund be rated in the highest category at the time of purchase by at least one nationally recognized standard rating service.

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

The Library has secured FIRREA (Financial Institutions Reform, Recovery & Enforcement Act) from its current lenders.

Note 5 – Tax Receipts

The primary source of revenue for Ohio public libraries is the Local Government Revenue. The money is allocated to each county based on the county's prior intangibles tax or LLGSF revenues, and its population. The County Budget Commission allocates these funds to the Library based on its needs such as for the construction of new library buildings, improvements, operation, maintenance, or other expenses. The Budget Commission cannot reduce its allocation of these funds to the Library based on any additional revenues the Library receives. The Budget Commission for Ashland County is comprised of the Auditor, Treasurer and County Prosecutor. They distribute the total county allotment between the Ashland and Loudonville Library's. The current distribution is 65% to Ashland and 35% to Loudonville.

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

The Local Government Revenue funds collected by the Library for the year ending December 31, 2008 amounted to \$1,235,195. Other taxes administered by the County on behalf of the Library amounted to \$2,718.

The Budget Commission holds an annual budget hearing at the Ashland County Court House office of the Auditor. During this hearing the Auditor confirms the Local Government Revenue amount to be provided the Library during the next calendar year.

Ashland Public Library, Ashland County

Notes to the Basic Financial Statements

For the Year Ended December 31, 2008

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. During 2008 the Library contracted with Spreng-Smith Company for various types of insurance coverage as follows:

<u>Type of Coverage</u>	<u>Coverage</u>
Building	\$3,900,000
General Liability	1,000,000
Commercial Crime	1,000
Employee Dishonesty	10,000
Inland Marine	2,217,792
Vehicle	500,000
Errors and Omissions	1,000,000
Directors & Officers	3,000,000
Employment Practices	3,000,000
Business Personal Property	500,000
Public Official Bond	1,000,000
Commercial Umbrella	2,000,000

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

The Library pays the State Workers' Compensation System a premium based on a rate determined by Claim Cost, Expected Loss Developments, Experience Rating and Premium Estimate. The Library participates in a group rating plan administered by Sheakley UniService Inc. The Library provides full time employees health and life insurance coverage through a private carrier approved by the Board – Insurance Marketing. The Library also offers at employee expense a cafeteria plan approved for all employees - Unum Life Insurance, Humana Dental, Vision Service Plan, and AFLAC supplemental cancer, dread disease, and long care insurance.

The Library's total contribution for health insurance for 2008 was \$237,646 and for life insurance amounted to \$825.

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 Pension 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. Under the Combined Plan, OPERS invests employer contributions to provide a formula retirement benefit similar in nature to the

Ashland Public Library, Ashland County

Notes to the Basic Financial Statements

For the Year Ended December 31, 2008

Traditional Pension Plan benefit. Member contributions, the investment of which is self-directed by the members, accumulate retirement assets in a manner similar to the Member-Directed plan.

OPERS provides retirement, disability, survivor and death benefits and annual cost of living adjustments to members of the Traditional Pension and Combined Plans. Members of the Member-Directed Plan do not qualify for ancillary benefits.

Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code.

OPERS issues a stand-alone financial report. Interested parties may obtain a copy by writing to OPERS, 277 East Town Street, Columbus, Ohio 43215-4642, or by calling 614- 222-5601 or 800- 222-7377.

The Ohio Revised Code provides statutory authority for member and employer contributions. For 2008, member and employer contribution rates were consistent across all three plans. While members in the state and local divisions may participate in all three plans, law enforcement and public safety divisions exist only within the Traditional Pension Plan.

The 2008 member contribution rates were 10.0 percent for members in state and local classifications. The 2008 employer contribution rate for state and local employers was 14.00 percent of covered payroll.

The Library's required contributions for pension obligations to the traditional and combined plans for the years ended December 31, 2008, 2007, and 2006 were \$95,917, \$91,186, and \$59,562, respectively; the full amount has been contributed for 2008, 2007, and 2006.

Note 8 – Postemployment Benefits

Ohio Public Employees Retirement System (OPERS) administers three separate pension plans: The Traditional Pension Plan – a cost-sharing, multiple-employer defined benefit pension plan; the Member-Directed Plan – a defined contribution plan, and the Combined Plan – a cost sharing, multiple-employer benefit pension plan that has elements of both a defined benefit and defined contribution plan.

OPERS provides retirement, disability, and survivor benefits as well as post-employment health care coverage to qualifying members of both the Traditional Pension and the Combined Plans. Members of the Member-Directed plan do not qualify for ancillary benefits, including post-employment health care coverage.

In order to qualify for post-employment health care coverage, age-and-service retirees under the Traditional Pension and Combined Plans must have 10 or more years of qualifying Ohio service credit. Health care coverage for disability benefit recipients and qualified survivor benefit recipients is available. The health care coverage provided by OPERS meets the definition of an Other Post-employment Benefit (OPEB) as described in GASB Statement 12.

Ashland Public Library, Ashland County

Notes to the Basic Financial Statements

For the Year Ended December 31, 2008

A portion of each employer's contribution to OPERS is set aside for the funding of post-employment health care. The Ohio Revised Code provides statutory authority for employer contributions. In 2008, state and local employers contributed at a rate of 14.00 percent of covered payroll. The portion of employer contributions allocated to health care was 7.00 percent in 2008 for all employers.

The Ohio Revised Code provides the statutory authority requiring public employers to fund post-employment health care through their contributions to OPERS.

Summary of Assumptions:

Actuarial Review – The assumptions and calculations below were based on OPERS' latest actuarial review performed as of December 31, 2007.

Funding Method – The individual entry age actuarial cost method of valuation is used in determining the present value of OPEB. The difference between assumed and actual experience (actuarial gains and losses) becomes part of unfunded actuarial accrued liability.

Assets Valuation Method – All investments are carried at market value. For actuarial valuation purposes, a smoothed market approach is used. Under this approach, assets are adjusted to reflect 25 percent of unrealized market appreciation or depreciation on investment assets annually, not to exceed a 12 percent corridor.

Investment Return – The investment assumption rate for 2007 was 6.50 percent.

Active Employee Total Payroll – An annual increase of 4.00 percent compounded annually is the base portion of the individual pay increase assumption. This assumes no change in the number of active employees. In addition annual pay increases over and above the 4.00 percent base increase were assumed to range from 0.50 percent to 6.30 percent.

Health Care – Health care costs were assumed to increase at the projected wage inflation rate plus an additional factor ranging from 0.50 percent to 4.00 percent for the next 7 years. In subsequent years, (8 and beyond) health care costs were assumed to increase at 4.00 percent (the projected wage inflation rate).

OPEB is advance- funded on an actuarially determined basis. The following disclosures are required:

The Traditional Pension and Combined Plans had 363,503 active contributing participants as of December 31, 2008. The number of active contributing participants for both plans used in the December 31, 2007 actuarial valuation was 364,076.

The rates stated above are the contractually required contribution rates of OPERS.

Actual employer contributions for 2008, 2007, and 2006 which were used to fund post employment benefits were \$47,958, \$36,256, and \$29,138 respectively. The actual contributions and the actuarially required contributions amounts are the same.

Ashland Public Library, Ashland County

Notes to the Basic Financial Statements
For the Year Ended December 31, 2008

The amount of \$12.8 billion represents the actuarial value of OPERS' net assets available for OPEB at December 31, 2007.

Based on the actuarial cost method used, the Actuarial Valuation as of December 31, 2007 reported the actuarially accrued liability and the unfunded actuarially accrued liability for OPEB at \$29.8 billion and \$17.0 billion respectively.

OPERS Board of Trustees implements its Health Care Preservation Plan. The Health Care Preservation Plan (HCPP) adopted by the OPERS Retirement Board on September 9, 2004 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 health care plan.

Note 9 – Ohio Public Employees Deferred Compensation Plan

The Library participates with the Ohio Public Employees Deferred Compensation Board, an entity created by Ohio Revised Code Section 145.72 (the "Board"). The Ohio Public Employees Deferred Compensation program administers all facets of the program, consistent with the Enabling Statutes and all the Rules and Regulations promulgated by the Board, whether by Ohio Administrative Code or otherwise. The Library gives the program facilitators permission to approach employees and negotiate with them as within the restriction of the program. Statements and correspondence are all handled directly between the program staff and Library employee. Specific amounts to be withheld are sent to the Fiscal Officer for deduction from the pay of an employee and that amount is forwarded each pay to the Ohio Public Employees Deferred Compensation program with the accompanying invoice for payment.

Note 10 – Leases

The Library leases equipment, a garage, and parking space under annual or no cancelable leases. The Library disbursed \$15,896 to pay lease costs for the year ended December 31, 2008.

- Mansfield Typewriter - copier \$ 8,832 month to month
- Wappner Real Estate - parking 3,000 month to month
- Neopost - postal meter 764 yearly
- MDJ Enterprise - garage 3,300 month to month

Total \$15,896

Note 11– Contingent Liabilities

Management believes there are no pending claims or lawsuits.

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614 W Superior Ave Ste 1242
Cleveland OH 44113-1306
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Charles E. Harris & Associates, Inc.
Certified Public Accountants

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Ashland Public Library
Ashland County
224 Claremount Avenue
Ashland, Ohio 44805

To the Board of Trustees:

We have audited the financial statements of the Ashland Public Library, Ashland County Ohio (Library) as of and for the year ended December 31, 2008 and have issued our report thereon dated May 7, 2009, wherein we noted the Library followed the modified cash basis of accounting rather than generally accepted accounting principles. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Controls 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 auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control over financial reporting.

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

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Library's internal control.

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Library's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, grants agreements and other matters, noncompliance with which could have a direct and material effect on 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 such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

This report is intended for the information and use of management and the Board of Trustees and is not intended to be and should not be used by anyone other than these specified parties.

Charles E. Harris & Associates, Inc.

May 7, 2009

SCHEDULE OF PRIOR AUDIT FINDINGS

The prior audit report, as of December 31, 2007, reported no material citations or recommendations.



Mary Taylor, CPA
Auditor of State

ASHLAND PUBLIC LIBRARY

ASHLAND 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 11, 2009