



OHIO AUDITOR OF STATE
KEITH FABER



CLERMONT COUNTY PUBLIC LIBRARY
CLERMONT COUNTY

TABLE OF CONTENTS

TITLE	PAGE
Independent Auditor's Report	1
Prepared by Management:	
Basic Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Position – Cash Basis	3
Statement of Activities – Cash Basis	4
Fund Financial Statements:	
Statement of Assets and Fund Balances Governmental Funds – Cash Basis.....	5
Statement of Receipts, Disbursements and Changes in Fund Balances Governmental Funds – Cash Basis.....	6
Statement of Receipts, Disbursements and Changes in Fund Balance Budget and Actual – Budget Basis General Fund.....	7
Notes to the Basic Financial Statements	9
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i>	25

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OHIO AUDITOR OF STATE KEITH FABER



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INDEPENDENT AUDITOR'S REPORT

Clermont County Public Library
Clermont County
5920 Buckwheat Road
Milford, Ohio 45150

To the Board of Trustees:

Report on the Financial Statements

We have audited the accompanying cash-basis financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Clermont County Public Library, Clermont County, Ohio (the Library), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the cash accounting basis Note 2 describes. This responsibility includes determining that the cash accounting basis is acceptable for the circumstances. Management is also responsible for designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Clermont County Public Library, Clermont County, Ohio, as of December 31, 2018, and the respective changes in cash financial position and the budgetary comparison for the General fund thereof for the year then ended in accordance with the accounting basis described in Note 2.

Accounting Basis

We draw attention to Note 2 of the financial statements, which describes the accounting basis. The financial statements are prepared on the cash basis of accounting, which differs from generally accepted accounting principles. We did not modify our opinion regarding this matter.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated July 15, 2019, on our consideration of the Library's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control over financial reporting and compliance.



Keith Faber
Auditor of State

Columbus, Ohio

July 15, 2019

Clermont County Public Library
Statement of Net Position - Cash Basis
December 31, 2018

	<u>Governmental Activities</u>
Assets	
Equity in Pooled Cash and Cash Equivalents	<u>\$15,235,545</u>
<i>Total Assets</i>	<u><u>\$15,235,545</u></u>
Net Position	
Restricted for:	
Capital Projects	\$760,359
Debt Service	5,693,622
Unrestricted	<u>8,781,564</u>
<i>Total Net Position</i>	<u><u>\$15,235,545</u></u>

See accompanying notes to the basic financial statements

Clermont County Public Library
Statement of Activities - Cash Basis
For the Year Ended December 31, 2018

	<u>Program Cash Receipts</u>		<u>Net (Disbursements) Receipts and Changes in Net Position</u>	
	<u>Cash Disbursements</u>	<u>Charges for Services and Sales</u>	<u>Governmental Activities</u>	<u>Total</u>
Governmental Activities				
Current:				
Library Services:				
Public Services and Programs	\$3,935,596	\$166,589	(\$3,769,007)	(\$3,769,007)
Collection Development and Processing	1,882,018		(1,882,018)	(1,882,018)
Support Services:				
Facilities Operation and Maintenance	968,427		(968,427)	(968,427)
Information Services	715,663		(715,663)	(715,663)
Business Administration	872,371		(872,371)	(872,371)
Capital Outlay	1,745,636		(1,745,636)	(1,745,636)
Debt Service:				
Principal Retirement	535,000		(535,000)	(535,000)
Payment of Capital Appreciation Bond Accretion			0	0
Payment to Refunded Debt Escrow Agent From:				
Debt Proceeds			0	0
Other Resources			0	0
Interest and Fiscal Charges	427,443		(427,443)	(427,443)
<i>Total Governmental Activities</i>	<u>11,082,154</u>	<u>166,589</u>	<u>(10,915,565)</u>	<u>(10,915,565)</u>
<i>Total Primary Government</i>	<u>\$11,082,154</u>	<u>\$166,589</u>	<u>(10,915,565)</u>	<u>(10,915,565)</u>
General Receipts:				
Property Taxes Levied for General Purposes				3,324,392
Public Library Fund				5,389,188
Intergovernmental Revenue				415,615
Unrestricted Gifts and Contributions				27,122
Earnings on Investments				248,702
Miscellaneous				110,601
<i>Total General Receipts, Contributions to Permanent Fund, Special Item, Extraordinary Item, Transfers and Advances</i>				<u>9,515,620</u>
Change in Net Position				(1,399,945)
<i>Net Position Beginning of Year</i>				<u>16,635,490</u>
<i>Net Position End of Year</i>				<u>\$15,235,545</u>

See accompanying notes to the basic financial statements

15,235,545.00

Clermont County Public Library
Statement of Assets and Fund Balances- Cash Basis
Governmental Funds
December 31, 2018

	General	Debt Service Fund	MT Capital Fund	Other Governmental Funds	Total Governmental Funds
Assets					
Equity in Pooled Cash and Cash Equivalents	\$8,781,564	\$5,693,622	\$555,591	\$204,768	\$15,235,545
Cash and Cash Equivalents in Segregated Accounts					0
Cash and Cash Equivalents with Fiscal/Escrow Agents					0
Investments					0
<i>Total Assets</i>	<u>\$8,781,564</u>	<u>\$5,693,622</u>	<u>\$555,591</u>	<u>\$204,768</u>	<u>\$15,235,545</u>
Fund Balances					
Nonspendable	\$2,146				\$2,146
Restricted		\$5,693,622			5,693,622
Committed	657,596		\$555,591	\$204,768	1,417,955
Assigned	356,089				356,089
Unassigned (Deficit)	7,765,733				7,765,733
<i>Total Fund Balances</i>	<u>\$8,781,564</u>	<u>\$5,693,622</u>	<u>\$555,591</u>	<u>\$204,768</u>	<u>\$15,235,545</u>

See accompanying notes to the basic financial statements

Clermont County Public Library
Statement of Receipts, Disbursements and Changes in Fund Balances - Cash Basis
Governmental Funds
For the Year Ended December 31, 2018

	General	Debt Service Fund (301)	MT Capital Fund (409)	Other Governmental Fund (400)	Total Governmental Funds
Receipts					
Property and Other Local Taxes	\$3,324,392				\$3,324,392
Public Library	5,389,188				5,389,188
Intergovernmental	415,615				415,615
Patron Fines and Fees	166,589				166,589
Services Provided to Other Entities					0
Contributions, Gifts and Donations	27,122				27,122
Earnings on Investments	248,702				248,702
Miscellaneous	110,601				110,601
<i>Total Receipts</i>	<u>9,682,209</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,682,209</u>
Disbursements					
Current:					
Library Services:					
Public Services and Programs	3,935,596				3,935,596
Collection Development and Processing	1,882,018				1,882,018
Support Services:					
Facilities Operation and Maintenance	869,553		98,874		968,427
Information Services	573,278		54,230	88,155	715,663
Business Administration	718,535		153,836		872,371
Capital Outlay	84,177		1,554,485	106,974	1,745,636
Debt Service:					
Principal Retirement		535,000			535,000
Payment of Capital Appreciation Bond Accretion					0
Payment to Refunded Debt Escrow Agent					0
Interest and Fiscal Charges	7,384	420,059			427,443
<i>Total Disbursements</i>	<u>8,070,541</u>	<u>955,059</u>	<u>1,861,425</u>	<u>195,129</u>	<u>11,082,154</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>1,611,668</u>	<u>(955,059)</u>	<u>(1,861,425)</u>	<u>(195,129)</u>	<u>(1,399,945)</u>
Other Financing Sources (Uses)					
Sale of Bonds					0
Sale of Refunding Debt					0
Sale of Notes					0
Other Debt Proceeds					0
Premium and Accrued Interest on Debt					0
Discount on Debt					0
Payment to Refunded Debt Escrow Agent					0
Sale of Capital Assets					0
Transfers In	0	3,000,000	0	150,000	3,150,000
Transfers Out	(3,150,000)				(3,150,000)
Advances In					0
Advances Out					0
Other Financing Sources					0
Other Financing Uses					0
<i>Total Other Financing Sources (Uses)</i>	<u>(3,150,000)</u>	<u>3,000,000</u>	<u>0</u>	<u>150,000</u>	<u>0</u>
Special and Extraordinary Items					
Special Item - Describe or refer to Notes					0
Extraordinary Item - Describe or refer to Notes					0
<i>Net Change in Fund Balances</i>	<u>(1,538,332)</u>	<u>2,044,941</u>	<u>(1,861,425)</u>	<u>(45,129)</u>	<u>(1,399,945)</u>
<i>Fund Balances Beginning of Year</i>	<u>10,319,896</u>	<u>3,648,681</u>	<u>2,417,016</u>	<u>249,897</u>	<u>16,635,490</u>
<i>Fund Balances End of Year</i>	<u>\$8,781,564</u>	<u>\$5,693,622</u>	<u>\$555,591</u>	<u>\$204,768</u>	<u>\$15,235,545</u>

See accompanying notes to the basic financial statements

Clermont County Public Library
Statement of Receipts, Disbursements and Changes
In Fund Balance - Budget and Actual - Budget Basis
General Fund
For the Year Ended December 31, 2018

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Receipts				
Property and Other Local Taxes	\$3,330,000	\$3,324,392	\$3,324,392	\$0
Public Library	4,750,000	5,389,188	5,389,188	0
Intergovernmental	415,000	415,615	415,615	0
Patron Fines and Fees	156,000	156,000	166,589	10,589
Services Provided to Other Entities				0
Contributions, Gifts and Donations		27,000	27,122	122
Earnings on Investments	150,000	243,095	248,702	5,607
Miscellaneous	1,625	120,539	110,601	(9,938)
<i>Total Receipts</i>	8,802,625	9,675,829	9,682,209	6,380
Disbursements				
Current:				
Library Services:				
Public Services and Programs	4,119,773	4,173,217	4,000,009	173,208
Collection Development and Processing	1,913,603	1,989,743	1,961,565	28,178
Support Services:				
Facilities Operation and Maintenance	1,190,053	1,160,570	993,972	166,598
Information Services	650,773	668,776	601,601	67,175
Business Administration	923,711	940,960	739,425	201,535
Capital Outlay		106,827	101,121	5,706
Debt Service:				
Principal Retirement				0
Interest and Fiscal Charges				0
<i>Total Disbursements</i>	8,797,913	9,040,093	8,397,693	642,400
<i>Excess of Receipts Over (Under) Disbursements</i>	4,712	635,736	1,284,516	648,780
Other Financing Sources (Uses)				
Sale of Capital Assets				0
Transfers In				0
Transfers Out	(150,000)	(3,150,000)	(3,150,000)	0
Advances In				0
Advances Out				0
Other Financing Sources				0
Other Financing Uses	(38,191)	(44,173)	(7,519)	36,654
<i>Total Other Financing Sources (Uses)</i>	(188,191)	(3,194,173)	(3,157,519)	36,654
Special and Extraordinary Items				
Special Item - Describe or refer to Notes				0
Extraordinary Item - Describe or refer to Notes				0
<i>Net Change in Fund Balance</i>	(183,479)	(2,558,437)	(1,873,003)	685,434
<i>Unencumbered Fund Balance Beginning of Year</i>	9,968,380	9,968,380	9,968,380	0
Prior Year Encumbrances Appropriated	351,516	351,516	351,516	0
<i>Unencumbered Fund Balance End of Year</i>	\$10,136,417	\$7,761,459	\$8,446,893	\$685,434

See accompanying notes to the basic financial statements

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Clermont County Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 1 – Description of the Library and Reporting Entity

The Clermont County Public Library was organized as a free public library in 1955 under the laws of the State of Ohio. The Library has its own Board of Trustees of seven members who are appointed by the Clermont County Commissioners and the Clermont County Common Pleas Court. 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.

A reporting entity is comprised of the primary government, component units and other organizations included to assure that the basic financial statements are not misleading. The primary government of the Library consists of all funds, departments, boards and agencies that are not legally separate from the library.

Component units are legally separate organizations for which the Library is financially accountable. The Library is financially accountable for an organization if the Library appoints a voting majority of the organization's governing board and (1) the Library is able to significantly influence the programs or services performed or provided by the organization; or (2) the Library is legally entitled to or can otherwise access the organization's resources; the Library is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or the Library is obligated for the debt of the organization. The Library is also financially accountable for any organizations for which the Library approves the budget, the issuance of debt or the levying of taxes. Component units also include legally separate, tax-exempt entities whose resources are for the direct benefit of the Library, are accessible to the Library and are significant in amount to the Library. The Library has no component units as described in GASB Statement 14/39.

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

Note 2 - Summary of Significant Accounting Policies

As discussed further in Note 2.C, the financial statements of the Library have been prepared on a cash basis of accounting. This 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 cash basis of accounting. 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 position and a statement of activities, and fund financial statements, which provide a more detailed level of financial information.

Clermont County Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 2 - Summary of Significant Accounting Policies(continued)

Government-wide Financial Statements

The statement of net position and the statement of activities display information about the Library as a whole. These statements include the financial activities of the primary government. Governmental activities generally are financed through taxes, intergovernmental receipts and other nonexchange transactions.

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

Fund Financial Statements

During the year, the Library segregates transactions related to certain Library functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Library at this more detailed level. The focus of governmental fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column.

B. Fund Accounting

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

Governmental Funds

Governmental funds are financed primarily from taxes, intergovernmental receipts (e.g. grants), and other nonexchange transactions. Monies are assigned to the various governmental funds according to the purposes for which they may or must be used. The following are the Library's major governmental funds

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

Debt Service Fund - The debt service fund accounts for the principal and interest payments for the debt issued by the Library.

MT Capital Fund - The capital project fund accounts for expenditures and resources used for capital projects of the Library.

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

Clermont County Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 2 - Summary of Significant Accounting Policies(continued)

C. Basis of Accounting

The Clermont County Public Library's financial statements are prepared using the cash basis of accounting. Receipts are recorded in the Library's financial records and reported in the financial statements when cash is received rather than when earned and disbursements are recorded when cash is paid rather than when a liability is incurred.

As a result of the use of this cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued liabilities and the related expenses) are not recorded in these financial statements.

D. Budgetary Process

All funds, (except agency 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 at the level of control selected by the Trustees. The legal level of control has been established at the fund level for all funds. Budgetary modifications at the legal level of control may only be made by resolution of the Library Board of Trustees.

For control purposes, the Library estimates cash receipts for the year. These estimated receipts, together with the unencumbered carry-over balances from the prior year, set a limit on the amount the Trustees may appropriate. The estimated receipts may be revised during the year if projected increases or decreases in receipts are identified by the Fiscal Officer. The amounts reported as the original budgeted amounts on the budgetary statements reflect the amounts of estimated resources when the original appropriations were adopted. The amounts reported as the final budgeted amounts on the budgetary statements reflect the amounts of estimated resources at the time final appropriations were enacted by the Trustees.

The appropriations resolution is subject to amendment throughout the year with the restriction that appropriations should not exceed estimated resources. The amounts reported as the original budgeted amounts reflect the first appropriation resolution for that fund that covered the entire year, including amounts automatically carried forward from prior years. The amounts reported as the final budgeted amounts represent the final appropriation amounts passed by the Trustees during the year.

E. Cash and Cash Equivalents

Library records identify the purchase of specific investments by specific funds.

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

During 2018, investments were limited to a money market fund at Fifth Third Securities and STAR Ohio, and Certificate of Deposit Account Registry Service. The Library's money market fund investments are recorded at amounts reported by Fifth Third Securities, Park National Bank, and Star Ohio on December 31, 2018.

Clermont County Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 2 - Summary of Significant Accounting Policies(continued)

STAR Ohio (the State Treasury Asset Reserve of 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 has adopted Governmental Accounting Standards Board (GASB), Statement No. 79, "Certain External Investment Pools and Pool Participants." The Library measures their investment in STAR Ohio at the net asset value (NAV) per share provided by STAR Ohio. The NAV per share is calculated on an amortized cost basis that provides an NAV per share that approximates fair value.

For 2018, there were no limitations or restrictions on any participant withdrawals due to redemption notice periods, liquidity fees, or redemption gates. However, twenty-four hours advance notice is appreciated for deposits and withdrawals of \$25 million or more. STAR Ohio reserves the right to limit the transaction to \$100 million per day, requiring the excess amount to be transacted the following business day(s), but only to the \$100 million limit. All accounts of the participant will be combined for these purposes.

Investment procedures are restricted by the provisions of the Ohio Revised Code. Interest receipt credited to the General Fund during 2018 amounted to \$248,702

F. Accumulated Leave

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

G. Employer Contributions to Cost-Sharing Pension Plans

The Library recognizes the disbursement for their employer contributions to cost-sharing pension plans when they are paid. As described in Notes 8 and 9, the employer contributions include portions for pension benefits and for postretirement health care benefits.

H. Long-Term Obligations

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

I. Net Position

Net position is 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.

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

J. Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Library is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

Clermont County Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 2 - Summary of Significant Accounting Policies(continued)

Nonspendable The nonspendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or are legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash. It also includes the long-term amount of interfund loans.

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

Committed The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action (resolution) of Library Trustees. Those committed amounts cannot be used for any other purpose unless the Library Trustees remove or change the specified use by taking the same type of action (resolution) it employed to previously commit those amounts. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned Amounts in the assigned fund balance classification are intended to be used by the Library for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the general fund, assigned amounts represent intended uses established by the Library Trustees or a Library official delegated that authority by resolution, or by State Statute.

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

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

K. Interfund Transactions

Exchange transactions between funds are reported as receipts in the seller funds and as disbursements in the purchaser funds. Subsidies from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds. Repayments from funds responsible for particular disbursements to the funds that initially paid for them are not presented in the financial statements.

Clermont County Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 3 – Budgetary Basis of Accounting

The budgetary basis as provided by law is based upon accounting for certain transactions on the basis of cash receipts, disbursements, and encumbrances. The Statement of Receipts, Disbursements and Changes in Fund Balance – Budget and Actual – Budgetary Basis presented for the general fund is prepared on the budgetary basis to provide a meaningful comparison of actual results with the budget. The difference between the budgetary basis and the cash basis is outstanding year end encumbrances are treated as disbursements (budgetary basis) rather than as a reservation of fund balance (cash basis.) The encumbrances outstanding at year end (budgetary basis) amounted to \$334,671 for the General Fund.

Note 4 – Deposits and Investments

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

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

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

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

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

1. United States Treasury bills, bonds notes, or any other obligation or security issued by the United States Treasury, or any other obligation guaranteed as to principal and interest by the United States;
2. Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including, but not limited to, Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, and Government National Mortgage Association. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities;
3. No-load money market mutual funds consisting exclusively of obligations described in (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;
4. Time certificates of deposit or savings or deposit accounts including, but not limited to, passbook accounts;
5. Bonds and other obligations of the State of Ohio, and, with certain limitations including a requirement for maturity within ten years from the date of settlement, bonds and other obligations of political subdivisions of the State of Ohio, if training requirements have been met;

Clermont County Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 4 – Deposits and Investments (continued)

6. The State Treasurer's investment pool (STAR Ohio);
7. Certain bankers' acceptances (for a period not to exceed one hundred eighty days) and commercial paper notes (for a period not to exceed two hundred seventy days) in an amount not to exceed 40 percent of the interim monies available for investment at any one time if training requirements have been met; and
8. Written repurchase agreements in the securities described in (1) or (2) 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.

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

Deposits

Protection of the Library's deposits is provided by the Federal Deposit Insurance Corporation (FDIC), by eligible securities pledged by the financial institution as security for repayment, or by the financial institution's participation in the Ohio Pooled Collateral System (OPCS), a collateral pool of eligible securities deposited with a qualified trustee and pledged to the Treasurer of State to secure the repayment of all public monies deposited in the financial institution.

Investments

As of December 31, 2018, the Library had the following investments:

	Carrying Value
Fifth Third Money Market Account	\$2,031,993
STAR Ohio	3,811,438
Park National Bank CDARS	6,142,353
<hr/>	
Total Investments	\$11,985,785

Clermont County Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 4 – Deposits and Investments (continued)

Interest Rate Risk

Interest rate risk arises because potential purchasers of debt securities will not agree to pay face value for those securities if interest rates subsequently increase. The Library's investment policy 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 that need to sell securities on the open market prior to maturity, and by investing operating funds primarily in short-term investments.

Credit Risk

STAR Ohio carries a rating of AAAM by Standard and Poor's. The Library has no investment policy dealing with investment credit risk beyond the requirements in state statutes. 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.

Custodial Credit Risk

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 in ORC 135.14(M)(2) which states, "Payment for investments shall be made only upon the delivery of securities representing such investments to the treasurer, 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 treasurer, governing board, or qualified trustee."

Note 5 – 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 using the statutory allocation method. Estimated entitlement figures were issued to County Auditors. The actual current year entitlements were computed in December of the current year. The difference between the estimate and actual will be adjusted evenly in the PLF distributions made from January-June of the subsequent year.

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 by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

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

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

Clermont County Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 5 – Grants-in-aid and Tax Receipts (continued)

Real Property	\$3,324,392
<u>Public Utility Personal Property</u>	<u>\$ 415,615</u>
Total	\$3,740,007

Note 6 – Interfund Receivables/Payables and Interfund Transfers

The Library reports advances-in and advances-out for interfund loans. These items are not reflected as assets and liabilities in the accompanying financial statements. As of December 31, 2018, there were no outstanding advances due to the General Fund.

During the year ended December 31, 2018, the General Fund made a transfer of \$3,000,000 to the Debt Service Fund. In addition, the General Fund made a transfer of 150,000 to the Capital Projects Fund.

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them, to the fund that statute or budget requires to expend them, (2) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

Note 7 - 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 2018, the Library contracted with several companies for various types of insurance coverage as follows:

Company /Type of Coverage	Limit
Hanover/ Property(Building/contents blanket)	\$41,864,000.00
Hanover/ Earthquake	\$25,000,000.00
Hanover/ Inland Marine (EDP blanket)	\$904,300.00
Hanover/ Crime (employee theft)	\$100,000.00
Hanover/ General Liability, in aggregate	\$2,000,000.00
Hanover/ General Liability, per occurrence	\$1,000,000.00
Hanover/ Business Auto, combined single limit	\$1,000,000.00
Hanover/ Commercial Umbrella Liability	\$3,000,000.00
Philadelphia/ Directors & Officers Liability	\$2,000,000.00
Philadelphia/ Employment Practices Liability	\$2,000,000.00
Beazle/y Cyber Liability	\$1,000,000.00
Liberty Mutual/ Public Officials Bond	\$500,000.00

Note 7 - Risk Management (continued)

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

Note 8 – Defined Benefit Pension Plan

Plan Description – Ohio Public Employees Retirement System (OPERS)

Plan Description – Library employees participate 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 and the combined plan is a combination cost-sharing, multiple-employer defined benefit /defined contribution pension plan. Participating employers are divided into state, local, law enforcement and public safety divisions. 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 plan.

OPERS provides retirement, disability, survivor and death benefits, and annual cost-of-living adjustments to members of the traditional and combined plans. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that includes financial statements, required supplementary information and detailed information about OPERS' fiduciary net position that may be obtained by visiting <https://www.opers.org/financial/reports.shtml>, by writing to the Ohio Public Employees Retirement System, 277 East Town Street, Columbus, Ohio 43215-4642, or by calling 800-222-7377.

Senate Bill (SB) 343 was enacted into law with an effective date of January 7, 2013. In the legislation, members in the traditional and combined plans were categorized into three groups with varying provisions of the law applicable to each group. The following table provides age and service requirements for retirement and the retirement formula applied to final average salary (FAS) for the three member groups under the traditional and combined plans as per the reduced benefits adopted by SB 343 (see OPERS' CAFR referenced above for additional information, including requirements for reduced and unreduced benefits):

Clermont County Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 8 – Defined Benefit Pension Plan (continued)

Group A	Group B	Group C
Eligible to retire prior to January 7, 2013 or five years after January 7, 2013	20 years of service credit prior to January 7, 2013 or eligible to retire ten years after January 7, 2013	Members not in other Groups and members hired on or after January 7, 2013
State and Local	State and Local	State and Local
Age and Service Requirements:	Age and Service Requirements:	Age and Service Requirements:
Age 60 with 60 months of service credit or Age 55 with 25 years of service credit	Age 60 with 60 months of service credit or Age 55 with 25 years of service credit	Age 57 with 25 years of service credit or Age 62 with 5 years of service credit
Traditional Plan Formula:	Traditional Plan Formula:	Traditional Plan Formula:
2.2% of FAS multiplied by years of service for the first 30 years and 2.5% for service years in excess of 30	2.2% of FAS multiplied by years of service for the first 30 years and 2.5% for service years in excess of 30	2.2% of FAS multiplied by years of service for the first 35 years and 2.5% for service years in excess of 35
Combined Plan Formula:	Combined Plan Formula:	Combined Plan Formula:
1% of FAS multiplied by years of service for the first 30 years and 1.25% for service years in excess of 30	1% of FAS multiplied by years of service for the first 30 years and 1.25% for service years in excess of 30	1% of FAS multiplied by years of service for the first 35 years and 1.25% for service years in excess of 35

Final average Salary (FAS) represents the average of the three highest years of earnings over a member's career for Groups A and B. Group C is based on the average of the five highest years of earnings over a member's career.

Members who retire before meeting the age and years of service credit requirement for unreduced benefits receive a percentage reduction in the benefit amount.

When a traditional plan benefit recipient has received benefits for 12 months, an annual cost-of-living adjustment (COLA) is provided. This COLA is calculated on the base retirement benefit at the date of retirement and is not compounded. Members retiring under the combined plan receive a cost-of-living adjustment of the defined benefit portion of their pension benefit. For those retiring prior to January 7, 2013, the COLA will continue to be a 3 percent simple annual COLA. For those retiring subsequent to January 7, 2013, beginning in calendar year 2019, the COLA will be based on the average percentage increase in the Consumer Price Index, capped at 3 percent.

Defined contribution plan benefits are established in the plan documents, which may be amended by the Board. Member-directed plan and combined plan members who have met the retirement eligibility requirements may apply for retirement benefits. The amount available for defined contribution benefits in the combined plan consists of the member's contributions plus or minus the investment gains or losses resulting from the member's investment selections. Combined plan members wishing to receive benefits must meet the requirements for both the defined benefit and defined contribution plans. Member-directed participants must have attained the age of 55, have money on deposit in the defined contribution plan and have terminated public service to apply for retirement benefits. The amount available for defined contribution benefits in the member-directed plan consists of the members' contributions, vested employer contributions and investment gains or losses resulting from the members' investment selections. Employer contributions and associated investment earnings vest over a five-year period, at a rate of 20 percent each year. At retirement, members may select one of several distribution options for payment of the vested balance in their individual OPERS accounts. Options include the purchase of a monthly defined benefit annuity from OPERS (which includes joint and survivor options), partial lump-sum payments (subject to limitations), a rollover of the vested account balance to another

Clermont County Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 8 – Defined Benefit Pension Plan (continued)

financial institution, receipt of entire account balance, net of taxes withheld, or a combination of these options.

Funding Policy – The Ohio Revised Code (ORC) provides statutory authority for member and employer contributions as follows:

		State	
		and Local	
2018 Statutory Maximum Contribution Rates			
Employer		14.0	%
Employee ***		10.0	%
2018 Actual Contribution Rates			
Employer:			
	Pension	14.0	%
	Post-employment Health Care Benefits ****	0.0	
Total Employer		14.0	%
Employee		10.0	%
***	Member contributions within the combined plan are not used to fund retirement allowance.		

Employer contribution rates are actuarially determined and are expressed as a percentage of covered payroll. The Library's contractually required contribution was \$554,731 for the year 2018.

Note 9 – Postemployment Benefits

Ohio Public Employees Retirement System

Plan Description – The 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 defined benefit pension plan that has elements of both a defined benefit and defined contribution plan.

OPERS maintains a cost-sharing, multiple-employer defined benefit post-employment health care trust, which funds multiple health care plans including medical coverage, prescription drug coverage and deposits to a Health Reimbursement Arrangement to qualifying benefit recipients of both the traditional pension and the combined plans. This trust is also used to fund health care for member-directed plan participants, in the form of a Retiree Medical Account (RMA). At retirement or refund, member directed plan participants may be eligible for reimbursement of qualified medical expenses from their vested RMA balance.

In order to qualify for postemployment health care coverage, age and service retirees under the traditional pension and combined plans must have twenty 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 75. See OPERS' CAFR referenced below for additional information.

Clermont County Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 9 – Postemployment Benefits (continued)

The Ohio Revised Code permits, but does not require OPERS to provide health care to its eligible benefit recipients. Authority to establish and amend health care coverage is provided to the Board in Chapter 145 of the Ohio Revised Code.

Disclosures for the health care plan are presented separately in the OPERS financial report. Interested parties may obtain a copy by visiting <https://www.opers.org/financial/reports.shtml>, by writing to OPERS, 277 East Town Street, Columbus, Ohio 43215-4642, or by calling (614) 222-5601 or 800-222-7377.

Funding Policy – The Ohio Revised Code provides the statutory authority requiring public employers to fund postemployment health care through their contributions to OPERS. A portion of each employer’s contribution to OPERS is set aside to fund OPERS health care plans.

Employer contribution rates are expressed as a percentage of the earnable salary of active members. In 2018, state and local employers contributed at a rate of 14.0 percent of earnable salary and public safety and law enforcement employers contributed at 18.1 percent. These are the maximum employer contribution rates permitted by the Ohio Revised Code. Active member contributions do not fund health care.

Each year, the OPERS Board determines the portion of the employer contribution rate that will be set aside to fund health care plans. For 2018, OPERS did not allocate any employer contribution to health care for members in the Traditional Pension Plan and Combined Plan. The OPERS Board is also authorized to establish rules for the retiree or their surviving beneficiaries to pay a portion of the health care provided. Payment amounts vary depending on the number of covered dependents and the coverage selected. The employer contribution as a percentage of covered payroll deposited into the RMA for participants in the Member-Directed Plan for 2018 was 4.0 percent.

Employer contribution rates are actuarially determined and are expressed as a percentage of covered payroll. The Library’s contractually required contribution was \$39,624 for the year 2018.

Note 10 – Debt

Debt outstanding at December 31, 2018 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
Library Series 2011A	\$4,325,000	2-5%
Library Series 2016	\$6,940,000	2.58-3%

During March 2011, the Library issued \$6,180,000 in Series 2011A Bonds to finance the costs of Construction of the New Union Township Library Branch. These bonds have a maturity of 20 years.

During November of 2016, the Library issued \$7,500,000 in Series 2016 Bonds to finance a portion of the costs of Construction of the New Miami Township Library Branch. These bonds have a maturity of 20 years.

Clermont County Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 10 – Debt (continued)

Amortization of the above debt, including interest, is scheduled as follows:

<u>Year ended December 31</u>	<u>Series 2011A, & Series 2016</u>
2019	\$956,558.76
2020	952,358.76
2021	952,608.76
2022	959,521.26
2023	957,446.26
2024-2028	4, 781,027.54
2029-2033	3,871,075.00
2034-2037	1,511,400.00
Total	<u>\$14,941,996.34</u>

Clermont County Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2018

Note 11 – Fund Balances

Fund balance is classified as nonspendable, restricted, committed, assigned and/or unassigned based primarily on the extent to which the Library is bound to observe constraints imposed upon the use of the resources in the government funds. The constraints placed on fund balance for the major governmental funds and all other governmental funds are presented below:

<u>Fund Balances</u>	<u>General</u>	<u>Debt Service Fund</u>	<u>MT Capital Fund</u>	<u>Other Governmental Funds</u>	<u>Total</u>
Nonspendable					
Escheated Funds	\$2,146				\$2,146
<i>Total Nonspendable</i>	<u>2,146</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,146</u>
Restricted for					
Debt Service		5,693,622			5,693,622
<i>Total Restricted</i>	<u>0</u>	<u>5,693,622</u>	<u>0</u>	<u>0</u>	<u>5,693,622</u>
Committed to					
27th Pay Accrued Leave	657,596				657,596
Capital			555,591	204,768	760,359
<i>Total Committed</i>	<u>657,596</u>	<u>0</u>	<u>555,591</u>	<u>204,768</u>	<u>1,417,955</u>
Assigned to					
Grants	21,418				21,418
Encumbrances	334,671				334,671
<i>Total Assigned</i>	<u>356,089</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>356,089</u>
Unassigned (Deficit)	<u>7,765,733</u>				<u>7,765,733</u>
<i>Total Fund Balances</i>	<u>\$8,781,564</u>	<u>\$5,693,622</u>	<u>\$555,591</u>	<u>\$204,768</u>	<u>\$15,235,545</u>

In addition to the above fund balance constraints, the Library has a General Fund budget stabilization arrangement that does not meet the criteria to be classified as restricted or committed. Pursuant to Ohio Revised Code Section 5705.13, the Library established a budget stabilization by resolution to provide options to respond to unexpected issues and afford a buffer against shocks and other forms of risk such as revenue volatility, unexpected infrastructure failure, or disaster situations. Expenditures of a recurring nature are not addressed through the use of this arrangement. The Library Trustees authorized the funding of this arrangement as resources become available in the General Fund. The fund balance should not exceed 5 percent of the General Fund average revenues. The balance in the reserve at December 31, 2018, is \$467,000.

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OHIO AUDITOR OF STATE KEITH FABER



Corporate Centre of Blue Ash
11117 Kenwood Road
Blue Ash, Ohio 45242-1817
(513) 361-8550 or (800) 368-7419
SouthwestRegion@ohioauditor.gov

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

Clermont County Public Library
Clermont County
5920 Buckwheat Road
Milford, Ohio 45150

To the Board of Trustees:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the cash-basis financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Clermont County Public Library, Clermont County, Ohio (the Library) as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements and have issued our report thereon dated July 15, 2019, wherein we noted the Library uses a special purpose framework other than generally accepted accounting principles.

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.

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 report is not suitable for any other purpose.



Keith Faber
Auditor of State

Columbus, Ohio

July 15, 2019

OHIO AUDITOR OF STATE KEITH FABER



CLERMONT COUNTY PUBLIC LIBRARY

CLERMONT 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
AUGUST 1, 2019**