



Mary Taylor, CPA
Auditor of State

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

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Mary Taylor, CPA

Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT

Bellaire Public Library
Belmont County
330 32nd Street
Bellaire, Ohio 43906

To the Board of Trustees:

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Bellaire Public Library, Belmont County, Ohio (the Library), as of and for the years ended December 31, 2008 and 2007, which collectively comprise the Library's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Library's management. Our responsibility is to express opinions on these financial statements based on our audit.

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

As discussed in Note 2C, the accompanying financial statements and notes follow the 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 cash financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Bellaire Public Library, Belmont County, Ohio, as of December 31, 2008 and 2007, and the respective changes in cash financial position and the respective budgetary comparison for the General Fund thereof for the years then ended in conformity with the basis of accounting Note 2C describes.

In accordance with *Government Auditing Standards*, we have also issued our report dated April 17, 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 grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

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

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

Mary Taylor, CPA
Auditor of State

April 17, 2009

Bellaire Public Library
Management's Discussion and Analysis
For the Year Ended December 31, 2008 and 2007
Unaudited

This discussion and analysis of the Bellaire Public Library financial performance provides an overall review of the Library's financial activities for the years ended December 31, 2008 and 2007, within the limitations of the Library's cash basis accounting. Readers should also review the basic financial statements and notes to enhance their understanding of the Library's financial performance.

Highlights

Key highlights for 2008 are as follows:

Net assets of governmental activities decreased \$26,771 or 3 percent. The fund most affected by the decrease in cash and cash equivalents was the General Fund.

The Library's general receipts are primarily intergovernmental revenues. These receipts represent \$537,299 or 96 percent of the total cash received for governmental activities during the year.

Key highlights for 2007 are as follows:

Net assets of governmental activities decreased \$10,414 or 1 percent. The fund most affected by the decrease in cash and cash equivalents was the General Fund.

The Library's general receipts are primarily intergovernmental revenues. These receipts represent \$563,984 or 97 percent of the total cash received for governmental activities during the year.

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 cash basis of accounting.

Report Components

The Statement of Net Assets and the Statement of Activities provide information about the cash activities of the Library as a whole.

Fund financial statements provide a greater level of detail. Funds are created and maintained on the financial records of the Library as a way to segregate money whose use is restricted to a particular specified purpose. These statements present financial information by fund, presenting funds with the largest balances or most activity in separate columns.

The 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 cash basis of accounting. This basis of accounting is a basis of accounting other than generally accepted accounting principles. Under the Library's cash basis of accounting, receipts and disbursements are recorded when cash is received or paid.

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As a result of using the cash basis of accounting, certain assets and their related revenues (such as accounts receivable) and certain liabilities and their related expenses (such as accounts payable) are not recorded in the financial statements. Therefore, when reviewing the financial information and discussion within this report, the reader must keep in mind the limitations resulting from the use of the 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 and 2007, within the limitations of cash basis accounting. The Statement of Net Assets presents the cash balances of the governmental activities of the Library at year end. The Statement of Activities compares cash disbursements with program receipts for each governmental program activity. Program receipts include charges paid by the recipient of the program's goods or services and grants and contributions restricted to meeting the operational or capital requirements of a particular program. General receipts are all receipts not classified as program receipts. The comparison of cash disbursements with program receipts identifies how each governmental function draws from the Library's general receipts.

These statements report the Library's cash position and the changes in cash position. Keeping in mind the limitations of the modified cash basis of accounting, you can think of these changes as one way to measure the Library's financial health. Over time, increases or decreases in the Library's cash position is one indicator of whether the Library's financial health is improving or deteriorating. When evaluating the Library's financial condition, you should also consider other non-financial factors as well such as the Library's property tax base, the condition of the Library's capital assets and infrastructure, the extent of the Library's debt obligations, the reliance on non-local financial resources for operations and the need for continued growth in the major local revenue sources such as Library and Local Government Support Funding (LLGSF).

In the Statement of Net Assets and the Statement of Activities, the Library has only one type of activity:

Governmental activities. The Library's basic services are reported here. Library and Local Government Support Funding finances 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

Fund financial statements provide detailed information about the Library's major fund – not the Library as a whole. The Library establishes separate funds to better manage its many activities and to help demonstrate that money that is restricted as to how it may be used is being spent for the intended purpose. The funds of the Library are all governmental.

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 information for nonmajor funds (funds whose activity or balances are not large enough to warrant separate reporting) is combined and presented in total in a single column. The Library's only major governmental fund is the General Fund. The programs reported in governmental funds are closely related to those reported in the governmental activities section of the entity-wide statements.

Bellaire Public Library
Management's Discussion and Analysis
For the Year Ended December 31, 2008 and 2007
Unaudited

The Library as a Whole

Table 1 provides a summary of the Library's net assets for 2008 compared to 2007 and for 2007 compared to 2006 on a modified cash basis:

(Table 1)
Net Assets

	Governmental Activities		
	2008	2007	2006
Assets			
Cash and Cash Equivalents	\$1,039,303	\$1,066,074	\$1,076,488
Total Assets	\$1,039,303	\$1,066,074	\$1,076,488
Net Assets			
Restricted for:			
Other Purposes	32,083	30,517	31,950
Unrestricted	1,007,220	1,035,557	1,044,538
Total Net Assets	\$1,039,303	\$1,066,074	\$1,076,488

As mentioned previously, net assets of governmental activities decreased \$26,771 and \$10,414 during 2008 and 2007, respectively.

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

Bellaire Public Library
Management's Discussion and Analysis
For the Year Ended December 31, 2008 and 2007
Unaudited

(Table 2)
Changes in Net Assets

	Governmental Activities		
	2008	2007	2006
Receipts:			
Program Receipts:			
Charges for Services and Sales	\$17,200	\$15,017	\$17,891
Operating Grants and Contributions	3,000	3,000	3,312
Total Program Receipts	<u>20,200</u>	<u>18,017</u>	<u>21,203</u>
General Receipts:			
Unrestricted Gifts and Contributions	2,066	3,215	2,956
Grants and Entitlements Not Restricted to Specific Programs	505,365	513,655	513,655
Interest	29,824	47,055	42,732
Miscellaneous	44	59	2,675
Total General Receipts	<u>537,299</u>	<u>563,984</u>	<u>562,018</u>
Total Receipts	<u>557,499</u>	<u>582,001</u>	<u>583,221</u>
Disbursements:			
Library Services	581,814	580,060	547,721
Capital Outlay	2,373	12,355	2,773
Other	83		
Total Disbursements	<u>584,270</u>	<u>592,415</u>	<u>550,494</u>
Increase (Decrease) in Net Assets	(26,771)	(10,414)	32,727
Net Assets, January 1,	<u>1,066,074</u>	<u>1,076,488</u>	<u>1,043,761</u>
Net Assets, December 31,	<u><u>\$1,039,303</u></u>	<u><u>\$1,066,074</u></u>	<u><u>\$1,076,488</u></u>

In 2008 and 2007, program receipts represent 4 percent and 3 percent, respectively and are primarily comprised of patrons fines and fees.

In 2008, general receipts represent 96 percent of the Library's total receipts, and of the total general receipts, over 94 percent are grants and entitlements not restricted to specific programs. Interest makes up the majority of the balance of the Library's general receipts.

In 2007, general receipts represent 97 percent of the Library's total receipts, and of the total general receipts, over 91 percent are grants and entitlements not restricted to specific programs. Interest makes up the majority of the balance of the Library's general receipts.

Disbursements for Library Services represent the overhead costs of running the Library. These include, but are not limited to, salaries, fringe benefit payments, supplies, and utilities.

Bellaire Public Library
Management's Discussion and Analysis
For the Year Ended December 31, 2008 and 2007
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Governmental Activities

If you look at the Statement of Activities on pages 10 and 15, you will see that the first column lists the major services provided by the Library. The next column identifies the costs of providing these services. The major program disbursements for governmental activities are for Library Services, which account for 99 and 98 percent of all governmental disbursements, respectively for 2008 and 2007.

The next two columns of the Statement entitled Program Receipts identify amounts paid by people who are directly charged for the service and grants received by the Library that must be used to provide a specific service. The net Receipt (Disbursement) column compares the program receipts to the cost of the service. This "net cost" amount represents the cost of the service which ends up being paid from money provided by local taxpayers. These net costs are paid from the general receipts which are presented at the bottom of the Statement. A comparison between the total cost of services and the net cost is presented in Table 3.

(Table 3)

	Governmental Activities					
	Total Cost of Services	Net Cost of Services	Total Cost of Services	Net Cost of Services	Total Cost of Services	Net Cost of Services
	2008	2008	2007	2007	2006	2006
Library Services	\$581,814	\$561,698	\$580,060	\$562,043	\$547,721	\$526,518
Capital Outlay	2,373	2,373	12,355	12,355	2,773	2,773
Other	83	83				
Total Expenses	\$584,270	\$564,154	\$592,415	\$574,398	\$550,494	\$529,291

The dependence upon intergovernmental receipts is apparent as 86 percent of governmental activities are supported through these general receipts in 2008 and 87 percent of governmental activities are supported through these general receipts in 2007.

The Library's Funds

For 2008 the General Fund had receipts of \$543,603 and disbursements of \$571,940, resulting in a negative net change in fund balance.

For 2007 the General Fund had receipts of \$568,200 and disbursements of \$577,181, resulting in a negative net change in fund balance.

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 and 2007, actual receipts were above final budgeted receipts in the General Fund due to conservative budgeting.

During 2008 and 2007 actual disbursements in the General Fund were less than the budgeted amounts. Although disbursements were less than appropriations, actual disbursements were greater than actual receipts in 2008 and 2007, resulting in deficit spending for each year.

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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 some cases shrinking, funding. The Library depends on the Library and Local Government Support Fund to stay in operation.

Contacting the Library's Financial Management

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the Library's finances and to reflect the Library's accountability for the monies it receives. Questions concerning any of the information in this report or requests for additional information should be directed to Karri R. Haglock, Clerk-Treasurer, Bellaire Public Library, 330 32nd Street, Bellaire, Ohio 43906.

BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY

STATEMENT OF NET ASSETS - CASH BASIS
DECEMBER 31, 2008

	<u>Governmental Activities</u>
Assets:	
Equity in Pooled Cash and Cash Equivalents	<u>\$ 1,039,303</u>
<i>Total Assets</i>	<u><u>\$ 1,039,303</u></u>
Net Assets:	
Restricted for:	
Other Purposes	\$ 32,083
Unrestricted	<u>1,007,220</u>
<i>Total Net Assets</i>	<u><u>\$ 1,039,303</u></u>

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

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

**STATEMENT OF ACTIVITIES - CASH BASIS
DECEMBER 31, 2008**

	Program Cash Receipts			Net (Disbursements) Receipts and Changes in Net Assets
Cash Disbursements	Charges for Services and Sales	Operating Grants and Contributions	Governmental Activities	
Governmental Activities:				
Library Services	\$ 581,814	\$ 17,200	\$ 3,000	\$ (561,614)
Capital Outlay	2,373			(2,373)
Other	83			(83)
<i>Total Governmental Activities</i>	\$ 584,270	\$ 17,200	\$ 3,000	(564,070)
				2,066
				505,365
				29,824
				44
			<i>Total General Receipts</i>	537,299
			<i>Change in Net Assets</i>	(26,771)
			Net Assets Beginning of Year	1,066,074
			Net Assets End of Year	\$ 1,039,303

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

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

**STATEMENT OF CASH BASIS ASSETS AND FUND BALANCES
GOVERNMENTAL FUNDS
DECEMBER 31, 2008**

	General	Other Governmental Funds	Total Governmental Funds
Assets:			
Equity in Pooled Cash and Cash Equivalents	\$ 1,007,220	\$ 32,083	\$ 1,039,303
<i>Total Assets</i>	<u>\$ 1,007,220</u>	<u>\$ 32,083</u>	<u>\$ 1,039,303</u>
Fund Balances:			
Reserved:			
Reserved for Encumbrances	\$ 53,838	\$ 806	\$ 54,644
Unreserved:			
Undesignated (Deficit), Reported in:			
General Fund	953,382		953,382
Special Revenue Funds		31,277	31,277
<i>Total Fund Balances</i>	<u>\$ 1,007,220</u>	<u>\$ 32,083</u>	<u>\$ 1,039,303</u>

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

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES
IN CASH BASIS FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2008**

	General	Other Governmental Funds	Total Governmental Funds
Cash Receipts:			
Intergovernmental	\$ 505,365	\$	\$ 505,365
Patron Fines and Fees	9,823	7,377	17,200
Gifts, Donations and Contributions		5,066	5,066
Interest	28,371	1,453	29,824
Miscellaneous	44		44
<i>Total Cash Receipts</i>	543,603	13,896	557,499
Cash Disbursements:			
Current:			
Library Services	569,484	12,330	581,814
Capital Outlay	2,373		2,373
<i>Total Cash Disbursements</i>	571,857	12,330	584,187
<i>Excess of Cash Receipts Over (Under) Cash Disbursements</i>	(28,254)	1,566	(26,688)
Other Financing Sources (Uses):			
Other Financing Uses	(83)		(83)
<i>Total Other Financing Sources (Uses)</i>	(83)	0	(83)
<i>Net Change in Fund Balances</i>	(28,337)	1,566	(26,771)
Fund Balances Beginning of Year	1,035,557	30,517	1,066,074
Fund Balances End of Year	\$ 1,007,220	\$ 32,083	\$ 1,039,303

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

**STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - BUDGET BASIS
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
Receipts:				
Intergovernmental	\$ 491,773	\$ 491,773	\$ 505,365	\$ 13,592
Patron Fines and Fees	10,400	10,400	9,823	(577)
Interest	35,000	35,000	28,371	(6,629)
Miscellaneous	200	200	44	(156)
<i>Total Receipts</i>	<u>537,373</u>	<u>537,373</u>	<u>543,603</u>	<u>6,230</u>
Disbursements:				
Current:				
Library Services	850,426	850,426	623,322	227,104
Capital Outlay	94,000	94,000	2,373	91,627
<i>Total Disbursements</i>	<u>944,426</u>	<u>944,426</u>	<u>625,695</u>	<u>318,731</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	(407,053)	(407,053)	(82,092)	324,961
Other Financing Sources (Uses)				
Other Financing Uses	(15,000)	(15,000)	(83)	14,917
<i>Total Other Financing Sources (Uses)</i>	<u>(15,000)</u>	<u>(15,000)</u>	<u>(83)</u>	<u>14,917</u>
<i>Net Change in Fund Balance</i>	(422,053)	(422,053)	(82,175)	339,878
Fund Balance Beginning of Year	<u>1,035,557</u>	<u>1,035,557</u>	<u>1,035,557</u>	<u>0</u>
Fund Balance End of Year	<u>\$ 613,504</u>	<u>\$ 613,504</u>	<u>\$ 953,382</u>	<u>\$ 339,878</u>

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

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

**STATEMENT OF NET ASSETS - CASH BASIS
DECEMBER 31, 2007**

	<u>Governmental Activities</u>
Assets:	
Equity in Pooled Cash and Cash Equivalents	<u>\$ 1,066,074</u>
<i>Total Assets</i>	<u><u>\$ 1,066,074</u></u>
Net Assets:	
Restricted for:	
Other Purposes	\$ 30,517
Unrestricted	<u>1,035,557</u>
<i>Total Net Assets</i>	<u><u>\$ 1,066,074</u></u>

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

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

**STATEMENT OF ACTIVITIES - CASH BASIS
DECEMBER 31, 2007**

	Program Cash Receipts			Net (Disbursements) Receipts and Changes in Net Assets
Cash Disbursements	Charges for Services and Sales	Operating Grants and Contributions	Governmental Activities	
Governmental Activities:				
Library Services	\$ 580,060	\$ 15,017	\$ 3,000	\$ (562,043)
Capital Outlay	12,355			(12,355)
<i>Total Governmental Activities</i>	<u>\$ 592,415</u>	<u>\$ 15,017</u>	<u>\$ 3,000</u>	<u>(574,398)</u>
		General Receipts:		
		Unrestricted Gifts and Contributions	3,215	
		Grants not Restricted to Specific Programs	513,655	
		Interest	47,055	
		Miscellaneous	59	
		<i>Total General Receipts</i>	<u>563,984</u>	
		<i>Change in Net Assets</i>		(10,414)
		Net Assets Beginning of Year		1,076,488
		Net Assets End of Year		\$ 1,066,074

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

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

**STATEMENT OF CASH BASIS ASSETS AND FUND BALANCES
GOVERNMENTAL FUNDS
DECEMBER 31, 2007**

	General	Other Governmental Funds	Total Governmental Funds
Assets:			
Equity in Pooled Cash and Cash Equivalents	\$ 1,035,557	\$ 30,517	\$ 1,066,074
<i>Total Assets</i>	\$ 1,035,557	\$ 30,517	\$ 1,066,074
Fund Balances:			
Unreserved:			
Undesignated (Deficit), Reported in:			
General Fund	\$ 1,035,557		\$ 1,035,557
Special Revenue Funds		\$ 30,517	30,517
<i>Total Fund Balances</i>	\$ 1,035,557	\$ 30,517	\$ 1,066,074

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

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES
IN CASH BASIS FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2007**

	<u>General</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
Cash Receipts:			
Intergovernmental	\$ 513,655	\$	\$ 513,655
Patron Fines and Fees	9,388	5,629	15,017
Gifts, Donations and Contributions		6,215	6,215
Interest	45,098	1,957	47,055
Miscellaneous	59	0	59
<i>Total Cash Receipts</i>	<u>568,200</u>	<u>13,801</u>	<u>582,001</u>
Cash Disbursements:			
Current:			
Library Services	564,826	15,234	580,060
Capital Outlay	12,355		12,355
<i>Total Cash Disbursements</i>	<u>577,181</u>	<u>15,234</u>	<u>592,415</u>
<i>Excess of Cash Receipts Over (Under) Cash Disbursements</i>	<u>(8,981)</u>	<u>(1,433)</u>	<u>(10,414)</u>
<i>Net Change in Fund Balances</i>	(8,981)	(1,433)	(10,414)
Fund Balances Beginning of Year	<u>1,044,538</u>	<u>31,950</u>	<u>1,076,488</u>
Fund Balances End of Year	<u>\$ 1,035,557</u>	<u>\$ 30,517</u>	<u>\$ 1,066,074</u>

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

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

**STATEMENT OF RECEIPTS, DISBURSEMENTS AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - BUDGET BASIS
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2007**

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		<u>Actual</u>
Receipts:				
Intergovernmental	\$ 487,973	\$ 487,973	\$ 513,655	\$ 25,682
Patron Fines and Fees	10,600	10,600	9,388	(1,212)
Interest	15,000	15,000	45,098	30,098
Miscellaneous	200	200	59	(141)
<i>Total Receipts</i>	<u>513,773</u>	<u>513,773</u>	<u>568,200</u>	<u>54,427</u>
Disbursements:				
Current:				
Library Services	882,575	882,575	564,826	317,749
Capital Outlay	94,000	94,000	12,355	81,645
<i>Total Disbursements</i>	<u>976,575</u>	<u>976,575</u>	<u>577,181</u>	<u>399,394</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	(462,802)	(462,802)	(8,981)	453,821
Other Financing Sources (Uses):				
Other Financing Uses	(15,000)	(15,000)		15,000
<i>Total Other Financing Sources (Uses)</i>	<u>(15,000)</u>	<u>(15,000)</u>	<u>0</u>	<u>15,000</u>
<i>Net Change in Fund Balance</i>	(477,802)	(477,802)	(8,981)	468,821
Fund Balance Beginning of Year	1,005,239	1,005,239	1,005,239	0
<i>Prior Year Encumbrances Appropriated</i>	<u>39,299</u>	<u>39,299</u>	<u>39,299</u>	<u>0</u>
Fund Balance End of Year	<u>\$ 566,736</u>	<u>\$ 566,736</u>	<u>\$ 1,035,557</u>	<u>\$ 468,821</u>

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

Bellaire Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2008 and 2007

Note 1 – Description of the Library and Reporting Entity

The Bellaire Public Library was organized as a school district public library in Bellaire, Ohio under the laws of the State of Ohio. The Library has its own Board of Trustees of seven members who are appointed by the Bellaire Local School District Board of Education. Appointments are for seven-year terms and members serve without compensation. Under Ohio statutes, the Library is a body politic and corporate capable of suing and being sued, contracting, acquiring, holding, possessing, and disposing of real property, and of exercising such other powers and privileges conferred upon it by law. The Library also determines and operates under its own budget. Control and management of the Library is governed by sections 3375.33 to 3375.39 of the Ohio Revised Code with the administration of the day-to-day operations of the Library being the responsibility of the Director and financial accountability being solely that of the Fiscal Officer.

The Library is fiscally independent of the Bellaire Local School District Board of Education, although the Board of Education serves in a ministerial capacity as the taxing authority for the Library. The determination to request approval of a tax levy, the role and purpose(s) of the levy, are discretionary decisions made solely by the Board of Library Trustees. Once those decisions are made, the Board of Education must put the levy on the ballot. There is no potential for the Library to provide a financial benefit to or impose a financial burden on the Bellaire Local School District 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 Bellaire Local School District 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. The Library has no component units.

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 *modified* cash basis of accounting. In the government-wide financial statements, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, have been applied, to the extent they are applicable to the cash basis of accounting, unless those pronouncements conflict with or contradict GASB pronouncements, in which case GASB prevails. The most significant of the Library's accounting policies are described below.

Bellaire Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2008 and 2007

Note 2 – Summary of Significant Accounting Policies (continued)

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 statements distinguish between those activities of the Library that are governmental and those that are considered business-type. Governmental activities generally are financed through taxes, intergovernmental receipts and other nonexchange transactions.

The statement of net assets 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 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. 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.

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

Bellaire Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2008 and 2007

Note 2 – Summary of Significant Accounting Policies (continued)

C. Basis of Accounting

The Library's basic financial statements are prepared using the 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 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 and character or major category of the object code level for all funds. Budgetary modifications at the legal level of control may only be made by resolution of the Board of Library Trustees.

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

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

E. Cash and Cash Equivalents

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

During 2008 and 2007, the Library maintained a checking account, high balance savings account, and nonnegotiable certificates of deposit.

Interest receipts credited to the general fund during 2008 and 2007 amounted to \$28,371 and \$45,098, respectively.

Bellaire Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2008 and 2007

Note 2 – Summary of Significant Accounting Policies (continued)

F. Restricted Assets

Cash and cash equivalents, are reported as restricted when limitations on their use change the nature or normal understanding of their use. Such constraints are either imposed by creditors, contributors, grantors, or laws of other governments, or imposed by law through constitutional provisions or enabling legislation. Restricted assets represent amounts received to purchase items in memory or honor of others.

G. Accumulated Leave

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

H. Employer Contributions to Cost-Sharing Pension Plans

The Library recognizes the disbursement for their employer contributions to cost-sharing pension plans when _ they are paid. As described in Notes 7 and 8, the employer contributions include portions for pension benefits and for postretirement health care benefits.

I. 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 associated with the R.L. Atkinson and Other Gift Funds. The Statement of Net Assets reports \$32,083 and \$30,517 of restricted net assets for governmental activities for the years ended 2008 and 2007, respectively, of which no monies are restricted by enabling legislation.

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

J. Fund Balance Reserves

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

Note 3 – Budgetary Basis of Accounting

The budgetary basis as provided by law is based upon accounting for certain transactions on the basis of cash receipts, disbursements, and encumbrances. The Statement of Receipts, Disbursements and Changes in Fund Balance – Budget and Actual – Budget Basis presented for the General Fund is prepared on the budgetary basis to provide a meaningful comparison of actual results with the budget. The difference between the budgetary basis and the 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 \$53,838 and \$0 for the General Fund in 2008 and 2007, respectively.

Bellaire Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2008 and 2007

Note 4 – Deposits and Investments

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

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

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

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

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

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

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.

Bellaire Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2008 and 2007

Note 4 - Deposits and Investments (continued)

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 December 31, 2008, \$951,916 of the Library's bank balance of \$1,051,916 was exposed to custodial credit risk because those deposits were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the Library's name. At December 31, 2007, \$975,190 of the Library's bank balance of \$1,075,190 was exposed to custodial credit risk because those deposits were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the Library's name.

At December 31, 2008 and 2007, the Library had \$155 in undeposited cash on hand which is included as part of "Equity in Pooled Cash and Cash Equivalents" on the financial statements.

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.

Note 5 – Grants-In-Aid

The primary source of revenue for Ohio public libraries is the State Library and Local Government Support Fund (LLGSF). The State allocates LLGSF to each county based on the county's prior intangibles tax of LLGSF revenues, and its population. It is currently frozen at 2004 fiscal year level until June 2008 at which time the funding became the Public Library Fund (PLF). The PLF funding is 2.2% of total tax revenue of State of Ohio. 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.

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 and 2007, the Library contracted with several companies for various types of insurance coverage as follows:

Company	Type of Coverage	Amount of Coverage
State Farm Fire and Casualty Company	Commercial Property	\$ 272,000
	General Liability Commercial Crime Inland Marine Vehicle	\$1,000,000
France & Associates, Inc.	Errors and Omissions Library Officials	\$3,000,000

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.

Bellaire Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2008 and 2007

Note 6 - 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 7 - Defined Benefit Pension Plan

The Library participates in the Ohio Public Employees Retirement System (OPERS). OPERS administers three separate pension plans. The traditional plan is a cost-sharing, multiple-employer defined benefit pension plan. The member-directed plan is a defined contribution plan in which the member invests both member and employer contributions (employer contributions vest over five years at 20 percent per year). Under the member directed plan, members accumulate retirement assets equal to the value of the member and vested employer contributions plus any investment earnings. The combined plan is a cost-sharing, multiple-employer defined benefit pension plan that has elements of both a defined benefit and a defined contribution plan. Under the combined plan, employer contributions are invested by the retirement system to provide a formula retirement benefit similar to the traditional plan benefit. Member contributions, whose investment is self-directed by the member, accumulate retirement assets in a manner similar to the member directed plan.

OPERS provides retirement, disability, survivor and death benefits and annual cost of living adjustments to members of the traditional and combined plans. Members of the member directed plan do not qualify for ancillary benefits. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that may be obtained by writing to OPERS, 277 East Town Street, Columbus, OH 43215-4642 or by calling (614) 222-6705 or (800) 222-7377.

Funding Policy – The Ohio Revised Code provides statutory authority for member and employer contributions. For the year ended December 31, 2007, members in state and local classifications contributed 9.5% of covered payroll. For the year ended December 31, 2008, members in state and local classifications contributed 10.0% of covered payroll.

The Library's contribution rate for 2007 was 13.85% and for 2008 was 14.0%. For the period January 1 through June 30, a portion of the Library's contribution equal to 5% of covered payroll was allocated to fund the post-employment health care plan; for the period July 1 through December 31, 2007 this amount was increased to 6%. For 2008, 7% of the Library's contribution was allocated to fund the post-employment health care plan. Employer contribution rates are actuarially determined. State statute sets a maximum contribution rate for the Library of 14% for 2007 and 2008.

The Library's required contributions for pension obligations to OPERS for the years ending December 31, 2008 and 2007 were \$37,672 and \$36,171 with the full amounts being contributed for 2008 and 2007.

Note 8 - Postemployment Benefits

Ohio Public Employees Retirement System

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

Bellaire Public Library
Notes to the Basic Financial Statements
For the Year Ended December 31, 2008 and 2007

Note 8 - Postemployment Benefits (continued)

Ohio Public Employees Retirement System (continued)

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

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

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

Employer contribution rates are expressed as a percentage of the covered payroll of active employees. In 2007, local government employers contributed 13.85% of covered payroll. In 2008, local government employers contributed 14.0% of covered payroll. Each year, the OPERS retirement board determines the portion of the employer contribution rate that will be set aside for funding post-employment health care benefits. The amount of the employer contributions which was allocated to fund post-employment health care was 5.00% of covered payroll from January 1 through June 30, 2007, 6.00% from July 1 to December 31, 2007, and 7.00% of covered payroll from January 1, 2008 to December 31, 2008.

The retirement board is also authorized to establish rules for the payment of a portion of the health care benefits by the retiree or the retiree's surviving beneficiaries. Payment amounts vary depending on the number of covered dependents and the coverage selected. Active members do not make contributions to the post-employment health care plan.

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



Mary Taylor, CPA

Auditor of State

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

Bellaire Public Library
Belmont County
330 32nd Street
Bellaire, Ohio 43906

To the Board of Trustees:

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Bellaire Public Library, Belmont County, Ohio (the Library), as of and for the years ended December 31, 2008 and 2007, which collectively comprise the Library's basic financial statements and have issued our report thereon dated April 17, 2009, wherein we noted the Library uses a comprehensive accounting basis other than accounting principles generally accepted in the United States of America. We also noted the Library uses the Auditor of State's Uniform Accounting Network (UAN) to process its financial transactions. *Government Auditing Standards* considers this service to impair the Auditor of State's independence to audit the Library. However, *Government Auditing Standards* permits the Auditor of State to audit and opine on this entity, because Ohio Revised Code § 117.101 requires the Auditor of State to provide UAN services, and Ohio Revised Code §§ 117.11(B) and 115.56 mandate the Auditor of State to audit Ohio governments. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*.

Internal Control Over Financial Reporting

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

A control deficiency exists when the design or operation of a control does not allow management or employees, in 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 accounting basis, such that there is more than a remote likelihood that the Library's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

A material weakness is a significant deficiency, or combination of significant deficiencies resulting in more than a remote likelihood that the Library's internal control will not prevent or detect a material financial statement misstatement.

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

Compliance and Other Matters

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

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

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

Mary Taylor, CPA
Auditor of State

April 17, 2009



Mary Taylor, CPA
Auditor of State

BELLAIRE PUBLIC LIBRARY

BELMONT 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
MAY 21, 2009**