



**BIRCHARD PUBLIC LIBRARY
SANDUSKY COUNTY
REGULAR AUDIT
FOR THE YEARS ENDED DECEMBER 31, 2021-2020**

313 Second St.
Marietta, OH 45750
740 373 0056

1907 Grand Central Ave.
Vienna, WV 26105
304 422 2203

150 W. Main St., #A
St. Clairsville, OH 43950
740 695 1569

1310 Market St., #300
Wheeling, WV 26003
304 232 1358

749 Wheeling Ave., #300
Cambridge, OH 43725
740 435 3417

www.perrycpas.com

OHIO AUDITOR OF STATE
KEITH FABER



88 East Broad Street
Columbus, Ohio 43215
IPAReport@ohioauditor.gov
(800) 282-0370

Board of Trustees
Birchard Public Library
423 Croghan Street
Fremont, Ohio 43420

We have reviewed the *Independent Auditor's Report* of the Birchard Public Library, Sandusky County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the audit period January 1, 2020 through December 31, 2021. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Birchard Public Library is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Keith Faber".

Keith Faber
Auditor of State
Columbus, Ohio

November 18, 2022

This page intentionally left blank.

**BIRCHARD PUBLIC LIBRARY
SANDUSKY COUNTY
TABLE OF CONTENTS**

TITLE	PAGE
Independent Auditor's Report	1
Management's Discussion and Analysis For the Year Ended December 31, 2021	4
Basic Financial Statements:	
Government-Wide Financial Statements 2021:	
Statement of Net Position – Cash Basis	12
Statement of Activities – Cash Basis	13
Fund Financial Statements 2021:	
Statement of Assets and Fund Balances – Cash Basis - Governmental Funds	14
Statement of Receipts, Disbursements and Changes in Fund Balances – Cash Basis - Governmental Funds	15
Statement of Receipts, Disbursements and Changes in Fund Balances – Budget and Actual - Budget Basis – General Fund	16
Notes to the Financial Statements For the Year Ended December 31, 2021	17
Management's Discussion and Analysis For the Year Ended December 31, 2020	36
Basic Financial Statements:	
Government-Wide Financial Statements 2020:	
Statement of Net Position – Cash Basis	43
Statement of Activities – Cash Basis	44
Fund Financial Statements 2020:	
Statement of Assets and Fund Balances – Cash Basis - Governmental Funds	45
Statement of Receipts, Disbursements and Changes in Fund Balances – Cash Basis - Governmental Funds	46
Statement of Receipts, Disbursements and Changes in Fund Balances – Budget and Actual – Budget Basis – General Fund	47
Notes to the Financial Statements For the Year Ended December 31, 2020	48
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i>	65
Schedule of Audit Findings	67

This page intentionally left blank.



313 Second St.
Marietta, OH 45750
740.373.0056

1907 Grand Central Ave.
Vienna, WV 26105
304.422.2203

150 West Main St.
St. Clairsville, OH 43950
740.695.1569

1310 Market Street, Suite 300
Wheeling, WV 26003
304.232.1358

749 Wheeling Ave., Suite 300
Cambridge, OH 43725
740.435.3417

INDEPENDENT AUDITOR'S REPORT

Birchard Public Library
Sandusky County
423 Croghan Street
Fremont, Ohio 43420

To the Board:

Report on the Audit of the Financial Statements

Opinions

We have audited the cash-basis financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Birchard Public Library, Sandusky County, Ohio (the Library), as of and for the years ended December 31, 2021 and December 31, 2020, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective cash-basis financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Library, as of December 31, 2021 and December 31, 2020, and the respective changes in cash-basis financial position thereof and the respective budgetary comparison for the General Fund for the years then ended in accordance with the cash-basis of accounting described in Note 2.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Library, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter - Accounting Basis

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Tax - Accounting - Audit - Review - Compilation - Agreed Upon Procedure - Consultation - Bookkeeping - Payroll - Litigation Support - Financial Investigations
Members: American Institute of Certified Public Accountants
• Ohio Society of CPAs • West Virginia Society of CPAs • Association of Certified Fraud Examiners • Association of Certified Anti-Money Laundering Specialists •

RSM US Alliance member firms are separate and independent businesses and legal entities that are responsible for their own acts and omissions, and each are separate and independent from RSM US LLP. RSM US LLP is the U.S. member firm of RSM International, a global network of independent audit, tax, and consulting firms. Members of RSM US Alliance have access to RSM International resources through RSM US LLP but are not member firms of RSM International.

An Independently owned member
RSM US Alliance



Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting described in Note 2, and for determining that the cash basis of accounting is an acceptable basis for preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Information

We applied no procedures to the management's discussion & analysis, as listed in the table of contents. Accordingly, we express no opinion or any other assurance on them.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 9, 2022, 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. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Library's 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.



Perry & Associates
Certified Public Accountants, A.C.
Marietta, Ohio

September 9, 2022

Birchard Public Library of Sandusky County
Management's Discussion and Analysis
For the Year Ended December 31, 2021
(Unaudited)

This discussion and analysis of the Birchard Public Library's (the Library) financial performance provides an overall review of the Library's financial activities for the year ended December 31, 2021, within the limitations of the Library's cash basis of 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 2021 are as follows:

Net assets of governmental activities increased \$431,568, or 6.2%, from the prior year. The fund most affected by the increase in cash was the General Fund.

The Library's general receipts are primarily from the Public Library Fund from State general tax revenue and proceeds from a local 1 mill tax levy that was approved in May 2011 and renewed in November 2020. The revenue from PLF was \$208,372.07 (13.33%) higher in 2021 than in 2020. The receipts represent \$1,771,122.19 and 61.85 percent of the total cash received for governmental activities during the year. The revenue from the local portion of the real estate tax levy was \$892,564.36 which was 31.17 percent of the total cash received for governmental activities.

On November 17, 2021 the Library signed a long term liability with the USDA for the loan amount of \$3,545,000.

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 position 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 Library-wide and fund financial statements and provide expanded explanation and detail regarding the information reported in the statements.

Birchard Public Library of Sandusky County
Management's Discussion and Analysis
For the Year Ended December 31, 2021
(Unaudited)

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.

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 cash basis of accounting

Reporting the Birchard Public Library as a Whole

The statement of net position and the statement of activities reflect how the Library did financially during 2021, with the limitations of cash basis accounting. The statement of net position presents the cash balances of the governmental-type activities of the Library at year-end. The statement of activities compares the cash disbursements with program receipts for each governmental activity. Program receipts include 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 cash basis of accounting, you can think of these changes as one way to measure the Library's financial health. Over time, increases or decreases in the Library's cash position is one indicator of whether the Library's financial health is improving or deteriorating. When evaluating the Library's financial condition, you should also consider other nonfinancial factors such as the Library's allocation of PLF from the Sandusky County Budget Commission and Seneca County Budget Commission, the reliance on non-local financial resources for operations, and the need for continued growth in the major local revenue sources such as property and income taxes.

In the statement of net position and the statement of activities, the Library has only one type of activity:

Governmental activities. All the Library's services and capital outlay is reported here. Public Library Funds from the State and proceeds from a local 1 mill levy finance most of these activities. Benefits provided through governmental activities are not necessarily paid for by people receiving them.

Birchard Public Library of Sandusky County
Management's Discussion and Analysis
For the Year Ended December 31, 2021
(Unaudited)

Reporting the Birchard Public Library's Most Significant Funds

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

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 has two major governmental funds; the General Fund and the Building and Repair Fund. The programs reported in governmental funds are closely related to those reported in the governmental activities section of the entity-wide statements.

Birchard Public Library of Sandusky County
Management's Discussion and Analysis
For the Year Ended December 31, 2021
(Unaudited)

The Birchard Public Library as a Whole

Table 1 provides a summary of the Library's net position for 2021 compared to 2020 on a cash basis:

Net Position		
Net Position		
<u>Governmental Activities</u>		
	<u>2021</u>	<u>2020</u>
Assets		
Cash	<u>\$7,375,469</u>	<u>\$6,943,901</u>
Net Position		
Restricted for :		
COVID Cares	-	38,009
Unclaimed Monies	1,229	-
Books & Publications	131,574	131,574
Unrestricted	<u>7,242,666</u>	<u>6,774,318</u>
Total Net Position	<u>\$7,375,469</u>	<u>\$6,943,901</u>

As mentioned previously, the net position of governmental activities increased \$431,568 or 6.22% during 2021. Overall receipts increased by 3.35% and expenses increased by 15.15 %.

Birchard Public Library of Sandusky County
Management's Discussion and Analysis
For the Year Ended December 31, 2021
(Unaudited)

Table 2 reflects the changes in net position on a cash basis in 2020 and 2021 for governmental activities:

(Table 2)

Changes in Net Position

	Governmental Activities	
	2021	2020
Receipts:		
Program Receipts		
Charges for Services	6,057	3,552
Total Program Receipts	6,057	3,552
General Receipts:		
Intergovernmental	118,876	224,653
Public Library	1,771,122	1,562,750
Property Taxes	892,564	889,606
Unrestricted Gifts & Contributions	7,122	3,065
Interest	5,626	49,341
Special Item	17,815	34,030
Sale of Assets	295	800
Miscellaneous	50,323	6,654
Total General Receipts	2,863,743	2,770,899
Total Receipts	2,869,800	2,774,451
Disbursements:		
Library Services	1,056,894	1,124,723
Collection & Develop. & Maintenance	249,455	245,789
Facilities Operation & Maintenance	250,760	258,832
Information Services	138,473	144,583
Business Administrations	351,501	261,598
Capital Outlay	391,149	81,881
Total Disbursements	2,438,232	2,117,406
Increase (Decrease) in Net Position	431,568	657,045
Net Position, January 1	6,943,901	6,286,856
Net Position, December 31	\$ 7,375,469	\$ 6,943,901

Birchard Public Library of Sandusky County
Management's Discussion and Analysis
For the Year Ended December 31, 2021
(Unaudited)

Program receipts represent only 0.21 percent of total receipts and are primarily comprised of gifts, donations, fines, and grants toward specific programs or expenses.

General receipts represent 99.79 percent of the Library's total receipts, and of this amount, 61.85 percent is Public Library Fund revenue and 31.17 percent is the local portion of the library levy. Other receipts are relatively insignificant and are somewhat unpredictable revenue sources.

Governmental Activities

If you look at the Statement of Activities on page 13, you will see that the first column lists Library services and capital outlay. The next column identifies the costs of providing these services. The next three columns of the Statement entitled "Program Cash Receipts", identify gifts, donations and grants received by the Library that must be used to provide a specific service. The Net Receipt (Disbursements) column compares the program receipts to the cost of the service. The Net Receipt (Disbursements) column compares the program receipts to the cost of the service. The "net cost" amount represents the cost of the service which ends up being paid from money provided by taxpayers. These net costs are paid from the general receipts which are presented at the bottom of the statement. A comparison between the 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
	2021	2021	2020	2020
Library Services	1,056,894	1,050,837	1,124,723	1,121,171
Collection Dev & Processing	249,455	249,455	245,789	245,789
Facilities Operation & Maintenance	250,760	250,760	258,832	258,832
Information Services	138,473	138,473	144,583	144,583
Business Administration	351,501	351,501	261,598	261,598
Capital Outlay	391,149	391,150	81,881	81,881
Total Expenses	2,438,232	2,432,175	2,117,406	2,113,854

The dependence upon Public Library Funds and the Local levy is apparent, as 97.16 percent of governmental activities are supported through general receipts.

The Birchard Public Library 's Funds

Total governmental funds had receipts of \$2,869,800 and disbursements of \$2,438,232. The greatest change within governmental funds occurred with the General Fund. The fund balance of the General Fund increased by \$436,806.

Birchard Public Library of Sandusky County
Management's Discussion and Analysis
For the Year Ended December 31, 2021
(Unaudited)

General Fund Budgeting Highlights

The Library's budget is prepared according to Ohio law and is based upon accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The most significant budgeted fund is the General Fund.

During 2021, actual General Fund receipts totaled \$2,836,971 and were higher than final budgeted receipts by \$397,686. Final disbursements were budgeted at \$2,439,052, while actual disbursements were \$2,055,409.

Capital Assets and Debt Administration

Capital Assets

The Library does not currently keep track of its capital assets and infrastructure.

Debt

On November 17, 2021 the Library signed a long term liability with the USDA for the loan amount of \$3,545,000.

Current Issues

The Library hired a new Fiscal Officer in March of 2021. The Bookkeeper was promoted to Deputy Fiscal Officer in October of 2021.

Building Project: The Library signed a contract with Mosser Construction, Inc. as CMAR in January 2021. Value engineering was required due to record high prices for materials related to pandemic delays. A GMP Amendment was approved in July of 2021 in the amount of \$6,170,452. Total estimated Out Lay for the project including the architect's fee, a 10% owner contingency, and furniture and equipment is \$7,851,911 (USDA estimate). Major funding is from USDA Rural Development in the form of Library Facilities Notes in the amount of \$3,545,000 for 25 years at a rate of 2.125% and USDA grants totaling \$108,800. Other funding includes \$600,000 from the State of Ohio's Capital Budget in partnership with Terra State Community College, and donations from the Birchard Library Association Foundation of approximately \$300,000. The Notice of Commencement was signed on November 30, 2021, and sitework for the new wing and parking lot proceeded.

Lockers purchased with Cares Act funds were installed at the Gibsonburg and Green Springs locations. The lockers will allow patrons to pick up materials when the libraries are not open and they allow for pick-up of materials without a face-to-face interaction.

Salaries were raised by 2% in 2021, and the board voted to raise them by 5.5% in 2022. The board also approved a 20% increase to the starting wage for all positions on the salary schedule, effective in year 2022.

Birchard Public Library of Sandusky County
Management's Discussion and Analysis
For the Year Ended December 31, 2021
(Unaudited)

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 Maxwell Celek, Fiscal Officer, Birchard Public Library of Sandusky County, 423 Croghan Street, Fremont, OH 43420.

Birchard Public Library
Sandusky County
Statement of Net Position - Cash Basis
December 31, 2021

	Governmental Activities
Assets	
Equity in Pooled Cash and Cash Equivalents	\$ 7,375,469
<i>Total Assets</i>	<i>\$ 7,375,469</i>
 Net Position	
Restricted for:	
Books and Publications	\$ 131,574
Unclaimed Monies	1,229
Unrestricted	7,242,666
<i>Total Net Position</i>	<i>\$ 7,375,469</i>

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

Birchard Public Library
Sandusky County
Statement of Activities - Cash Basis
For the Year Ended December 31, 2021

	Program Cash Receipts				Net (Disbursements)
	Cash Disbursements	Charges for Services and Sales	Operating Grants and Contributions	Capital Grants and Contributions	Receipts and Changes in Net Position
					Governmental Activities
Governmental Activities					
Current:					
Library Services:					
Public Services and Programs	\$ 1,056,894	\$ 6,057	\$ -	\$ -	\$ (1,050,837)
Collection Development and Processing	249,455	-	-	-	(249,455)
Support Services:					
Facilities Operation and Maintenance	250,760	-	-	-	(250,760)
Information Services	138,473	-	-	-	(138,473)
Business Administration	351,501	-	-	-	(351,501)
Capital Outlay	391,149	-	-	-	(391,149)
Total Governmental Activities	\$ 2,438,232	\$ 6,057	\$ -	\$ -	(2,432,175)
General Receipts:					
Property Taxes Levied for General Purposes					892,564
Public Library					1,771,122
Intergovernmental					118,876
Unrestricted Gifts and Contributions					7,122
Sale of Capital Assets					295
Earnings on Investments					5,626
Miscellaneous					50,323
Special Item					17,815
Total General Receipts and Special Item					2,863,743
Change in Net Position					431,568
Net Position Beginning of Year					6,943,901
Net Position End of Year					\$ 7,375,469

Birchard Public Library
Sandusky County
Statement of Assets and Fund Balances - Cash Basis
Governmental Funds
December 31, 2021

	General	Building & Repair Fund	Other Governmental Funds	Total Governmental Funds
Assets				
Equity in Pooled Cash and Cash Equivalents	\$ 4,028,506	\$ 3,323,842	\$ 23,121	\$ 7,375,469
<i>Total Assets</i>	<u>\$ 4,028,506</u>	<u>\$ 3,323,842</u>	<u>\$ 23,121</u>	<u>\$ 7,375,469</u>
Fund Balances				
Nonspendable	\$ 1,229	\$ -	\$ -	\$ 1,229
Restricted	131,574	-	-	131,574
Assigned	1,150,420	3,323,842	23,121	4,497,383
Unassigned	2,745,283	-	-	2,745,283
<i>Total Fund Balances</i>	<u>\$ 4,028,506</u>	<u>\$ 3,323,842</u>	<u>\$ 23,121</u>	<u>\$ 7,375,469</u>

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

Birchard Public Library
Sandusky County
Statement of Receipts, Disbursements and Changes in Fund Balances - Cash Basis
Governmental Funds
For the Year Ended December 31, 2021

	General	Building & Repair Fund	Other Governmental Funds	Total Governmental Funds
Receipts				
Property and Other Local Taxes	\$ 892,564	\$ -	\$ -	\$ 892,564
Public Library	1,771,122	-	-	1,771,122
Intergovernmental	103,876	15,000	-	118,876
Patron Fines and Fees	6,057	-	-	6,057
Services Provided to Other Entities	-	12,000	-	12,000
Contributions, Gifts and Donations	12,937	-	-	12,937
Earnings on Investments	5,612	-	14	5,626
Miscellaneous	50,618	-	-	50,618
<i>Total Receipts</i>	<u>2,842,786</u>	<u>27,000</u>	<u>14</u>	<u>2,869,800</u>
Disbursements				
Current:				
Library Services:				
Public Services and Programs	1,056,894	-	-	1,056,894
Collection Development and Processing	249,455	-	-	249,455
Support Services:				
Facilities Operation and Maintenance	212,737	-	38,023	250,760
Information Services	138,473	-	-	138,473
Business Administration	351,501	-	-	351,501
Capital Outlay	17,326	373,823	-	391,149
<i>Total Disbursements</i>	<u>2,026,386</u>	<u>373,823</u>	<u>38,023</u>	<u>2,438,232</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>816,400</u>	<u>(346,823)</u>	<u>(38,009)</u>	<u>431,568</u>
Other Financing Sources (Uses)				
Transfers In	-	379,594	-	379,594
Transfers Out	(379,594)	-	-	(379,594)
<i>Total Other Financing Sources (Uses)</i>	<u>(379,594)</u>	<u>379,594</u>	<u>-</u>	<u>-</u>
<i>Net Change in Fund Balances</i>	436,806	32,771	(38,009)	431,568
<i>Fund Balances Beginning of Year</i>	<u>3,591,700</u>	<u>3,291,071</u>	<u>61,130</u>	<u>6,943,901</u>
<i>Fund Balances End of Year</i>	<u>\$ 4,028,506</u>	<u>\$ 3,323,842</u>	<u>\$ 23,121</u>	<u>\$ 7,375,469</u>

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

Birchard Public Library
Sandusky County
Statement of Receipts, Disbursements and Changes
In Fund Balance - Budget and Actual - Budget Basis
General Fund
For the Year Ended December 31, 2021

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Receipts				
Property and Other Local Taxes	\$ 1,192,977	\$ 941,977	\$ 892,564	\$ (49,413)
Public Library	1,188,808	1,427,208	1,771,122	343,914
Intergovernmental	-	-	103,876	103,876
Patron Fines and Fees	2,500	2,500	6,057	3,557
Contributions, Gifts and Donations	15,000	15,000	7,122	(7,878)
Earnings on Investments	30,000	3,600	5,612	2,012
Miscellaneous	10,000	49,000	50,618	1,618
<i>Total Receipts</i>	<u>2,439,285</u>	<u>2,439,285</u>	<u>2,836,971</u>	<u>397,686</u>
Disbursements				
Current:				
Library Services:				
Public Services and Programs	1,223,940	1,223,940	1,051,630	172,310
Collection Development and Processing	391,194	391,194	280,671	110,523
Support Services:				
Facilities Operation and Maintenance	269,230	269,230	217,935	51,295
Information Services	159,916	159,916	138,563	21,353
Business Administration	343,717	344,247	349,284	(5,037)
Capital Outlay	50,525	50,525	17,326	33,199
<i>Total Disbursements</i>	<u>2,438,522</u>	<u>2,439,052</u>	<u>2,055,409</u>	<u>383,643</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>763</u>	<u>233</u>	<u>781,562</u>	<u>781,329</u>
Other Financing Sources (Uses)				
Transfers Out	-	(379,594)	(379,594)	-
<i>Total Other Financing Sources (Uses)</i>	<u>-</u>	<u>(379,594)</u>	<u>(379,594)</u>	<u>-</u>
<i>Net Change in Fund Balance</i>	763	(379,361)	401,968	781,329
<i>Unencumbered Fund Balance Beginning of Year</i>	2,277,753	2,277,753	2,277,753	-
Prior Year Encumbrances Appropriated	28,851	28,851	28,851	-
<i>Unencumbered Fund Balance End of Year</i>	<u>\$ 2,307,367</u>	<u>\$ 1,927,243</u>	<u>\$ 2,708,572</u>	<u>\$ 781,329</u>

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

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 1 – Description of the Library and Reporting Entity

The Birchard Public Library of Sandusky County Library (the Library) first opened its doors to the public in 1874, established through a bequest of Sardis Birchard and the leadership of Rutherford B. Hayes. The Library changed its status from an association library to a county district library in 1968 under the laws of the State of Ohio. The Library has its own seven-member Board of Trustees, 4 trustees are appointed by the Board of County Commissioners and 3 trustees are appointed by the Common Pleas judges. 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.

Component Units

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. Component units may also include organizations for which the Library authorizes the issuance of debt or the levying of taxes or determines the budget if there is also the potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the Library. The Library has no component units.

Related Organizations

The Friends of the Birchard Public Library is a not-for-profit organization with a self-appointing board. The Library is not financially accountable for the organization, nor does the Library approve the budget or the issuance of debt of the organization. The revenues/net assets of the Friends of Birchard Public Library per its Form 990-N (e-postcard) as filed with the Internal Revenue Service do not exceed 5% of the Library's total fund revenues or net assets. Therefore, this organization has been excluded from the reporting entity of the Library.

The Birchard Library Association Foundation is a not-for-profit organization with a self-appointing board. The Library is not financially accountable for the organization, nor does the Library approve the budget or the issuance of debt of the organization. The Library does not have the ability to access a majority of the economic resources received or held by the separate organization, therefore, this organization has been excluded from the reporting entity of the Library.

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 the "Basis of Accounting" section of this note, these financial statements are presented 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. Following are the more significant of the Library's accounting policies.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 2 – Summary of Significant Accounting Policies (Continued)

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.

Government-wide Financial Statements The statement of net position and the statement of activities display information about the Library as a whole. 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. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services. The Library did not have any business-type activities.

The statement of net position presents the cash and investment balances of the governmental-type 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 and enterprise 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.

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 those through which most governmental functions of the Library are financed. The following are the Library's major governmental funds:

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

Building and Repair Fund The building and repair fund accounts for and reports resources committed by the Board of Library Trustees specifically for the building and repair of the buildings and grounds owned by the Library.

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

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 2 – Summary of Significant Accounting Policies (Continued)

Basis of Accounting

The 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. 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.

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

Budgetary Process

All funds are legally required to be appropriated. The appropriations resolution is the Trustee's authorization to spend resources and sets limits on cash disbursements plus encumbrances at the level of control selected by the Trustees. The legal level of control has been established at the fund and character or major category of the object code level for all funds. Budgetary modifications at the legal level of control may only be made by resolution of the Board of Library Trustees.

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

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

Cash and Cash Equivalents

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

Investments 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 2021, investments were limited to interest-bearing checking and savings accounts, STAR Ohio, and STAR Plus. Investments are recorded at current value.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 2 – Summary of Significant Accounting Policies (Continued)

Cash and Cash Equivalents (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 2021, 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 \$100 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.

Interest earnings are allocated to Library funds according to State statutes, grant requirements, or debt related restrictions. Interest receipts credited to the General Fund during 2021 was \$5,612 which includes \$2,270 assigned from other Library funds.

Restricted Assets

Assets are reported as restricted when limitations on their use change the nature or normal understanding of the availability of the asset. Such constraints are either externally imposed by creditors, contributors, grantors, or laws of other governments, or are imposed by law through constitutional provisions or enabling legislation. Unclaimed monies that are required to be held for five years before they may be utilized by the Library are reported as restricted.

Inventory and Prepaid Items

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

Capital Assets

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

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.

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 other postemployment benefits (OPEB).

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 2 – Summary of Significant Accounting Policies (Continued)

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 is reported at inception. Lease payments are reported when paid.

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. Net position restricted for other purposes include resources restricted for the Whitmore Trust in the Birchard Library Trust Fund.

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.

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:

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.

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. State Statute authorizes the Library Fiscal Officer to assign fund balance for purchases on order provided such amounts have been lawfully appropriated.

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.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 2 – Summary of Significant Accounting Policies (Continued)

Fund Balance (Continued)

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

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 differences between the budgetary basis and the cash basis are as follows:

1. Outstanding year end encumbrances are treated as cash disbursements (budgetary basis) rather than as restricted, committed or assigned fund balance (cash basis).
2. Some funds are included in the general fund (cash basis) but have separate legally adopted budgets (budgetary basis).

Adjustments necessary to convert the results of operations at the end of the year on the budget basis to the cash basis are as follows:

	<u>General</u>
Cash Basis	\$436,806
Encumbrances	(37,940)
Funds Budgeted Elsewhere	<u>3,102</u>
Budget Basis	<u>\$401,968</u>

Note 4 – Deposits and Investments

State statutes classify monies held by the Library 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.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 4 – Deposits and Investments (Continued)

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;
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. Except as noted above, 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. Payment for investments may be made only upon delivery of the securities representing the investments to the Fiscal Officer or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

At year end, the Library had \$310 in undeposited cash on hand which is included as part of "Equity in Pooled Cash and Cash Equivalents" on the financial statements.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

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 year end, \$0 of the Library's cash and investments of \$7,375,469 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.

The Library has no deposit policy for custodial risk beyond the requirements of State statute. Ohio law requires that deposits be either insured or be protected by eligible securities pledged to and deposited either with the Library or a qualified trustee by the financial institution as security for repayment, or by a collateral pool of eligible securities deposited with a qualified trustee and pledged to secure the repayment of all public monies deposited in the financial institution whose market value at all times shall be at least one hundred five percent of the deposits being secured.

Investments

As of December 31, 2021, the Library had the following investments:

	Fair Value
STAR Ohio	\$ 6,997,075

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.

Concentration of Credit Risk The Library places no limit on the amount it may invest in any one issuer. The following investments represent five percent or more of total investments as of December 31, 2021:

Investment Issuer	Percentage of Total Investments
STAR Ohio	100%

Note 5 – Grants in Aid, Property Taxes, and Tax Abatements

Grants in Aid

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.

Property Taxes

Property taxes include amounts levied against all real and public utility property located in the Library. Property tax revenue received during 2021 for real and public utility property taxes represents collections of 2020 taxes.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 4 – Deposits and Investments (Continued)

Property Taxes (Continued)

2021 real property taxes are levied after October 1, 2021, on the assessed value as of January 1, 2021, the lien date. Assessed values are established by State law at 35 percent of appraised market value. 2021 real property taxes are collected in and intended to finance 2022.

Real property taxes are payable annually or semi-annually. If paid annually, payment is due December 31; if paid semi-annually, the first payment is due December 31, with the remainder payable by June 20. Under certain circumstances, State statute permits later payment dates to be established.

Public utility tangible personal property currently is assessed at varying percentages of true value; public utility real property is assessed at 35 percent of true value. 2021 public utility property taxes which became a lien December 31, 2020, are levied after October 1, 2021, and are collected in 2022 with real property taxes.

The full tax rate for all Library operations for the year ended December 31, 2021, was \$1.00 per \$1,000 of assessed value. The assessed values of real property and public utility tangible property upon which 2021 property tax receipts were based are as follows:

Real Property	\$928,451,450
Public Utility Personal Property	382,813,180
Total	\$1,311,264,630

The County Treasurer collects property taxes on behalf of all taxing districts in the county, including the Library. The County Auditor periodically remits to the Library its portion of the taxes collected.

Tax Abatements For purposes of GASB No. 77, the definition of a tax abatement is: A reduction in tax revenues that results from an agreement between one or more governments and an individual or entity in which (a) one or more governments promise to forego tax revenues to which they are otherwise entitled and (b) the individual or entity promises to take a specific action after the agreement has been entered into that contributes to economic development or otherwise benefits the governments or the citizens of those governments.

Following is the information provided by the Sandusky County auditor regarding tax abatements for the tax year 2020, pay 2021:

Taxset	Descr	Parcel Number	Deeded	Unit	Descr	Assessed Abated Amount	Tax Foregone
10	Ballville-Fremont	10-05-16-0002-01	RL NATIONAL PROPERTIES LLC	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	669,007.50	667.22
13	Sandusky-Fremont	13-29-00-0017-10	INOAC CORPORATION	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	93,163.00	92.91
27	Madison Twp-Gib Vill-Gib EVSD	27-24-00-0011-04	FLOOD PROPERTIES 2 LLC	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	239,347.50	238.71

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 4 – Deposits and Investments (Continued)

Tax Abatements

Taxset	Descr	Parcel Number	Deeded	Unit	Descr	Assessed Abated Amount	Tax Foregone
27	Madison Twp-Gib Vill-Gib EVSD	27-50-00-0315-00	FLOOD PROPERTIES 3 LLC	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	154,917.00	154.50
27	Madison Twp-Gib Vill-Gib EVSD	27-60-00-0028-03	STANDARD WELLNESS COMPANY	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	611,285.50	609.66
34	Fremont Cty - Fremont CSD	34-50-00-0215-00	DISCOVER FREMONT LTD	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	104,895.00	104.62
34	Fremont Cty - Fremont CSD	34-50-00-0278-00	WSOS COMMUNITY ACTION COMMISSION INC	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	111,125.00	110.83
34	Fremont Cty - Fremont CSD	34-50-00-0279-00	WSOS COMMUNITY ACTION COMMISSION INC	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	133,560.00	133.20
34	Fremont Cty - Fremont CSD	34-50-00-0349-00	WHISLER, SHANE A & SOUDERS, ASHLEIGH R /SURV	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	11,865.00	10.70
34	Fremont Cty - Fremont CSD	34-50-00-0948-00	GENZMAN, DEREK A & NANETTE M /SURV	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	11,830.00	10.67
34	Fremont Cty - Fremont CSD	34-50-00-2159-00	DISCOVER FREMONT LTD	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	81,620.00	81.40
34	Fremont Cty - Fremont CSD	34-50-00-4453-00	BENAVIDEZ, LETICIA	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	15,190.00	13.70
34	Fremont Cty - Fremont CSD	34-50-00-5065-00	MATNEY, MCKAYLA A	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	2,030.00	1.83
34	Fremont Cty - Fremont CSD	34-50-00-5296-00	WILLIAMS, SCOTT A & MARSHA S /SURV	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	64,445.50	64.27
34	Fremont Cty - Fremont CSD	34-50-00-6275-00	ALKON CORPORATION	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	178,500.00	178.02
34	Fremont Cty - Fremont CSD	34-50-00-6620-00	SIERRA PRIME LLC	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	111,440.00	111.14

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 4 – Deposits and Investments (Continued)

Tax Abatements (Continued)

Taxset	Descr	Parcel Number	Deeded	Unit	Descr	Assessed Abated Amount	Tax Foregone
34	Fremont Cty - Fremont CSD	34-50-00-6622-00	ROUTE 20 STORAGE LLC	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	218,995.00	218.41
34	Fremont Cty - Fremont CSD	34-60-00-0151-03	SCOTT ENGLAND ENTERPRISES	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	27,860.00	27.79
34	Fremont Cty - Fremont CSD	34-60-00-0156-03	BROOKS, JENNELLE & WALK, DANT'E P /SURV	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	16,590.00	14.96
34	Fremont Cty - Fremont CSD	34-60-00-0306-00	HEINZ, HJ COMPANY LP	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	295,750.00	294.96
34	Fremont Cty - Fremont CSD	34-60-00-0362-02	GMR FREMONT LLC	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	1,706,880.00	1,702.33
34	Fremont Cty - Fremont CSD	34-60-00-0365-06	OAK STREET INVESTMENT GRADE NET FUND SERIES 2020-1 LLC	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	191,177.00	190.67
34	Fremont Cty - Fremont CSD	34-60-00-0382-04	CURWOOD INC A DELAWARE CO	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	1,758,799.00	1,754.11
34	Fremont Cty - Fremont CSD	34-60-00-0413-08	CDSF LTD	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	2,005,360.00	2,000.01
34	Fremont Cty - Fremont CSD	34-60-00-0430-24	SNYDER, RUSSELL E & VICKIE L /SURV	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	21,805.00	19.67
34	Fremont Cty - Fremont CSD	34-60-00-0431-02	TRILOGY REAL ESTATE FREMONT LLC	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	1,357,996.50	1,354.38
34	Fremont Cty - Fremont CSD	34-60-00-0436-01	LEHR, KEVIN R & CHRISTINE /SURV	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	6,720.00	6.06

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 6 – Interfund Balances and Transfers

Transfers

During 2021, the following transfers were made:

	Transfer from Major Funds		
Transfer to	General	Major Building and Repair Fund	Total
Governmental Funds	\$ (379,594)	\$ 379,594	\$ -

The above mentioned Transfers From/To were used to move receipts from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them; and to use unrestricted receipts collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

Note 7 – Risk Management

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

Pursuant to Section 2744.081 of the Ohio Revised Code, the plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages to its members sold through fourteen appointed independent agents in the State of Ohio.

Effective November 1, 2010 (through October 31, 2017), the corridor is for losses paid is between 60% and 70% of casualty premiums earned in the first \$250,000. Effective November 1, 2016, the OPRM elected to participate in a property loss corridor deductible. The property corridor includes losses paid between 70% and 75%. In 2018, the casualty loss corridor was eliminated and the property corridor was adjusted to losses paid between 65% and 70%. Effective November 1, 2019, the property loss corridor was adjusted to losses between 60% and 67.5% and remain unchanged effective November 1, 2021 and November 1, 2020. OPRM had 769 members as of December 31, 2021.

The Pool's audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and equity at December 31, 2021.

Assets	\$ 21,777,439
Liabilities	(15,037,383)
Members' Equity	\$ 6,740,056

You can read the completed audited financial statements for OPRM at the Plan's Website, www.ohioplan.org.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

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' Annual Comprehensive Financial Report referenced above for additional information, including requirements for reduced and unreduced benefits):

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 8 – Defined Benefit Pension Plan

Plan Description – Ohio Public Employees Retirement System (OPERS)

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 60 with 60 months of service credit or Age 55 with 25 years of service credit	Age and Service Requirements: Age 60 with 60 months of service credit or Age 55 with 25 years of service credit	Age and Service Requirements: Age 57 with 25 years of service credit or Age 62 with 5 years of service credit
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	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	Traditional Plan Formula: 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: 1% of FAS multiplied by years of service for the first 30 years and 1.25% for service years in excess of 30	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	Combined Plan Formula: 1% of FAS multiplied by years of service for the first 35 years and 1.25% for service years in excess of 35
Public Safety	Public Safety	Public Safety
Age and Service Requirements: Age 48 with 25 years of service credit or Age 52 with 15 years of service credit	Age and Service Requirements: Age 48 with 25 years of service credit or Age 52 with 15 years of service credit	Age and Service Requirements: Age 52 with 25 years of service credit or Age 56 with 15 years of service credit
Law Enforcement	Law Enforcement	Law Enforcement
Age and Service Requirements: Age 52 with 15 years of service credit	Age and Service Requirements: Age 48 with 25 years of service credit or Age 52 with 15 years of service credit	Age and Service Requirements: Age 48 with 25 years of service credit or Age 56 with 15 years of service credit
Public Safety and Law Enforcement	Public Safety and Law Enforcement	Public Safety and Law Enforcement
Traditional Plan Formula: 2.5% of FAS multiplied by years of service for the first 25 years and 2.1% for service years in excess of 25	Traditional Plan Formula: 2.5% of FAS multiplied by years of service for the first 25 years and 2.1% for service years in excess of 25	Traditional Plan Formula: 2.5% of FAS multiplied by years of service for the first 25 years and 2.1% for service years in excess of 25

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. The initial amount of a member's pension benefit is vested upon receipt of the initial benefit payment for calculation of an annual cost-of-living adjustment.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 8 – Defined Benefit Pension Plan (Continued)

Plan Description – Ohio Public Employees Retirement System (OPERS) (Continued)

When a traditional plan benefit recipient has received benefits for 12 months, current law provides for an annual cost of living adjustment (COLA). 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 on the defined benefit portion of their pension benefit. For those who retired prior to January 7, 2013, the cost of living adjustment is 3 percent. For those retiring on or after January 7, 2013, beginning in calendar year 2019, the adjustment is 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. 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 annuitization of their benefit (which includes joint and survivor options), partial lump-sum payments (subject to limitations), a rollover of the vested account balance to another financial institution, receipt of entire account balance, net of taxes withheld, or a combination of these options. When members choose to annuitize their defined contribution benefit, the annuitized portion of the benefit is reclassified to a defined benefit.

Beginning in 2022, the Combined Plan will be consolidated under the Traditional Pension Plan (defined benefit plan) and the Combined Plan option will no longer be available for new hires beginning in 2022.

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

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 8 – Defined Benefit Pension Plan (Continued)

Plan Description – Ohio Public Employees Retirement System (OPERS) (Continued)

	State and Local
2021 Statutory Maximum Contribution Rates	
Employer	14.0 %
Employee *	10.0 %
 2021 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 :
retirement allowance.

**** These pension and employer health care rates are for the traditi
The employer contributions rate for the member-directed plan is
for health care with the remainder going to pension.

Employer contribution rates are actuarially determined and are expressed as a percentage of covered payroll.

For 2021, the Library’s contractually required contribution was \$154,023.12 for the traditional plan.

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.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 9 – Postemployment Benefits (Continued)

Ohio Public Employees Retirement System (Continued)

OPERS maintains a cost-sharing, multiple-employer defined benefit postemployment 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. Currently, Medicare-eligible retirees are able to select medical and prescription drug plans from a range of options and may elect optional vision and dental plans. Retirees and eligible dependents enrolled in Medicare Parts A and B have the option to enroll in a Medicare supplemental plan with the assistance of the OPERS Medicare Connector. The OPERS Medicare Connector is a relationship with a vendor selected by OPERS to assist retirees, spouses and dependents with selecting a medical and pharmacy plan. Monthly allowances, based on years of service and the age at which the retiree first enrolled in OPERS coverage, are deposited into an HRA. For non-Medicare retirees and eligible dependents, OPERS sponsors medical and prescription coverage through a professionally managed self-insured plan. An allowance to offset a portion of the monthly premium is offered to retirees and eligible dependents. The allowance is based on the retiree's years of service and age when they first enrolled in OPERS coverage.

Medicare-eligible retirees who choose to become re-employed or survivors who become employed in an OPERS-covered position are prohibited from participating in an HRA. For this group of retirees, OPERS sponsors secondary coverage through a professionally managed self-insured program. Retirees who enroll in this plan are provided with a monthly allowance to offset a portion of the monthly premium. Medicare-eligible spouses and dependents can also enroll in this plan as long as the retiree is enrolled.

OPERS provides a monthly allowance for health care coverage for eligible retirees and their eligible dependents. The base allowance is determined by OPERS.

The health care 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 separation, member directed plan participants may be eligible for reimbursement of qualified medical expenses from their vested RMA balance.

Effective January 1, 2022, OPERS will discontinue the group plans currently offered to non-Medicare retirees and re-employed retirees. Instead, eligible non-Medicare retirees will select an individual medical plan. OPERS will provide a subsidy or allowance via an HRA allowance to those retirees who meet health care eligibility requirements. Retirees will be able to seek reimbursement for plan premiums and other qualified medical expenses.

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 with a minimum age of 60, or generally 30 years of qualifying service at any age. Health care coverage for disability benefit recipients and qualified survivor benefit recipients is available. Current retirees eligible (or who become eligible prior to January 1, 2022) to participate in the OPERS health care program will continue to be eligible after January 1, 2022. Eligibility requirements will change for those retiring after January 1, 2022, with differing eligibility requirements for Medicare retirees and non-Medicare retirees. 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' Annual Comprehensive Financial Report referenced below for additional information.

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.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 9 – Postemployment Benefits (Continued)

Ohio Public Employees Retirement System (Continued)

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. When funding is approved by OPERS Board of Trustees, a portion of each employer's contribution to OPERS is set aside to fund OPERS health care plans. Beginning in 2018, OPERS no longer allocated a portion of its employer contributions to health care for the traditional plan and the combined plan.

Employer contribution rates are expressed as a percentage of the earnable salary of active members. In 2021, 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 2021, 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 2021 was 4.0 percent.

Employer contribution rates are actuarially determined and are expressed as a percentage of covered payroll.

Note 10 – Contingent Liabilities

Amounts grantor agencies pay to the Library are subject to audit and adjustment by the grantor, principally the federal government. Grantors may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.

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:

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2021

Note 11 – Fund Balances (Continued)

Fund Balances	General	Building & Repair	Other Governmental Funds	Total
Nonspendable				
Unclaimed Monies	\$ 1,229			\$ 1,229
<i>Total Nonspendable</i>	<u>1,229</u>	<u>-</u>	<u>-</u>	<u>1,229</u>
Restricted for				
Books - Whitmore Trust	131,574			131,574
<i>Total Restricted</i>	<u>131,574</u>	<u>-</u>	<u>-</u>	<u>131,574</u>
Assigned to				
Library projects per fund definitions	1,150,420	3,323,842	23,121	4,497,383
Total Assigned				
Unassigned (Deficit)	<u>2,745,283</u>			<u>2,745,283</u>
<i>Total Fund Balances</i>	<u>\$ 4,028,506</u>	<u>\$ 3,323,842</u>	<u>\$ 23,121</u>	<u>\$ 7,375,469</u>

Note 12 – Subsequent Events

The Library entered into a loan agreement through the USDA on November 17, 2021 for \$3,545,000. The Library did not receive any loan proceeds or make payments during the audit period.

Note 13 – COVID-19

The United States and the State of Ohio declared a state of emergency in March of 2020 due to the COVID-19 pandemic. Ohio's state of emergency ended in June, 2021 while the national state of emergency continues. During 2021, the Library received COVID-19 funding. The financial impact of COVID-19 and the continuing emergency measures will impact subsequent periods of the Library. The impact on the Library's future operating costs, revenues, and additional recovery from emergency funding, either federal or state, cannot be estimated.

During 2021, the Library spent \$38,022.88 on expenditures for Covid related expenses. These amounts are reflected as general government expenditures in the Covid Cares Special Revenue Fund on the accompanying financial statement.

Birchard Public Library of Sandusky County
Management's Discussion and Analysis
For the Year Ended December 31, 2020
(Unaudited)

This discussion and analysis of the Birchard Public Library's (the Library) financial performance provides an overall review of the Library's financial activities for the year ended December 31, 2020, within the limitations of the Library's cash basis of 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 2020 are as follows:

Net assets of governmental activities increased \$657,045, or 10.5%, from the prior year. The fund most affected by the increase in cash was the General Fund.

The Library's general receipts are primarily from the Public Library Fund from State general tax revenue and proceeds from a local 1 mill tax levy that was approved in May 2011 and renewed in November 2020. The revenue from PLF was \$111,794.66 (7.70%) higher in 2020 than in 2019. The receipts represent \$1,562,750.12 and 56.40 percent of the total cash received for governmental activities during the year. The revenue from the local portion of the real estate tax levy was \$889,606.25 which was 32.06 percent of the total cash received for governmental activities.

The Library has no outstanding long-term liabilities.

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 position 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 Library-wide and fund financial statements and provide expanded explanation and detail regarding the information reported in the statements.

Birchard Public Library of Sandusky County
Management's Discussion and Analysis
For the Year Ended December 31, 2020
(Unaudited)

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.

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 cash basis of accounting

Reporting the Birchard Public Library as a Whole

The statement of net position and the statement of activities reflect how the Library did financially during 2020, with the limitations of cash basis accounting. The statement of net position presents the cash balances of the governmental-type activities of the Library at year-end. The statement of activities compares the cash disbursements with program receipts for each governmental activity. Program receipts include 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 cash basis of accounting, you can think of these changes as one way to measure the Library's financial health. Over time, increases or decreases in the Library's cash position is one indicator of whether the Library's financial health is improving or deteriorating. When evaluating the Library's financial condition, you should also consider other nonfinancial factors such as the Library's allocation of PLF from the Sandusky County Budget Commission and Seneca County Budget Commission, the reliance on non-local financial resources for operations, and the need for continued growth in the major local revenue sources such as property and income taxes.

In the statement of net position and the statement of activities, the Library has only one type of activity:

Governmental activities. All the Library's services and capital outlay is reported here. Public Library Funds from the State and proceeds from a local 1 mill levy finance most of these activities. Benefits provided through governmental activities are not necessarily paid for by people receiving them.

Birchard Public Library of Sandusky County
Management's Discussion and Analysis
For the Year Ended December 31, 2020
(Unaudited)

Reporting the Birchard Public Library's Most Significant Funds

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

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 has two major governmental funds; the General Fund and the Building and Repair Fund. The programs reported in governmental funds are closely related to those reported in the governmental activities section of the entity-wide statements.

Birchard Public Library of Sandusky County
 Management's Discussion and Analysis
 For the Year Ended December 31, 2020
 (Unaudited)

The Birchard Public Library as a Whole

Table 1 provides a summary of the Library's net position for 2020 compared to 2019 on a cash basis:

Net Position		
Net Position		
<u>Governmental Activities</u>		
	<u>2020</u>	<u>2019</u>
Assets		
Cash	<u>\$6,943,901</u>	<u>\$6,259,825</u>
Net Position		
Restricted for :		
COVID Cares	38,009	-
Books & Publications	131,574	131,574
Unrestricted	<u>6,774,318</u>	<u>6,128,251</u>
Total Net Position	<u>\$6,943,901</u>	<u>\$6,259,825</u>

As mentioned previously, the net position of governmental activities increased \$657,045 or 10.5 percent during 2020. Overall receipts increased by 8.04% and expenses increased by 2.4 %.

Birchard Public Library of Sandusky County
Management's Discussion and Analysis
For the Year Ended December 31, 2020
(Unaudited)

Table 2 reflects the changes in net position on a cash basis in 2019 and 2020 for governmental activities:

(Table 2)

Changes in Net Position

	Governmental Activities	
	2020	2019
Receipts:		
Program Receipts		
Charges for Services	3,552	5,952
Total Program Receipts	3,552	5,952
General Receipts:		
Intergovernmental	224,653	51,942
Public Library	1,562,750	1,450,955
Property Taxes	889,606	890,684
Unrestricted Gifts & Contributions	3,065	11,199
Interest	49,341	131,540
Sale of Capital Assets	800	-
Special Item	34,030	-
Refunds	-	-
Miscellaneous	6,654	28,319
Total General Receipts	2,770,899	2,564,639
Total Receipts	2,774,451	2,570,591
Disbursements:		
Library Services	1,124,723	1,113,860
Collection & Develop. & Maintenance	245,789	314,903
Facilities Operation & Maintenance	258,832	198,117
Information Services	144,583	140,803
Business Administrations	261,598	261,796
Capital Outlay	81,881	38,399
Total Disbursements	2,117,406	2,067,878
 Increase (Decrease) in Net Position	 657,045	 502,713
 Net Position, January 1	 6,286,856	 5,784,143
Jan Position December 31	\$ 6,943,901	\$ 6,286,856

Program receipts represent only 0.13 percent of total receipts and are primarily comprised of gifts, donations, fines, and grants toward specific programs or expenses.

Birchard Public Library of Sandusky County
 Management's Discussion and Analysis
 For the Year Ended December 31, 2020
 (Unaudited)

General receipts represent 99.87 percent of the Library's total receipts, and of this amount, 56.40 percent is Public Library Fund revenue and 32.11 percent is the local portion of the library levy. Other receipts are relatively insignificant and are somewhat unpredictable revenue sources.

Governmental Activities

If you look at the Statement of Activities on page 10, you will see that the first column lists Library services and capital outlay. The next column identifies the costs of providing these services. The next three columns of the Statement entitled "Program Cash Receipts", identify gifts, donations and grants received by the Library that must be used to provide a specific service. The Net Receipt (Disbursements) column compares the program receipts to the cost of the service. The Net Receipt (Disbursements) column compares the program receipts to the cost of the service. The "net cost" amount represents the cost of the service which ends up being paid from money provided by taxpayers. These net costs are paid from the general receipts which are presented at the bottom of the statement. A comparison between the 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
	2020	2020	2019	2019
Library Services	1,124,723	1,121,171	1,113,860	1,107,908
Collection Development & Processing	245,789	245,789	314,903	314,903
Facilities Operation & Maintenance	258,832	258,832	198,117	198,117
Information Services	144,583	144,583	140,803	140,803
Business Administration	261,598	261,598	261,796	261,796
Capital Outlay	81,881	81,881	38,399	38,399
Total Expenses	\$ 2,117,406	\$ 2,113,854	\$ 2,067,878	\$2,061,926

The dependence upon Public Library Funds and the Local levy is apparent, as 99.76 percent of governmental activities are supported through general receipts.

The Birchard Public Library 's Funds

Total governmental funds had receipts of \$2,774,451 and disbursements of \$2,117,406. The greatest change within governmental funds occurred with the General Fund. The fund balance of the General Fund decreased by \$1,045,036.

Birchard Public Library of Sandusky County
Management's Discussion and Analysis
For the Year Ended December 31, 2020
(Unaudited)

General Fund Budgeting Highlights

The Library's budget is prepared according to Ohio law and is based upon accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The most significant budgeted fund in the General Fund.

During 2020, actual General Fund receipts totaled \$2,640,417 and were lower than final budgeted receipts by \$134,518. Final disbursements were budgeted at \$2,445,785, while actual disbursements were \$2,017,836.

Capital Assets and Debt Administration

Capital Assets

The Library does not currently keep track of its capital assets and infrastructure.

Debt

On December 31, 2020, the Library had no outstanding long-term debt.

Current Issues

The Library has planned a 2-story, 8,500 square-foot building addition and renovation at the main library site in Fremont, at an estimated cost of six million dollars. The Buehrer Group, Inc., is the architect and Mosser Construction, Inc., is the CMR. Groundbreaking is expected in the spring of 2021.

Funding for the building project will be partially from the USDA in the form of Library Facilities Notes. Other funding sources include USDA grants for furniture and equipment totaling \$108,000, funding of \$600,000 from the State of Ohio's Capital Budget in partnership with Terra State Community College, and donations from the Birchard Library Association Foundation of approximately \$200,000.

Salaries were raised by 2% in year 2020, and the board voted to raise them by 2% for year 2021. there was a 27th pay period in 2020.

The library began offering an HSA option for healthcare in 2020. The library contributes the difference in cost, rounded down to the nearest dollar each month, between the cost of the PPO plan and the HSA plan into the employee's HSA account.

The library is paying the monthly service fee for 12 hotspots which can be borrowed by patrons.

The library is conducting a search for a new Fiscal Officer in 2021.

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 Carrie Sidell, Fiscal Officer, Birchard Public Library of Sandusky County, 423 Croghan Street, Fremont, OH 43420.

Birchard Public Library
Sandusky County
Statement of Net Position - Cash Basis
December 31, 2020

	Governmental Activities
Assets	
Equity in Pooled Cash and Cash Equivalents	\$ 6,943,901
<i>Total Assets</i>	<i>\$ 6,943,901</i>
 Net Position	
Restricted for:	
Books & Publications	\$ 131,574
COVID CARES	38,009
Unrestricted	6,774,318
<i>Total Net Position</i>	<i>\$ 6,943,901</i>

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

Birchard Public Library
Sandusky County
Statement of Activities - Cash Basis
For the Year Ended December 31, 2020

	Program Cash Receipts				Net (Disbursements)
	Cash Disbursements	Charges for Services and Sales	Operating Grants and Contributions	Capital Grants and Contributions	Receipts and Changes in Net Position
Governmental Activities					
Current:					
Library Services:					
Public Services and Programs	\$ 1,124,723	\$ 3,552	\$ -	\$ -	\$ (1,121,171)
Collection Development and Processing	245,789	-	-	-	(245,789)
Support Services:					
Facilities Operation and Maintenance	258,832	-	-	-	(258,832)
Information Services	144,583	-	-	-	(144,583)
Business Administration	261,598	-	-	-	(261,598)
Capital Outlay	81,881	-	-	-	(81,881)
Total Governmental Activities	\$ 2,117,406	\$ 3,552	\$ -	\$ -	(2,113,854)
General Receipts:					
Property Taxes Levied for General Purposes					889,606
Public Library					1,562,750
Intergovernmental					224,653
Unrestricted Gifts and Contributions					3,065
Sale of Capital Assets					800
Earnings on Investments					49,341
Miscellaneous					6,654
Special Item					34,030
Total General Receipts and Special Item					2,770,899
Change in Net Position					657,045
<i>Net Position Beginning of Year</i>					6,286,856
<i>Net Position End of Year</i>					\$ 6,943,901

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

Birchard Public Library
Sandusky County
Statement of Assets and Fund Balances - Cash Basis
Governmental Funds
December 31, 2020

	General	Building & Repair Fund	Other Governmental Fund	Total Governmental Funds
Assets				
Equity in Pooled Cash and Cash Equivalents	\$ 3,591,700	\$ 3,291,071	\$ 61,130	\$ 6,943,901
<i>Total Assets</i>	<u>\$ 3,591,700</u>	<u>\$ 3,291,071</u>	<u>\$ 61,130</u>	<u>\$ 6,943,901</u>
Fund Balances				
Restricted	\$ 131,574	\$ -	\$ 38,009	\$ 169,583
Assigned	1,153,522	3,291,071	23,121	4,467,714
Unassigned	2,306,604	-	-	2,306,604
<i>Total Fund Balances</i>	<u>\$ 3,591,700</u>	<u>\$ 3,291,071</u>	<u>\$ 61,130</u>	<u>\$ 6,943,901</u>

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

Birchard Public Library
Sandusky County
Statement of Receipts, Disbursements and Changes in Fund Balances - Cash Basis
Governmental Funds
For the Year Ended December 31, 2020

	General	Building & Repair Fund	Other Governmental Funds	Total Governmental Funds
Receipts				
Property and Other Local Taxes	\$ 889,606	\$ -	\$ -	\$ 889,606
Public Library	1,562,750	-	-	1,562,750
Intergovernmental	124,653	-	100,000	224,653
Patron Fines and Fees	3,552	-	-	3,552
Contributions, Gifts and Donations	7,095	30,000	-	37,095
Earnings on Investments	49,337	-	4	49,341
Miscellaneous	7,454	-	-	7,454
Total Receipts	2,644,447	30,000	100,004	2,774,451
Disbursements				
Current:				
Library Services:				
Public Services and Programs	1,124,723	-	-	1,124,723
Collection Development and Processing	245,789	-	-	245,789
Support Services:				
Facilities Operation and Maintenance	196,837	-	61,995	258,832
Information Services	144,583	-	-	144,583
Business Administration	261,598	-	-	261,598
Capital Outlay	22,952	58,929	-	81,881
Total Disbursements	1,996,482	58,929	61,995	2,117,406
Excess of Receipts Over (Under) Disbursements	647,965	(28,929)	38,009	657,045
Other Financing Sources (Uses)				
Transfers In	-	1,693,001	-	1,693,001
Transfers Out	(1,693,001)	-	-	(1,693,001)
Total Other Financing Sources (Uses)	(1,693,001)	1,693,001	-	-
Net Change in Fund Balances	(1,045,036)	1,664,072	38,009	657,045
Fund Balances Beginning of Year	4,636,736	1,626,999	23,121	6,286,856
Fund Balances End of Year	\$ 3,591,700	\$ 3,291,071	\$ 61,130	\$ 6,943,901

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

Birchard Public Library
Sandusky County
Statement of Receipts, Disbursements and Changes
In Fund Balance - Budget and Actual - Budget Basis
General Fund
For the Year Ended December 31, 2020

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Receipts				
Property and Other Local Taxes	\$ 897,245	\$ 1,009,087	\$ 889,606	\$ (119,481)
Public Library	1,581,848	1,581,848	1,562,750	(19,098)
Intergovernmental	109,000	109,000	124,653	15,653
Patron Fines and Fees	2,500	2,500	3,552	1,052
Contributions, Gifts and Donations	2,500	2,500	3,065	565
Earnings on Investments	60,000	60,000	49,337	(10,663)
Miscellaneous	10,000	10,000	7,454	(2,546)
<i>Total Receipts</i>	<u>2,663,093</u>	<u>2,774,935</u>	<u>2,640,417</u>	<u>(134,518)</u>
Disbursements				
Current:				
Library Services:				
Public Services and Programs	1,215,942	1,215,942	1,112,535	103,407
Collection Development and Processing	391,946	391,946	269,708	122,238
Support Services:				
Facilities Operation and Maintenance	272,568	272,568	207,725	64,843
Information Services	153,082	153,082	144,583	8,499
Business Administration	361,722	361,722	260,333	101,389
Capital Outlay	50,525	50,525	22,952	27,573
<i>Total Disbursements</i>	<u>2,445,785</u>	<u>2,445,785</u>	<u>2,017,836</u>	<u>427,949</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>217,308</u>	<u>329,150</u>	<u>622,581</u>	<u>293,431</u>
Other Financing Sources (Uses)				
Transfers Out	-	-	(1,693,001)	(1,693,001)
<i>Total Other Financing Sources (Uses)</i>	<u>-</u>	<u>-</u>	<u>(1,693,001)</u>	<u>(1,693,001)</u>
<i>Net Change in Fund Balance</i>	217,308	329,150	(1,070,420)	(1,399,570)
<i>Unencumbered Fund Balance Beginning of Year</i>	3,327,442	3,327,442	3,327,442	-
Prior Year Encumbrances Appropriated	20,731	20,731	20,731	-
<i>Unencumbered Fund Balance End of Year</i>	<u>\$ 3,565,481</u>	<u>\$ 3,677,323</u>	<u>\$ 2,277,753</u>	<u>\$ (1,399,570)</u>

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

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 1 – Description of the Library and Reporting Entity

The Birchard Public Library of Sandusky County Library (the Library) first opened its doors to the public in 1874, established through a bequest of Sardis Birchard and the leadership of Rutherford B. Hayes. The Library changed its status from an association library to a county district library in 1968 under the laws of the State of Ohio. The Library has its own seven-member Board of Trustees, 4 trustees are appointed by the Board of County Commissioners and 3 trustees are appointed by the Common Pleas judges. 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.

Component Units

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. Component units may also include organizations for which the Library authorizes the issuance of debt or the levying of taxes or determines the budget if there is also the potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the Library. The Library has no component units.

Related Organizations

The Friends of the Birchard Public Library is a not-for-profit organization with a self-appointing board. The Library is not financially accountable for the organization, nor does the Library approve the budget or the issuance of debt of the organization. The revenues/net assets of the Friends of Birchard Public Library per its Form 990-N (e-postcard) as filed with the Internal Revenue Service do not exceed 5% of the Library's total fund revenues or net assets. Therefore, this organization has been excluded from the reporting entity of the Library.

The Birchard Library Association Foundation is a not-for-profit organization with a self-appointing board. The Library is not financially accountable for the organization, nor does the Library approve the budget or the issuance of debt of the organization. The Library does not have the ability to access a majority of the economic resources received or held by the separate organization, therefore, this organization has been excluded from the reporting entity of the Library.

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 the "Basis of Accounting" section of this note, these financial statements are presented 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. Following are the more significant of the Library's accounting policies.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 2 – Summary of Significant Accounting Policies (Continued)

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.

Government-wide Financial Statements The statement of net position and the statement of activities display information about the Library as a whole. 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. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services. The Library did not have any business-type activities.

The statement of net position presents the cash and investment balances of the governmental-type 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 and enterprise 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.

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. The Library's funds are divided into three categories, governmental, proprietary and fiduciary.

Governmental Funds Governmental funds are those through which most governmental functions of the Library are financed. The following are the Library's major governmental funds:

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

Building and Repair Fund The building and repair fund accounts for and reports resources committed by the Board of Library Trustees specifically for the building and repair of the buildings and grounds owned by the Library.

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

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 2 – Summary of Significant Accounting Policies (Continued)

Basis of Accounting

The 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. 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.

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

Budgetary Process

All funds are legally required to be appropriated. The appropriations resolution is the Trustee's authorization to spend resources and sets limits on cash disbursements plus encumbrances at the level of control selected by the Trustees. The legal level of control has been established at the fund and character or major category of the object code level for all funds. Budgetary modifications at the legal level of control may only be made by resolution of the Board of Library Trustees.

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

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

Cash and Cash Equivalents

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

Investments 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 2020, investments were limited to interest-bearing checking and savings accounts, STAR Ohio, and STAR Plus. Investments are recorded at current value.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 2 – Summary of Significant Accounting Policies (Continued)

Cash and Cash Equivalents

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 2020, 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 \$100 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.

Interest earnings are allocated to Library funds according to State statutes, grant requirements, or debt related restrictions. Interest receipts credited to the General Fund during 2020 was \$49,337 which includes \$26,156 assigned from other Library funds.

Restricted Assets

Assets are reported as restricted when limitations on their use change the nature or normal understanding of the availability of the asset. Such constraints are either externally imposed by creditors, contributors, grantors, or laws of other governments, or are imposed by law through constitutional provisions or enabling legislation.

Inventory and Prepaid Items

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

Capital Assets

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

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.

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 9 and 10, the employer contributions include portions for pension benefits and for other postemployment benefits (OPEB).

Long-Term Obligations

As of December 31, 2020 the Library has no long-term obligations. Lease payments are reported when paid.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 2 – Summary of Significant Accounting Policies (Continued)

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:

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.

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. State Statute authorizes the Library Fiscal Officer to assign fund balance for purchases on order provided such amounts have been lawfully appropriated.

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.

Note 3 - Accountability and Compliance

Compliance

Contrary to Ohio law, budgetary expenditures exceeded appropriation authority in the General Fund by \$1,191,232 for the year ended December 31, 2020

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 4 – 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 differences between the budgetary basis and the cash basis are as follows:

1. Outstanding year end encumbrances are treated as cash disbursements (budgetary basis) rather than as restricted, committed or assigned fund balance (cash basis).
2. Some funds are included in the general fund (cash basis) but have separate legally adopted budgets (budgetary basis).

Adjustments necessary to convert the results of operations at the end of the year on the budget basis to the cash basis are as follows:

	<u>General</u>
Cash Basis	(\$1,045,036)
Encumbrances	(28,851)
Funds Budgeted Elsewhere	<u>3,467</u>
Budget Basis	<u>(\$1,070,420)</u>

Note 5 – Deposits and Investments

State statutes classify monies held by the Library 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;

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 4 – Deposits and Investments (Continued)

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;
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. Except as noted above, 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. Payment for investments may be made only upon delivery of the securities representing the investments to the Fiscal Officer or, if the securities are not represented by a certificate, upon receipt of confirmation of transfer from the custodian.

At year end, the Library had \$310 in undeposited cash on hand which is included as part of "Equity in Pooled Cash and Cash Equivalents" on the financial statements.

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 year end, \$0 of the Library's cash and Investments of \$6,943,901 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.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 4 – Deposits and Investments (Continued)

Deposits (Continued)

The Library has no deposit policy for custodial risk beyond the requirements of State statute. Ohio law requires that deposits be either insured or be protected by eligible securities pledged to and deposited either with the Library or a qualified trustee by the financial institution as security for repayment, or by a collateral pool of eligible securities deposited with a qualified trustee and pledged to secure the repayment of all public monies deposited in the financial institution whose market value at all times shall be at least one hundred five percent of the deposits being secured.

Investments

As of December 31, 2020, the Library had the following investments:

	Fair Value
STAR Ohio	\$ 4,195,731
STAR Plus	\$ 2,545,803.00

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.

Concentration of Credit Risk The Library places no limit on the amount it may invest in any one issuer. The following investments represent five percent or more of total investments as of December 31, 2020:

Investment Issuer	Percentage of Investments
STAR Ohio	62.24 %
STAR Plus	37.76 %
Total	100.00 %

Note 6 – Grants in Aid, Property Taxes, and Tax Abatements

Grants in Aid

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.

Property Taxes

Property taxes include amounts levied against all real and public utility property located in the Library. Property tax revenue received during 2020 for real and public utility property taxes represents collections of 2019 taxes.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 6 – Grants in Aid, Property Taxes, and Tax Abatements (Continued)

Property Taxes (Continued)

2020 real property taxes are levied after October 1, 2020, on the assessed value as of January 1, 2020, the lien date. Assessed values are established by State law at 35 percent of appraised market value. 2020 real property taxes are collected in and intended to finance 2021.

Real property taxes are payable annually or semi-annually. If paid annually, payment is due December 31; if paid semi-annually, the first payment is due December 31, with the remainder payable by June 20. Under certain circumstances, State statute permits later payment dates to be established.

Public utility tangible personal property currently is assessed at varying percentages of true value; public utility real property is assessed at 35 percent of true value. 2020 public utility property taxes which became a lien December 31, 2019, are levied after October 1, 2020, and are collected in 2021 with real property taxes.

The full tax rate for all Library operations for the year ended December 31, 2020, was \$1.00 per \$1,000 of assessed value. The assessed values of real property and public utility tangible property upon which 2020 property tax receipts were based are as follows:

Real Property	\$925,692,380
Public Utility Personal Property	<u>346,094,100</u>
Total	<u><u>\$1,271,786,480</u></u>

The County Treasurer collects property taxes on behalf of all taxing districts in the county, including the Library. The County Auditor periodically remits to the Library its portion of the taxes collected.

Tax Abatements For purposes of GASB No. 77, the definition of a tax abatement is: A reduction in tax revenues that results from an agreement between one or more governments and an individual or entity in which (a) one or more governments promise to forego tax revenues to which they are otherwise entitled and (b) the individual or entity promises to take a specific action after the agreement has been entered into that contributes to economic development or otherwise benefits the governments or the citizens of those governments.

Following is the information provided by the Sandusky County auditor regarding tax abatements for the tax year 2019, pay 2020:

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 6 – Grants in Aid, Property Taxes, and Tax Abatements (Continued)

Property Taxes (Continued)

Taxset	Descr	Parcel Number	Deeded	Unit	Descr	Assessed Abated Amount	Tax Foregone
10	Ballville-Fremont	10-05-16-0002-01	RL NATIONAL PROPERTIES LLC	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	669,007.50	662.36
13	Sandusky-Fremont	13-29-00-0017-10	INOAC CORPORATION	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	135,502.50	134.16
27	Madison Twp-Gib Vill-Gib EVSD	27-24-00-0011-04	FLOOD PROPERTIES 2 LLC	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	239,347.50	236.97
27	Madison Twp-Gib Vill-Gib EVSD	27-50-00-0315-00	FLOOD PROPERTIES 3 LLC	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	154,917.00	153.38
27	Madison Twp-Gib Vill-Gib EVSD	27-60-00-0028-03	STANDARD WELLNESS COMPANY	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	319,200.00	316.03
34	Fremont Cty - Fremont CSD	34-50-00-0215-00	DISCOVER FREMONT LTD	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	104,895.00	103.85
34	Fremont Cty - Fremont CSD	34-50-00-0278-00	WSOS COMMUNITY ACTION COMMISSION INC	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	111,125.00	110.02
34	Fremont Cty - Fremont CSD	34-50-00-0279-00	WSOS COMMUNITY ACTION COMMISSION INC	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	133,560.00	132.23
34	Fremont Cty - Fremont CSD	34-50-00-2159-00	DISCOVER FREMONT LTD	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	81,620.00	80.81
34	Fremont Cty - Fremont CSD	34-50-00-6275-00	ALKON CORPORATION	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	178,500.00	176.73
34	Fremont Cty - Fremont CSD	34-50-00-6620-00	SIERRA PRIME LLC	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	111,440.00	110.33
34	Fremont Cty - Fremont CSD	34-60-00-0306-00	HEINZ, HJ COMPANY LP	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	295,750.00	292.81

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 6 – Grants in Aid, Property Taxes, and Tax Abatements (Continued)

Property Taxes (Continued)

Taxset	Descr	Parcel Number	Deeded	Unit	Descr	Assessed Abated Amount	Tax Foregone
34	Fremont Cty - Fremont CSD	34-60-00-0362-02	GMR FREMONT LLC	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	821,625.00	813.47
34	Fremont Cty - Fremont CSD	34-60-00-0382-04	CURWOOD INC A DELAWARE CO	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	1,758,799.00	1,741.34
34	Fremont Cty - Fremont CSD	34-60-00-0413-08	CDSF LTD	BIRCHARD PUBLIC LIBRARY	Enterprise Zone	2,005,360.00	1,985.45
34	Fremont Cty - Fremont CSD	34-60-00-0431-02	TRILOGY REAL ESTATE FREMONT LLC	BIRCHARD PUBLIC LIBRARY	Abate - Community reinvestment	1,357,996.50	1,344.51

Note 7 – Interfund Balances and Transfers

Transfers

During 2020, the following transfers were made:

<u>Transfer from</u>			
<u>Major Funds</u>			
<u>Transfer to</u>	<u>General</u>	<u>Major Building and Repair Fund</u>	<u>Total</u>
Governmental Funds	(\$1,693,001)	\$1,693,001	\$0

The above mentioned Transfers From/To were used to move receipts from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them; and to use unrestricted receipts collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

Note 8 – Risk Management

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

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 8 – Risk Management (Continued)

Pursuant to Section 2744.081 of the Ohio Revised Code, the plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages to its members sold through fourteen appointed independent agents in the State of Ohio.

OPRM coverage programs are developed specific to each member's risk management needs and the related premiums for coverage are determined through the application of uniform underwriting criteria addressing the member's exposure to loss. Effective November 1, 2017, the OPRM retained 47% of the premium and losses on the first \$250,000 casualty treaty and 30% of the first \$1,000,000 property treaty. The OPRM is also participated in a property primary excess of loss treaty. This treaty reimbursed the OPRM 30% for losses between \$200,000 and \$1,000,000. The reimbursement is based on the amount of loss between \$200,000 and \$1,000,000. Effective November 1, 2018, the OPRM the property retention remained unchanged, however, the Plan assumed 100% of the first \$250,000 casualty treaty. Members are only responsible for their self-retention (deductible) amounts, which vary from member to member. Effective November 1, 2019, the OPRM's property retention increased from 30% to 33%, while the casualty treaty remains unchanged and still assumes 100% of the first \$250,000 casualty treaty. Effective November 1, 2020, the OPRM's property retention increased from 33% to 55%, while the casualty treaty remains unchanged and still assumes 100% of the first \$250,000 casualty treaty. OPRM had 771 members as of December 31, 2020.

The Pool's audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and equity at December 31, 2020.

Assets	\$ 18,826,974
Liabilities	<u>(13,530,267)</u>
Members' Equity	<u>\$ 5,296,707</u>

Note 9 – 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.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 9 – Defined Benefit Pension Plan

Plan Description – Ohio Public Employees Retirement System (OPERS)

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):

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 60 with 60 months of service credit or Age 55 with 25 years of service credit	Age and Service Requirements: Age 60 with 60 months of service credit or Age 55 with 25 years of service credit	Age and Service Requirements: Age 57 with 25 years of service credit or Age 62 with 5 years of service credit
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	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	Traditional Plan Formula: 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: 1% of FAS multiplied by years of service for the first 30 years and 1.25% for service years in excess of 30	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	Combined Plan Formula: 1% of FAS multiplied by years of service for the first 35 years and 1.25% for service years in excess of 35
Public Safety	Public Safety	Public Safety
Age and Service Requirements: Age 48 with 25 years of service credit or Age 52 with 15 years of service credit	Age and Service Requirements: Age 48 with 25 years of service credit or Age 52 with 15 years of service credit	Age and Service Requirements: Age 52 with 25 years of service credit or Age 56 with 15 years of service credit
Law Enforcement	Law Enforcement	Law Enforcement
Age and Service Requirements: Age 52 with 15 years of service credit	Age and Service Requirements: Age 48 with 25 years of service credit or Age 52 with 15 years of service credit	Age and Service Requirements: Age 48 with 25 years of service credit or Age 56 with 15 years of service credit
Public Safety and Law Enforcement	Public Safety and Law Enforcement	Public Safety and Law Enforcement
Traditional Plan Formula: 2.5% of FAS multiplied by years of service for the first 25 years and 2.1% for service years in excess of 25	Traditional Plan Formula: 2.5% of FAS multiplied by years of service for the first 25 years and 2.1% for service years in excess of 25	Traditional Plan Formula: 2.5% of FAS multiplied by years of service for the first 25 years and 2.1% for service years in excess of 25

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.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 9 – Defined Benefit Pension Plan

Plan Description – Ohio Public Employees Retirement System (OPERS)

Members who retire before meeting the age and years of service credit requirement for unreduced benefits receive a percentage reduction in the benefit amount. The initial amount of a member's pension benefit is vested upon receipt of the initial benefit payment for calculation of an annual cost-of-living adjustment.

When a traditional plan benefit recipient has received benefits for 12 months, current law provides for an annual cost of living adjustment (COLA). 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 on the defined benefit portion of their pension benefit. For those who retired prior to January 7, 2013, the cost of living adjustment is 3 percent. For those retiring on or after January 7, 2013, beginning in calendar year 2019, the adjustment is 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 annuitization of their benefit (which includes joint and survivor options), partial lump-sum payments (subject to limitations), a rollover of the vested account balance to another financial institution, receipt of entire account balance, net of taxes withheld, or a combination of these options.

Beginning in 2022, the Combined Plan will be consolidated under the Traditional Pension Plan (defined benefit plan) and the Combined Plan option will no longer be available for new hires beginning in 2022.

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

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 9 – Defined Benefit Pension Plan

Plan Description – Ohio Public Employees Retirement System (OPERS)

	State and Local
2020 Statutory Maximum Contribution Rates	
Employer	14.0 %
Employee *	10.0 %
 2020 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 retirement allowance.

**** These pension and employer health care rates are for the tradit
The employer contributions rate for the member-directed plan is
for health care with the remainder going to pension.

Employer contribution rates are actuarially determined and are expressed as a percentage of covered payroll.

For 2020, the Library’s contractually required contribution was \$156,871.

Note 10 – 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 postemployment 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 separation, member directed plan participants may be eligible for reimbursement of qualified medical expenses from their vested RMA balance.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 10 – Postemployment Benefits (Continued)

Ohio Public Employees Retirement System (Continued)

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 with a minimum age of 60, or generally 30 years of qualifying service at any age. 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.

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. When funding is approved by OPERS Board of Trustees, 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 2020, 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 2020, 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 2020 was 4.0 percent.

Employer contribution rates are actuarially determined and are expressed as a percentage of covered payroll.

Note 11 – Contingent Liabilities

Amounts grantor agencies pay to the Library are subject to audit and adjustment by the grantor, principally the federal government. Grantors may require refunding any disallowed costs. Management cannot presently determine amounts grantors may disallow. However, based on prior experience, management believes any refunds would be immaterial.

Birchard Public Library
Sandusky County
Notes to the Basic Financial Statements
For the Year Ended December 31, 2020

Note 12 – 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:

Fund Balances	General	Building & Repair Fund	Other Governmental Funds	Total
Restricted for				
Books - Whitmore Trust	131,574	-	-	131,574
Covid Cares	-	-	38,009	38,009
<i>Total Restricted</i>	<u>131,574</u>	<u>-</u>	<u>38,009</u>	<u>169,583</u>
Assigned to				
Projects per Fund Definitions	1,153,522	3,291,071	23,121	4,467,714
Unassigned (Deficit)	<u>2,306,604</u>	<u>-</u>	<u>-</u>	<u>2,306,604</u>
<i>Total Fund Balances</i>	<u>\$3,591,700</u>	<u>\$3,291,071</u>	<u>\$61,130</u>	<u>\$6,943,901</u>

Note 13 – COVID-19

The United States and the State of Ohio declared a state of emergency in March of 2020 due to the COVID-19 pandemic. Ohio's state of emergency ended in June, 2021 while the national state of emergency continues. During 2021, the Library received COVID-19 funding. The financial impact of COVID-19 and the continuing emergency measures will impact subsequent periods of the Library. The impact on the Library's future operating costs, revenues, and additional recovery from emergency funding, either federal or state, cannot be estimated.

During 2020, the Library received Cares Act funding. Of the amounts received, \$61,995.58 was spent and \$36,698.37 was encumbered for expenditures in the Covid Cares Special Revenue Fund on the accompanying financial statements.

During 2020, the Library received a \$3,000 grant from Library Services and Technology Act from the State of Ohio.

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

Birchard Public Library
Sandusky County
423 Croghan Street
Fremont, Ohio 43420

To the Board:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the cash-basis financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Birchard Public Library, Sandusky County (the Library) as of and for the years ended December 31, 2021 and December 31, 2020, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements and have issued our report thereon dated September 9, 2022, wherein we noted the Library uses a special purpose framework other than generally accepted accounting principles.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Library's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purposes of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Library's financial statements will not be prevented, or detected and corrected, on a timely basis. 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 deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Library's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of audit findings as item 2021-001.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Library's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Perry and Associates
Certified Public Accountants, A.C.
Marietta, Ohio

September 9, 2022

BIRCHARD PUBLIC LIBRARY
SANDUSKY COUNTY

SCHEDULE OF AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020

FINDINGS RELATED TO THE FINANCIAL STATEMENTS
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS

FINDING NUMBER 2021-001

Noncompliance

Budgetary

Ohio Rev. Code § 5705.41(B) prohibits a subdivision or taxing authority unit from making any expenditure of money unless it has been appropriated in accordance with the Ohio Revised Code.

Due to inadequate policies and procedures in approving and reviewing budget versus actual information, the Library's General Fund had expenditures in excess of appropriations in the amount of \$1,191,232 as of December 31, 2020. This amount was primarily due to a transfer from the General Fund to the Building and Repair Fund that was not appropriated for.

Failure to have adequate appropriations in place at the time expenditures are made could cause expenditures to exceed available resources, further resulting in deficit spending practices.

We recommend the Library ensure budget versus actual information is monitored throughout the year and appropriations are amended as needed through board action.

Officials' Response – We did not receive a response from Officials to this finding.

This page intentionally left blank.

OHIO AUDITOR OF STATE KEITH FABER



BIRCHARD PUBLIC LIBRARY

SANDUSKY COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



Certified for Release 12/1/2022

88 East Broad Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at
www.ohioauditor.gov