

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

FINANCIAL STATEMENTS EXAMINATION REPORT
OF

WESTVILLE-NEW DURHAM
TOWNSHIP PUBLIC LIBRARY
LA PORTE COUNTY, INDIANA

January 1, 2012 to December 31, 2015



FILED
03/24/2017

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SCHEDULE OF OFFICIALS

| <u>Office</u> | <u>Official</u> | <u>Term</u> |
|------------------------|------------------------------------|--|
| Director | Courtney Udvardi | 01-01-12 to 12-31-17 |
| Treasurer | Lewis Cass Allison Swanson | 01-01-12 to 12-31-15 01-01-16 to 12-31-17 |
| President of the Board | Cheryl Warnock Charlene Coulter | 01-01-12 to 12-31-14 01-01-15 to 12-31-17 |



STATE OF INDIANA
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE WESTVILLE-NEW DURHAM TOWNSHIP
PUBLIC LIBRARY, LA PORTE COUNTY, INDIANA

We have examined the accompanying financial statements of the Westville-New Durham Township Public Library (Library), for the period of January 1, 2012 to December 31, 2015. The Library's management is responsible for the financial statements. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the financial statements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

As discussed in Note 1 to the financial statements, the Library prepares its financial statements on the prescribed basis of accounting that demonstrates compliance with the reporting requirements established by the Indiana State Board of Accounts as allowed by state statute (IC 5-11-1-6), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statements of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

In our opinion, because of the matter discussed in the preceding paragraph, the financial statements referred to above do not present, in conformity with accounting principles generally accepted in the United States of America, the financial position and results of operations of the Library for the period of January 1, 2012 to December 31, 2015.

In our opinion, the financial statements referred to above present, in all material respects, the financial position and results of operations of the Library for the period of January 1, 2012 to December 31, 2015, based on the prescribed basis of accounting described in Note 1.

Our examination was conducted for the purpose of forming an opinion on the Library's financial statements. The Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances - Regulatory Basis and Schedule of Capital Assets, as listed in the Table of Contents, are presented for additional analysis and are not required parts of the financial statements. They have not been subjected to the examination procedures applied to the financial statements and, accordingly, we express no opinion on them.

Paul D. Joyce
Paul D. Joyce, CPA
State Examiner

February 7, 2017

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FINANCIAL STATEMENTS AND ACCOMPANYING NOTES

The financial statements and accompanying notes were approved by management of the Library.
The financial statements and notes are presented as intended by the Library.

WESTVILLE-NEW DURHAM TOWNSHIP PUBLIC LIBRARY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For the Years Ended December 31, 2012 and 2013

| Fund | Cash and Investments 01-01-12 | Receipts | Disbursements | Cash and Investments 12-31-12 | Receipts | Disbursements | Cash and Investments 12-31-13 |
|------------------------------|-------------------------------------|-------------------|-------------------|-------------------------------------|------------------|-------------------|-------------------------------------|
| Operating | \$ 63,712 | \$ 122,400 | \$ 101,911 | \$ 84,201 | \$ 67,237 | \$ 103,853 | \$ 47,585 |
| Rainy Day | 13,000 | - | - | 13,000 | - | - | 13,000 |
| Levy Excess | 4,732 | - | - | 4,732 | - | 4,732 | - |
| Library Improvement Reserve | 3,708 | 20,000 | - | 23,708 | 20,000 | 4,953 | 38,755 |
| Library Sprouts Grant | - | - | - | - | 1,125 | 342 | 783 |
| Gift | 1,977 | 909 | 460 | 2,426 | 473 | 332 | 2,567 |
| Riverboat Revenue Sharing | 25,000 | 5,000 | - | 30,000 | 2,500 | 3,818 | 28,682 |
| Bond And Interest Redemption | 692 | - | - | 692 | - | - | 692 |
| Totals | \$ 112,821 | \$ 148,309 | \$ 102,371 | \$ 158,759 | \$ 91,335 | \$ 118,030 | \$ 132,064 |

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

WESTVILLE-NEW DURHAM TOWNSHIP PUBLIC LIBRARY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For the Years Ended December 31, 2014 and 2015

| Fund | Cash and Investments 01-01-14 | Receipts | Disbursements | Cash and Investments 12-31-14 | Receipts | Disbursements | Cash and Investments 12-31-15 |
|------------------------------|-------------------------------------|-------------------|-------------------|-------------------------------------|-------------------|-------------------|-------------------------------------|
| Operating | \$ 47,585 | \$ 153,700 | \$ 110,456 | \$ 90,829 | \$ 159,148 | \$ 104,857 | \$ 145,120 |
| Rainy Day | 13,000 | - | - | 13,000 | - | - | 13,000 |
| Library Improvement Reserve | 38,755 | 20,000 | - | 58,755 | - | - | 58,755 |
| Library Sprouts Grant | 783 | 1,982 | 2,744 | 21 | - | - | 21 |
| Gift | 2,567 | 400 | 867 | 2,100 | 1,014 | 1,455 | 1,659 |
| Riverboat Revenue Sharing | 28,682 | 5,000 | - | 33,682 | 5,001 | - | 38,683 |
| Bond And Interest Redemption | 692 | - | - | 692 | 214 | - | 906 |
| Totals | <u>\$ 132,064</u> | <u>\$ 181,082</u> | <u>\$ 114,067</u> | <u>\$ 199,079</u> | <u>\$ 165,377</u> | <u>\$ 106,312</u> | <u>\$ 258,144</u> |

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

WESTVILLE-NEW DURHAM TOWNSHIP PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies

A. Reporting Entity

The Library was established under the laws of the State of Indiana. The Library operates under an appointed governing board and provides culture services.

The accompanying financial statements present the financial information for the Library.

B. Basis of Accounting

The financial statements are reported on a regulatory basis of accounting prescribed by the Indiana State Board of Accounts in accordance with state statute (IC 5-11-1-6), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The basis of accounting involves the reporting of only cash and investments and the changes therein resulting from cash inflows (receipts) and cash outflows (disbursements) reported in the period in which they occurred.

The regulatory basis of accounting differs from accounting principles generally accepted in the United States of America, in that receipts are recognized when received in cash, rather than when earned, and disbursements are recognized when paid, rather than when a liability is incurred.

C. Cash and Investments

Investments are stated at cost. Any changes in fair value of the investments are reported as receipts in the year of the sale of the investment.

D. Receipts

Receipts are presented in the aggregate on the face of the financial statements. The aggregate receipts include the following sources:

Taxes. Amounts received from one or more of the following: property tax, certified shares (local option tax), property tax replacement credit (local option tax), county option income tax, wheel tax, innkeeper's tax, food and beverage tax, county economic development income tax, boat and trailer excise tax, county adjusted gross income tax, and other taxes that are set by the Library.

Intergovernmental receipts. Amounts received from other governments in the form of operating grants, entitlements, or payments in lieu of taxes. Examples of intergovernmental receipts include, but are not limited to, the following: federal grants, state grants, cigarette tax distributions received from the state, motor vehicle highway distributions received from the state, local road and street distributions received from the state, financial institution tax received from the state, auto excise surtax received from the state, commercial vehicle excise tax received from the state, major moves distributions received from the state, and riverboat receipts received from the county.

WESTVILLE-NEW DURHAM TOWNSHIP PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
(Continued)

Charges for services. Amounts received for services including, but not limited to, the following: planning commission charges, building department charges, copies of public records, copy machines charges, accident report copies, gun permit applications, 911 telephone services, recycling fees, dog pound fees, emergency medical service fees, park rental fees, swimming pool receipts, cable TV receipts, ordinance violations, fines and fees, bond forfeitures, court costs, and court receipts.

Fines and forfeits. Amounts received from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations (fines), and for the neglect of official duty and monies derived from confiscating deposits held as performance guarantees (forfeitures).

Other receipts. Amounts received from various sources, including, but not limited to, the following: net proceeds from borrowings; interfund loan activity; transfers authorized by statute, ordinance, resolution, or court order; internal service receipts; and fiduciary receipts.

E. Disbursements

Disbursements are presented in the aggregate on the face of the financial statements. The aggregate disbursements include the following uses:

Personal services. Amounts disbursed for salaries, wages, and related employee benefits provided for all persons employed. In those units where sick leave, vacation leave, overtime compensation, and other such benefits are appropriated separately, such payments would also be included.

Supplies. Amounts disbursed for articles and commodities that are entirely consumed and materially altered when used and/or show rapid depreciation after use for a short period of time. Examples of supplies include, but are not limited to, the following: office supplies, operating supplies, and repair and maintenance supplies.

Other services and charges. Amounts disbursed for services including, but not limited to, the following: professional services, communication and transportation, printing and advertising, insurance, utility services, repairs and maintenance, and rental charges.

Capital outlay. Amounts disbursed for land, infrastructure, buildings, improvements, and machinery and equipment having an appreciable and calculable period of usefulness.

Other disbursements. Amounts disbursed for various other purposes including, but not limited to, the following: interfund loan payments; loans made to other funds; internal service disbursements; and transfers out that are authorized by statute, ordinance, resolution, or court order.

F. Interfund Transfers

The Library may, from time to time, make transfers from one fund to another. These transfers, if any, are included as a part of the receipts and disbursements of the affected funds and as a part of total receipts and disbursements. The transfers are used for cash flow purposes as provided by various statutory provisions.

WESTVILLE-NEW DURHAM TOWNSHIP PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
(Continued)

G. Fund Accounting

Separate funds are established, maintained, and reported by the Library. Each fund is used to account for amounts received from and used for specific sources and uses as determined by various regulations. Restrictions on some funds are set by statute while other funds are internally restricted by the Library. The amounts accounted for in a specific fund may only be available for use for certain, legally-restricted purposes. Additionally, some funds are used to account for assets held by the Library in a trustee capacity as an agent of individuals, private organizations, other funds, or other governmental units and, therefore, the funds cannot be used for any expenditures of the unit itself.

Note 2. Budgets

The operating budget is initially prepared and approved at the local level. The fiscal officer of the Library submits a proposed operating budget to the governing board for the following calendar year. The budget is advertised as required by law. Prior to adopting the budget, the governing board conducts public hearings and obtains taxpayer comments. Prior to November 1, the governing board approves the budget for the next year. The budget for funds for which property taxes are levied or highway use taxes are received is subject to final approval by the Indiana Department of Local Government Finance.

Note 3. Property Taxes

Property taxes levied are collected by the County Treasurer and are scheduled to be distributed to the Library in June and December; however, situations can arise which would delay the distributions. State statute (IC 6-1.1-17-16) requires the Indiana Department of Local Government Finance to establish property tax rates and levies by February 15. These rates were based upon the preceding year's March 1 (lien date) assessed valuations adjusted for various tax credits. Taxable property is assessed at 100 percent of the true tax value (determined in accordance with rules and regulations adopted by the Indiana Department of Local Government Finance). Taxes may be paid in two equal installments which normally become delinquent if not paid by May 10 and November 10, respectively.

Note 4. Deposits and Investments

Deposits, made in accordance with state statute (IC 5-13), with financial institutions in the State of Indiana, at year end, should be entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

State statutes authorize the Library to invest in securities including, but not limited to, the following: federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

WESTVILLE-NEW DURHAM TOWNSHIP PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
(Continued)

Note 5. Risk Management

The Library may be exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job-related illnesses or injuries to employees; medical benefits to employees, retirees, and dependents; and natural disasters.

These risks can be mitigated through the purchase of insurance, establishment of a self-insurance fund, and/or participation in a risk pool. The purchase of insurance transfers the risk to an independent third-party. The establishment of a self-insurance fund allows the Library to set aside money for claim settlements. The self-insurance fund would be included in the financial statements. The purpose of participation in a risk pool is to provide a medium for the funding and administration of the risks.

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OTHER INFORMATION - UNEXAMINED

The Library's Annual Financial Report information can be found on the Gateway website: <https://gateway.ifionline.org/>.

Differences may be noted between the financial information presented in the financial statements contained in this report and the financial information presented in the Library's Annual Financial Report referenced above. These differences, if any, are due to adjustments made to the financial information during the course of the examination. This is a common occurrence in any financial statement examination. The financial information presented in this report is examined information, and the accuracy of such information can be determined by reading the opinion given in the Independent Accountant's Report.

The other information presented was approved by management of the Library. It is presented as intended by the Library.

WESTVILLE-NEW DURHAM TOWNSHIP PUBLIC LIBRARY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2012

| | Operating | Rainy Day | Levy Excess | Library Improvement Reserve | Library Sprouts Grant | Gift | Riverboat Revenue Sharing | Bond And Interest Redemption | Totals |
|--|-----------|--------------|----------------|-----------------------------------|-----------------------------|----------|---------------------------------|---------------------------------------|------------|
| Cash and investments - beginning | \$ 63,712 | \$ 13,000 | \$ 4,732 | \$ 3,708 | \$ - | \$ 1,977 | \$ 25,000 | \$ 692 | \$ 112,821 |
| Receipts: | | | | | | | | | |
| Taxes | 105,423 | - | - | - | - | - | - | - | 105,423 |
| Intergovernmental receipts | 14,223 | - | - | - | - | - | 5,000 | - | 19,223 |
| Charges for services | 1,171 | - | - | - | - | - | - | - | 1,171 |
| Other receipts | 1,583 | - | - | 20,000 | - | 909 | - | - | 22,492 |
| Total receipts | 122,400 | - | - | 20,000 | - | 909 | 5,000 | - | 148,309 |
| Disbursements: | | | | | | | | | |
| Personal services | 42,121 | - | - | - | - | - | - | - | 42,121 |
| Supplies | 4,370 | - | - | - | - | 460 | - | - | 4,830 |
| Other services and charges | 24,018 | - | - | - | - | - | - | - | 24,018 |
| Capital outlay | 11,402 | - | - | - | - | - | - | - | 11,402 |
| Other disbursements | 20,000 | - | - | - | - | - | - | - | 20,000 |
| Total disbursements | 101,911 | - | - | - | - | 460 | - | - | 102,371 |
| Excess (deficiency) of receipts over disbursements | 20,489 | - | - | 20,000 | - | 449 | 5,000 | - | 45,938 |
| Cash and investments - ending | \$ 84,201 | \$ 13,000 | \$ 4,732 | \$ 23,708 | \$ - | \$ 2,426 | \$ 30,000 | \$ 692 | \$ 158,759 |

WESTVILLE-NEW DURHAM TOWNSHIP PUBLIC LIBRARY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2013

| | Operating | Rainy Day | Levy Excess | Library Improvement Reserve | Library Sprouts Grant | Gift | Riverboat Revenue Sharing | Bond And Interest Redemption | Totals |
|--|-----------|--------------|----------------|-----------------------------------|-----------------------------|----------|---------------------------------|---------------------------------------|------------|
| Cash and investments - beginning | \$ 84,201 | \$ 13,000 | \$ 4,732 | \$ 23,708 | \$ - | \$ 2,426 | \$ 30,000 | \$ 692 | \$ 158,759 |
| Receipts: | | | | | | | | | |
| Taxes | 48,609 | - | - | - | - | - | - | - | 48,609 |
| Intergovernmental receipts | 11,888 | - | - | - | - | - | 2,500 | - | 14,388 |
| Charges for services | 350 | - | - | - | - | - | - | - | 350 |
| Fines and forfeits | 1,359 | - | - | - | - | - | - | - | 1,359 |
| Other receipts | 5,031 | - | - | 20,000 | 1,125 | 473 | - | - | 26,629 |
| Total receipts | 67,237 | - | - | 20,000 | 1,125 | 473 | 2,500 | - | 91,335 |
| Disbursements: | | | | | | | | | |
| Personal services | 44,015 | - | - | - | - | - | 3,818 | - | 47,833 |
| Supplies | 3,781 | - | - | - | 342 | 332 | - | - | 4,455 |
| Other services and charges | 22,407 | - | - | 4,953 | - | - | - | - | 27,360 |
| Capital outlay | 13,650 | - | - | - | - | - | - | - | 13,650 |
| Other disbursements | 20,000 | - | 4,732 | - | - | - | - | - | 24,732 |
| Total disbursements | 103,853 | - | 4,732 | 4,953 | 342 | 332 | 3,818 | - | 118,030 |
| Excess (deficiency) of receipts over disbursements | (36,616) | - | (4,732) | 15,047 | 783 | 141 | (1,318) | - | (26,695) |
| Cash and investments - ending | \$ 47,585 | \$ 13,000 | \$ - | \$ 38,755 | \$ 783 | \$ 2,567 | \$ 28,682 | \$ 692 | \$ 132,064 |

WESTVILLE-NEW DURHAM TOWNSHIP PUBLIC LIBRARY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2014

| | Operating | Rainy Day | Library Improvement Reserve | Library Sprouts Grant | Gift | Riverboat Revenue Sharing | Bond And Interest Redemption | Totals |
|--|------------------|------------------|-----------------------------------|-----------------------------|-----------------|---------------------------------|---------------------------------------|-------------------|
| Cash and investments - beginning | \$ 47,585 | \$ 13,000 | \$ 38,755 | \$ 783 | \$ 2,567 | \$ 28,682 | \$ 692 | \$ 132,064 |
| Receipts: | | | | | | | | |
| Taxes | 112,461 | - | - | - | - | - | - | 112,461 |
| Intergovernmental receipts | 38,639 | - | - | - | - | 5,000 | - | 43,639 |
| Charges for services | 2,544 | - | - | - | - | - | - | 2,544 |
| Other receipts | 56 | - | 20,000 | 1,982 | 400 | - | - | 22,438 |
| Total receipts | <u>153,700</u> | <u>-</u> | <u>20,000</u> | <u>1,982</u> | <u>400</u> | <u>5,000</u> | <u>-</u> | <u>181,082</u> |
| Disbursements: | | | | | | | | |
| Personal services | 48,577 | - | - | - | - | - | - | 48,577 |
| Supplies | 3,712 | - | - | - | - | - | - | 3,712 |
| Other services and charges | 22,333 | - | - | - | - | - | - | 22,333 |
| Capital outlay | 15,834 | - | - | 2,744 | - | - | - | 18,578 |
| Other disbursements | 20,000 | - | - | - | 867 | - | - | 20,867 |
| Total disbursements | <u>110,456</u> | <u>-</u> | <u>-</u> | <u>2,744</u> | <u>867</u> | <u>-</u> | <u>-</u> | <u>114,067</u> |
| Excess (deficiency) of receipts over disbursements | <u>43,244</u> | <u>-</u> | <u>20,000</u> | <u>(762)</u> | <u>(467)</u> | <u>5,000</u> | <u>-</u> | <u>67,015</u> |
| Cash and investments - ending | <u>\$ 90,829</u> | <u>\$ 13,000</u> | <u>\$ 58,755</u> | <u>\$ 21</u> | <u>\$ 2,100</u> | <u>\$ 33,682</u> | <u>\$ 692</u> | <u>\$ 199,079</u> |

WESTVILLE-NEW DURHAM TOWNSHIP PUBLIC LIBRARY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2015

| | Operating | Rainy Day | Library Improvement Reserve | Library Sprouts Grant | Gift | Riverboat Revenue Sharing | Bond And Interest Redemption | Totals |
|--|-------------------|------------------|-----------------------------------|-----------------------------|-----------------|---------------------------------|---------------------------------------|-------------------|
| Cash and investments - beginning | \$ 90,829 | \$ 13,000 | \$ 58,755 | \$ 21 | \$ 2,100 | \$ 33,682 | \$ 692 | \$ 199,079 |
| Receipts: | | | | | | | | |
| Taxes | 129,002 | - | - | - | - | - | - | 129,002 |
| Intergovernmental receipts | 24,537 | - | - | - | - | 5,000 | 214 | 29,751 |
| Charges for services | 200 | - | - | - | - | - | - | 200 |
| Fines and forfeits | 2,465 | - | - | - | - | - | - | 2,465 |
| Other receipts | 2,944 | - | - | - | 1,014 | 1 | - | 3,959 |
| Total receipts | <u>159,148</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>1,014</u> | <u>5,001</u> | <u>214</u> | <u>165,377</u> |
| Disbursements: | | | | | | | | |
| Personal services | 49,505 | - | - | - | - | - | - | 49,505 |
| Supplies | 4,299 | - | - | - | - | - | - | 4,299 |
| Other services and charges | 32,512 | - | - | - | - | - | - | 32,512 |
| Capital outlay | 18,540 | - | - | - | - | - | - | 18,540 |
| Other disbursements | 1 | - | - | - | 1,455 | - | - | 1,456 |
| Total disbursements | <u>104,857</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>1,455</u> | <u>-</u> | <u>-</u> | <u>106,312</u> |
| Excess (deficiency) of receipts over disbursements | <u>54,291</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>(441)</u> | <u>5,001</u> | <u>214</u> | <u>59,065</u> |
| Cash and investments - ending | <u>\$ 145,120</u> | <u>\$ 13,000</u> | <u>\$ 58,755</u> | <u>\$ 21</u> | <u>\$ 1,659</u> | <u>\$ 38,683</u> | <u>\$ 906</u> | <u>\$ 258,144</u> |

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WESTVILLE-NEW DURHAM TOWNSHIP PUBLIC LIBRARY
 SCHEDULE OF CAPITAL ASSETS
 December 31, 2015

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Contributed or donated assets are reported at estimated fair value at the time received.

| | Ending Balance |
|------------------------------------|-------------------|
| Governmental activities: | |
| Land | \$ 22,035 |
| Buildings | 609,076 |
| Improvements other than buildings | 9,521 |
| Machinery, equipment, and vehicles | 6,000 |
| Books and other | 445,000 |
| Total capital assets | \$ 1,091,632 |

OTHER REPORTS

In addition to this report, other reports may have been issued for the Library. All reports can be found on the Indiana State Board of Accounts' website: <http://www.in.gov/sboa/>.