



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
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December 16, 2021

To: The Officials of the Carnegie Public Library of Steuben County  
Carnegie Public Library of Steuben County  
322 S Wayne St  
Angola, IN 46703

As authorized under Indiana Code 5-11-1, we engaged private examiners under our review to perform the audit of Carnegie Public Library of Steuben County. We have reviewed the audit report opined upon by Crowe LLP, Independent Public Accountants, for the period January 1, 2019 to December 31, 2020. Per the *Independent Auditor's Report*, the financial statements included in the report present fairly the financial condition of Carnegie Public Library of Steuben County as of December 31, 2019 and 2020, and the results of its operations for the period then ended, on the basis of accounting described in the report.

In our opinion, Crowe LLP prepared the audit report in accordance with the guidelines established by the State Board of Accounts.

In addition to the report presented herein, a Supplemental Report for Carnegie Public Library of Steuben County was prepared in accordance with the guidelines established by the State Board of Accounts.

The report is filed with this letter in our office as a matter of public record.

A handwritten signature in blue ink that reads "Paul D. Joyce".

Paul D. Joyce, CPA  
State Examiner

**CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY**  
Steuben County, Indiana

**FINANCIAL STATEMENTS**  
December 31, 2019 and 2020

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY  
Steuben County, Indiana

FINANCIAL STATEMENTS  
December 31, 2019 and 2020

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CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY  
SCHEDULE OF OFFICIALS (Unaudited)  
December 31, 2019 and 2020

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<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Sonya Dintaman	01-01-19 to 12-31-20
Treasurer	David A. Olson	01-01-19 to 12-31-20
President of the Library Board	Gay Kirkton	01-01-19 to 12-31-20

## INDEPENDENT AUDITOR'S REPORT

Those Charged with Governance  
Carnegie Public Library of Steuben County  
Steuben County, Indiana

**Report on the Financial Statement**

We have audited the accompanying statements of receipts, disbursements, and cash and investment balances of Carnegie Public Library of Steuben County (the Library) as of and for the years ended December 31, 2019 and 2020, and the related notes (the financial statements).

***Management's Responsibility for the Financial Statement***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of the Indiana State Board of Accounts as allowed by state statute (IC 5-11-1-6) as described in Note 1. 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.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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(Continued)

***Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles***

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 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 the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

***Adverse Opinion on U.S. Generally Accepted Accounting Principles***

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Library as of December 31, 2019 and 2020, or changes in net position or cash flows thereof for the years then ended.

***Unmodified Opinion on Regulatory Basis of Accounting***

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash and investment balances of the Library as of December 31, 2019 and 2020, and its cash receipts and disbursements for the years then ended in accordance with the financial reporting provisions of the Indiana State Board of Accounts described in Note 1.

***Other Matters***

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Officials and Supplementary Information Schedules are presented for purposes of additional analysis and are not a required part of the financial statements. The information has not been subjected to the auditing procedures applied in the audits of the financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

  
Crowe LLP

Indianapolis, Indiana  
December 8, 2021

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY  
STATEMENTS OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES  
REGULATORY BASIS  
For the Years Ended December 31, 2019 and 2020

<u>Fund</u>	<u>Cash and Investments 01-01-19</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash and Investments 12-31-19</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash and Investments 12-31-20</u>
Operating	\$ 96,678	\$ 958,851	\$ 906,447	\$ 149,082	\$ 888,125	\$ 795,115	\$ 242,092
Rainy Day	205,783	135,000	135,000	205,783	-	10,000	195,783
Technology Grant Fund	11,317	5,771	-	17,088	5,771	22,664	195
Library Improvement Reserve	66,735	-	-	66,735	-	-	66,735
Evergreen Indiana	277	810	258	829	419	160	1,088
CARES Mini Grant Fund	-	-	-	-	1,370	1,370	-
Construction Fund	-	-	-	-	2,487,500	258,192	2,229,308
SIMPLE IRA	-	-	-	-	8,628	7,397	1,231
PLAC Fund	-	-	-	-	63	-	63
PERF	-	-	-	-	2,113	2,025	88
Gift	13	-	-	13	20,960	10,002	10,971
Bond And Interest Redemption	135,166	269,563	264,203	140,526	259,550	271,459	128,617
Payroll	180	17,843	18,348	(325)	7,725	7,329	71
Restricted Gift #1	15,387	9,912	10,772	14,527	-	14,528	(1)
Student Deposit	2,204	178	60	2,322	176	-	2,498
<b>Totals</b>	<b>\$ 533,740</b>	<b>\$ 1,397,928</b>	<b>\$ 1,335,088</b>	<b>\$ 596,580</b>	<b>\$ 3,682,400</b>	<b>\$ 1,400,241</b>	<b>\$ 2,878,739</b>

See Independent Auditor's Report and notes to financial statements.

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2019 and 2020

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Reporting Entity: The Carnegie Public Library of Steuben County (the Library) was established under the laws of the State of Indiana. The Library operates under an appointed governing board.

The accompanying financial statement presents the financial information for the Library.

Basis of Accounting: The financial statement is 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. As applicable, investments are stated at cost, rather than at fair value.

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.

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

*Taxes.* Amounts received including one or more of the following: property taxes, certified shares (local option tax), property tax replacement credit (local option tax), county option income tax, wheel tax, innkeepers 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 this type of receipts include, but are not limited to: federal grants, state grants, cigarette tax distributions received from the state, motor vehicle highway distribution received from the state, local road and street distribution 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.

*Charges for services.* Amounts received including, but not limited to the following: planning commission charges, building department charges, copies of public records, copy machine 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 including receipts derived 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 which can include but are 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.

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(Continued)

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2019 and 2020

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

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

*Personal services.* Amounts disbursed for salaries, wages, and related employee benefits provided for all persons employed. In the Library 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 office supplies, operating supplies, and repair and maintenance supplies.

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

*Debt service principal and interest.* Amounts disbursed for fixed obligations resulting from financial transactions previously entered into by the Library. It includes all expenditures for the reduction of the principal and interest of the Library general obligation indebtedness.

*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 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.

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.

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 Library 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.

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(Continued)

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2019 and 2020

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**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 December 31 of the year preceding the budget year or January 15 of the budget year if the Library is issuing debt after December 1 or intends on filing a shortfall appeal. These rates were based upon the assessed valuations adjusted for various tax credits from the preceding year's lien date of January 1. 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.

**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. The Library purchased various insurance premiums for the years under audit and thus did not require a self-insurance fund.

**NOTE 6 - RETIREMENT PLAN**

The Library also contributes to a retirement plan unique to the Library. Information regarding the plan may be obtained from the Library.

**NOTE 7 - CASH BALANCE DEFICITS**

The financial statements contain the Payroll fund, which has a cash deficit balance at December 31, 2019 as a result of expenditures exceeding receipts during 2019. The financial statements also contain the Restricted Gift #1 fund, which has a cash deficit balance at December 31, 2020 as a result of rounding differences.

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**SUPPLEMENTAL SCHEDULES (Unaudited)**

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For the Year Ended December 31, 2019

	Operating	Rainy Day	Technology Grant Fund	Library Improvement Reserve	Evergreen Indiana	Gift	Bond And Interest Redemption	Payroll	Restricted Gift #1	Student Deposit	Totals
Cash and investments - beginning	\$ 96,678	\$ 205,783	\$ 11,317	\$ 66,735	\$ 277	\$ 13	\$ 135,166	\$ 180	\$ 15,387	\$ 2,204	\$ 533,740
Receipts:											
Taxes	756,890	-	-	-	-	-	247,102	-	-	-	1,003,992
Intergovernmental receipts	42,527	-	-	-	-	-	22,461	-	-	-	64,988
Charges for services	20,268	-	-	-	-	-	-	-	-	-	20,268
Fines and forfeits	4,166	-	-	-	810	-	-	-	-	-	4,976
Other receipts	135,000	135,000	5,771	-	-	-	-	17,843	9,912	178	303,704
Total receipts	958,851	135,000	5,771	-	810	-	269,563	17,843	9,912	178	1,397,928
Disbursements:											
Personal services	461,624	-	-	-	-	-	-	-	-	-	461,624
Supplies	26,706	-	-	-	-	-	-	-	1,639	-	28,345
Other services and charges	190,749	-	-	-	-	-	-	-	4,430	-	195,179
Debt service - principal and interest	-	-	-	-	-	-	264,203	-	-	-	264,203
Capital outlay	92,368	-	-	-	-	-	-	-	2,203	-	94,571
Other disbursements	135,000	135,000	-	-	258	-	-	18,348	2,500	60	291,166
Total disbursements	906,447	135,000	-	-	258	-	264,203	18,348	10,772	60	1,335,088
Excess (deficiency) of receipts over disbursements	52,404	-	5,771	-	552	-	5,360	(505)	(860)	118	62,840
Cash and investments - ending	\$ 149,082	\$ 205,783	\$ 17,088	\$ 66,735	\$ 829	\$ 13	\$ 140,526	\$ (325)	\$ 14,527	\$ 2,322	\$ 596,580

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For the Year Ended December 31, 2020

	Operating	Rainy Day	Technology Grant Fund	Library Improvement Reserve	Evergreen Indiana	CARES Mini Grant Fund	Construction Fund	SIMPLE IRA	PLAC Fund	PERF	Gift	Bond And Interest Redemption	Payroll	Restricted Gift #1	Student Deposit	Totals
Cash and investments - beginning	\$ 149,082	\$ 205,783	\$ 17,088	\$ 66,735	\$ 829	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13	\$ 140,526	\$ (325)	\$ 14,527	\$ 2,322	\$ 596,580
Receipts:																
Taxes	797,686	-	-	-	-	-	-	-	-	-	-	237,128	-	-	-	1,034,814
Intergovernmental receipts	44,735	-	-	-	-	-	-	-	-	-	-	22,422	-	-	-	67,157
Charges for services	21,372	-	-	-	-	-	-	-	-	-	-	-	-	-	176	21,548
Fines and forfeits	1,668	-	-	-	419	-	-	-	-	-	-	-	-	-	-	2,087
Other receipts	22,664	-	5,771	-	-	1,370	2,487,500	8,628	63	2,113	20,960	-	7,725	-	-	2,556,794
Total receipts	888,125	-	5,771	-	419	1,370	2,487,500	8,628	63	2,113	20,960	259,550	7,725	-	176	3,682,400
Disbursements:																
Personal services	468,658	-	-	-	-	-	-	-	-	-	-	-	-	-	-	468,658
Supplies	26,500	-	-	-	-	1,370	-	-	-	-	3,261	-	-	-	-	31,131
Other services and charges	214,459	-	-	-	160	-	258,192	-	-	-	5,008	450	-	-	-	478,269
Debt service - principal and interest	-	-	-	-	-	-	-	-	-	-	-	271,009	-	-	-	271,009
Capital outlay	85,498	10,000	-	-	-	-	-	-	-	-	1,733	-	-	-	-	97,231
Other disbursements	-	-	22,664	-	-	-	-	7,397	-	2,025	-	-	7,329	14,528	-	53,943
Total disbursements	795,115	10,000	22,664	-	160	1,370	258,192	7,397	-	2,025	10,002	271,459	7,329	14,528	-	1,400,241
Excess (deficiency) of receipts over disbursements	93,010	(10,000)	(16,893)	-	259	-	2,229,308	1,231	63	88	10,958	(11,909)	396	(14,528)	176	2,282,159
Cash and investments - ending	\$ 242,092	\$ 195,783	\$ 195	\$ 66,735	\$ 1,088	\$ -	\$ 2,229,308	\$ 1,231	\$ 63	\$ 88	\$ 10,971	\$ 128,617	\$ 71	\$ (1)	\$ 2,498	\$ 2,878,739

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY  
 SCHEDULE OF LEASES AND DEBT  
 December 31, 2020

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Description of Debt		Ending Principal Balance	Principal and Interest Due Within One Year
<u>Type</u>	<u>Purpose</u>		
Governmental Activities			
General Obligation Bonds	Building expansion	\$ 630,000	\$ 272,012
General Obligation Bonds	Remodel project	<u>2,500,000</u>	<u>17,581</u>
Totals		<u>\$ 3,130,000</u>	<u>\$ 289,593</u>

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY  
SCHEDULE OF CAPITAL ASSETS  
December 31, 2020

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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.

	<u>Ending Balance</u>
Governmental activities:	
Land	\$ 211,780
Buildings	4,593,985
Machinery, equipment, and vehicles	132,284
Books and other	<u>1,893,884</u>
Total capital assets	<u>\$ 6,831,933</u>

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY  
OTHER REPORT  
December 31, 2020

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The reports presented herein were prepared in addition to another official report prepared for the Library as listed below:

Indiana State Board of Accounts Compliance Examination of the Carnegie Public Library of Steuben County.

The above report contains the results of the compliance examination as required by the Indiana State Board of Accounts' *Accounting and Uniform Compliance Guidelines Manual For Special Districts*.

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY  
EXIT CONFERENCE  
December 31, 2019 and 2020

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The contents of this report were discussed on December 8, 2021, with Sonya Dintaman, Director, and David Olson, Treasurer.