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1-1-2006

## Financial Statements, 2005

Maplewood Public Library

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**MAPLEWOOD PUBLIC LIBRARY**

**Financial Statements**

**For The Year Ended  
June 30, 2005**

***Bernhard W. Marti***

***Certified Public Accountant, PC***



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Overview of the Financial Statements

**MANAGEMENT DISCUSSION AND ANALYSIS**

Our discussion and analysis of the Maplewood Public Library's financial performance provides an overview of the Library's financial activities for the fiscal year ended June 30, 2005. Please read it in conjunction with the Library's financial statements, which begin on page 6.

**Using This Annual Report**

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities (on pages 6 - 7) provide information about the activities of the Library as a whole and present a longer-term view of the Library's finances. Fund financial statements start on page 8. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Library's operations in more detail than the government-wide statements by providing information about the Library's most significant funds. An additional part of the basic financial statements are the notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements.

**Reporting The Library As A Whole-  
The Statement of Net Assets and the Statement of Activities**

Our analysis of the Library as a whole begins on page 6. One of the most important questions asked about the Library's finances is, "Is the Maplewood Public Library in a better financial position at the end of this fiscal year, compared to last year?" The Statement of Net Assets and the Statement of Activities report information about the Library as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. These two statements report the Library's net assets and changes in them. You can think of the net assets, which is the difference between assets and liabilities, as one way to measure the Library's financial health, or financial position. Over time, increases or decreases in the Library's net assets are one indicator of whether its financial health is improving or deteriorating. A person will need to consider other non-financial factors, however, such as changes in the Library's property tax base, to assess the overall health of the Library. In the Statement of Net Assets and the Statement of Activities, we have reported the Library's governmental activities – All of the Library's basic services are reported here, including the cost of library materials, personnel costs, building costs and operating expense.

**Reporting of the Library's Most Significant Funds-  
Fund Financial Statements**

Our analysis of the Library's major funds begins on page 8. The Library has only one fund, the general fund. Fund financial statements provide detailed information about the general fund, not the Library as a whole. All of the Library's basic services are reported in governmental funds, which focus on how money flows into and out of these funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called the "modified accrual basis" of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Library's general government operations and the basic services it provides.

## MAPLEWOOD PUBLIC LIBRARY

### Management's Discussion and Analysis

Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance Library programs. We describe the relationship between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds in the reconciliation on page 11.

#### Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 12 - 16 of this report.

#### Other Information

In addition to the basic financial statements and accompanying notes, this report also presents required supplementary information concerning budgetary information beginning on page 17.

#### Financial Overview

The following is a condensed financial overview for the current and prior year:

	2005	2004
Current assets	\$ 263,007	\$ 266,248
Capital assets	<u>21,401</u>	<u>22,078</u>
Total Assets	284,408	288,326
Current liabilities	( <u>11,620</u> )	( <u>8,664</u> )
Net Assets	\$ <u>272,788</u>	\$ <u>279,662</u>
Revenues	\$ 288,169	288,860
Expenditures	<u>295,043</u>	<u>280,494</u>
Change in Net Assets	( 6,874 )	8,366
Beginning net assets	<u>279,662</u>	<u>271,296</u>
Net Assets, Ending	\$ <u>272,788</u>	\$ <u>279,662</u>

The net assets did not change much in total, only a 2.46% decrease. These changes are small and balances are relatively consistent with last year.

To aid in the understanding of the Statement of Activities some additional explanation is given. Of particular interest is the format that is significantly different than a typical Statement of Revenues, Expenses, and Changes in Fund Balance. Please note that the expenses are listed first followed by revenues. The result is a Net (Expense) Revenue calculation. This format highlights the respective financial burden that each of the functions place on the taxpayers.



## **MAPLEWOOD PUBLIC LIBRARY**

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### **Management's Discussion and Analysis**

#### **Financial Analysis of the Government's Funds**

As noted earlier, the Maplewood Public Library uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

#### **Governmental funds**

The focus of the Maplewood Public Library governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Maplewood Public Library financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of a fiscal year.

The General Fund is the chief operating fund of the Maplewood Public Library. At the end of the current fiscal year, unreserved fund balance of the General Fund was \$248,827 (compared to \$253,457 at the end of the prior year). For the fiscal year ended June 30, 2005, expenditures exceeded revenues by \$2,517 (compared to \$7,228 in the preceding year).

#### **General Fund Budgetary Highlights**

It was never necessary to revise the budget for anticipated revenue shortfalls.

#### **Capital Assets**

The Maplewood Public Library investment in capital assets for its governmental activities as of June 30, 2005, amounted to \$11,971 (net of depreciation). This investment in capital assets includes furniture and equipment. The total increase in the Maplewood Public Library investment in capital assets for the current fiscal year was \$3,741.

#### **Economic Factors and the Next Years Budgets and Rates**

The Library has for many years pursued a plan for renovating the Maplewood Community Center for use as a new home for the Library. To this end, the Library engaged an architect in the current fiscal, and will attempt to begin actual renovation next year. This will require an increase in the Library's operating tax levy and/or a bond levy. The issue will be placed on the ballot in April, 2006, although the exact type of levy (bond or general revenue) or amount of increase to be sought are undecided at this time. If the ballot proposals are approved, renovation construction will begin in the fall of 2006, and continue for the rest of that fiscal year.

The Library doesn't anticipate any major purchases of equipment until moving to the renovated building sometime in 2007. Ordinary equipment repairs and replacement are budgeted for as part of normal operating expenses.

All of the factors were considered in preparing the Maplewood Public Library budget for the 2005 fiscal year.

## MAPLEWOOD PUBLIC LIBRARY

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### Management's Discussion and Analysis

#### Contacting the Library's Financial Management

This financial report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the Library's finances and to show the Library's accountability for the money it receives. The Maplewood Public Library plans on placing my letter, the Management's Discussion and Analysis, along with the basic financial statements and required supplementary information on our web page ([www.maplewood.lib.mo.us](http://www.maplewood.lib.mo.us)). If anyone has any questions about this report or needs additional information, contact Terrence Donnelly at the Maplewood Public Library, 7601 Manchester Avenue, Maplewood, MO 63143.

Respectfully submitted,  
Terrence G. Donnelly  
Director  
(314) 781-2174  
E-mail – [tdonnelly@real.more.net](mailto:tdonnelly@real.more.net).



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To the Board of Trustees  
Maplewood Public Library

**Independent Auditors' Report**

We have audited the accompanying financial statements of the governmental activities, and each major fund of the Maplewood Public Library, as of and for the year ended June 30, 2005, which collectively comprise the Library's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Maplewood Public Library management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Maplewood Public Library, as of and for the year then ended June 30, 2005, in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis and budgetary comparison information on pages 1 through 4 and 17 through 18, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Maplewood Public Library basic financial statements. The introductory section is presented for purposes of additional analysis and is not a required part of the basic financial statements. The fund financial statements have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole. The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.



Bernhard W. Marti,  
Certified Public Accountant, PC

November 1, 2005



# MAPLEWOOD PUBLIC LIBRARY

## Statement of Net Assets As of June 30, 2005

	Governmental Activities
<b><u>ASSETS</u></b>	
Cash	\$ 260,447
Tax revenue receivable	2,560
Municipal Library Consortium	9,430
Property & equipment, net of accumulated depreciation	<u>11,971</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 284,408</u></b>
 <b><u>LIABILITIES</u></b>	
Accounts payable	\$ 4,081
Payroll taxes payable	3,764
Accrued wages	<u>3,775</u>
<b>TOTAL LIABILITIES</b>	<b>\$ 11,620</b>
 <b><u>NET ASSETS</u></b>	
Unrestricted	<u>272,788</u>
<b>TOTAL NET ASSETS</b>	<b><u>\$ 272,788</u></b>

See the accompanying notes to financial statements

# MAPLEWOOD PUBLIC LIBRARY

## Statement Of Activities For The Year Ended June 30, 2005

	Total Governmental Activities
<b><u>FUNCTIONS/PROGRAMS: LIBRARY SERVICES</u></b>	
<b><u>EXPENDITURES</u></b>	
Books, periodicals, audiovisual	\$ 68,697
Wages, personnel expenses	178,799
Building expenses	17,672
Operating expenses	<u>29,875</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 295,043</b>
<b><u>REVENUES</u></b>	
Tax revenue	\$ 264,934
Charges for services	6,328
Contributions	4,018
State aid grant	7,436
Interest income	2,933
Miscellaneous	<u>2,520</u>
<b>TOTAL REVENUES</b>	<b>\$ 288,169</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$ (6,874)</b>
<b>NET ASSETS, BEGINNING</b>	<b><u>279,662</u></b>
<b>NET ASSETS, ENDING</b>	<b><u>\$ 272,788</u></b>

See the accompanying notes to financial statements



# MAPLEWOOD PUBLIC LIBRARY

## Balance Sheet Governmental Funds June 30, 2005

	<u>General Fund</u>	<u>Total Governmental Funds</u>
<b><u>ASSETS</u></b>		
Cash	\$ 260,447	\$ 260,447
<b>TOTAL ASSETS</b>	<u>\$ 260,447</u>	<u>\$ 260,447</u>
<b><u>LIABILITIES AND FUND BALANCES</u></b>		
<b><u>LIABILITIES</u></b>		
Accounts payable	\$ 4,081	\$ 4,081
Payroll taxes payable	3,764	3,764
Accrued wages	<u>3,775</u>	<u>3,775</u>
<b>TOTAL LIABILITIES</b>	<u>\$ 11,620</u>	<u>\$ 11,620</u>
<b><u>FUND BALANCE</u></b>		
Unreserved, General Fund	<u>248,827</u>	<u>248,827</u>
<b>TOTAL FUND EQUITY</b>	<u>248,827</u>	<u>248,827</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u>\$ 260,447</u>	

Amounts reported for governmental activities in the statement of net assets are different because:

Tax revenue receivable, MLC and capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the funds.

	<u>23,961</u>
<b>Net assets of governmental activities</b>	<u>\$ 272,788</u>

See the accompanying notes to financial statements

# MAPLEWOOD PUBLIC LIBRARY

## Statement Of Revenues, Expenditures And Changes In Fund Balance Governmental Funds For The Year Ended June 30, 2005

	<u>General Fund</u>
<b><u>REVENUES</u></b>	
Tax revenue	\$ 266,501
Charges for services	6,328
Contributions	4,018
State aid grant	7,436
Interest income	2,933
Miscellaneous	2,514
<b>TOTAL REVENUES</b>	<b>\$ 289,730</b>
<b><u>EXPENDITURES</u></b>	
<b>DIRECT EXPENSE</b>	
Adult books	23,494
Children's books	8,784
Reference books	5,843
Professional books	449
Young adult materials	1,163
Periodical purchase	6,789
Audiovisual material	6,653
Inter-library loan	12,527
Children's activities	2,226
Copy machine maintenance	769
<b>TOTAL DIRECT EXPENSE</b>	<b>\$ 68,697</b>
<b>PERSONNEL EXPENSE</b>	
Gross wages	154,434
Medical insurance	11,554
Payroll taxes	11,732
Lagers	1,079
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 178,799</b>
<b>BUILDING EXPENSE</b>	
Utilities	6,465
Telephone	1,572
Maintenance & repair	2,264
Janitor service	3,630
Equipment	3,741
<b>TOTAL BUILDING EXPENSE</b>	<b>\$ 17,672</b>

See the accompanying notes to financial statements



# MAPLEWOOD PUBLIC LIBRARY

## Statement Of Revenues, Expenditures And Changes In Fund Balance Governmental Funds For The Year Ended June 30, 2005

	<u>General Fund</u>
<b>OPERATING EXPENSE</b>	
Computer maintenance	\$ 6,663
Operating supplies	5,335
Postage	1,093
Insurance	2,578
Accounting & legal	5,003
Computer software	32
Public relations	39
Continuing education	660
Organization dues	455
Miscellaneous	4,862
Special projects	2,478
<b>TOTAL OPERATING EXPENSES</b>	<u>\$ 29,198</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 294,366</u>
<b>EXCESS OF EXPENDITURES OVER REVENUES</b>	\$ (4,636)
<b>FUND BALANCE, BEGINNING</b>	<u>253,463</u>
<b>FUND BALANCE, ENDING</b>	<u>\$ 248,827</u>

See the accompanying notes to financial statements

## MAPLEWOOD PUBLIC LIBRARY

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### Reconciliation Of The Statement Of Revenues, Expenditures, And Changes In Fund Balances Of Governmental Funds To The Statement Of Activities For The Year Ended June 30, 2005

#### Amount reported for governmental activities in the statement of net assets are different because:

Net Change In Fund Balances	\$	(4,636)
-----------------------------	----	---------

Accounts receivable, included as revenue in the statement of activities, do not provide current financial resources and are not reported as revenue in the funds.		(1,567)
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Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current year.		(671)
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<b>Change In Net Assets Of Governmental Activities</b>	<b>\$</b>	<b>(6,874)</b>
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See the accompanying notes to financial statements



**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

The Maplewood Public Library (the Library) was incorporated in 1935, under the provisions of the State of Missouri and is operated under a board of trustees and librarian form of management.

The City Council of the City of Maplewood is responsible for appointing the governing members of the Library's board, but the City's accountability does not extend beyond this. The City of Maplewood does not include the Library as a component unit within the City's financial reporting entity.

The Library's financial statements include the accounts of all Library operations. The criteria for including organizations as component units within the Library's reporting entity, as set forth in Section 2100 of Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*, include whether:

- \* The organization is legally separate (can sue and be sued in their own name)
- \* The Library holds the corporate powers of the organization
- \* The Library appoints a voting majority of the organization's board
- \* The Library is able to impose its will on the organization
- \* The organization has the potential to impose a financial benefit/burden on the Library
- \* There is fiscal dependency by the organization on the Library.

Based on the aforementioned criteria, the Library has no component units.

The accounting policies of the Library conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the more significant of such policies:

**B. Basis of Presentation**

The accompanying basic financial statements of the Maplewood Public Library have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, issued in June 1999.

**C. Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the non-fiduciary activities. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported. Business-type activities, which rely to a significant extent on fees and charges for support, would be reported separately from the government activities but the Library does not have any business-type activities.

**C. Government-Wide and Fund Financial Statements (continued)**

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements. The Library's only fund is the general fund.

**D. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes and replacement taxes associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Library reports the following major governmental fund:

The general fund is the Library's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

All revenues are attributable to the providing of library services.



**E. Capital Assets**

Capital assets, which include furniture and equipment, are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$100 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The Library's policy is that the costs of books, periodicals and other library materials are not capitalized. Capital assets are depreciated using the straight line method over the following estimated useful lives:

<u>Type of Asset</u>	<u>Life in Years</u>
Furniture	10
Equipment	5

**F. Cash and Cash Equivalents**

Cash and cash equivalents consists of checking and savings account deposits. These deposits are stated at cost at June 30, 2005. The carrying amount of these deposits was \$260,447 and the bank balance was \$262,231 at June 30, 2005. The entire bank balance is collateralized, by \$100,000 of Federal Depository Insurance and the remaining balance by securities valued at market value. The securities consist of \$300,000 pledged by Citizens National Bank.

**G. Revenue Recognition**

Property taxes attach as an enforceable lien on the property as of January 1. Taxes are levied by November 1 and payable by December 31. The County collects the property tax and remits it to the Library.

Property tax revenues are recognized when they become available. Available includes those property tax receivables expected to be collected within sixty days after year end.

The assessed valuation of the tangible taxable property for the calendar years 2004 and 2003 for purposes of local taxation was:

	December 31,			
	<u>2004</u>		<u>2003</u>	
	<u>Valuation</u>	<u>Rate</u>	<u>Valuation</u>	<u>Rate</u>
Real Estate-Residential	\$ 49,215,300	.219	\$ 50,635,024	.219
Real Estate-Commercial	27,737,083	.226	28,607,269	.226
Personal Property	<u>22,562,184</u>	.242	<u>25,691,364</u>	.242
Total	\$ 99,514,567		\$104,933,657	

**2. EMPLOYEE RETIREMENT PLAN**

The Library contributes to Missouri Local Governmental Employees Retirement System (LAGERS), an agent multiple-employer public retirement system (PERS) that acts as a common investment and administrative agent for local government entities in Missouri, through the City of Maplewood. LAGERS is a defined benefit pension plan which provides retirement, disability and death benefits to plan members and beneficiaries. LAGERS was created and is governed by State Statute. As such, it is LAGERS' responsibility to administer the law in accordance with the expressed intent of the General Assembly. The plan is qualified under Internal Revenue Code Section 401(a), and is tax-exempt. All full time employees of the Library are eligible to participate in LAGERS.

The contribution to LAGERS for the year ended June 30, 2005 of \$5,488 was made in accordance with actuarially determined requirements computed through an actuarial valuation performed annually to cover normal cost and amortization of the unfunded actuarial accrued liability. The Library contributed .7% of current covered payroll and employees contributed 4.0%.

Information regarding the pension benefit obligation and net assets available for benefits associated to the Library were not available.

**3. CHANGES IN CAPITAL ASSETS**

The following is a summary of changes in capital assets for the year ended June 30, 2005:

	July 1, <u>2004</u>	<u>Additions</u>	<u>Disposals</u>	June 30, <u>2005</u>
Equipment	\$ 45,527	\$ 3,741	\$ -	\$ 49,268
Less: accumulated depreciation	( <u>32,879</u> )	( 4,418 )	-	( <u>37,297</u> )
Capital Assets, Net	\$ 12,648			\$ 11,971

Depreciation expense of \$ 4,418 was charged to governmental activities.

**4. COMMITMENTS**

The Library rents its facility under a one year operating lease from the Library of Maplewood for \$1. The lease continuously renews automatically for one year unless either party gives six months cancellation notice prior to the expiration date of the lease.



**5. MUNICIPAL LIBRARY CONSORTIUM**

The Library is a member of the Municipal Library Consortium of St. Louis County, an association of independent municipal libraries.

The purpose of the Consortium is to develop and maintain a shared automation system and to provide and maintain developing information technologies for the citizens of the member libraries' communities. The original members are the Brentwood, Ferguson, Kirkwood, Richmond Heights, Rock Hill, University City Library, Valley Park, Webster Groves and Maplewood Libraries.

The Consortium will have full ownership of all system hardware, software, peripherals and other property relating to the central site automated system, which will be located at University Library. Each member will purchase or lease and maintain its own terminals, data transmission devices, barcodes, printers and other peripheral equipment.

Initially, each member will pay their proportionate share of the automated system's costs according to its percentage of ports in the total system, its percentage of bibliographic records and its percentage of all members prior year's circulation.

It is not intended that the Consortium shall act for profit. Net assets, if any, will be distributed to members in the event of termination. The Consortium's fiscal year will run from July 1 to June 30. Financial statements are not available.

The net value of the Library's share of the Consortium's net assets is \$ 9,430 as of June 30, 2005. This amount represents the Library's 4.66% share of the net assets.

**6. RISK MANAGEMENT**

The Library is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the Library carries commercial insurance. There have been no significant reductions in coverage from the prior year and settlements have not exceeded coverage in the past three years.



# MAPLEWOOD PUBLIC LIBRARY

## Statement Of Revenues, Expenditures And Changes In Fund Balance Budget And Actual - General Fund For The Year Ended June 30, 2005

	<u>Budget</u>	<u>Actual</u>
<b><u>REVENUES</u></b>		
Tax revenue	\$ 274,380	\$ 266,501
Charges for services	5,800	6,328
Contributions	500	4,018
State aid grant	4,760	7,436
Interest income	1,500	2,933
Miscellaneous	2,713	2,514
<b>TOTAL REVENUES</b>	<b>\$ 289,653</b>	<b>\$ 289,730</b>
<b><u>EXPENDITURES</u></b>		
<b><u>DIRECT EXPENSE</u></b>		
Adult books	24,000	23,494
Children's books	10,000	8,784
Reference books	6,000	5,843
Professional books	430	449
Young adult materials	2,000	1,163
Periodical purchase	6,400	6,789
Audiovisual material	6,000	6,653
Inter-library loan	13,120	12,527
Children's activities	3,500	2,226
Copy machine maintenance	400	769
<b>TOTAL DIRECT EXPENSE</b>	<b>\$ 71,850</b>	<b>\$ 68,697</b>
<b><u>PERSONNEL EXPENSE</u></b>		
Gross wages	152,937	154,434
Medical insurance	13,495	11,554
Payroll taxes	11,700	11,732
Lagers	759	1,079
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 178,891</b>	<b>\$ 178,799</b>
<b><u>BUILDING EXPENSE</u></b>		
Utilities	9,215	6,465
Telephone	1,644	1,572
Maintenance & repair	2,300	2,264
Janitor service	4,200	3,630
Equipment	1,500	3,741
<b>TOTAL BUILDING EXPENSE</b>	<b>\$ 18,859</b>	<b>\$ 17,672</b>

See the accompanying notes to financial statements

**MAPLEWOOD PUBLIC LIBRARY**

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**Statement Of Revenues, Expenditures And  
Changes In Fund Balance  
Budget And Actual - General Fund  
For The Year Ended June 30, 2005**

	<u>Budget</u>	<u>Actual</u>
<b>OPERATING EXPENSE</b>		
Computer maintenance	\$ 4,650	\$ 6,663
Operating supplies	4,500	5,335
Postage	1,000	1,093
Insurance	2,580	2,578
Accounting & legal	4,890	5,003
Computer software	300	32
Public relations	500	39
Continuing education	500	660
Organization dues	650	455
Miscellaneous	3,000	4,862
Special projects	0	2,478
<b>TOTAL OPERATING EXPENSE</b>	<u>\$ 22,570</u>	<u>\$ 29,198</u>
 <b>TOTAL EXPENDITURES</b>	 <u>\$ 292,170</u>	 <u>\$ 294,366</u>
 <b>EXCESS OF EXPENDITURES OVER REVENUES</b>	 <u>\$ (2,517)</u>	 <u>\$ (4,636)</u>
 <b>FUND BALANCE, BEGINNING</b>		<u>253,463</u>
 <b>FUND BALANCE, ENDING</b>		<u>\$ 248,827</u>

See the accompanying notes to financial statements