

**MAPLEWOOD PUBLIC LIBRARY**

**Financial Statements**

**For The Year Ended  
June 30, 2004**

# MAPLEWOOD PUBLIC LIBRARY

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# MAPLEWOOD PUBLIC LIBRARY

For The Year Ended  
June 30, 2004

November 5, 2004

## **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, 2004. Please read it in conjunction with the Library's financial statements, which begin on page 5.

### **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 5 - 6) 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 7. 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 5. 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 7. 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. 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 10.

## 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 11 - 15 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 16.

### The Library as a Whole

For the year ended June 30, 2004, net assets changed as follows:

Beginning net assets	\$ 271,296
Increase in net assets	<u>8,366</u>
Ending net assets	\$ 279,662

This summary reflects an increase of 3.08% for governmental activities. Since this is the first year to report all activities on the accrual basis of accounting, a comparison to the prior year is not possible. However in future years, this section will explain the differences between the current and prior year assets, liabilities, and changes in net assets.

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.

### 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.

With the implementation of two new accounting standards, an analysis of current and prior year governmental fund (in particular the General Fund) balance sheet is difficult to do. In subsequent years, this section will discuss and analyze significant differences. As of the end of the current fiscal year, the Maplewood Public Library governmental funds reported an ending fund balance of \$253,457.

The General Fund is the chief operating fund of the Maplewood Public Library. At the end of the current fiscal, unreserved fund balance of the General Fund was \$253,457.

## **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, 2004, amounted to \$12,648 (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 \$1,376.

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

The Library has no plans for major purchases or changes in the Library program in the coming year.

There are no out of the ordinary equipment purchases planned this year. 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 2004 fiscal year.

## **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 – [Pag000@mail.connect.more.net](mailto:Pag000@mail.connect.more.net)

To the Board of Trustees  
Maplewood Public Library  
Maplewood, Missouri

### **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, 2004, 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, 2004, in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1, the Library has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments, as of June 30, 2004

The management's discussion and analysis and budgetary comparison information on pages 1 through 3 and 16 through 17, 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.

November 5, 2004

Bernhard W. Marti,  
Certified Public Accountant, PC

**MAPLEWOOD PUBLIC LIBRARY**

**Statement of Net Assets**

**As of June 30, 2004**

	<b>Governmental <u>Activities</u></b>
<b><u>ASSETS</u></b>	
Cash	\$ 262,121
Tax revenue receivable	4,127
Municipal Library Consortium	9,430
Property & equipment, net of accumulated depreciation	<u>12,648</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 288,326</u></b>
<b><u>LIABILITIES</u></b>	
Accounts payable	\$ 822
Payroll taxes payable	3,702
Accrued wages	<u>4,140</u>
<b>TOTAL LIABILITIES</b>	<b>\$ 8,664</b>
<b><u>NET ASSETS</u></b>	
Unrestricted	<u>279,662</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 288,326</u></b>

See the accompanying notes to financial statements

**MAPLEWOOD PUBLIC LIBRARY**  
**Statement Of Activities**  
**For The Year Ended June 30, 2004**

<b><u>FUNCTIONS/PROGRAMS: LIBRARY SERVICES</u></b>	<b>Total Governmental Activities</b>
<b><u>EXPENDITURES</u></b>	
Books, periodicals, audiovisual	\$ 65,743
Wages, personnel expenses	170,606
Building expenses	17,022
Operating expenses	<u>27,123</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ <u>280,494</u></b>
<b><u>REVENUES</u></b>	
Tax revenue	\$ 273,182
Charges for services	6,272
Contributions	1,150
State aid grant	4,760
Interest income	2,184
Miscellaneous	<u>1,312</u>
<b>TOTAL REVENUES</b>	<b>\$ <u>288,860</u></b>
<b>CHANGE IN NET ASSETS</b>	<b>\$ 8,366</b>
<b>NET ASSETS, BEGINNING</b>	<b><u>271,296</u></b>
<b>NET ASSETS, ENDING</b>	<b><u><u>\$ 279,662</u></u></b>

See the accompanying notes to financial statements



**MAPLEWOOD PUBLIC LIBRARY**

**Balance Sheet  
Governmental Funds  
June 30, 2004**

	<b><u>General Fund</u></b>	<b><u>Total Governmental Funds</u></b>
<b><u>ASSETS</u></b>		
Cash	\$ 262,121	\$ 262,121
<b>TOTAL ASSETS</b>	<b><u>\$ 262,121</u></b>	<b><u>\$ 262,121</u></b>
<b><u>LIABILITIES AND FUND BALANCES</u></b>		
<b>LIABILITIES</b>		
Accounts payable	\$ 822	\$ 822
Payroll taxes payable	3,702	3,702
Accrued wages	<u>4,140</u>	<u>4,140</u>
<b>TOTAL LIABILITIES</b>	<b><u>\$ 8,664</u></b>	<b><u>\$ 8,664</u></b>
<b>FUND BALANCE</b>		
Unreserved, General Fund	<u>253,457</u>	<u>253,457</u>
<b>TOTAL FUND EQUITY</b>	<b><u>253,457</u></b>	<b><u>253,457</u></b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b><u>\$ 262,121</u></b>	<b><u>\$ 262,121</u></b>

**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>26,205</u>
<b>Net assets of governmental activities</b>	<b><u>\$ 288,326</u></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, 2004**

	<u>General Fund</u>
<b><u>REVENUES</u></b>	
Tax revenue	\$ 269,055
Charges for services	6,272
Contributions	1,150
State aid grant	4,760
Interest income	2,184
Miscellaneous	1,310
<b>TOTAL REVENUES</b>	<b>\$ 284,731</b>
 <b><u>EXPENDITURES</u></b>	
<b>DIRECT EXPENSE</b>	
Adult books	23,509
Children's books	11,908
Reference books	6,227
Professional books	302
Young adult materials	1,611
Periodical purchase	6,000
Audiovisual material	7,566
Inter-library loan	6,906
Children's activities	1,714
<b>TOTAL DIRECT EXPENSE</b>	<b>\$ 65,743</b>
 <b>PERSONNEL EXPENSE</b>	
Gross wages	144,339
Medical insurance	12,675
Payroll taxes	10,508
Cafeteria fund	2,737
Lagers	347
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 170,606</b>
 <b>BUILDING EXPENSE</b>	
Utilities	7,865
Telephone	1,805
Maintenance & repair	2,346
Janitor service	3,630
Equipment	1,376
<b>TOTAL BUILDING EXPENSE</b>	<b>\$ 17,022</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, 2004**

	<u><b>General Fund</b></u>
<b>OPERATING EXPENSE</b>	
Computer maintenance	\$ 5,832
Operating supplies	4,118
Postage	1,144
Insurance	2,500
Accounting & legal	3,883
Computer software	387
Public relations	315
Organization dues	305
Encumbered expenses	(1,785)
Miscellaneous	1,504
Special projects	6,602
<b>TOTAL OPERATING EXPENSES</b>	<u>\$ 24,805</u>
 <b>TOTAL EXPENDITURES</b>	 <u>\$ 278,176</u>
 <b>EXCESS OF REVENUES OVER EXPENDITURES</b>	 \$ 6,555
 <b>FUND BALANCE, BEGINNING</b>	 <u>246,902</u>
 <b>FUND BALANCE, ENDING</b>	 <u><u>\$ 253,457</u></u>

See the accompanying notes to financial statements

**MAPLEWOOD PUBLIC LIBRARY**  
**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, 2004**

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

Net Change In Fund Balances	\$	6,555
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.		4,127
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.		<u>(2,316)</u>
<b>Change In Net Assets Of Governmental Activities</b>	<b>\$</b>	<b><u>8,366</u></b>

See the accompanying notes to financial statements

**MAPLEWOOD PUBLIC LIBRARY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2004**

**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.

# MAPLEWOOD PUBLIC LIBRARY

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2004

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.

**MAPLEWOOD PUBLIC LIBRARY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2004**

**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

Depreciation expense of \$ 3,692 was charged to operating expenses.

**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, 2004. The carrying amount of these deposits was \$262,121 and the bank balance was \$269,963 at June 30, 2004. 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 2003 and 2002 for purposes of local taxation was:

	December 31,			
	<u>2003</u>		<u>2002</u>	
	<u>Valuation</u>	<u>Rate</u>	<u>Valuation</u>	<u>Rate</u>
Real Estate-Residential	\$ 50,635,024	.219	\$ 44,255,780	.241
Real Estate-Commercial	28,607,269	.226	26,176,980	.241
Personal Property	<u>25,691,364</u>	.242	<u>25,691,364</u>	.241
Total	\$104,933,657		\$ 96,124,124	

**MAPLEWOOD PUBLIC LIBRARY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2004**

**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, 2004 of \$4,930 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, 2004:

	July 1, <u>2003</u>	<u>Additions</u>	<u>Disposals</u>	June 30, <u>2004</u>
Equipment	\$ 84,682	\$ 1,376	\$ ( 40,532)	\$ 45,526
Leasehold Improvements	<u>5,118</u>	<u>-</u>	<u>( 5,118)</u>	<u>-</u>
Total	\$ 89,800	\$ 1,376	\$ ( 45,650)	\$ 45,526

Depreciation expense of \$ 3,692 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.



**MAPLEWOOD PUBLIC LIBRARY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2004**

**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, 2004. This amount represents the Library's 4.66% share of the net assets, based on a recent transfer of a 16.15% share to Webster Groves Municipal Library for \$ 23,982. Prior to the transfer the Library's percentage of the net assets was 6.35%.

**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, 2004**

<u>REVENUES</u>	<u>Budget</u>	<u>Actual</u>
Tax revenue	\$ 264,748	\$ 269,055
Charges for services	4,900	6,272
Contributions	100	1,150
State aid grant	4,400	4,760
Interest income	6,000	2,184
Miscellaneous	1,201	1,310
<b>TOTAL REVENUES</b>	<u>\$ 281,349</u>	<u>\$ 284,731</u>
<u>EXPENDITURES</u>		
<b>DIRECT EXPENSE</b>		
Adult books	24,000	23,509
Children's books	10,000	11,908
Reference books	6,500	6,227
Professional books	300	302
Young adult materials	2,000	1,611
Periodical purchase	6,435	6,000
Audiovisual material	9,000	7,566
Inter-library loan	6,900	6,906
Children's activities	3,500	1,714
Copy machine maintenance	500	0
<b>TOTAL DIRECT EXPENSE</b>	<u>\$ 69,135</u>	<u>\$ 65,743</u>
<b>PERSONNEL EXPENSE</b>		
Gross wages	149,061	144,339
Medical insurance	13,041	12,675
Payroll taxes	11,403	10,508
Cafeteria fund	2,129	2,737
Lagers	718	347
<b>TOTAL PERSONNEL EXPENSE</b>	<u>\$ 176,352</u>	<u>\$ 170,606</u>
<b>BUILDING EXPENSE</b>		
Utilities	10,840	7,865
Telephone	1,800	1,805
Maintenance & repair	2,000	2,346
Janitor service	3,960	3,630
Equipment	4,000	1,376
<b>TOTAL BUILDING EXPENSE</b>	<u>\$ 22,600</u>	<u>\$ 17,022</u>

See the accompanying notes to financial statements

**MAPLEWOOD PUBLIC LIBRARY**  
**Statement Of Revenues , Expenditures And**  
**Changes In Fund Balance**  
**Budget And Actual - General Fund**  
**For The Year Ended June 30, 2004**

	<u>Budget</u>	<u>Actual</u>
<b>OPERATING EXPENSE</b>		
Computer maintenance	\$ 4,000	\$ 5,832
Operating supplies	4,500	4,118
Postage	1,000	1,144
Insurance	2,500	2,500
Accounting & legal	3,840	3,883
Computer software	250	387
Public relations	500	315
Continuing education	250	0
Organization dues	650	305
Encumbered expenses	0	(1,785)
Miscellaneous	3,000	1,504
Special projects	0	6,602
<b>TOTAL OPERATING EXPENSE</b>	<u>\$ 20,490</u>	<u>\$ 24,805</u>
 <b>TOTAL EXPENDITURES</b>	 <u>\$ 288,577</u>	 <u>\$ 278,176</u>
 <b>EXCESS OF REVENUES</b>		
<b>OVER EXPENDITURES</b>	<u>\$ (7,228)</u>	\$ 6,555
 <b>FUND BALANCE, BEGINNING</b>		<u>246,902</u>
 <b>FUND BALANCE, ENDING</b>		<u>\$ 253,457</u>

See the accompanying notes to financial statements