

**Glenside Public Library  
District, Illinois**

**Annual Financial Report**

**For the Year Ended  
June 30, 2013**

**Wolf & Company LLP**  
Certified Public Accountants

# GLENSIDE PUBLIC LIBRARY DISTRICT

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**GLENSIDE PUBLIC LIBRARY DISTRICT**

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## **INTRODUCTORY SECTION**

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Principal Officials  
June 30, 2013

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**BOARD OF TRUSTEES**

Constance Barreras, President

Isabelle Baldwin, Vice President

Maria Rellinger, Trustee

Elizabeth Minicz, Secretary

Linda Fagan, Trustee

Altha Milnes, Treasurer

Mariann Evans, Trustee

**ADMINISTRATION**

Lizbeth Fitzgerald, Team Administrator

Kathryn Schueman, Team Administrator

## **FINANCIAL SECTION**

**INDEPENDENT AUDITOR'S REPORT**

INDEPENDENT AUDITOR'S REPORT

Members of the Board of Trustees  
Glenside Public Library District  
Glendale Heights, Illinois

We have audited the accompanying financial statements of the governmental activities, each major fund, budgetary comparison for the General Fund, and the aggregate remaining fund information of Glenside Public Library District (the District) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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 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 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 opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Glenside Public Library District as of June 30, 2013, and the respective changes in financial position and budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.



Change in Accounting Principle

As describe in Note 1.D. to the financial statements, Glenside Public Library District adopted GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, in 2013. Our opinion is not modified in respect to that matter.

Other Matters

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and pension funding related information on pages 3-7 and page 27 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Glenside Public Library District's basic financial statements. The introductory section, individual fund statements and schedules, and statistical section are presented for purposes of additional analysis and are not a required part of the financial statements.

The nonmajor fund and individual fund budgetary schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the nonmajor fund and individual fund budgetary schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

*Wolf & Company LLP*

Oakbrook Terrace, Illinois  
November 14, 2013

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**GLENSIDE PUBLIC LIBRARY DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**

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As management of the Glenside Public Library District, this narrative overview and analysis is provided of the Library District's financial performance for the fiscal year ended June 30, 2013. We recommend readers consider this information in conjunction with the financial statements as a whole.

This discussion and analysis is designed to: (1) assist the reader in focusing on significant financial issues, (2) provide an overview of the Library District's financial activity, (3) identify changes in the Library District's financial position (its ability to address the next and subsequent year's challenges), (4) identify any material deviations from the financial plan (the approved budget), and (5) identify individual fund issues or concerns.

The major components of the financial statements are the Statement of Net Position and the Statement of Activities. The Statement of Net Position shows the total assets and liabilities of the Library District. Assets that exceed liabilities would be considered the current value or net worth of the Library District. The Statement of Activities reflects the total operations of the Library District for the past year, shown first net of revenues from taxes, interest and miscellaneous items, and then in total.

**Basic Financial Statements**

Government-wide and fund financial statements are presented on pages 8 through 14.

The government-wide financial statements are designed to provide readers with a broad overview of the Library District's finances in a manner similar to a private-sector business. They are prepared using the full accrual basis of accounting.

The Statement of Net Position presents information on all the Library District's assets and liabilities with the difference between the two reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the Library District is improving or deteriorating.

The Statement of Activities presents information showing how the Library District's net position changed during the current fiscal year.

Fund financial statements tell how library services were paid for as well as what remains for future spending. Fund financial statements report the Library's operations in more detail than the government-wide statements by providing information about the Library District's two major funds, the General Fund and the Special Reserve Fund.

Notes to the Financial Statements provide additional information that is essential to develop a full understanding of the information provided in the financial statements. The Required Supplementary Information consists of retirement fund Schedules of Funding Progress and Contributions.

**Financial Analysis**

Net position may serve, over time, as a useful indicator of a government's financial position. In the case of the Glenside Public Library District, assets exceeded liabilities by \$3,311,890 at the close of this fiscal year. A large portion of the Library District's assets reflects its investment in capital assets. The Library District uses these capital assets to provide services and, consequently, these assets are not available to liquidate liabilities or for other spending.

**GLENSIDE PUBLIC LIBRARY DISTRICT**  
**Management's Discussion and Analysis (Cont.)**

*Summary of Net Position*

	June 30, 2013		June 30, 2012	
	Balances	Percent of Total Assets	Balances	Percent of Total Assets
<b>Assets</b>				
Current and Other Assets	\$ 4,127,009	55 %	\$ 3,981,324	53 %
Capital Assets	3,404,826	45	3,491,561	47
Total Assets	<u>7,531,835</u>	<u>100</u>	<u>7,472,885</u>	<u>100</u>
<b>Liabilities</b>				
Current Liabilities	379,945	5	361,466	5
Noncurrent Liabilities	3,840,000	51	4,035,000	54
Total Liabilities	<u>4,219,945</u>	<u>55</u>	<u>4,396,466</u>	<u>58</u>
<b>Net Position 2012, as restated</b>				
Net Investment in Capital Assets	(630,174)	(8)	(733,439)	(10)
Restricted	117,330	2	134,233	2
Unrestricted	<u>3,824,734</u>	<u>51</u>	<u>3,675,625</u>	<u>49</u>
	<u>\$ 3,311,890</u>	<u>44 %</u>	<u>\$ 3,076,419</u>	<u>41 %</u>

The following table summarizes the Statement of Activities using the full accrual basis of accounting. All costs incurred by the District are presented; however, the purchase of Library materials of \$153,798, furniture and equipment of \$178,833, and construction in progress of \$8,670 are not included because these costs are capitalized and depreciated over the expected life of the assets. For the year ended June 30, 2013, the Library District's Net Position increased by \$235,471. As shown in the following table, the net increase was primarily due to an effort by the Library District to hold costs at prior year levels, while property taxes increased slightly.

*Overview of the Statement of Activities*

	Fiscal Year 2013		Fiscal Year 2012	
	Balances	Percent of Total Revenues	Balances	Percent of Total Revenues
<b>Revenues</b>				
Taxes	\$ 3,229,626	97 %	\$ 3,153,699	97 %
Fines	52,651	2	51,868	2
State Grant	41,834	1	37,184	1
Interest	1,757		1,536	
Miscellaneous	2,603		3,179	
Total Revenues	<u>3,328,471</u>	<u>100</u>	<u>3,247,466</u>	<u>100</u>
<b>Expenses</b>				
General Government	288,280	9	279,951	8
Culture	2,153,249	65	2,127,048	64
Building and Site Maintenance	152,249	5	149,740	4
Interest	166,695	5	182,865	5
Depreciation	332,527	10	325,861	10
Total Expenses	<u>3,093,000</u>	<u>93</u>	<u>3,065,465</u>	<u>92</u>
Change in Net Assets	235,471	<u>7 %</u>	182,001	<u>8 %</u>
Net Assets, Beginning of Year, as Restated	<u>3,076,419</u>		<u>2,894,418</u>	
Net Assets, End of Year	<u>\$ 3,311,890</u>		<u>\$ 3,076,419</u>	

**GLENSIDE PUBLIC LIBRARY DISTRICT**  
**Management's Discussion and Analysis (Cont.)**

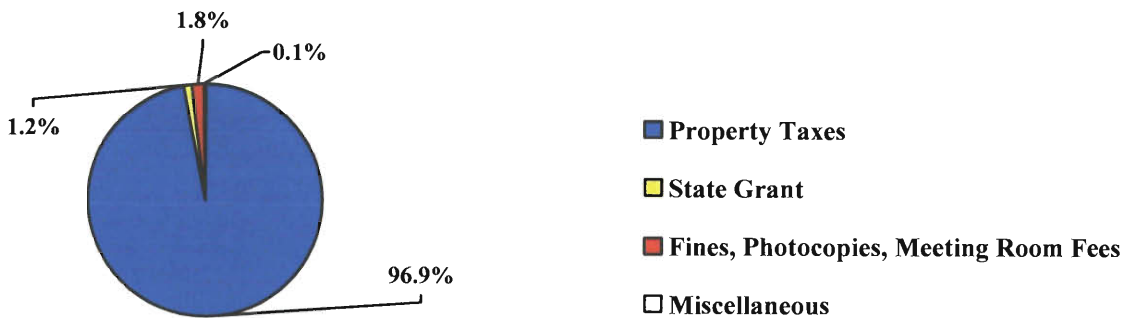
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**Revenue**

The Library District receives 96.9% of its operating revenue from property taxes, while the remaining amount is comprised of overdue fines and miscellaneous fees revenue, state per capita grant, interest income and other miscellaneous items.

The Library District received the Illinois Library Per Capita Grant in the amount of \$37,184. Per Capita Grant funds are spent on library materials.

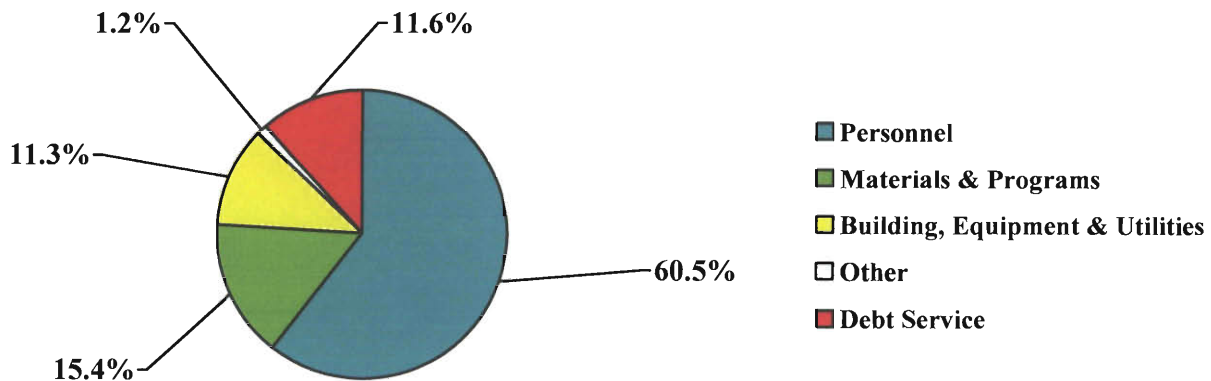
Revenue by Source – Governmental Activities



**Expenses**

Expenditures for all library materials and programming were \$487,214, a decrease of 1.78%. Continuing to provide excellent library services to our residents of all ages requires a dedicated, professional, and trained staff. Staff-related expenditures are 60.5% of the District's total expenditures and include salaries and wages, health insurance benefits, training and development, unemployment and worker's compensation insurance, and employee retirement benefits. The increase in personnel related expenditures was 0.5%.

Expenditures – General Fund



**GLENSIDE PUBLIC LIBRARY DISTRICT**  
**Management's Discussion and Analysis (Cont.)**

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**General Fund Budgetary Highlights**

The General Fund had revenues of \$3,219,098, which were \$18,149 under budget, and expenditures of \$3,123,311, which were \$113,936 under budget. The result was a positive net budget variance of \$95,787.

**Programs and Services**

Direct services to the public include print resources, multimedia and electronic resources, reference and interlibrary loans, and programs and outreach.

The following services and programs were funded from the Library/General Fund during the fiscal year:

- Library materials available
  - Book volumes – 112,110 with 9,170 added this year;
  - Print periodical subscriptions – 259 subscriptions;
  - E-books, including My Media Mall – 22,851; and
  - Other materials such as CDs, DVDs, and e-games – 36,362
- Loans of all library materials
  - All materials – 373,004;
  - DVD loans – 98,159;
  - Print book loans – 206,374 ; and
  - e-book loans – 5,964
- Other public services
  - References questions – 29,957;
  - 3,463 Interlibrary loan items received;
  - 258 events hosted by the public in library meeting rooms by 47 different local organizations;
    - *Local organizations represent 24% of library meeting room usage.*
  - Other in-house services include: 79 public desktops with high speed internet access, 22 licensed databases, public fax, copier, notary public, voter registration and public wireless internet access throughout the building.
- In-house programs
  - 1,732 events hosted by professional librarians:
    - 37,788 participants, a 14% annual increase;
      - Family and Youth Programs: 26,487;
      - Teen Programs (6-12<sup>th</sup> grade): 8,842; and
      - Adult Programs: 2,459.
    - Includes library produced programs held in other locations in the community, such as schools, senior center and parks.
  - Library staff also make homebound visits to deliver library materials:
    - For 2011-12, 34 visits were made and in 2012-13, 63 visits were made, for an increase of 85%.
  - A quarterly newsletter is mailed to all households in the Library District.
  - The total number of residents with library cards is 13,383.

**GLENSIDE PUBLIC LIBRARY DISTRICT**  
**Management's Discussion and Analysis (Cont.)**

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**Building and Grounds**

The following improvements were made possible using Operating Funds and the Special Reserve Fund:

- Automatic Materials Handler
- 4 laptops for in-house use
- Replaced server for Circulation and Materials Database
- Replaced ceiling fluorescent lamps

**Capital Assets**

At the end of fiscal 2013, the Library District had total capital assets (net of accumulated depreciation) of \$3,404,826 invested in computers, a large collection of books and other library materials, and the building which houses the library operations.

	June 30,	
	2013	2012
Land	\$ 175,000	\$ 175,000
Construction in Progress	8,670	95,509
Building and Improvements	4,879,584	4,879,584
Furniture and Equipment	205,080	26,247
Books and Library Materials	<u>1,176,284</u>	<u>1,208,253</u>
Cost of Capital Assets	6,444,618	6,384,593
Less Accumulated Depreciation	<u>(3,039,792)</u>	<u>(2,893,032)</u>
Net Capital Assets	<u>\$ 3,404,826</u>	<u>\$ 3,491,561</u>

Additional information about capital assets can be found in Note 3.

**Long-Term Debt**

The Library District maintains \$4,035,000 in long-term debt. In the current year, the Library District reduced its outstanding bonds by \$190,000.

Additional information about long-term debt can be found in Note 6.

**CONTACTING THE GLENSIDE PUBLIC LIBRARY DISTRICT'S ADMINISTRATION**

This financial report is designed to provide a general overview of the Glenside Public Library District's finances for those with an interest in the District's operations. Questions concerning any of the information provided in this report or requests for additional information should be addressed to:

Kathryn Schueman  
Team Administrator  
25 East Fullerton Avenue  
Glendale Heights, IL 60139

## **BASIC FINANCIAL STATEMENTS**



# GLENSIDE PUBLIC LIBRARY DISTRICT

## Statement of Net Position

June 30, 2013

### Assets

#### Current Assets

Cash and Investments	\$ 2,337,825
Receivables	
Property Taxes	1,764,550
Prepays	24,634
Total Current Assets	<u>4,127,009</u>

#### Noncurrent Assets

##### Capital Assets

Capital Assets Not Being Depreciated	183,670
Other Capital Assets, Net of Depreciation	3,221,156
Total Noncurrent Assets	<u>3,404,826</u>

Total Assets	<u>7,531,835</u>
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### Liabilities

#### Current Liabilities

Accounts Payable	67,794
Current Portion of Bonds Payable	195,000
Accrued Liabilities	63,270
Accrued Vacation and Sick Pay	53,881
Total Current Liabilities	<u>379,945</u>

#### Noncurrent Liabilities

Bonds Payable, Less Current Portion	<u>3,840,000</u>
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Total Liabilities	<u>4,219,945</u>
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### Net Position

Net Investment in Capital Assets	(630,174)
Restricted for	
Liability Insurance	2,973
Unemployment Insurance	306
Building and Equipment Maintenance	7,686
Working Cash - Permanent (Non-expendable)	106,365
Unrestricted	<u>3,824,734</u>
Total Net Position	<u>\$ 3,311,890</u>

See accompanying Notes to the Financial Statements.

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Statement of Activities  
For the Year Ended June 30, 2013

Functions/Programs	Expenses	Program Revenues		Net (Expenses) Revenues and Changes in Net Position Governmental Activities
		Charges for Services	Operating Grants and Contributions	
Governmental Activities				
Library Services	\$ 2,917,085	52,651	41,834	(2,822,600)
Interest on Long-Term Debt	175,915			(175,915)
<b>Total Governmental Activities</b>	<b>\$ 3,093,000</b>	<b>52,651</b>	<b>41,834</b>	<b>(2,998,515)</b>
General Revenues				
Taxes				
				3,223,223
				6,403
				1,757
				2,603
				<u>3,233,986</u>
				Increase in Net Position 235,471
Net Position				
				<u>3,076,419</u>
				<u>3,311,890</u>

See accompanying Notes to the Financial Statements.

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Balance Sheet - Governmental Funds

June 30, 2013

	General Fund	Special Reserve Fund	Nonmajor Governmental Fund	Total Governmental Funds
<b>Assets</b>				
Cash and Investments	\$ 1,953,710	277,750	106,365	2,337,825
Receivables				
Property Taxes	1,764,550			1,764,550
Prepays	24,634			24,634
<b>Total Assets</b>	<b>\$ 3,742,894</b>	<b>277,750</b>	<b>106,365</b>	<b>4,127,009</b>
<b>Liabilities</b>				
Accounts Payable	\$ 67,794			67,794
Accrued Payroll and Related Taxes	63,270			63,270
Unearned Revenue - Grants	37,262			37,262
<b>Total Liabilities</b>	<b>168,326</b>	<b>-</b>	<b>-</b>	<b>168,326</b>
<b>Deferred Inflows of Resources</b>				
Unavailable Revenue - Property Taxes	3,265,362			3,265,362
<b>Fund Balances</b>				
<b>Nonspendable</b>				
Prepaid Items	24,634			24,634
Working Cash - Permanent			106,365	106,365
<b>Restricted</b>				
Liability Insurance	2,973			2,973
Unemployment Insurance	306			306
Building and Equipment Maintenance	7,686			7,686
<b>Assigned</b>				
Capital Projects		112,626		112,626
Special Reserve		165,124		165,124
Unassigned	273,607			273,607
<b>Total Fund Balances</b>	<b>309,206</b>	<b>277,750</b>	<b>106,365</b>	<b>693,321</b>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balances</b>	<b>\$ 3,742,894</b>	<b>277,750</b>	<b>106,365</b>	<b>4,127,009</b>

See accompanying Notes to the Financial Statements.

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Reconciliation of Balance Sheet - Governmental Funds  
to the Statement of Net Position

June 30, 2013

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Total Fund Balances - Governmental Funds	\$ 693,321
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	3,404,826
Property tax revenue from current levies is reported in the Statement of Net Position, but is deferred in the governmental funds.	3,265,362
Grant revenue is reported in the Statement of Net Position, but is deferred in the governmental funds.	37,262
Bonds payable do not require the use of current financial resources and, therefore, are not reported as liabilities in governmental funds.	(4,035,000)
Compensated absences are not due and payable in the current period and, therefore, are not reported in the governmental funds.	<u>(53,881)</u>
Net Position of Governmental Activities	<u>\$ 3,311,890</u>

See accompanying Notes to the Financial Statements.

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Governmental Funds

Year Ended June 30, 2013

	General Fund	Special Reserve Fund	Nonmajor Governmental Fund	Total Governmental Funds
<b>Revenues</b>				
Property Taxes	\$ 3,114,287			3,114,287
Replacement Taxes	6,403			6,403
Grants	41,756			41,756
Interest	1,398	278	81	1,757
Fines and Other	52,651			52,651
Miscellaneous	2,603			2,603
Total Revenues	<u>3,219,098</u>	<u>278</u>	<u>81</u>	<u>3,219,457</u>
<b>Expenditures</b>				
<b>Current</b>				
General Government	288,280			288,280
Culture	2,316,867			2,316,867
Building and Site Maintenance	152,249			152,249
Capital Outlay		69,193		69,193
<b>Debt Service</b>				
Principal	190,000			190,000
Interest	175,915			175,915
Total Expenditures	<u>3,123,311</u>	<u>69,193</u>	<u>-</u>	<u>3,192,504</u>
Net Change in Fund Balances	95,787	(68,915)	81	26,953
<b>Fund Balances</b>				
Beginning	<u>213,419</u>	<u>346,665</u>	<u>106,284</u>	<u>666,368</u>
Ending	<u>\$ 309,206</u>	<u>277,750</u>	<u>106,365</u>	<u>693,321</u>

See accompanying Notes to the Financial Statements.

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Reconciliation of the Statement of Revenues, Expenditures, and Changes  
in Fund Balances of Governmental Funds to the Statement of Activities

Year Ended June 30, 2013

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Net Change in Fund Balances - Total Governmental Funds	\$ 26,953
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets. This is the amount by which depreciation (\$332,527) exceeded capital outlays (\$245,792) in the current period.	(86,735)
Property tax revenues in the Statement of Activities that do not provide current financial resources are reported as deferred property tax revenue in the fund financial statements.	108,936
Grant revenues in the Statement of Activities that do not provide current financial resources are reported as deferred revenue in the fund financial statements.	78
Debt service principal payments are reported as a reduction of a liability in governmental activities but are reported as an expenditure in the fund financial statements.	190,000
The change in compensated absences is not a source or use of a financial resource.	<u>(3,761)</u>
Change in Net Position of Governmental Activities	<u>\$ 235,471</u>

See accompanying Notes to the Financial Statements.

**GLENSIDE PUBLIC LIBRARY DISTRICT**

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance -  
Budget and Actual  
Year Ended June 30, 2013

	Original Budget	Final Budget	Actual	Variance With Final Budget Over (Under)
<b>Revenues</b>				
Property Taxes				
Corporate	\$ 2,978,459	2,978,459	2,965,289	(13,170)
Property Taxes Special Levies				
Audit	900	900		(900)
Liability Insurance	5,020	5,020		(5,020)
Workers' Compensation Insurance	1,000	1,000		(1,000)
Unemployment Insurance	1,800	1,800		(1,800)
Building and Equipment Maintenance	161,559	161,559	148,897	(12,662)
Prior Levies	1,800	1,800	101	(1,699)
Replacement Taxes	5,900	5,900	6,403	503
Grants	37,184	37,184	41,756	4,572
Interest	1,025	1,025	1,398	373
Fines and Other	30,000	30,000	52,651	22,651
Miscellaneous	12,600	12,600	2,603	(9,997)
Total Revenues	<u>3,237,247</u>	<u>3,237,247</u>	<u>3,219,098</u>	<u>(18,149)</u>
<b>Expenditures</b>				
General Government	273,015	273,015	288,280	15,265
Culture	2,436,758	2,436,758	2,316,867	(119,891)
Building and Site Maintenance	161,559	161,559	152,249	(9,310)
Debt Service	365,915	365,915	365,915	
Total Expenditures	<u>3,237,247</u>	<u>3,237,247</u>	<u>3,123,311</u>	<u>(113,936)</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>-</u>	<u>95,787</u>	<u>95,787</u>
<b>Fund Balance</b>				
Beginning			<u>213,419</u>	
Ending			<u>309,206</u>	

See accompanying Notes to the Financial Statements.

## GLENSIDE PUBLIC LIBRARY DISTRICT

Notes to the Financial Statements  
June 30, 2013

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### 1. Summary of Significant Accounting Policies

The accounting and reporting policies of the Glenside Public Library District (the District) relating to the accompanying basic financial statements conform to generally accepted accounting principles (GAAP) applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

#### A. Reporting Entity

The District follows the provisions of Governmental Accounting Standards Board Statement No. 39, *Determining Whether Certain Organizations are Component Units - an amendment of GASB Statement No. 14*. As defined by generally accepted accounting principles established by GASB, the financial reporting entity consists of the primary government, as well as its component units, which are legally separate, tax-exempt entities and meet all of the following criteria:

- The economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units, or its constituents.
- The primary government, or its component units, is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization.
- The economic resources received or held by an individual organization that the specific primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to that primary government.

The District has concluded that no entities meet the criteria of Statement No. 39 for inclusion as a component unit. Likewise, the District is not required to be included as a component unit of any other entity.

#### B. Government-wide and Fund Financial Statements

##### *Government-wide Financial Statements*

The government-wide Statement of Net Position and Statement of Activities display information about the reporting government as a whole. They include all funds of the reporting entity. The financial activities of the District consist entirely of governmental activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

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. The District allocates indirect expenses to functions in the Statement of Activities in cases where a clear and direct connection exists. Program revenues include charges to residents who purchase, use or directly benefit from goods, services, or privileges provided by a given function, and grants and contributions that are restricted to meeting the operational and capital requirements of a particular function. Taxes and other income items that are not specifically related to a function are reported as general revenues.



## GLENSIDE PUBLIC LIBRARY DISTRICT

Notes to the Financial Statements

June 30, 2013

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### 1. Summary of Significant Accounting Policies (Cont.)

#### B. Government-wide and Fund Financial Statements (Cont.)

##### *Fund Financial Statements*

Fund financial statements of the reporting entity are organized into individual funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, liabilities, fund equity, revenues, and expenditures/expenses. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions.

Funds are organized as major funds or nonmajor funds within the governmental statements.

Governmental fund types are those through which the governmental functions of the District are financed. The District's expendable financial resources are accounted for through governmental funds. The measurement focus is based upon determination of changes in financial position rather than upon net income determination.

The District administers the following major governmental funds:

**General Fund** – This is the District's primary operating fund. It accounts for all financial resources of the general government except those required, legally, or by sound financial management, to be accounted for in another fund.

**Special Reserve Fund** – This fund is used to account for the acquisition and construction of major capital facilities, equipment, and capital asset replacements.

The District reports the following nonmajor governmental fund:

The **Working Cash Fund** (Permanent Fund) – This fund is used to account for financial resources held by the District to be used for temporary interfund loans to certain other funds.

#### C. Basis of Accounting

The government-wide Statement of Net Position and Statement of Activities are presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or the economic asset is used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Property taxes are recognized as revenues in the year in 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.

The current financial resources measurement focus and the modified accrual basis of accounting are followed by the governmental funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e., both measurable and available to finance the District's operations. "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

## GLENSIDE PUBLIC LIBRARY DISTRICT

Notes to the Financial Statements  
June 30, 2013

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### 1. Summary of Significant Accounting Policies (Cont.)

#### C. Basis of Accounting (Cont.)

Property taxes, investment earnings, and charges for services are the primary revenue sources susceptible to accrual. All other revenues are recognized when cash is received. Expenditures are recorded when the related fund liability is incurred.

The District reports deferred revenues on its Governmental Funds Balance Sheet. For governmental fund financial statements, deferred revenues occur when potential revenue either does not meet both the "measurable" and "available" criteria for recognition in the current period, or when resources are received by the District before it has a legal claim to them. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, the liability for deferred revenue is removed from the Governmental Funds Balance Sheet and revenue is recognized accordingly.

#### D. Measurement Focus

On the government-wide Statement of Net Position and Statement of Activities, governmental activities are presented using the flow of economic resources measurement focus, which means all assets and liabilities (whether current or non-current) are included in the Statement of Net Position and the operating statements present increases and decreases in net total assets.

The measurement focus of all governmental funds is the flow of current financial resources concept. Under this concept, sources and uses of financial resources, including capital outlays, debt proceeds and debt retirements are reflected in operations. Resources not available to finance expenditures and commitments of the current period are recognized as deferred revenue or a reservation of fund equity. Liabilities for claims, judgments, compensated absences and pension contributions, which will not be currently liquidated using expendable available financial resources are included as liabilities in the government-wide financial statements, but are excluded from the governmental funds financial statements. The related expenditures are recognized in the governmental fund financial statements when the liabilities are liquidated.

The District adopted Governmental Accounting Standards No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* (GASB No. 63). GASB No. 63 provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. The District also adopted Governmental Accounting Standards No. 65, *Items Previously Reported as Assets and Liabilities* (GASB No. 65). GASB No. 65 reclassifies as deferred outflows of resources or deferred inflows of resource, certain items that were previously reported as assets and liabilities.

The District reports deferred inflows of resources on its Governmental Funds Balance Sheet. Deferred inflows of resources arise when resources are received by the District that represent an acquisition of an asset that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that time. In subsequent periods, when the District has a legal claim to the resources, the deferred inflow of resources is removed from the balance sheet and revenue is recognized.

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Notes to the Financial Statements  
June 30, 2013

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1. Summary of Significant Accounting Policies (Cont.)

E. Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

F. Budgetary Data and Budgetary Accounting

The District follows these procedures in establishing the budgetary data reflected in the financial statements:

- 1) The Board of Trustees passes a motion approving an operating budget.
- 2) Public hearings are conducted to obtain taxpayer comments.
- 3) Prior to the fourth Tuesday of September, the budget is legally adopted.
- 4) The budget may be amended by the Board of Trustees.
- 5) Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).

Within the annual financial report, the budgeted amounts represent the working budget figures of the District. The legally enacted appropriated amounts differ from these amounts.

G. Accrued Vacation and Sick Pay

Vested or accumulated vacation pay and sick leave that is expected to be paid from expendable available financial resources is reported as an expenditure and fund liability of the governmental fund that will pay it. Amounts of vested or accumulated vacation pay and sick leave that are not expected to be paid from expendable available financial resources are reported only on the government-wide financial statements.

H. Capital Assets

In the government-wide financial statements, the District has adopted a capitalization threshold of \$25,000 (except for Library materials) for capital asset additions. All capital assets are valued at historical cost, or estimated historical cost if actual cost is unavailable. Donated capital assets are stated at their fair market value as of the date donated.

Depreciation of capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. This range of estimated useful lives by type of asset is as follows:

Building and Improvements	15 to 40 years
Furniture and Equipment	5 to 20 years
Library Materials	3 to 7 years

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not included as capital assets.

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Notes to the Financial Statements  
June 30, 2013

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1. Summary of Significant Accounting Policies (Cont.)

I. Long-term Liabilities

In the government-wide financial statements, long-term debt is reported as a liability. Bond premiums and discounts are deferred and amortized over the life of the bonds using the outstanding bonds method. Issuance costs are expensed when paid.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Long-term debt is recognized as a liability in a governmental fund when due, or when resources have been accumulated for payment early in the following year.

J. Property Taxes

Property taxes attach as an enforceable lien on January 1. They are levied the subsequent fiscal year (by passage of a Tax Levy Ordinance). Tax bills are prepared by the County and issued on or about May 1, and are payable in two installments, on or about June 1 and on or about September 1. The Library receives significant distributions of tax receipts within one month after these due dates. It is the Library's policy to consider proceeds from a given tax levy as being available to finance operations of the fiscal year for which it is budgeted. Accordingly, the 2012 levy proceeds are not considered "available" as defined earlier in Note 1 and are, therefore, considered deferred revenue at June 30, 2013. In the entity-wide financial statements, property taxes are recognized when levied.

The following are the tax rates applicable to the various levies per \$100 of assessed valuations:

	Maximum 2012 Levy	Actual 2012 Levy	Actual 2011 Levy
Library	0.4301	0.4229	0.3983
Illinois Municipal Retirement	0.0193	0.0224	
Audit	0.0010	0.0010	
Building and Equipment Maintenance	0.0172	0.0200	0.0200
Tort Judgments	0.0021	0.0013	
Social Security	0.0190	0.0221	
Unemployment Insurance	0.0004	0.0002	
Workers Compensation Insurance	0.0017	0.0009	
	<u>0.4908</u>	<u>0.4908</u>	<u>0.4183</u>

## GLENSIDE PUBLIC LIBRARY DISTRICT

Notes to the Financial Statements  
June 30, 2013

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### 1. Summary of Significant Accounting Policies (Cont.)

#### K. Equity Classifications

##### *Government-wide Financial Statements*

Equity is classified as net position and displayed in three components:

**Net Investment in Capital Assets** - consists of capital assets, net of accumulated depreciation and net of related debt.

**Restricted Net Position** - consists of net position with constraints placed on their use either by external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or law through constitutional provisions or enabling legislation.

**Unrestricted Net Position** - consists of all other net position that do not meet the definition of restricted or invested in capital assets.

##### *Fund Financial Statements*

Beginning with fiscal year 2011, the Library has implemented GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which redefined how fund balances of governmental funds are presented in the financial statements. Fund balances are classified as follows:

**Nonspendable Fund Balance** - amounts that are not in nonspendable form (such as prepaid items) or are required to be maintained intact.

**Restricted Fund Balance** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions or by enabling legislation.

**Committed Fund Balance** - amounts constrained to specific purposes by the Library itself, using its highest level of decision-making authority (i.e., Board of Trustees). To be reported as committed, amounts cannot be used for any other purpose unless the Library takes the same highest level action to remove or change the constraint.

**Assigned Fund Balance** - amounts the Library intends to use for a specific purpose. Intent can be expressed by the Board of Trustees or by an official or body to which the Board of Trustees delegates the authority.

**Unassigned Fund Balance** - amounts that are available for any purpose. Positive amounts are reported only in the General Fund.

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Notes to the Financial Statements  
June 30, 2013

1. Summary of Significant Accounting Policies (Cont.)

K. Equity Classifications (Cont.)

*Fund Financial Statements (Cont.)*

The following details the changes in restricted fund balances during the year ended June 30, 2013 within the General Fund.

	Balance June 30, 2012	Property Tax Revenues	Expenditures	Balance June 30, 2013
Audit	\$ 1,419		1,419	
Illinois Municipal Retirement	3,459		3,459	
Liability Insurance	5,493		2,520	2,973
Workers' Compensation Insurance	1,867		1,867	
Unemployment Insurance	4,672		4,366	306
Building and Equipment Maintenance	11,039	148,897	152,250	7,686
	<u>\$ 27,949</u>	<u>148,897</u>	<u>165,881</u>	<u>10,965</u>

As of June 30, 2013, the Library assigned \$112,626 in the Special Reserve Fund for long-term replacement of building and equipment components.

2. Deposits and Investments

The District maintains a cash and investment pool that is available for use by all funds. Each fund type's portion of this pool is displayed on the balance sheet as "Cash and Investments." In addition, investments are separately held by several of the District's funds. Cash on hand of \$480 has been excluded from the amounts shown below.

Permitted Deposits and Investments – Statutes authorize the District to make deposits/investments in insured commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. Agencies, insured credit union shares, money market mutual funds with portfolios of securities issued or guaranteed by the United States or agreements to repurchase these same obligations, repurchase agreements, short-term commercial paper rated within the three highest classifications by at least two standard rating services, and the Illinois Funds Money Market Fund.

A. Deposits

At year-end, the carrying amount of the District's deposits totaled \$225,144 and the bank balances totaled \$249,639. Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a deposit policy for credit risk. As of June 30, 2013, the entire bank balance of \$249,639 was insured, therefore, not subject to the aforementioned custodial credit risk.

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Notes to the Financial Statements

June 30, 2013

2. Deposits and Investments (Cont.)

B. Investments

The District's investments are maintained within the Illinois Funds Money Market Fund. This investment is not subject to risk categorization as the fund provides perfected collateral for the entire balance. The carrying amount and fair value of the Illinois Funds Money Market Fund at June 30, 2013 was \$2,112,201.

The Illinois Funds Money Market Fund is an external investment pool developed and implemented in 1975 by the Illinois General Assembly under the jurisdiction of the Treasurer, who has regulatory oversight for the pool. The Fund is not registered with the SEC and has an affirmed rating of AAAM from Standard and Poors. The fair value of the position of this pool is the same as the value of the pool shares. The Fund offers two separate investment vehicles to public entities. The average yield on the Illinois Funds Money Market Fund for the year ending June 30, 2013 was 0.075%. The Fund issues a publicly available financial report. That report may be obtained by writing to Office of the State Treasurer, Illinois Funds Administrative Office, 300 W. Jefferson Street, Springfield, Illinois 62702.

3. Capital Assets

A summary of changes in capital assets for governmental activities of the District is as follows:

	Balance July 1	Additions	Deletions	Balance June 30
<b>Capital Assets Not Being Depreciated</b>				
Land	\$ 175,000			175,000
Construction in Progress	95,509	8,670	95,509	8,670
Total Capital Assets Not Being Depreciated	270,509	8,670	95,509	183,670
<b>Capital Assets Being Depreciated</b>				
Building and Improvements	4,879,584			4,879,584
Furniture and Equipment	26,247	178,833		205,080
Library Materials	1,208,253	153,798	185,767	1,176,284
	6,114,084	332,631	185,767	6,260,948
<b>Less Accumulated Depreciation for</b>				
Building and Improvements	2,286,108	127,694		2,413,802
Furniture and Equipment	15,091	10,254		25,345
Library Materials	591,833	194,579	185,767	600,645
	2,893,032	332,527	185,767	3,039,792
Total Capital Assets Being Depreciated, Net	3,221,052	104	-	3,221,156
Governmental Activities Capital Assets, Net	\$ 3,491,561	8,774	(95,509)	3,404,826

Total depreciation expense for the year charged to Library Services was \$332,527.

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Notes to the Financial Statements  
June 30, 2013

4. Common Bank Account

Separate bank accounts are not maintained for all Library funds; instead, certain funds maintain their uninvested cash and investment balances in common checking and money market accounts, with accounting records being maintained to show the portion of the common bank account balance attributable to each participating fund.

5. Risk Management

The Library is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omission; injuries to employees; and natural disasters. The Library has purchased commercial insurance from private insurance companies to cover these risks. Risks covered include general liability, workers' compensation, medical and other. Premiums have been recorded as expenditures in appropriate funds. The amount of coverage has not been decreased nor have the amount of settlements exceeded coverage in any of the past three fiscal years. A detailed listing of insurance coverage is included in the statistical section.

6. Long-Term Debt

The following is a summary of the changes in long-term debt:

	Balance July 1	Issuances	Retirements	Balance June 30	Due Within One Year
Series 2006 - \$4,580,000 General Obligation Refunding Library Bonds, due in annual installments beginning December 30, 2010 through June 30, 2028; interest payable semi-annually on June 30 and December 30 from 4.0% to 4.375%. Proceeds were used to refund a portion of the 1999 General Obligation Bonds and all of the 2001 General Obligation Bonds outstanding.	\$ 4,225,000		190,000	4,035,000	195,000

The annual requirements on all general obligation debt to maturity as of June 30, 2013 are as follows:

Year Ended June 30	Principal	Interest	Total
2014	\$ 195,000	167,615	362,615
2015	205,000	159,715	364,715
2016	215,000	151,416	366,416
2017	225,000	142,715	367,715
2018	235,000	133,443	368,443
2019-2023	1,330,000	510,905	1,840,905
2024-2028	1,630,000	201,279	1,831,279
	\$ 4,035,000	1,467,088	5,502,088



## GLENSIDE PUBLIC LIBRARY DISTRICT

Notes to the Financial Statements  
June 30, 2013

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### 7. Litigation

The District is not involved in any litigation nor is it aware of any contemplated litigation for which the potential liability would be expected to exceed insurance coverage.

### 8. Deferred Compensation

The District offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all full-time District employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

The District's deferred compensation plan has been placed in a trust through its administrators. Since amounts held in trust are for the exclusive benefit of all participants, the District does not report the assets in its financial statements.

### 9. Commitments and Contingencies

The District entered into an agreement in 2013 with Product Architecture and Design, to provide design, construction document, and construction administration services for the renovation and reconfiguration project. The District is remodeling the main floor and reconfiguring the adult and youth service areas. The contract was signed for \$98,000, which will be paid over phases. The phases are Design (\$29,000), Construction Documents (\$49,000), and Bidding/Construction Administration (\$20,000). The Design and Construction Document phase is expected to be completed by January 2014 at which point the District will pay \$78,000. The remaining balance of \$20,000 will be paid at the completion of Phase 1 and Phase 2 of the construction equally. Phase 1 of construction is expected to begin May 2014 and Phase 2 is expected to begin June 2015. The construction is planned to be completed by fiscal year 2016.

The District entered into an agreement subsequent to year end for construction relating to the installation of new carpeting in the amount of \$80,000.

### 10. Employee Retirement System - Illinois Municipal Retirement Fund

#### *Plan Description*

The District's defined benefit pension plan for regular employees provides retirement and disability benefits, post-retirement increases, and death benefits to plan members and beneficiaries. The employer plan is affiliated with the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer. Benefit provisions are established by statute and may only be changed by the General Assembly of the State of Illinois. IMRF issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained at [www.imrf.org](http://www.imrf.org).

#### *Funding Policy*

Employees participating in IMRF who retire at or after age 60 with 8 years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2.00% for each year thereafter. IMRF also provides death and disability benefits. These benefit provisions and all other requirements are established by state statute. Participating members are required to contribute 4.50% of their annual salary to IMRF. The Library is required to contribute the remaining amounts necessary to fund IMRF as specified by statute. The employer contribution rates for the calendar year ended 2012 were 11.44% of covered payroll.

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Notes to the Financial Statements  
June 30, 2013

10. Employee Retirement System - Illinois Municipal Retirement Fund (Cont.)

*Funding Policy (Cont.)*

Employees hired on or after January 1, 2011 are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating members who retire at age 62 (reduced benefits) or after age 67 (full benefits) with ten years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter.

*Annual Pension Cost*

For 2012, the District's annual pension cost of \$140,105 for the Regular plan was equal to the required and actual contributions.

TREND INFORMATION

Actuarial Valuation Date	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension Obligation
12/31/2012	\$ 140,105	100%	0
12/31/2011	144,103	100%	0
12/31/2010	144,648	100%	0

The required contribution for 2012 was determined as part of the December 31, 2010 actuarial valuation using the entry age actuarial cost method. The actuarial assumptions at December 31, 2010 included (a) 7.5% investment rate of return (net of administrative and direct investment expenses); (b) projected salary increases of 4.0% a year attributable to inflation; (c) additional projected increases ranging from 0.4% to 10.0% per year depending on age and service, attributable to seniority/merit; and (d) post-retirement benefit increases of 3.0% annually. The actuarial value of the District's plan assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a five-year period with a 20% corridor between the actuarial and market value of assets. The District's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on an open 30 year basis.

*Funding Status and Funding Progress*

As of December 31, 2012, the most recent actuarial valuation date, the plan was 72.71% funded. The actuarial accrued liability for benefits was \$2,443,564 and the actuarial value of assets was \$1,776,633, resulting in an underfunded actuarial accrued liability (UAAL) of \$666,931. The covered payroll (annual payroll of active employees covered by the plan) was \$1,224,698 and the ratio of the UAAL to the covered payroll was 54%.

The Schedule of Funding Progress, presented as Required Supplementary Information following the Notes to the Financial Statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Notes to the Financial Statements  
June 30, 2013

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11. Change in Accounting Principal

Net Position has been adjusted to reflect the adoption of GASB No. 65 as described below:

Net Position - June 30, 2012, as Previously Reported	\$ 3,194,091
Bond Issuance Costs Previously Capitalized, Now Expensed in Accordance with GASB Statement No. 65	<u>(117,672)</u>
Net Position - July 1, 2012, as Restated	<u>\$ 3,076,419</u>

**REQUIRED SUPPLEMENTARY INFORMATION  
(UNAUDITED)**

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Required Supplementary Information

Illinois Municipal Retirement Fund

Analysis of Funding Progress and Employer Contributions  
June 30, 2013

*Analysis of Funding Progress*

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liabilities (AAL) Entry Age (b)	Unfunded (Overfunded) AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll (b-a)/c
12/31/12	\$ 1,776,633	2,443,564	666,931	72.71 %	1,224,698	54.46 %
12/31/11	1,487,811	2,261,094	773,283	65.80	1,215,034	63.64
12/31/10	1,384,761	2,100,444	715,683	65.93	1,210,446	59.13
12/31/09	1,330,739	2,125,113	794,374	62.62	1,189,861	66.76
12/31/08	1,108,970	1,878,453	769,483	59.04	1,178,124	65.31
12/31/07	1,335,617	1,805,343	469,726	73.98	1,107,776	42.40

On a market value basis, the actuarial value of assets as of December 31, 2012 is \$1,842,926. On a market basis, the funded ratio would be 75.42%.

*Employer Contributions*

Actuarial Valuation Date	Annual Pension Cost (APC)	Percentage of APC Made	Net Pension Obligation
12/31/12	\$ 140,105	100%	0
12/31/11	144,103	100%	0
12/31/10	144,648	100%	0
12/31/09	129,576	100%	0
12/31/08	125,235	100%	0
12/31/07	119,861	100%	0

**INDIVIDUAL FUND  
FINANCIAL STATEMENTS AND SCHEDULES**

**NONMAJOR GOVERNMENTAL FUND TYPE**

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Nonmajor Governmental Fund

Balance Sheet

June 30, 2013

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	<u>Permanent Working Cash</u>
Assets	
Cash and Investments	<u>\$ 106,365</u>
Liabilities	\$
Fund Balance	
Nonspendable, Permanent Fund	<u>106,365</u>
Total Liabilities and Fund Balances	<u>\$ 106,365</u>



**GLENSIDE PUBLIC LIBRARY DISTRICT**

Nonmajor Governmental Fund

Statement of Revenues, Expenditures,  
and Changes in Fund Balance  
For the Year Ended June 30, 2013

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	<u>Permanent Working Cash</u>
Revenues	
Interest	<u>\$      81</u>
Net Change in Fund Balance	81
Fund Balance	
Beginning of Year	<u>106,284</u>
End of Year	<u>\$  106,365</u>

**GENERAL FUND**  
**(Major Fund)**

**GLENSIDE PUBLIC LIBRARY DISTRICT**

General Fund

Schedule of Expenditures - Budget and Actual  
Year Ended June 30, 2013

	Original Budget	Final Budget	Actual
<b>General Governmental</b>			
Audit Services	\$ 6,575	6,575	6,575
Social Security Contribution	110,000	110,000	114,200
IMRF - Pension	142,000	142,000	150,429
Liability Insurance	7,540	7,540	7,677
Workers' Compensation Insurance	5,100	5,100	5,033
Unemployment Insurance	1,800	1,800	4,366
<b>Total General Governmental</b>	<b>273,015</b>	<b>273,015</b>	<b>288,280</b>
<b>Culture</b>			
Salaries	1,493,130	1,493,130	1,495,817
Recruitment Expenditures	1,000	1,000	
Employment Benefits			
Group Medical and Employee Recognition, Net of Staff Reimbursements	135,950	135,950	129,156
Training and Conference Expenditures	4,000	4,000	4,099
Travel Expenditure Reimbursement	15,150	15,150	12,153
Professional Dues	4,000	4,000	3,737
Utilities - Electric	95,000	95,000	54,496
Natural Gas	42,000	42,000	24,352
Trustee Expenditures	1,300	1,300	1,459
Legal Services	15,000	15,000	17,792
Legal Notice Publication	3,500	3,500	1,727
Accounting and Payroll Service	16,100	16,100	13,157
Collection Services	2,850	2,850	2,094
Insurance	16,859	16,859	17,297
Automated Systems Expenditures	184,750	184,750	139,391
Books	113,600	113,600	112,903
Periodicals	13,330	13,330	14,992
Non-print Materials	83,830	83,830	81,561
Supplies	29,500	29,500	30,343
Postage	9,000	9,000	5,215
Programs and Outreach Materials	57,270	57,270	57,127
Equipment	83,500	83,500	84,301
Telephone	8,500	8,500	7,511
Friends Expenditures	50	50	522
Gift Expenditures	100	100	442
Memorial Expenditures	100	100	75
Water	4,800	4,800	3,807
Contingency	2,589	2,589	1,341
<b>Total Culture</b>	<b>2,436,758</b>	<b>2,436,758</b>	<b>2,316,867</b>

(Cont.)

**GLENSIDE PUBLIC LIBRARY DISTRICT**

General Fund

Schedule of Expenditures - Budget and Actual  
Year Ended June 30, 2013

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
<b>Building and Site Maintenance</b>			
Garbage Removal	2,600	2,600	2,363
Contract Custodial Services	50,000	50,000	48,687
Custodial Supplies	11,700	11,700	11,937
Snow Removal Service	6,600	6,600	5,171
Landscaping Maintenance	8,434	8,434	10,505
Building/Equipment Maintenance	41,225	41,225	34,516
Mechanical Maintenance	34,500	34,500	38,992
Grounds Maintenance	6,500	6,500	78
Total Building and Site Maintenance	<u>161,559</u>	<u>161,559</u>	<u>152,249</u>
<b>Debt Service</b>			
Principal	190,000	190,000	190,000
Interest	175,915	175,915	175,915
Total Debt Service	<u>365,915</u>	<u>365,915</u>	<u>365,915</u>
<b>Total Expenditures</b>	<u>\$ 3,237,247</u>	<u>3,237,247</u>	<u>3,123,311</u>

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Special Reserve Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balance -  
Budget and Actual  
Year Ended June 30, 2013

	Original Budget	Final Budget	Actual	Variance With Final Budget Over (Under)
Revenues				
Interest	\$		278	278
Expenditures				
Capital Outlay				
Equipment	15,000	40,750	40,459	(291)
Library Building and Grounds	32,000	44,675	28,734	(15,941)
Total Expenditures	47,000	85,425	69,193	(16,232)
Net Change in Fund Balance	\$ (47,000)	(85,425)	(68,915)	16,510
Fund Balance				
Beginning			346,665	
Ending			277,750	

**STATISTICAL SECTION  
(UNAUDITED)**

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Schedule of Assessed Valuations, Rates, and Collections  
Last Ten Fiscal Years

For the Year Ended June 30, 2013

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(See Following Page)

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Schedule of Assessed Valuations, Rates, and Collections  
Last Ten Fiscal Years

For the Year Ended June 30, 2013

	2012	2011	2010	2009
Equalized Assessed Valuation	\$ 674,912,922	\$ 763,584,348	866,893,528	931,785,187
<b>Tax Rates</b>				
General Corporate	0.4229	0.3983	0.3141	0.2839
Audit	0.0010		0.0008	0.0007
Social Security	0.0221		0.0128	0.0116
Illinois Municipal Retirement	0.0224		0.0166	0.0152
Liability Insurance	0.0013		0.0009	0.0009
Workers' Compensation Insurance	0.0009		0.0005	0.0005
Building and Equipment Maintenance	0.0200	0.0200	0.0168	0.0152
Unemployment Insurance	0.0002		0.0001	0.0001
<b>Total</b>	<b>0.4908</b>	<b>0.4183</b>	<b>0.3626</b>	<b>0.3281</b>
<b>Tax Collections</b>				
2003	\$			
2004				
2005				
2006				
2007				
2008				
2009				1,446,868
2010			1,523,834	1,566,358
2011		1,526,850	1,573,940	
2012	1,500,812	1,587,336		
<b>Total Collections</b>	<b>\$ 1,500,812</b>	<b>3,114,186</b>	<b>3,097,774</b>	<b>3,013,226</b>
<b>Percent Collected</b>	<b>47.55%</b>	<b>98.66%</b>	<b>99.66%</b>	<b>99.64%</b>



2008	2007	2006	2005	2004	2003
947,138,971	899,139,377	837,690,072	784,536,861	735,960,290	681,974,185
0.2792	0.2771	0.2904	0.2997	0.3112	0.3345
0.0007	0.0007	0.0003	0.0006	0.0001	0.0001
0.0111	0.0122	0.0125	0.0120	0.0114	0.0092
0.0146	0.0148	0.0155	0.0146	0.0145	0.0101
0.0010	0.0014	0.0008	0.0009	0.0005	0.0008
0.0005	0.0008	0.0006	0.0004	0.0003	0.0002
0.0147	0.0149	0.0155	0.0158	0.0156	0.0167
0.3218	0.3219	0.3356	0.3440	0.3536	0.3716
					1,222,804
				1,254,205	1,286,434
			1,286,883	1,322,173	
		1,328,473	1,382,303		
	1,318,484	1,457,137			
1,377,575	1,545,305				
1,622,678					
3,000,253	2,863,789	2,785,610	2,669,186	2,576,378	2,509,238
99.50%	99.97%	99.82%	99.89%	99.76%	99.83%

**GLENSIDE PUBLIC LIBRARY DISTRICT**

Schedule of Insurance in Force

June 30, 2013

Description of Coverage	Type of Coverage	Amount of Coverage
Umbrella Liability	General Aggregate	\$ 6,000,000
	Each Occurrence	6,000,000
	Retention	10,000
Property	Building and Contents	11,726,812
	Employee Benefits - General Aggregate	2,000,000
	Employee Benefits - Each Claim	1,000,000
	Earthquake	1,000,000
	Increase Cost of Construction	500,000
	Computers and Media Coverage	250,000
General Liability	Liability and Medical Expenses	1,000,000
	General Aggregate	2,000,000
	Products/Completed Operations Aggregate	2,000,000
	Personal/Advertising Injury	1,000,000
	Damages to Premises Rented to You - Any One Premises	1,000,000
	Medical Expense, Any One Person	10,000
	Employment Practices Liability - Each Claim Limit	10,000
	Aggregate Limit	10,000
	Hired/Non-Owned Auto Liability	1,000,000
	Employment Practices Liability - Each Claim Limit	1,000,000
Employment Practices Liability - Aggregate	2,000,000	
Treasurer's Bond		1,598,463
Directors and Officers Liability		4,000,000
Employment Practices		2,000,000
Workers' Compensation	Each Accident	500,000
	Policy Limit	500,000
	Each Employee	500,000
Automobile	Business Auto	1,000,000
Flood		500,000
Volunteer Accident	General Aggregate	2,000,000

Expiration Date	Insurance Company	Number
7/1/2013	Hartford	83SBAF08588
7/1/2013	Hartford	83SBAF08588
7/1/2013	Hartford	83SBAF08588
7/1/2013	Liberty Mutual	285-024-473
6/30/2013	Chubb Group	68047734
6/30/2013	Chubb Group	68047734
7/1/2013	Hartford	83WECJI1937
7/1/2013	Hartford	83SBAF08588
7/1/2013	Hartford	88706755782010
7/1/2013	Chartis	SRG0009137329