

# **WAUKEGAN PUBLIC LIBRARY**

Waukegan, Illinois

## **FINANCIAL STATEMENTS**

Including Independent Auditors' Report  
As of and for the Year Ended April 30, 2015

**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
AS OF AND FOR THE FISCAL YEAR ENDED APRIL 30, 2015  
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**INDEPENDENT AUDITORS' REPORT**

**FINANCIAL SECTION**



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## INDEPENDENT AUDITORS' REPORT

To the Members of the Library Board of Trustees  
Waukegan Public Library  
Waukegan, Illinois

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the discretely presented component unit, and the major fund of the Waukegan Public Library, a component unit of the City of Waukegan, Illinois, as of and for the year ended April 30, 2015, and the related notes to the financial statements, which collectively comprise the Waukegan Public Library'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.

### ***Auditors' Responsibility***

Our responsibility is to express an opinion 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 auditors' 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 over financial reporting relevant to the Waukegan Public Library'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 City of Waukegan'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.

To the Members of the Library Board of Trustees  
Waukegan Public Library

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, the discretely presented component unit and the major fund of the Waukegan Public Library as of April 30, 2015, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### *Required Supplementary Information*

The Waukegan Public Library has not presented a Management's Discussion and Analysis as required supplementary information that governmental accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the financial statements in an appropriate operation, economical, or historical context. Our opinion on the financial statements is not affected by this missing information.

#### *Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Waukegan Public Library's basic financial statements. The Schedule of Revenues - Budget and Actual - General Fund and Schedule of Expenditures - Budget and Actual - General Fund as listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The 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 Schedule of Revenues - Budget and Actual - General Fund and Schedule of Expenditures - Budget and Actual - General Fund are fairly stated in all material respects, in relation to the basic financial statements as a whole.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 16, 2015 on our consideration of the City of Waukegan's, of which the Public Library is a component unit, internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Waukegan Public Library's internal control over financial reporting and compliance.



Oak Brook, Illinois  
October 16, 2015

## **BASIC FINANCIAL STATEMENTS**

***The basic financial Statements include integrated sets of financial statements as required by the GASB. The sets of statements include:***

- ***Government-wide Financial Statements***
- ***Fund Financial Statements – Governmental Fund***

***In addition, the notes to the financial statements are included to provide information that is essential to a user's understanding of the basic financial statements.***

**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
STATEMENT OF NET POSITION  
AS OF APRIL 30, 2015

	<u>PRIMARY GOVERNMENT</u>	
	GOVERNMENTAL ACTIVITIES	COMPONENT UNIT
<b>Assets</b>		
Cash and investments	\$ 2,272,852	\$ 343,749
Receivables (net of allowance for uncollectibles):		
Grants	111,348	-
Property taxes	3,949,345	-
Other	107,833	305
Capital assets		
Land	71,486	-
Construction in progress	587,397	-
Depreciable capital assets, net	<u>4,426,673</u>	<u>-</u>
 Total assets	 <u>11,526,934</u>	 <u>344,054</u>
<b>Liabilities</b>		
Accounts payable	60,578	-
Accrued salaries	46,000	-
Accrued interest payable	42,377	-
Other current liabilities	11,625	28,041
Unearned revenue for copier rebate	9,459	-
Unearned revenue for grants	112,548	-
Long-term liabilities - due within one year	327,092	-
Long-term liabilities - due after one year	<u>3,147,028</u>	<u>-</u>
 Total liabilities	 <u>3,756,707</u>	 <u>28,041</u>
<b>Deferred inflows of resources</b>		
Property taxes levied for future periods	<u>3,949,345</u>	<u>-</u>
 Total deferred inflows of resources	 <u>3,949,345</u>	 <u>-</u>
<b>Net position</b>		
Net investment in capital assets	1,802,553	-
Restricted for grant purposes	193,553	-
Restricted for other purposes	-	229,040
Unrestricted	<u>1,824,776</u>	<u>86,973</u>
 Total net position	 <u>\$ 3,820,882</u>	 <u>\$ 316,013</u>

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



**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED APRIL 30, 2015

FUNCTIONS/PROGRAMS	EXPENSES	PROGRAM REVENUES		NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION	
		CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	GOVERNMENTAL ACTIVITIES	COMPONENT UNIT FOUNDATION
<b>Primary Government</b>					
Governmental activities					
Library services	\$ 4,389,532	\$ 96,040	\$ 577,148	\$ (3,716,344)	\$ -
Total governmental activities	<u>\$ 4,389,532</u>	<u>\$ 96,040</u>	<u>\$ 577,148</u>	<u>(3,716,344)</u>	<u>-</u>
<b>Component Unit</b>					
Foundation operations	\$ 477,353	\$ -	\$ 452,880	-	(24,473)
General revenues:					
Property taxes				3,944,999	-
Donations & sponsorships				53,257	-
Interest				1,482	87
Miscellaneous				6,671	-
Total general revenues				<u>4,006,409</u>	<u>87</u>
Change in net position				290,065	(24,386)
Net position, beginning of year				<u>3,530,817</u>	<u>340,399</u>
Net position, end of year				<u>\$ 3,820,882</u>	<u>\$ 316,013</u>

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

**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
GOVERNMENTAL FUND  
BALANCE SHEET  
AS OF APRIL 30, 2015

	GENERAL FUND
<b>Assets</b>	
Cash and investments	\$ 2,272,852
Receivables (net of allowance for doubtful accounts):	
Grants	111,348
Property taxes	3,949,345
Other	107,833
 Total assets	 \$ 6,441,378
<b>Liabilities, deferred inflows of resources, and fund balances</b>	
<b>Liabilities</b>	
Accounts payable	\$ 60,578
Accrued payroll	46,000
Other current liabilities	11,625
Unearned revenue for copier rebate	9,459
Unearned revenue for grants	112,548
 Total liabilities	 240,210
<b>Deferred inflows of resources</b>	
Property taxes levied for future periods	3,949,345
 Total deferred inflows of resources	 3,949,345
<b>Fund balance</b>	
Restricted for grant purposes	193,553
Unassigned	2,058,270
 Total fund balance	 2,251,823
 Total liabilities, deferred inflows of resources, and fund balance	 \$ 6,441,378

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

**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
RECONCILIATION OF THE GOVERNMENTAL FUND  
BALANCE SHEET TO THE STATEMENT OF NET POSITION  
AS OF APRIL 30, 2015

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Total fund balance - general fund	\$	2,251,823
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Amounts reported for governmental activities in the Statement of Net Position are different because:

The cost of capital assets (land, buildings & improvements, and equipment) purchased or constructed is reported as an expenditure in governmental funds. The Statement of Net Position includes those capital assets among the assets of the Library as a whole.

Cost of capital assets	\$	10,168,588	
Depreciation expense to date		<u>(5,083,032)</u>	
			5,085,556

Long-term liabilities applicable to the Library's governmental activities are not due and payable in the current period, and accordingly, are not reported as fund liabilities. All liabilities - both current and long-term, are reported in the Statement of Net Position. Balances at April 30, 2015 are:

Debt certificates payable		(3,225,000)	
Capital lease		(58,003)	
Compensated absences		(191,117)	
Interest payable		<u>(42,377)</u>	
			<u>(3,516,497)</u>

Net position of governmental activities	\$	<u>3,820,882</u>
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The notes to the financial statements are an integral part of this statement.

**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
GOVERNMENTAL FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED APRIL 30, 2015

	ORIGINAL AND FINAL BUDGET	ACTUAL
<b>Revenues</b>		
Taxes	\$ 3,957,260	\$ 3,944,999
Grants	337,340	577,148
Charges for services	-	23,471
Fines and penalties	105,000	72,569
Interest	1,500	1,482
Miscellaneous	<u>51,000</u>	<u>59,928</u>
Total revenues	<u>4,452,100</u>	<u>4,679,597</u>
<b>Expenditures</b>		
Current:		
Library services	4,044,193	3,925,388
Capital outlay	114,765	752,262
Debt service:		
Principal	160,000	211,064
Interest and fiscal charges	<u>132,638</u>	<u>136,546</u>
Total expenditures	<u>4,451,596</u>	<u>5,025,260</u>
Change in fund balance	<u>\$ 504</u>	(345,663)
Fund balance, beginning of year		<u>2,597,486</u>
Fund balance, end of year		<u>\$ 2,251,823</u>

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

**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
RECONCILIATION OF THE GOVERNMENTAL FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED APRIL 30, 2015

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Net change in fund balance - general fund	\$	(345,663)
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Amounts reported for governmental activities in the Statement of Activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay exceeds depreciation capital outlay in the current period.		451,116
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The issuance of long-term debt (bonds, capital leases, etc.) provides current financial resources to the governmental funds, while its principal repayment consumes current financial resources of the governmental funds. Neither transaction, however, has any effect on net assets:

Principal repayments		211,064
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Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Compensated absences	\$	(28,043)	
Interest payable		1,591	
			(26,452)

Change in Net Position - governmental activities	\$	290,065
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The notes to the financial statements are an integral part of this statement.

**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2015

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

The financial statements of the Waukegan Public Library (“the Library”), Illinois have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental units (hereinafter referred to as general accepted accounting principles (GAAP)). 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 Library’s accounting polices are described below.

**Reporting Entity**

The Library operates and maintains the public library within the City of Waukegan. The Library is a legally separate entity whose Board is appointed by the Mayor of the City of Waukegan with the approval of the City Council. The Library may not issue bonded debt without the City’s approval and its property tax levy is subject to the City Council’s acceptance, and is therefore, considered to be a component unit of the City of Waukegan, Illinois. This report represents the financial activity of the Library for the year ended April 30, 2015.

Component units are reported using one of two methods, discrete presentation or blending. Generally, component units should be discretely presented in a separate column in the financial statements. A component unit should be reported as part of the primary government using the blending method if it meets any one of the following criteria: (1) the primary government and the component unit have substantively the same governing body and a financial benefit or burden relationship exists, (2) the primary government and the component unit have substantively the same governing body and management of the primary government has operational responsibility for the component unit, (3) the component unit serves or benefits, exclusively or almost exclusively, the primary government rather than its citizens, or (4) the total debt of the component unit will be paid entirely or almost entirely from resources of the primary government.

*Discretely Presented Component Unit*

*Waukegan Public Library Foundation*

The government-wide financial statements include the Waukegan Public Library Foundation (“the Foundation”) as a component unit. The Foundation is a legally separate organization. The board of the Foundation is elected by the Library Board. Due to its relationship with the Library, the Foundation is a component unit. The Foundation’s financial statements have been presented as a discrete column in the financial statements. The Foundation’s fiscal year end is December 31. The financial information presented for the Foundation is as of December 31, 2014. Separately issued financial statements of the Foundation may be obtained from the Library’s office.

**Basis of Presentation**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the Library. The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. 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 and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported as general revenues instead.

**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2015

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES -CONT'D**

*Fund Financial Statements*

The accounts of the Library in the governmental fund financial statements are organized and operated on the basis of funds. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position/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. The minimum number of funds is maintained consistent with legal and managerial requirements. Separate financial statements are provided for the governmental (General) fund, the only fund of the Library.

**Measurement Focus, Basis of Accounting, and Financial Statement Preparation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under 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 and intended to be utilized. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

Governmental funds are used to account for the Library's general government activities. Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e., when they are both "measurable and available".

"Measurable" means that 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. The Library considers all revenues available if they are collected within 60 days after year-end, with the exception of the State of Illinois per capita library grant for which the availability period is one year. Expenditures are recorded when the related fund liability is incurred, except for unmatured principal and interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Property taxes and interest on investments associated with the current fiscal period are susceptible to accrual and are recognized as revenues of the current fiscal period. Other receipts become measurable and available when cash is received by the Library and are recognized as revenue at that time.

Grant funds are considered to be earned to the extent of expenditures made under the provisions of the grant and accordingly, when such funds are received they are recorded as deferred revenues until earned.

**Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity**

*Deposits and Investments*

The Library's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

State statutes authorize the Library to invest in obligations of the U.S. Treasury, certain highly-rated commercial paper, corporate bonds, repurchase agreements, and the State Treasurer's Investment Pool.

**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2015

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES -CONT'D**

Investments are stated at fair value. Changes in fair value of investments are recorded as investment income.

*Property Tax Revenues*

Property taxes for levy year 2014 attach as an enforceable lien on January 1, 2014, on property values assessed as of the same date. Taxes are levied by December of the fiscal year (by passage of a Tax Levy Ordinance).

Tax bills for levy year 2014 that are prepared by Lake County are issued on May 1 and are payable in two installments on June 1<sup>st</sup> and September 1<sup>st</sup> or within 30 days of the tax bills being issued.

The Library's 2014 tax rates per \$100 of assessed valuation, together with the related maximum tax rates, that where applicable, are as follows:

	<i>Lake County</i>
Library	.422

The Counties collect such taxes and remit them periodically. The allowance for uncollectible taxes has been stated at 0.2% of the tax levy or \$7,943 to reflect actual collection experience. The 2014 property tax levy is recognized as a receivable in fiscal 2015, net the allowance for uncollectible. The Library has determined that both installments of the 2014 levy are to be used to finance operations in fiscal 2016 and has deferred the corresponding revenue.

*Capital Assets*

Capital assets, which include buildings and improvements, and furniture and equipment, are reported in the government-wide financial statements. Capital assets are defined by the Library as assets with an initial individual cost of more than \$1,000 and a useful life greater than 1 year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation.

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

Depreciation of capital assets is provided using the straight-line method over the following estimated useful lives:

<b>Assets</b>	<b>Years</b>
Buildings and improvements	20-40
Furniture and equipment	5-20



**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2015

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES -CONT'D**

*Unavailable/Unearned Revenue*

The Library reports *unavailable* or *unearned revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Property taxes levied for the subsequent year are not earned and cannot be used to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the various components of *unavailable revenue* and *unearned revenue* reported in the governmental funds were as follows:

		<i>Unavailable</i>		<i>Unearned</i>		<i>Totals</i>
Property taxes receivable for subsequent year	\$	-	\$	3,949,345	\$	3,949,345
Grants		-		112,548		112,548
Copier rebate revenue		-		9,459		9,459
		<u>          </u>		<u>          </u>		<u>          </u>
Total	\$	<u>          </u>	\$	<u>4,071,352</u>	\$	<u>4,071,352</u>
Unearned revenue included in liabilities	\$	122,007				
Unearned revenue included in deferred outflows		<u>3,949,345</u>				
Total Unearned Revenue for Governmental Funds	\$	<u>4,071,352</u>				

*Compensated Absences*

The Library accrues accumulated unpaid vacation and associated employee-related costs when earned (or estimated to be earned) by the employee. There is no liability for accumulated sick days as they are not paid out to an employee. All vacation pay is accrued when incurred in the government-wide financial statements.

*Deferred Inflows of Resources*

A deferred inflow of resources represents an acquisition of net position that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time.

**Equity classifications**

*Government-Wide Statements*

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

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent debt proceeds) of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2015

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES -CONT'D**

- b. Restricted net position - Consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net positions that do not meet the definitions of "restricted" or "net investment in capital assets."

When both restricted and unrestricted resources are available for use, it is the Library's policy to use restricted resources first, then unrestricted resources as they are needed.

*Fund Statements*

Governmental fund equity is classified as fund balance. In accordance with Governmental Accounting Standards Board Statement No. 54 - Fund Balance Reporting and Governmental Fund Type Definitions, the Library classifies governmental fund balance as follows:

- a. Nonspendable - Includes fund balance amounts that cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained intact.
- b. Restricted - Consists of fund balances with constraints place on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- c. Committed - Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority. Fund balance amounts are committed through a formal action (resolution) of the Library Board. This formal action must occur prior to the end of the reporting period, but the amount of the commitment, which will be subject to the constraints, may be determined in the subsequent period. Any changes to the constraints imposed require the same formal action of the Library that originally created the commitment.
- d. Assigned - Includes spendable fund balance amounts that are intended to be used for specific purposes that are not considered restricted or committed. Fund balance may be assigned through the following; 1) The Board may take official action to assign amounts. 2) All remaining positive spendable amounts in governmental funds, other than the general fund, that is neither restricted nor committed. Assignments may take place after the end of the reporting period.
- e. Unassigned - Includes residual positive fund balance within the general fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those purposes.

The Library considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents / contracts that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the Library would first use committed, then assigned and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

**NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**Budgetary Data**

An annual budget is adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year end.

**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
 NOTES TO FINANCIAL STATEMENTS  
 AS OF AND FOR THE YEAR ENDED APRIL 30, 2015

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**NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY -CONT'D**

The budget is prepared by fund, function, department and object, and includes information on the past year, current year budget, current year estimates and requested budget for the next fiscal year. The proposed budget is presented to the Board of Trustees for review. The Board of Trustees holds public hearings and may add to, subtract from, or change budgeted amounts, but may not change the form of the budget. Any revisions that alter the total expenditures of any fund must be approved by the governing body. Expenditures may not legally exceed budgeted appropriations at the fund level.

**Excess of Expenditures over Budget**

Expenditures exceeded budget by \$573,664. This excess was funded by available fund balance and ongoing capital projects.

**NOTE 3 – DEPOSITS AND INVESTMENTS**

The Library follows the City’s investment policy.

Permitted Deposits and Investments - Statutes authorize the Library 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 agreement 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 Investment Pool. The Library’s investment policy allows the Library to invest in any type of security allowable in Illinois statutes regarding the investment on public funds.

Illinois Funds is an investment pool managed by the State of Illinois, Office of the Treasurer, which allows governments within the State to pool their funds for investment purposes. Illinois Funds is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in Illinois Funds are valued at Illinois Fund’s share price, the price for which the investments could be sold. Illinois Funds is rated AAAm.

For disclosure purposes, for the Library, these amounts are segregated into three components: 1) cash on hand 2) deposits with financial institutions, which include amounts held in demand accounts, savings accounts and non-negotiable certificates of deposit; and 3) investments, which consist of investments in the Illinois Funds, as follows:

	<i>Library</i>	<i>Foundation</i>
Cash on hand	\$ 600	\$ -
Deposits with financial institutions	2,257,089	343,749
Illinois Funds	<u>15,163</u>	<u>-</u>
 Total	 <u>\$ 2,272,852</u>	 <u>\$ 343,749</u>

*Interest Rate Risk*

The Library’s investment policies seek to ensure preservation of capital in the Library’s overall portfolio. Return on investment is of secondary importance to safety of principal and liquidity. The policy requires the Library’s investment portfolio to be sufficiently liquid to enable the Library to meet all operating requirements as they come due. The Library has invested \$15,163 in the Illinois Funds which are due on demand.

**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2015

**NOTE 3 – DEPOSITS AND INVESTMENTS - CONT'D**

*Credit Risk*

State Statues limit the investments in commercial paper to the top three ratings of two nationally recognized statistical rating organizations (NRSRO's). The Library's investment policy authorizes investments in any type of security allowed for in Illinois statutes regarding the investment of public funds.

*Concentration of Credit Risk*

The Library's investment policy requires diversification of the investment portfolio to minimize risk of loss resulting from over-concentration in a particular type of security, risk factor, issuer, or maturity.

*Custodial Credit Risk - Deposits*

With respect to deposits, custodial credit risk refers to the risk that, in the event of a bank failure, the government's deposits may not be returned to it. The Library's investment policy limits the exposure to deposit custodial credit risk by requiring all deposits in excess of FDIC insurable limits to be secured with collateralization pledged by the applicable financial institution to the extent of 102% of the value of the deposit. As of April 30, 2015, the bank balance of deposits with financial institutions was \$2,438,598 of which \$2,103,041 was uncollateralized and uninsured.

*Custodial Credit Risk - Investments*

With respect to investments, custodial credit risk is the risk that, in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Library's investment policy requires all securities to be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts.

**NOTE 4 – CAPITAL ASSETS**

The Library's capital asset activity for the year ended April 30, 2015, was as follows:

	<i>Beginning Balance</i>	<i>Increases</i>	<i>Decreases</i>	<i>Ending Balance</i>
Capital assets not being depreciated:				
Land	\$ 71,486	\$ -	\$ -	\$ 71,486
Construction in progress	-	587,397	-	587,397
Total capital assets not being depreciated	<u>71,486</u>	<u>587,397</u>	<u>-</u>	<u>658,883</u>
Capital assets being depreciated:				
Buildings and improvements	7,589,777	40,340	-	7,630,117
Furniture and equipment	1,762,573	117,015	-	1,879,588
Total capital assets being depreciated	<u>9,352,350</u>	<u>157,355</u>	<u>-</u>	<u>9,509,705</u>
Less accumulated depreciation for:				
Buildings and improvements	3,603,379	171,550	-	3,774,929
Furniture and equipment	1,186,017	122,086	-	1,308,103
Total accumulated depreciation	<u>4,789,396</u>	<u>293,636</u>	<u>-</u>	<u>5,083,032</u>
Net capital assets being depreciated	<u>4,562,954</u>	<u>(136,281)</u>	<u>-</u>	<u>4,426,673</u>
Library activities capital assets, net	<u>\$ 4,634,440</u>	<u>\$ 451,116</u>	<u>\$ -</u>	<u>\$ 5,085,556</u>

The entire depreciation expense was charged to the Library activity function.

**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2015

**NOTE 5 – LONG-TERM LIABILITIES**

During the year ended April 30, 2015, the following is the long-term liability activity for the Library:

	<i>Beginning Balance</i>	<i>Additions</i>	<i>Reductions</i>	<i>Ending Balance</i>	<i>Due Within One Year</i>
Library activities:					
2010 General Obligation Debt Certificates	\$ 3,385,000	\$ -	\$ 160,000	\$ 3,225,000	\$ 165,000
Capital lease	109,067	-	51,064	58,003	53,439
Compensated absences	<u>163,074</u>	<u>28,043</u>	<u>-</u>	<u>191,117</u>	<u>108,653</u>
	<u>\$ 3,657,141</u>	<u>\$ 28,043</u>	<u>\$ 211,064</u>	<u>\$ 3,474,120</u>	<u>\$ 327,092</u>

The compensated absences will be paid out of the General Fund.

*2010 General Obligation Debt Certificates*

The 2010 general obligation debt certificates are a direct obligation and pledge the full faith and credit of the Library. The debt certificates were issued to finance construction of a new roof of the Library's existing building. Library debt certificates currently outstanding are as follows:

<i>Purpose</i>	<i>Interest Rates</i>	<i>Original Indebtedness</i>	<i>Carrying Amount</i>
Series 2010 General Obligation Debt Certificates dated September 30, 2010 are due in annual installments through January 1, 2030	2.00% - 4.38%	\$ <u>4,000,000</u>	\$ <u>3,225,000</u>
Total		\$ <u>4,000,000</u>	\$ <u>3,225,000</u>

Annual debt service requirements to maturity for Library General Obligation Debt Certificates are as follows for governmental type activities:

	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2016	\$ 165,000	\$ 127,838	\$ 292,838
2017	170,000	122,887	292,887
2018	175,000	117,788	292,788
2019	180,000	111,663	291,663
2020	190,000	104,463	294,463
2021 – 2025	1,060,000	402,913	1,462,913
2026 – 2030	<u>1,285,000</u>	<u>170,610</u>	<u>1,455,610</u>
Total	<u>\$ 3,225,000</u>	<u>\$ 1,158,162</u>	<u>\$ 4,383,162</u>

The annual debt service on the notes will be met through a portion of the Library's share of the City of Waukegan's annual property tax levy.

**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2015

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**NOTE 5 – LONG-TERM LIABILITIES - CONT'D**

*Capital Lease*

On May 30, 2011, the Library entered into a lease agreement as lessee for financing the acquisition of equipment. This lease agreement qualifies as a capital lease for accounting purposes and, therefore, the assets and obligations have been recorded at the present value of the future minimum lease payments as of the inception date. At April 30, 2015, \$245,376 of amounts included in capital assets were acquired via this capital lease. The future minimum lease obligations and the net present value of these minimum lease payments as of April 30, 2015, are as follows:

		<i><b>Total</b></i>
2016	\$	54,974
2017		4,581
Total minimum lease payments		59,555
Less: amount representing interest		(1,552)
Present value of minimum lease payments	\$	58,003

**NOTE 6 – RISK MANAGEMENT**

The Library is exposed to various risks of loss related to employee health benefits; workers' compensation claims; theft of, damage to, and destruction of assets; and natural disasters. These risks are provided for through participation in the City of Waukegan's self-insurance risk pool. The risk of any settlement is then spread to the City of Waukegan as a whole.

**NOTE 7 – RETIREMENT SYSTEMS**

*Illinois Municipal Retirement Fund*

The Library contributes to the Illinois Municipal Retirement Fund (IMRF) an agent multiple employer pension plan that acts as a common investment and administrative agent for local governments and school districts in Illinois through the City of Waukegan. The Illinois Pension Code establishes the benefit provisions of the plan that can only be amended by the Illinois General Assembly. IMRF issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Illinois Municipal Retirement Fund, 2211 York Road, Suite 500, Oak Brook, Illinois 60523.

Employees participating in IMRF are required to contribute 4.50 percent of their annual covered salary. The member rate is established by state statute. The City is required to contribute at an actuarially determined rate. The employer rate for calendar year 2014 was 14.51 percent of payroll. The employer contribution requirements are established and may be amended by the IMRF Board of Trustees. IMRF's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on a closed basis (overfunded liability amortized on an open basis). The amortization period at December 31, 2014 was 30 years.

The employees of the Library are pooled with the employees of City of Waukegan for purposes of actuarial valuation. Therefore, the amount of accumulated retirement liability and normal costs related specifically to Library personnel is not available.

**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY**  
NOTES TO FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED APRIL 30, 2015

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**NOTE 8 – COMMITMENTS AND CONTINGENCIES**

The Library has active construction projects as of April 30, 2015. Work that has been completed on these projects but not yet paid for (including contract retainages) is reflected as accounts payable and expenditures. As of April 30, 2015, the Library committed \$830,222 in expenditures in the upcoming year for remaining construction project.

**NOTE 9 – EFFECT OF NEW ACCOUNTING STANDARDS ON CURRENT – PERIOD FINANCIAL STATEMENTS**

The Governmental Accounting Standards Board (GASB) has approved the following:

- Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27.*
- Statement No. 71, *Pension – Transition for Contributions made subsequent to the Measurement date – an amendment of GASB No. 68.*
- Statement No. 72, *Fair Value Measurement and Application*
- Statement No. 73, *Accounting and Financial Reporting for Pensions and Related Assets that are not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*
- Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other than Pension Plans*
- Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions Plans*
- Statement No. 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*
- Statement No. 77, *Tax Abatement Disclosures*

When they become effective, application of these standards may restate portions of these financial statements.

**SUPPLEMENTARY SCHEDULES**



**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY - GENERAL FUND**  
**SCHEDULE OF REVENUES - BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED APRIL 30, 2015**

	ORIGINAL AND FINAL BUDGET	ACTUAL
<b>Revenues</b>		
Taxes		
Property taxes	\$ 3,957,260	\$ 3,944,999
Grants	337,340	577,148
Charges for services		
Licenses, permits & fees	-	23,471
Total charges for services	-	23,471
Fines and forfeitures		
Fines and penalties	105,000	72,569
Interest		
Interest income	1,500	1,482
Miscellaneous		
Donations	9,000	5,549
Sponsorships	39,500	47,708
Other	2,500	6,671
Total miscellaneous	51,000	59,928
Total revenues	\$ 4,452,100	\$ 4,679,597

**CITY OF WAUKEGAN**  
**WAUKEGAN PUBLIC LIBRARY - GENERAL FUND**  
**SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED APRIL 30, 2015**

	ORIGINAL AND FINAL BUDGET	ACTUAL
<b>Expenditures</b>		
Public library		
Library services		
Salaries and benefits	\$ 2,939,859	\$ 2,751,069
Administrative services	131,600	122,289
Public services	392,485	352,884
Community services	148,457	113,634
Building services	80,000	107,109
Information technology services	150,800	184,461
Grants	<u>200,992</u>	<u>293,942</u>
Total library services	<u>4,044,193</u>	<u>3,925,388</u>
Capital outlay	<u>114,765</u>	<u>752,262</u>
Debt Service		
Principal	160,000	211,064
Interest and fiscal charges	<u>132,638</u>	<u>136,546</u>
Total debt service	<u>292,638</u>	<u>347,610</u>
Total expenditures	<u>\$ 4,451,596</u>	<u>\$ 5,025,260</u>