Monthly Financial Report

For the Month Ended October 31, 2016

> Prepared by: Lauterbach & Amen, LLP

Monthly Compilation Opinion





PHONE 630.393.1483 • FAX 630.393.2516 www.lauterbachamen.com

November 07, 2016

Members of the Board of Trustees: Des Plaines Public Library 1501 Ellinwood Street Des Plaines, IL 60016

Management is responsible for the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of October 31, 2016 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Ten Months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

Other Matter

The other supplementary information is presented for purposes of additional anaylsis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the other supplementary information.

Management has elected to omit substantially all of the disclosures, Management Discussion and Analysis (MD&A), and Required Supplementary Information (RSI) required by the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and other supplementary information, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues and expenditures. Accordingly, these financial statements and other supplementary information are not designed for those who are not informed about such matters.

Respectfully Submitted,

Hauterbach & amen, LLP

Lauterbach & Amen, LLP

Financial Statements

Governmental Funds Balance Sheet

As of October 31, 2016

	Library Fund		Pro	Capital Projects Fund		Total
ASSETS						
Cash and Investments	\$	4,807,963.27	\$	39,127.75	\$	4,847,091.02
Receivables Property Taxes Receivable		5,986,354.00		-		5,986,354.00
Total Assets	\$	10,794,317.27	\$	39,127.75	\$	10,833,445.02
LIABILITIES						
Accounts Payable	\$	193,423.69	\$	4,062.43	\$	197,486.12
Accrued Payroll		86,233.50		-		86,233.50
Due to other funds		278,767.13		-		278,767.13
Total Liabilities		558,424.32		4,062.43		562,486.75
Deferred Inflows of Resources						
Property Taxes		5,986,354.00				5,986,354.00
Total Liabilities and Deferred Inflows of Resources		6,544,778.32		4,062.43		6,548,840.75
FUND BALANCE						
Fund Balance - Unreserved		4,249,538.95		35,065.32		4,284,604.27
Total Fund Balance		4,249,538.95		35,065.32		4,284,604.27
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$	10,794,317.27	<u>\$</u>	39,127.75	\$	10,833,445.02

Governmental Funds Statement of Revenues, Expenditures, and Changes In Fund Balances

For the 10 Months Ended October 31, 2016

		General Fund	Capital Improvements Fund		 Total		
REVENUES							
Taxes	\$	5,995,634.38	\$	-	\$ 5,995,634.38		
Intergovernmental		114,730.89		-	114,730.89		
Fines & Fees		95,632.24		-	95,632.24		
Interest		10,945.40		788.49	11,733.89		
Special Events and Programs		4,573.68		-	4,573.68		
Miscellaneous		57,436.98		1,280,900.00	1,338,336.98		
Total Revenues	6,278,953.57		6,278,953.57		1,281,688.49		 7,560,642.06
EXPENDITURES							
Personnel	\$	2,425,782.30	\$	-	\$ 2,425,782.30		
Operating		1,640,297.67		4,307.42	1,644,605.09		
Library Materails		736,367.00		-	736,367.00		
Capital Outlay		59,370.49		1,815,609.18	1,874,979.67		
Other Expenditures		1,351,831.50		<u> </u>	 1,351,831.50		
Total Expenditures		6,213,648.96		1,819,916.60	 8,033,565.56		
Net Change in Fund Balances		65,304.61		(538,228.11)	 (472,923.50)		
FUND BALANCES							
Beginning of the year		4,184,234.34		573,293.43	 4,757,527.77		
End of the period	\$	4,249,538.95	\$	35,065.32	\$ 4,284,604.27		

Supplementary Information

Treasurer's Report as of October 31, 2016

Institution	Invested
201-1101000 - Petty Cash	500.00
201-1102015 - First Midwest Operating #8100292260 202-1102015 - First Midwest Operating #8100292260	990,828.11 31,290.85 1,022,118.96
201-1102028 - Cash Library Donations	147,975.12
201-1102073 - Cash IL - Epay #151600222104	235,376.69
201-1102078 - Cash IL - Epay Library	26,738.29
201-1102079 - IL Funds - 151600222591 202-1102079 - IL Funds - 151600222591	3,406,545.06 7,836.90 3,414,381.96
201-1104006 - Investments - Certificates of Deposit	0.00
Total Invested	4,847,091.02

Des Plaines Public Library Balance Sheet as of October 31, 2016

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Library Fund			
Assets			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	512,877.34	477,950.77	990,828.11
1102028 - Cash Library Donations	147,571.35	403.77	147,975.12
1102073 - Cash IL - Epay 151600008073	235,233.31	143.38	235,376.69
1102078 - Cash IL - Epay Library	26,729.02	9.27	26,738.29
1102079 - IL Funds - 151600222591	4,306,340.69	(899,795.63)	3,406,545.06
1118000 - Receivable - Property Taxes	5,986,354.00	0.00	5,986,354.00
	11,215,605.71	(421,288.44)	10,794,317.27
Liabilities and Fund Balance			
2401000 - Accounts Payable	166,362.53	13,279.28	179,641.81
2401002 - Payroll Liabilities	16,745.34	(2,963.46)	13,781.88
2430707 - Due to Library Comp Abs	278,767.13	0.00	278,767.13
2450040 - Accrued Payroll	86,233.50	0.00	86,233.50
2470000 - Deferred Revenue - Property Tax	5,986,354.00	0.00	5,986,354.00
	6,534,462.50	10,315.82	6,544,778.32
Fund Balance			
3730000 - Fund Balance - Unreserved	4,184,234.34	0.00	4,184,234.34
	4,184,234.34	0.00	4,184,234.34
Total Liabilities and Fund Balance	10,718,696.84	10,315.82	10,729,012.66
Excess Revenues Over Expenses	496,908.87	(431,604.26)	65,304.61

Des Plaines Public Library Balance Sheet as of October 31, 2016

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Capital Projects Fund			
Assets			
1102015 - First Midwest Operating #8100292260	121,290.85	(90,000.00)	31,290.85
1102079 - IL Funds - 151600222591	106,615.10	(98,778.20)	7,836.90
	227,905.95	(188,778.20)	39,127.75
Liabilities and Fund Balance			
Liabilities			
2401000 - Accounts Payable	188,812.66	(184,750.23)	4,062.43
	188,812.66	(184,750.23)	4,062.43
Fund Balance			
3730000 - Fund Balance - Unreserved	573,293.43	0.00	573,293.43
Total Liabilities and Fund Balance	762,106.09	(184,750.23)	577,355.86
Excess Revenues Over Expenses	(534,200.14)	(4,027.97)	(538,228.11)
Compensated Absences Fund			
<u>Assets</u>			
1120201 - Due From Library	278,767.13	0.00	278,767.13
	278,767.13	0.00	278,767.13
Liabilities and Fund Balance			
Liabilities			
2450035 - Accrued ST-LT Comp Absence	99,309.38	0.00	99,309.38
2490010 - Compensated Absences Payable	179,457.75	0.00	179,457.75
	278,767.13	0.00	278,767.13
Fund Balance			
3720010 - Fund Balance - Reserved for Prepaid Items	0.00	0.00	0.00
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
Total Liabilities and Fund Balance	278,767.13	0.00	278,767.13
Excess Revenues Over Expenses	0.00	0.00	0.00

See Accountants' Compilation Report

Des Plaines Public Library Balance Sheet as of October 31, 2016

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Fixed Assets Fund			
Assets			
1203000 - Fixed Assets - Improvements	606,489.00	0.00	606,489.00
1204201 - Fixed Assets - Library Equipment	1,117,941.00	0.00	1,117,941.00
1204300 - Fixed Assets - Vehicles	67,163.39	0.00	67,163.39
1209900 - Fixed Assets - Accumulated Depreciation	(531,125.00)	0.00	(531,125.00)
	1,260,468.39	0.00	1,260,468.39
Liabilities and Fund Balance			
Fund Balance			
3730000 - Fund Balance - Unreserved	<u> 1,260,468.39 </u> 1,260,468.39 _	0.00	1,260,468.39 1,260,468.39
Total Liabilities and Net Capital Assets	1,260,468.39	0.00	1,260,468.39
Excess Revenues Over Expenses	0.00	0.00	0.00

Des Plaines Public Library Revenue Report For the 10 Months Ended October 31, 2016

	Received	Received	Budgeted	Uncollected	Prct.
	this Month	<u>this Year</u>	Receipts	Receipts	Collected
Library Fund					
Taxes					
201-4810025 - Property Taxes 2012	0.00	0.00	0.00	0.00	0.00
201-4810026 - Property Taxes 2013	0.00	0.00	0.00	0.00	0.00
201-4810027 - Property Taxes 2014	0.00	0.00	0.00	0.00	0.00
201-4810028 - Property Taxes 2015	0.00	5,995,634.38	6,016,436.00	20,801.62	99.65
201-4810029 - Property Taxes 2016	0.00	0.00	0.00	0.00	0.00
	0.00	5,995,634.38	6,016,436.00	20,801.62	99.65
Intergovernmental					
201-4810800 - Personal Property Replacement Tax	0.00	69,741.00	92,988.00	23,247.00	75.00
201-4822040 - State Grant - Per Capita	0.00	44,989.89	73,000.00	28,010.11	61.63
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	0.00	114,730.89	165,988.00	51,257.11	69.12
Fines & Fees					
201-4850101 - Library Fees	207.46	2,586.45	3,500.00	913.55	73.90
201-4850102 - Library Fines	1,622.06	20,376.09	45,000.00	24,623.91	45.28
201-4850103 - Library Fines / Credit Card	2,912.09	41,539.92	65,000.00	23,460.08	63.91
201-4850201 - Copying Fees	2,534.04	23,587.59	25,000.00	1,412.41	94.35
201-4850202 - Damaged Materials	102.49	1,127.21	1,500.00	372.79	75.15
201-4850203 - Lost Materials	332.83	4,476.22	7,000.00	2,523.78	63.95
201-4850205 - Bags	29.16	381.34	700.00	318.66	54.48
201-4850207 - Non-Res Cards	76.33	925.30	3,000.00	2,074.70	30.84
201-4850208 - Meeting Room Fees	27.22	632.12	3,000.00	2,367.88	21.07
	7,843.68	95,632.24	153,700.00	58,067.76	62.22
Special Programs & Events					
201-4850215 - Special Programs & Events	0.00	4,573.68	6,000.00	1,426.32	76.23
	0.00	4,573.68	6,000.00	1,426.32	76.23
Interest					
201-4890010 - Interest Income	1,498.75	10,945.40	1,200.00	(9,745.40)	912.12
	1,498.75	10,945.40	1,200.00	(9,745.40)	912.12
Other Revenue					
201-4899900 - Miscellaneous Revenue	1,143.57	14,273.55	20,000.00	5,726.45	71.37
201-4899910 - Vending Machine Revenue	75.91	456.43	0.00	(456.43)	0.00
201-4899920 - Library Donations	400.00	42,707.00	2,500.00	(40,207.00)	1,708.28
	1,619.48	57,436.98	22,500.00	(34,936.98)	255.28
Total Library Fund	10,961.91	6,278,953.57	6,365,824.00	86,870.43	98.64

Des Plaines Public Library Revenue Report For the 10 Months Ended October 31, 2016

	Received	Received	Budgeted	Uncollected	Prct.
	this Month	<u>this Year</u>	<u>Receipts</u>	<u>Receipts</u>	<u>Collected</u>
Capital Projects Fund					
Interest					
202-4890010 - Interest Income	34.46	788.49	300.00	(488.49)	262.83
	34.46	788.49	300.00	(488.49)	262.83
Other Financing Sources					
202-4898902 - Transfer from Library Fund	0.00	1,280,900.00	1,280,900.00	0.00	100.00
	0.00	1,280,900.00	1,280,900.00	0.00	100.00
Total Capital Projects Fund	34.46	1,281,688.49	1,281,200.00	(488.49)	100.04
Total of All Funds	10,996.37	7,560,642.06	7,647,024.00	86,381.94	98.87

Des Plaines Public Library Expense Report For the 10 Months Ended October 31, 2016

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	<u>Amount</u>	<u>Remain.</u>	Expend.
Library Fund					
<u>Salaries</u>					
5910100 - Salaries	161,462.56	1,846,246.99	2,244,297.00	398,050.01	82.26
5910200 - Temporary Wages	55,988.09	579,535.31 _	759,316.00	179,780.69	76.32
	217,450.65	2,425,782.30	3,003,613.00	577,830.70	80.76
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	16,083.41	179,146.72	224,180.00	45,033.28	79.91
5918021 - Employer Contribution - IMRF	23,885.44	273,302.07	317,124.00	43,821.93	86.18
5918040 - Life Insurance Premiums	127.92	1,881.16	4,000.00	2,118.84	47.03
5918050 - PPO Insurance Premiums	17,538.12	197,361.71	215,305.00	17,943.29	91.67
5918051 - HMO Insurance Premiums	10,848.52	129,432.61	153,553.00	24,120.39	84.29
5918055 - Dental Insurance Premiums	1,300.96	16,525.49	23,777.00	7,251.51	69.50
5918070 - Workers Compensation	0.00	0.00 _	16,200.00	16,200.00	0.00
	69,784.37	797,649.76 _	964,139.00	166,489.24	82.73
Contractual Services					
5920100 - Legal Fees	0.00	1,363.60	6,000.00	4,636.40	22.73
5920110 - Professional Services	2,334.15	362,954.33	435,083.00	72,128.67	83.42
5920120 - Communication Services	2,890.53	15,552.45	40,600.00	25,047.55	38.31
5920140 - Data Processing Services	7,917.00	81,051.70	98,000.00	16,948.30	82.71
5920204 - Training	0.00	90.00	0.00	(90.00)	0.00
5920220 - Membership Dues	2,250.00	5,618.00	7,000.00	1,382.00	80.26
5920230 - Publication of Notices	54.00	179.55	1,000.00	820.45	17.96
5920990 - Property/Liability Insurance	0.00	31,256.00	35,000.00	3,744.00	89.30
5930010 - R&M Equipment	1,571.55	51,782.70	95,635.00	43,852.30	54.15
5930020 - R&M Buildings & Structures	12,757.54	118,480.05	159,119.00	40,638.95	74.46
5930030 - R&M Vehicles	55.07	55.07	250.00	194.93	22.03
5930210 - Rental of Equipment	1,601.24	16,752.06	19,663.00	2,910.94	85.20
5930320 - Cleaning/Custodial Services	3,450.00	39,776.37	46,800.00	7,023.63	84.99
5930490 - Refuse Contract	0.00	3,238.95	7,000.00	3,761.05	46.27
5960040 - Pre-Employment Testing	119.90	2,249.70	2,000.00	(249.70)	112.49
5960065 - Bank Fees	0.00	173.82	2,500.00	2,326.18	6.95
5960070 - Mileage	0.00 2,942.90	628.61	500.00	(128.61)	125.72
5960210 - Special Event Programming	,	44,984.80 <u>66,460.15</u> _	51,150.00	6,165.20 31 104 85	87.95 <u>68.12</u>
5960990 - Misc. Contractual Services	<u>6,131.26</u> <u>44,075.14</u>	842,647.91	<u>97,565.00</u> 1,104,865.00	<u>31,104.85</u> <u>262,217.09</u>	76.27
	<u>44,073.14</u>	042,047.91	1,104,005.00	202,217.09	
Commodition					
Commodities	4 462 02	20 742 47	67 200 00	20 456 02	57 65
5970100 - Office Supplies	4,462.93	38,743.17	67,200.00	28,456.83	57.65
5970110 - Meals	86.43	1,058.31	2,000.00	941.69	52.92
5970115 - Supplies - Dept/Other	217.26 5,042.87	4,248.84 14 282 16	6,000.00 23,000.00	1,751.16 8 717 84	70.81 62.10
5970170 - Janitorial 5970260 - Postage & Parcel	5,042.87	14,282.16 6,364.92	23,000.00	8,717.84 5,635.08	53.04
5970200 - Priniting - Reproduction - Binding	0.00	138.39	0.00	(138.39)	0.00
5970500 - Purchase of Water	1,064.39	5,537.44	4,500.00	(1,037.44)	123.05
	See Accountants' Comp		7,000.00	(1,007.44)	120.00
		inclion report			

Des Plaines Public Library Expense Report For the 10 Months Ended October 31, 2016

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	<u>Amount</u>	<u>Remain.</u>	Expend.
5970600 - Books	31,825.07	292,717.06	376,200.00	83,482.94	77.81
5970610 - Audio Materials	6,648.26	53,665.31	81,500.00	27,834.69	65.85
5970620 - Subscriptions & Books	6,953.18	60,201.29	76,650.00	16,448.71	78.54
5970630 - Visual Materials	11,335.56	98,913.97	132,500.00	33,586.03	74.65
5970640 - Automated Reference Materials	21,385.20	150,034.20	200,000.00	49,965.80	75.02
5970810 - Natural Gas	113.09	9,693.44	30,000.00	20,306.56	32.31
5970850 - Gasoline	0.00	189.23	500.00	310.77	37.85
5970900 - Equipment < \$5,000	49.00	579.27	400.00	(179.27)	144.82
	89,183.24	736,367.00	1,012,450.00	276,083.00	72.73
Capital Expenditures					
5980300 - Improvements	0.00	(231.63)	0.00	231.63	0.00
5980410 - Computer Hardware	10,878.16	15,609.53	6,500.00	(9,109.53)	240.15
5980420 - Computer Software	7,659.39	35,942.91	41,430.00	5,487.09	86.76
5980600 - Furniture & Fixtures	865.52	8,049.68	11,700.00	3,650.32	68.80
	19,403.07	59,370.49	59,630.00	259.51	99.56
Other Funding Activities					
5920202 - Conferences	795.00	855.00	0.00	(855.00)	0.00
5990900 - Per Capita Grant Expenditures	1,874.70	18,359.63	73,000.00	54,640.37	25.15
5990940 - Trans to Library Capital Proj. Fund	0.00	1,280,900.00	1,280,900.00	0.00	100.00
5993000 - Contingency Reserve	0.00	51,716.87	75,000.00	23,283.13	68.96
	2,669.70	1,351,831.50	1,428,900.00	77,068.50	94.61
Total Library Fund Expenditures	442,566.17	6,213,648.96	7,573,597.00	1,359,948.04	82.04
Capital Projects Fund					
Contractual Services					
5960990 - Misc. Contractual Services	0.00	4,307.42	3,000.00	(1,307.42)	143.58
	0.00	4,307.42	3,000.00	(1,307.42)	143.58
Capital Expenditures					
5980300 - Improvements	3,177.37	1,716,887.67	1,136,000.00	(580,887.67)	151.13
5980400 - Equipment	0.00	30,983.52	50,200.00	19,216.48	61.72
5980410 - Computer Hardware	885.06	67,484.01	86,700.00	19,215.99	77.84
5980420 - Computer Software	0.00	0.00	0.00	0.00	0.00
5980600 - Furniture and Fixtures	0.00	253.98	5,000.00	4,746.02	5.08
	4,062.43	1,815,609.18	1,277,900.00	<u>(537,709.18)</u>	142.08
Total Capital Projects Fund Expenditures	4,062.43	1,819,916.60	1,280,900.00	_(539,016.60)	142.08
Total of All Funds	446,628.60	8,033,565.56	8,854,497.00	820,931.44	90.73