Monthly Financial Report

For the Month Ended October 31, 2018

Prepared by: Lauterbach & Amen, LLP

# Monthly Compilation Opinion

PHONE 630,393,1483 • FAX 630,393,2516 www.lauterbachamen.com

November 08, 2018

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, 2018 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

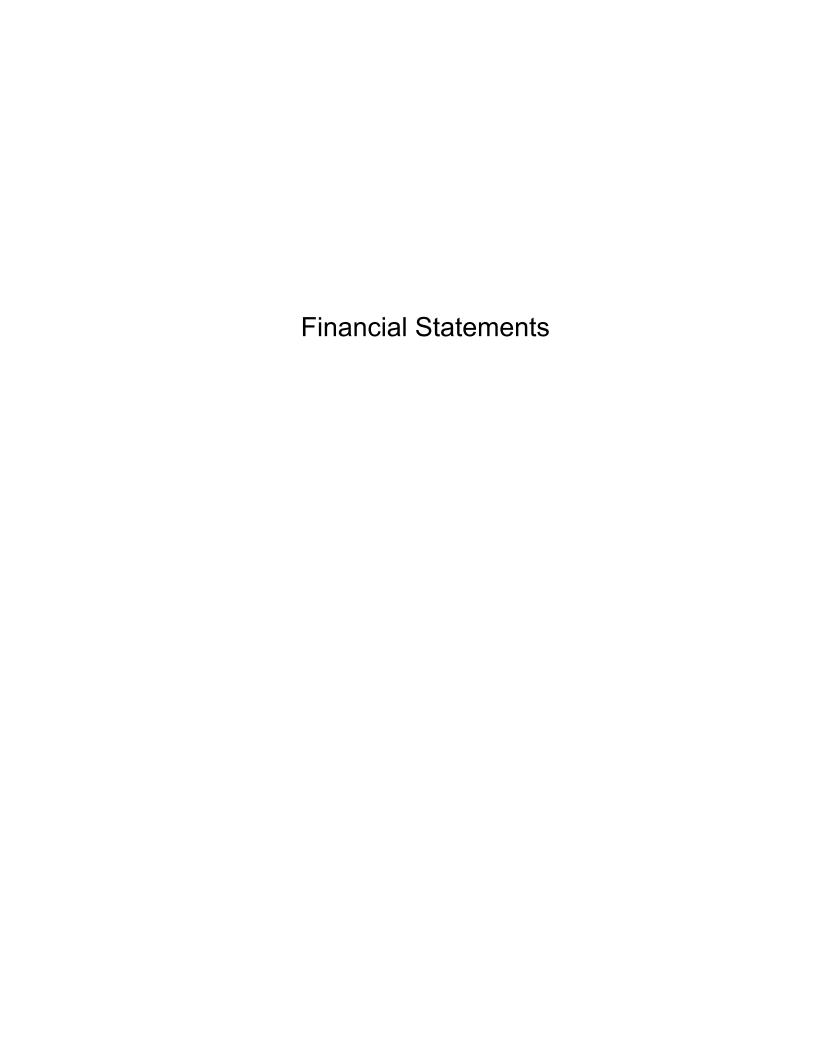
The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other 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,

Lauterbach & Amen, LLP

Lauterbach & amen, LLP



### **Governmental Funds Balance Sheet**

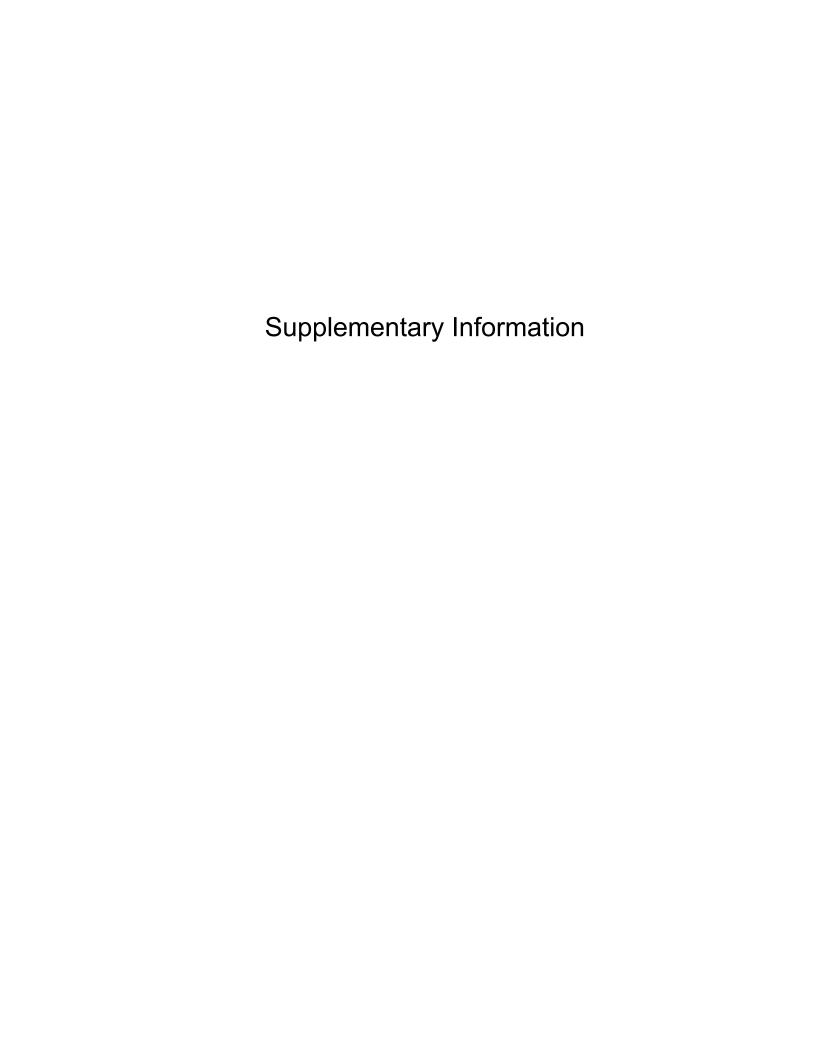
## As of October 31, 2018

		Library Fund		Capital Projects Fund		Total	
ASSETS		_		_	-		
Cash and Investments	\$	5,143,792.43	\$	46,941.59	\$	5,190,734.02	
Prepaids		-		-		-	
Receivables Receivable - Property Taxes		6,077,809.18		-		6,077,809.18	
Receivable - Grants		-		-		-	
Receivable - Miscellaneous		-		-		-	
Total Assets	\$	11,221,601.61	\$	46,941.59	\$	11,268,543.20	
LIABILITIES							
Accounts Payable	\$	155,360.97	\$	38,560.44	\$	193,921.41	
Accrued Payroll		119,349.47		-		119,349.47	
Due to other funds		310,297.07		<del>-</del>		310,297.07	
Total Liabilities		585,007.51		38,560.44		623,567.95	
Deferred Inflows of Resources							
Property Taxes		6,069,500.00		<del>-</del>		6,069,500.00	
Total Liabilities and Deferred Inflows of Resources		6,654,507.51		38,560.44		6,693,067.95	
FUND BALANCE							
Fund Balance - Unreserved		4,532,343.30		8,381.15		4,540,724.45	
Fund Balance - Reserved for Prepaids		34,750.80		-		34,750.80	
Total Fund Balance		4,567,094.10		8,381.15		4,575,475.25	
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$	11,221,601.61	\$	46,941.59	\$	11,268,543.20	

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

## For the 10 Months Ended October 31, 2018

	General Fund						Capital Improvements Fund			Total
REVENUES										
Taxes	\$	5,984,900.55	\$	-	\$	5,984,900.55				
Intergovernmental		120,949.00		-		120,949.00				
Fines & Fees		65,411.89		-		65,411.89				
Interest		64,110.26		108.86		64,219.12				
Special Events and Programs		3,793.95		-		3,793.95				
Miscellaneous		56,593.30		-		56,593.30				
Total Revenues		6,295,758.95		108.86		6,295,867.81				
EXPENDITURES										
Personnel	\$	2,486,941.59	\$	-	\$	2,486,941.59				
Operating		1,757,447.30		-		1,757,447.30				
Library Materails		761,618.90		-		761,618.90				
Capital Outlay		51,065.58		131,949.13		183,014.71				
Other Expenditures		63,962.81		<del>-</del>		62,516.84				
Total Expenditures		5,121,036.18		131,949.13		5,252,985.31				
Net Change in Fund Balances		1,174,722.77		(131,840.27)		1,042,882.50				
FUND BALANCES										
Beginning of the year		3,392,371.33		140,221.42		3,532,592.75				
End of the period	\$	4,567,094.10	\$	8,381.15	<u>\$</u>	4,575,475.25				



# Treasurer's Report as of October 31, 2018

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	500.00
201-1102015 - First Midwest Operating #8100292260 202-1102015 - First Midwest Operating #8100292260	222,644.32 39,524.00
-	262,168.32
201-1102028 - Cash Library Donations	156,373.11
201-1102079 - IL Funds - 151600222591	4,764,275.00
202-1102079 - IL Funds - 151600222591	7,417.59 4,771,692.59
201-1104006 - Investments - Certificates of Deposit	0.00
Total Invested	5,190,734.02

## Des Plaines Public Library Balance Sheet as of October 31, 2018

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Library Fund			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	330,963.35	(108,319.03)	222,644.32
1102028 - Cash Library Donations	156,275.27	97.84	156,373.11
1102079 - IL Funds - 151600222591	5,105,264.51	(340,989.51)	4,764,275.00
1118000 - Receivable - Property Taxes	6,077,809.18	0.00	6,077,809.18
	11,670,812.31	(449,210.70)	11,221,601.61
Liabilities and Fund Balance			
<u>Liabilities</u>			
2401000 - Accounts Payable	212,254.74	(56,893.77)	155,360.97
2430707 - Due to Library Comp Abs	310,297.07	0.00	310,297.07
2450040 - Accrued Payroll	119,349.47	0.00	119,349.47
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,711,401.28	(56,893.77)	6,654,507.51
Fund Balance			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	3,357,620.53	0.00	3,357,620.53
	3,392,371.33	0.00	3,392,371.33
Total Liabilities and Fund Balance	10,103,772.61	(56,893.77)	10,046,878.84
Excess Revenues Over Expenses	1,567,039.70	(392,316.93)	1,174,722.77

## Des Plaines Public Library Balance Sheet as of October 31, 2018

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Capital Projects Fund			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	46,564.86	(7,040.86)	39,524.00
1102079 - IL Funds - 151600222591	7,404.52	13.07	7,417.59
	53,969.38	(7,027.79)	46,941.59
Liabilities and Fund Balance			
<u>Liabilities</u>			
2401000 - Accounts Payable	6,650.00	31,910.44	38,560.44
	6,650.00	31,910.44	38,560.44
Fund Balance			
3730000 - Fund Balance - Unreserved	140,221.42	0.00	140,221.42
Total Liabilities and Fund Balance	146,871.42	31,910.44	178,781.86
Excess Revenues Over Expenses	(92,902.04)	(38,938.23)	(131,840.27)
Compensated Absences Fund			
<u>Assets</u>			
1120201 - Due From Library	310,297.07	0.00	310,297.07
	310,297.07	0.00	310,297.07
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	107,930.87	0.00	107,930.87
2490010 - Compensated Absences Payable	202,366.20	0.00	202,366.20
	310,297.07	0.00	310,297.07
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	<u>310,297.07</u>	0.00	310,297.07
Excess Revenues Over Expenses		0.00	0.00

## Des Plaines Public Library Balance Sheet as of October 31, 2018

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Fixed Assets Fund			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,149,646.00	0.00	1,149,646.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	(850,466.00)	0.00	(850,466.00)
	2,786,046.39	0.00	2,786,046.39
Liabilities and Fund Balance Liabilities			
Fund Balance			
3730000 - Fund Balance - Unreserved	2,786,046.39	0.00	2,786,046.39
	2,786,046.39	0.00	2,786,046.39
Total Liabilities and Net Capital Assets	2,786,046.39	0.00	2,786,046.39
Excess Revenues Over Expenses	0.00	0.00	0.00

# Des Plaines Public Library Revenue Report For the 10 Months Ended October 31, 2018

	Received	Received	Budgeted	Uncollected	Prct.
	this Month	this Year	<u>Receipts</u>	Receipts	Collected
Library Fund					
<u>Taxes</u>					
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	0.00	0.00	0.00	0.00
201-4810029 - Property Taxes 2016	0.00	0.00	0.00	0.00	0.00
201-4810030 - Property Taxes 2017	13,558.53	5,984,900.55	6,100,000.00	115,099.45	98.11
	13,558.53	5,984,900.55	6,100,000.00	115,099.45	98.11
Intergovernmental					
201-4810800 - Personal Property Replacement Tax	0.00	46,494.00	92,988.00	46,494.00	50.00
201-4822040 - State Grant - Per Capita	0.00	72,955.00	45,000.00	(27,955.00)	162.12
201-4822090 - Grant Revenue	0.00	1,500.00	2,000.00	500.00	75.00
201-4822095 - State Grant - Library	0.00	0.00	0.00	0.00	0.00
	0.00	120,949.00	139,988.00	19,039.00	86.40
Fines & Fees					
201-4850101 - Library Fees	543.76	6,792.23	9,000.00	2,207.77	75.47
201-4850102 - Library Fines	3,748.42	32,006.24	60,000.00	27,993.76	53.34
201-4850201 - Copying Fees	1,619.88	19,666.23	30,000.00	10,333.77	65.55
201-4850207 - Non-Res Cards	1,173.00	4,787.19	2,000.00	(2,787.19)	239.36
201-4850208 - Meeting Room Fees	120.00	2,160.00	2,000.00	(160.00)	108.00
Ç	7,205.06	65,411.89	103,000.00	37,588.11	63.51
Special Programs & Events					
201-4850215 - Special Programs & Events	0.00	3,793.95	6,000.00	2,206.05	63.23
201 4000210 Openial Flograms a Evento	0.00	3,793.95	6,000.00	2,206.05	63.23
				2,200.00	
<u>Interest</u>					
201-4890010 - Interest Income	9,087.26	64,110.26	20,000.00	(44,110.26)	320.55
	9,087.26	64,110.26	20,000.00	(44,110.26)	320.55
Other Revenue					
201-4899900 - Miscellaneous Revenue	13,517.56	46,169.59	30,000.00	(16,169.59)	153.90
201-4899910 - Vending Machine Revenue	80.68	1,136.76	1,000.00	(136.76)	113.68
201-4899920 - Library Donations	30.00	522.80	10,000.00	9,477.20	5.23
201-4899940 - Friends Book Sale	909.52	8,764.15	0.00	(8,764.15)	0.00
	14,537.76	56,593.30	41,000.00	(15,593.30)	138.03
Total Library Fund	44,388.6 <u>1</u>	6,295,758.95	6,409,988.00	114,229.05	98.22
	-,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			,	

# Des Plaines Public Library Revenue Report For the 10 Months Ended October 31, 2018

	Received this Month	Received this Year	Budgeted <u>Receipts</u>	Uncollected <u>Receipts</u>	Prct. Collected
Capital Projects Fund					
<u>Interest</u>					
202-4890010 - Interest Income	13.07	108.86	25.00	(83.86)	435.44
	13.07	108.86	25.00	(83.86)	435.44
Other Financing Sources					
202-4898902 - Transfer from Library Fund	0.00	0.00	1,300,000.00	1,300,000.00	0.00
	0.00	0.00	_1,300,000.00	1,300,000.00	0.00
Total Capital Projects Fund	13.07	108.86	1,300,025.00	1,299,916.14	0.01
Total of All Funds	44,401.68	6,295,867.81	7,710,013.00	1,414,145.19	81.66

# Des Plaines Public Library Expense Report For the 10 Months Ended October 31, 2018

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	<b>Expended</b>	<u>Expended</u>	<u>Amount</u>	Remain.	Expend.
Library Fund					
<u>Salaries</u>					
5910100 - Full-time Salaries	170,927.26	1,875,954.60	2,301,049.00	425,094.40	81.53
5910200 - Part-time Salaries	58,363.68	610,986.99	784,851.00	173,864.01	77.85
5515250 Tart time Galanes	229,290.94	2,486,941.59	3,085,900.00	598,958.41	80.59
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	16,940.21	183,705.19	232,205.00	48,499.81	79.11
5918021 - Employer Contribution - IMRF	23,133.52	226,657.33	307,709.00	81,051.67	73.66
5918040 - Life Insurance Premiums	129.48	1,418.82	1,840.00	421.18	77.11
5918050 - PPO Insurance Premiums	(2,228.38)	198,278.43	247,483.00	49,204.57	80.12
5918051 - HMO Insurance Premiums	(7,662.17)	152,251.11	213,375.00	61,123.89	71.35
5918055 - Dental Insurance Premiums	1,422.56	15,472.94	18,843.00	3,370.06	82.12
5918070 - Workers Compensation	0.00	12,546.00	13,000.00	454.00	96.51
39 10070 - Workers Compensation	31,735.22	790,329.82	1,044,455.00	254,125.18	75.67
<u>Contractual Services</u> 5920100 - Legal Fees	0.00	1,495.00	4,000.00	2,505.00	37.38
5920110 - Professional Services	34,902.99	392,519.34	428,864.00	36,344.66	91.53
5920120 - Communication Services	905.78	23,472.17	23,200.00	(272.17)	101.17
5920140 - Integrated Library System	8,246.64	81,060.51	95,500.00	14,439.49	84.88
5920202 - Conferences	0.00	1,031.72	5,000.00	3,968.28	20.63
5920220 - Membership Dues	0.00	6,737.00	7,000.00	263.00	96.24
5920230 - Publication of Notices	51.30	85.50	200.00	114.50	42.75
5920990 - Property/Liability Insurance	0.00	30,377.00	35,000.00	4,623.00	86.79
5930010 - R&M Equipment	1,785.78	88,148.66	99,200.00	11,051.34	88.86
5930020 - R&M Buildings & Structures	17,111.05	124,368.83	143,500.00	19,131.17	86.67
5930030 - R&M Vehicles	0.00	1,975.33	1,000.00	(975.33)	197.53
5930210 - Rental of Equipment	1,110.90	13,870.05	20,125.00	6,254.95	68.92
5930320 - Cleaning/Custodial Services	8,162.00	52,391.24	58,044.00	5,652.76	90.26
5930490 - Refuse Contract	360.00	3,963.28	5,600.00	1,636.72	70.77
5960040 - Pre-Employment Testing	152.90	1,901.45	3,000.00	1,098.55	63.38
5960065 - Bank Fees	0.00	155.35	500.00	344.65	31.07
5960070 - Mileage	0.00	486.15	700.00	213.85	69.45
5960210 - Special Event Programming	5,009.74	55,859.89	62,270.00	6,410.11	89.71
5960990 - Misc. Contractual Services	6,672.35	87,219.01	107,095.00	19,875.99	81.44
	<u>84,471.43</u>	967,117.48	1,099,798.00	132,680.52	87.94
Commodities					
5970100 - Supplies	1,172.54	36,537.09	64,500.00	27,962.91	56.65
5970110 - Supplies 5970110 - Meals	32.00	1,458.44	2,000.00	541.56	72.92
5970115 - Supplies - Dept/Other	195.54	3,923.60	7,000.00	3,076.40	56.05
5970170 - Supplies - Deptrottiel 5970170 - Janitorial	235.43	13,034.62	23,500.00	10,465.38	55.47
5970260 - Postage & Parcel	5.99	4,199.30	8,000.00	3,800.70	52.49
5970500 - Water Bill	1,705.77	10,990.76	9,000.00	(1,990.76)	122.12
5970600 - Ebooks/Books	26,658.90	294,168.30	377,500.00	83,331.70	77.93
See	Accountants' Comp	ilation Report			

# Des Plaines Public Library Expense Report For the 10 Months Ended October 31, 2018

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	<b>Expended</b>	<b>Expended</b>	<u>Amount</u>	Remain.	Expend.
5970610 - E-audio/Audio	11,595.11	69,374.31	80,500.00	11,125.69	86.18
5970620 - E-Subscriptions/Subscriptions	2,099.23	23,439.34	78,230.00	54,790.66	29.96
5970630 - Visual Materials	17,964.08	106,200.23	154,500.00	48,299.77	68.74
5970640 - Databases	12,059.95	179,337.28	190,000.00	10,662.72	94.39
5970810 - Natural Gas	277.35	18,474.17	20,000.00	1,525.83	92.37
5970850 - Gasoline	127.93	481.46	650.00	168.54	74.07
	74,129.82	761,618.90	1,015,380.00	253,761.10	<u>75.01</u>
Capital Expenditures					
5980410 - Computer Hardware	278.00	3,609.26	6,000.00	2,390.74	60.15
5980420 - Computer Software	3,503.03	40,474.87	46,590.00	6,115.13	86.87
5980600 - Furniture & Fixtures	6,522.33	6,981.45	8,600.00	1,618.55	81.18
	10,303.36	51,065.58	61,190.00	10,124.42	83.45
Other Funding Activities					
5990900 - Per Capita Grant Expenditures	5,833.63	44,357.69	45,000.00	642.31	98.57
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	1,300,000.00	1,300,000.00	0.00
5993000 - Contingency Reserve	0.00	9,395.00	60,000.00	50,605.00	15.66
5999940 - Friends Books Sale	909.52	8,764.15	0.00	(8,764.15)	0.00
	6,743.1 <u>5</u>	62,516.84	1,405,000.00	1,342,483.16	4.45
Total Library Fund Expenditures	436,705.54	5,121,036.18	7,713,723.00	2,592,686.82	66.39
Capital Projects Fund					
Contractual Services					
Capital Expenditures					
5980300 - Improvements	0.00	43,439.18	40,000.00	(3,439.18)	108.60
5980400 - Equipment	0.00	17,892.83	19,975.00	2,082.17	89.58
5980410 - Computer Hardware	20,153.97	34,292.73	44,700.00	10,407.27	76.72
5980420 - Computer Software	4,013.98	5,970.76	9,000.00	3,029.24	66.34
5980600 - Furniture and Fixtures	14,783.35	30,353.63	30,000.00	(353.63)	101.18
	38,951.30	131,949.13	143,675.00	11,725.87	91.84
Total Capital Projects Fund Expenditures	38,951.30	131,949.13	143,675.00	11,725.87	91.84
Total of All Funds	475,656.84	5,252,985.31	7,857,398.00	2,604,412.69	66.85
TOTAL OF ALL FULIUS		0,202,000.01	1,001,000.00	_,001,412.00	