Monthly Financial Report

For the Month Ended November 30, 2018

Prepared by: Lauterbach & Amen, LLP Monthly Compilation Opinion



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December 13, 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 November 30, 2018 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Eleven 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 November 30, 2018

	Library Fund		D.,	Capital Projects Fund		Total
ASSETS		Fund				TOLAI
Cash and Investments	\$	4,753,943.23	\$	8,393.75	\$	4,762,336.98
Prepaids		118,832.21		-		130,902.21
Receivables Receivable - Property Taxes		6,077,809.18		-		6,077,809.18
Receivable - Grants		-		-		-
Receivable - Miscellaneous		-		-		-
Total Assets	\$	10,950,584.62	\$	20,463.75	\$	10,971,048.37
LIABILITIES						
Accounts Payable	\$	348,046.61	\$	12,070.00	\$	360,116.61
Accrued Payroll		119,349.47		-		119,349.47
Due to other funds		310,297.07				310,297.07
Total Liabilities		777,693.15		12,070.00		789,763.15
Deferred Inflows of Resources						
Property Taxes		6,069,500.00		<u> </u>		6,069,500.00
Total Liabilities and Deferred Inflows of Resources		6,847,193.15		12,070.00		6,859,263.15
FUND BALANCE						
Fund Balance - Unreserved		4,068,640.67		8,393.75		4,077,034.42
Fund Balance - Reserved for Prepaids		34,750.80		-		34,750.80
Total Fund Balance		4,103,391.47		8,393.75		4,111,785.22
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$	10,950,584.62	\$	20,463.75	\$	10,971,048.37

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

For the 11 Months Ended November 30, 2018

		General		Capital	
		Fund	Impro	vements Fund	 Total
REVENUES					
Taxes	\$	5,996,825.62	\$	-	\$ 5,996,825.62
Intergovernmental		144,196.00		-	144,196.00
Fines & Fees		71,665.93		-	71,665.93
Interest		72,273.83		121.46	72,395.29
Special Events and Programs		3,793.95		-	3,793.95
Miscellaneous		59,575.47		-	59,575.47
Total Revenues		6,348,330.80		121.46	 6,348,452.26
EXPENDITURES					
Personnel	\$	2,720,810.55	\$	-	\$ 2,720,810.55
Operating		1,907,176.57		-	1,907,176.57
Library Materails		872,905.49		-	872,905.49
Capital Outlay		52,950.43		131,949.13	184,899.56
Other Expenditures		83,467.62			 83,467.62
Total Expenditures		5,637,310.66		131,949.13	 5,769,259.79
Net Change in Fund Balances		711,020.14		(131,827.67)	 579,192.47
FUND BALANCES					
Beginning of the year		3,392,371.33		140,221.42	 3,532,592.75
End of the period	<u>\$</u>	4,103,391.47	\$	8,393.75	\$ 4,111,785.22

Supplementary Information

Treasurer's Report as of November 30, 2018

Institution	Invested
201-1101000 - Petty Cash	500.00
201-1102015 - First Midwest Operating #8100292260 202-1102015 - First Midwest Operating #8100292260	274,618.37
201-1102028 - Cash Library Donations	156,454.82
201-1102079 - IL Funds - 151600222591 202-1102079 - IL Funds - 151600222591	4,322,370.04 7,430.19 4,329,800.23
201-1104006 - Investments - Certificates of Deposit	0.00
Total Invested	4,762,336.98

Des Plaines Public Library Balance Sheet as of November 30, 2018

	Beginning M.T.D. <u>Balance</u> <u>Changes</u>		Ending <u>Balance</u>
Library Fund			
Assets			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	222,644.32	51,974.05	274,618.37
1102028 - Cash Library Donations	156,373.11	81.71	156,454.82
1102079 - IL Funds - 151600222591	4,764,275.00	(441,904.96)	4,322,370.04
1118000 - Receivable - Property Taxes	6,077,809.18	0.00	6,077,809.18
1119301 - Prepaid Expense	0.00	118,832.21	118,832.21
	11,221,601.61	(271,016.99)	10,950,584.62
Liabilities and Fund Balance			
2401000 - Accounts Payable	155,360.97	192,685.64	348,046.61
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
	6,654,507.51	192,685.64	6,847,193.15
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	10,046,878.84	192,685.64	10,239,564.48
Excess Revenues Over Expenses	1,174,722.77	(463,702.63)	711,020.14

Des Plaines Public Library Balance Sheet as of November 30, 2018

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Capital Projects Fund			
Assets			
1102015 - First Midwest Operating #8100292260	39,524.00	(38,560.44)	963.56
1102079 - IL Funds - 151600222591	7,417.59	12.60	7,430.19
1119301 - Prepaid Expense	0.00	12,070.00	12,070.00
	46,941.59	(26,477.84)	20,463.75
Liabilities and Fund Balance			
Liabilities			
2401000 - Accounts Payable	38,560.44	(26,490.44)	12,070.00
	38,560.44	(26,490.44)	12,070.00
Fund Balance			
3730000 - Fund Balance - Unreserved	140,221.42	0.00	140,221.42
Total Liabilities and Fund Balance	178,781.86	(26,490.44)	152,291.42
Excess Revenues Over Expenses	(131,840.27)	12.60	(131,827.67)
Compensated Absences Fund			
Assets			
1120201 - Due From Library	310,297.07	0.00	310,297.07
	310,297.07	0.00	310,297.07
Liabilities and Fund Balance			
Liabilities			
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	310,297.07	0.00	310,297.07

Des Plaines Public Library Balance Sheet as of November 30, 2018

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Fixed Assets Fund			
Assets			
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			
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 11 Months Ended November 30, 2018

	Received	Received	Budgeted	Uncollected	Prct.
	this Month	this Year	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	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	11,925.07	5,996,825.62	6,100,000.00	103,174.38	98.31
	11,925.07	5,996,825.62	6,100,000.00	103,174.38	98.31
Intergovernmental					
201-4810800 - Personal Property Replacement Tax	23,247.00	69,741.00	92,988.00	23,247.00	75.00
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
	23,247.00	144,196.00	139,988.00	(4,208.00)	103.01
Fines & Fees					
201-4850101 - Library Fees	386.98	7,179.21	9,000.00	1,820.79	79.77
201-4850102 - Library Fines	2,440.72	34,446.96	60,000.00	25,553.04	57.41
201-4850201 - Copying Fees	2,151.34	21,817.57	30,000.00	8,182.43	72.73
201-4850207 - Non-Res Cards	690.00	5,477.19	2,000.00	(3,477.19)	273.86
201-4850208 - Meeting Room Fees	585.00	2,745.00	2,000.00	(745.00)	137.25
	6,254.04	71,665.93	103,000.00	31,334.07	69.58
Special Programs & Events					
201-4850215 - Special Programs & Events	0.00	3,793.95	6,000.00	2,206.05	63.23
	0.00	3,793.95	6,000.00	2,206.05	63.23
Interest					
201-4890010 - Interest Income	8,163.57	72,273.83	20,000.00	(52,273.83)	361.37
	8,163.57	72,273.83	20,000.00	(52,273.83)	361.37
Other Revenue					
201-4899900 - Miscellaneous Revenue	2,150.02	48,319.61	30,000.00	(18,319.61)	161.07
201-4899910 - Vending Machine Revenue	111.65	1,248.41	1,000.00	(248.41)	124.84
201-4899920 - Library Donations	20.00	542.80	10,000.00	9,457.20	5.43
201-4899940 - Friends Book Sale	700.50	9,464.65	0.00	(9,464.65)	0.00
	2,982.17	59,575.47	41,000.00	(18,575.47)	145.31
Total Library Fund	52,571.85	6,348,330.80	6,409,988.00	61,657.20	99.04

Des Plaines Public Library Revenue Report For the 11 Months Ended November 30, 2018

	Received <u>this Month</u>	Received <u>this Year</u>	Budgeted <u>Receipts</u>	Uncollected <u>Receipts</u>	Prct. <u>Collected</u>
Capital Projects Fund					
Interest					
202-4890010 - Interest Income	12.60	121.46	25.00	(96.46)	485.84
	12.60	121.46	25.00	(96.46)	485.84
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	12.60	121.46	1,300,025.00	1,299,903.54	0.01
Total of All Funds	52,584.45	6,348,452.26	7,710,013.00	1,361,560.74	82.34

Des Plaines Public Library Expense Report For the 11 Months Ended November 30, 2018

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	<u>Amount</u>	<u>Remain.</u>	Expend.
Library Fund					
Salaries					
5910100 - Full-time Salaries	173,827.72	2,049,782.32	2,301,049.00	251,266.68	89.08
5910200 - Part-time Salaries	60,041.24	671,028.23	784,851.00	113,822.77	85.50
	233,868.96	2,720,810.55	3,085,900.00	365,089.45	88.17
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	17,290.33	200,995.52	232,205.00	31,209.48	86.56
5918021 - Employer Contribution - IMRF	23,676.30	250,333.63	307,709.00	57,375.37	81.35
5918040 - Life Insurance Premiums	129.48	1,548.30	1,840.00	291.70	84.15
5918050 - PPO Insurance Premiums	19,734.66	218,013.09	247,483.00	29,469.91	88.09
5918051 - HMO Insurance Premiums	14,050.88	166,301.99	213,375.00	47,073.01	77.94
5918055 - Dental Insurance Premiums	1,422.56	16,895.50	18,843.00	1,947.50	89.66
5918070 - Workers Compensation	0.00	12,546.00	13,000.00	454.00	96.51
	76,304.21	866,634.03	1,044,455.00	177,820.97	82.97
Contractual Services					
5920100 - Legal Fees	632.50	2,127.50	4,000.00	1,872.50	53.19
5920110 - Professional Services	35,449.19	427,968.53	428,864.00	895.47	99.79
5920120 - Communication Services	879.87	24,352.04	23,200.00	(1,152.04)	104.97
5920140 - Integrated Library System	8,246.64	89,307.15	95,500.00	6,192.85	93.52
5920202 - Conferences	1,818.67	2,850.39	5,000.00	2,149.61	57.01
5920220 - Membership Dues	0.00	6,737.00	7,000.00	263.00	96.24
5920230 - Publication of Notices	100.00	185.50	200.00	14.50	92.75
5920990 - Property/Liability Insurance	0.00	30,377.00	35,000.00	4,623.00	86.79
5930010 - R&M Equipment	(417.78)	87,730.88	99,200.00	11,469.12	88.44
5930020 - R&M Buildings & Structures	1,468.95	120,945.28	143,500.00	22,554.72	84.28
5930030 - R&M Vehicles	0.00	1,975.33	1,000.00	(975.33)	197.53
5930210 - Rental of Equipment	1,476.82	15,346.87	20,125.00	4,778.13	76.26
5930320 - Cleaning/Custodial Services	9,156.00	66,439.74	58,044.00	(8,395.74)	114.46
5930490 - Refuse Contract	360.00	4,323.28	5,600.00	1,276.72	77.20
5960040 - Pre-Employment Testing	60.00	1,961.45	3,000.00	1,038.55	65.38
5960065 - Bank Fees	245.93	401.28	500.00	98.72	80.26
5960070 - Mileage	40.00	526.15	700.00	173.85	75.16
5960210 - Special Event Programming	3,318.32	59,178.21	62,270.00	3,091.79	95.03
5960990 - Misc. Contractual Services	10,589.95	97,808.96	107,095.00	9,286.04	91.33
	73,425.06	1,040,542.54	1,099,798.00	59,255.46	94.61
Commodities					
5970100 - Supplies	3,332.85	39,869.94	64,500.00	24,630.06	61.81
5970110 - Meals	0.00	1,458.44	2,000.00	541.56	72.92
5970115 - Supplies - Dept/Other	395.57	4,319.17	7,000.00	2,680.83	61.70
5970170 - Janitorial	2,798.85	15,833.47	23,500.00	7,666.53	67.38
5970260 - Postage & Parcel	20.10	4,219.40	8,000.00	3,780.60	52.74
5970500 - Water Bill	0.00	10,990.76	9,000.00	(1,990.76)	122.12
5970600 - Ebooks/Books	55,233.26	349,401.56	377,500.00	28,098.44	92.56
Se	e Accountants' Comp	ilation Report			

Des Plaines Public Library Expense Report For the 11 Months Ended November 30, 2018

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	<u>Amount</u>	<u>Remain.</u>	Expend.
5970610 - E-audio/Audio	11,181.07	80,555.38	80,500.00	(55.38)	100.07
5970620 - E-Subscriptions/Subscriptions	12,236.21	35,675.55	78,230.00	42,554.45	45.60
5970630 - Visual Materials	17,797.86	123,998.09	154,500.00	30,501.91	80.26
5970640 - Databases	6,461.36	185,798.64	190,000.00	4,201.36	97.79
5970810 - Natural Gas	1,829.46	20,303.63	20,000.00	(303.63)	101.52
5970850 - Gasoline	0.00	481.46	650.00	168.54	74.07
	111,286.59	872,905.49	1,015,380.00	142,474.51	85.97
Capital Expenditures					
5980410 - Computer Hardware	0.00	3,609.26	6,000.00	2,390.74	60.15
5980420 - Computer Software	834.79	41,309.66	46,590.00	5,280.34	88.67
5980600 - Furniture & Fixtures	1,050.06	8,031.51	8,600.00	568.49	93.39
	1,884.85	52,950.43	61,190.00	8,239.57	86.53
Other Funding Activities					
5990900 - Per Capita Grant Expenditures	1,012.33	45,370.02	45,000.00	(370.02)	100.82
5990901 - State Grant Expenditures	10.73	1,456.70	2,000.00	543.30	72.84
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	1,300,000.00	1,300,000.00	0.00
5993000 - Contingency Reserve	17,781.25	27,176.25	60,000.00	32,823.75	45.29
5999940 - Friends Books Sale	700.50	9,464.65	0.00	(9,464.65)	0.00
	19,504.81	83,467.62	1,407,000.00	1,323,532.38	5.93
Total Library Fund Expenditures	516,274.48	5,637,310.66	7,713,723.00	2,076,412.34	73.08
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	0.00	34,292.73	44,700.00	10,407.27	76.72
5980420 - Computer Software	0.00	5,970.76	9,000.00	3,029.24	66.34
5980600 - Furniture and Fixtures	0.00	30,353.63	30,000.00	(353.63)	101.18
	0.00	131,949.13	143,675.00	11,725.87	91.84
Total Capital Projects Fund Expenditures	0.00	131,949.13	143,675.00	11,725.87	91.84
Total of All Funds	516,274.48	5,769,259.79	7,857,398.00	2,088,138.21	73.42