Monthly Financial Report

For the Month Ended May 31, 2019

> Prepared by: Lauterbach & Amen, LLP

Monthly Compilation Opinion



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June 13, 2019

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 May 31, 2019 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Five 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 May 31, 2019

	Library Fund		Capital Projects Fund			Total
ASSETS						
Cash and Investments	\$	3,740,768.55	\$	1,312,721.72	\$	5,053,490.27
Prepaids		-		0.00		-
Receivables Receivable - Property Taxes		6,073,717.31		-		6,073,717.31
Receivable - Grants		-		-		-
Receivable - Miscellaneous		-		-		-
Total Assets	\$	9,814,485.86	\$	1,312,721.72	\$	11,127,207.58
LIABILITIES						
Accounts Payable	\$	192,115.10	\$	13,393.10	\$	205,508.20
Accrued Payroll		-		-		-
Due to other funds		335,484.39		-		335,484.39
Total Liabilities		527,599.49		13,393.10		540,992.59
Deferred Inflows of Resources						
Property Taxes		6,069,500.00		-	_	6,069,500.00
Total Liabilities and Deferred Inflows of Resources		6,597,099.49		13,393.10		6,610,492.59
FUND BALANCE						
Fund Balance - Unreserved		3,182,635.57		1,299,328.62		4,481,964.19
Fund Balance - Reserved for Prepaids		34,750.80		-		34,750.80
Total Fund Balance		3,217,386.37		1,299,328.62		4,516,714.99
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$	9,814,485.86	\$	1,312,721.72	\$	11,127,207.58

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

For the 5 Months Ended May 31, 2019

	General		Capital	
	 Fund	Impro	ovements Fund	 Total
REVENUES				
Taxes	\$ 3,279,476.63	\$	-	\$ 3,279,476.63
Intergovernmental	26,247.00		-	26,247.00
Fines & Fees	30,201.28		-	30,201.28
Interest	31,287.62		11,262.94	42,550.56
Special Events and Programs	886.00		-	886.00
Miscellaneous	54,883.95		-	54,883.95
Total Revenues	 3,422,982.48		11,262.94	 3,434,245.42
EXPENDITURES				
Personnel	\$ 1,139,513.13	\$	-	\$ 1,139,513.13
Operating	901,340.47		-	901,340.47
Library Materails	412,133.13		-	412,133.13
Capital Outlay	29,066.05		28,077.46	57,143.51
Other Expenditures	 9,583.18			 9,583.18
Total Expenditures	 2,491,635.96		28,077.46	 2,519,713.42
Net Change in Fund Balances	 931,346.52		(16,814.52)	 914,532.00
FUND BALANCES				
Beginning of the year	 2,286,039.85		1,316,143.14	 3,602,182.99
End of the period	\$ 3,217,386.37	\$	1,299,328.62	\$ 4,516,714.99

Supplementary Information

Treasurer's Report as of May 31, 2019

Institution	Invested
201-1101000 - Petty Cash	500.00
201-1102015 - First Midwest Operating #8100292260 202-1102015 - First Midwest Operating #8100292260	159,980.43 229,608.68 389,589.11
201-1102028 - Cash Library Donations	158,826.43
201-1102079 - IL Funds - 151600222591 202-1102079 - IL Funds - 151600222591	3,421,461.69 1,083,113.04 4,504,574.73
201-1104006 - Investments - Certificates of Deposit	0.00
Total Invested	5,053,490.27

Des Plaines Public Library Balance Sheet as of May 31, 2019

Library Fund	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Assets			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	168,328.81	(8,348.38)	159,980.43
1102028 - Cash Library Donations	158,761.70	64.73	158,826.43
1102079 - IL Funds - 151600222591	3,800,385.80	(378,924.11)	3,421,461.69
1118000 - Receivable - Property Taxes	6,073,717.31	0.00	6,073,717.31
	10,201,693.62	(387,207.76)	9,814,485.86
Liabilities and Fund Balance			
2401000 - Accounts Payable	181,776.03	10,339.07	192,115.10
2430707 - Due to Library Comp Abs	335,484.39	0.00	335,484.39
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,586,760.42	10,339.07	6,597,099.49
Fund Balance			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,251,289.05	0.00	2,251,289.05
	2,286,039.85	0.00	2,286,039.85
Total Liabilities and Fund Balance	8,872,800.27	10,339.07	8,883,139.34
Excess Revenues Over Expenses	1,328,893.35	(397,546.83)	931,346.52

Des Plaines Public Library Balance Sheet as of May 31, 2019

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Capital Projects Fund			
Assets			
1102015 - First Midwest Operating #8100292260	218,415.58	11,193.10	229,608.68
1102079 - IL Funds - 151600222591	1,094,293.93	(11,180.89)	1,083,113.04
	1,312,709.51	12.21	1,312,721.72
Liabilities and Fund Balance			
Liabilities			
2401000 - Accounts Payable	2,200.00	11,193.10	13,393.10
	2,200.00	11,193.10	13,393.10
Fund Balance			
3730000 - Fund Balance - Unreserved	1,316,143.14	0.00	1,316,143.14
Total Liabilities and Fund Balance	1,318,343.14	11,193.10	1,329,536.24
Excess Revenues Over Expenses	(5,633.63)	(11,180.89)	(16,814.52)
Compensated Absences Fund			
Assets			
1120201 - Due From Library	335,484.39	0.00	335,484.39
	335,484.39	0.00	335,484.39
Liabilities and Fund Balance			
Liabilities			
2450035 - Accrued ST-LT Comp Absence	110,842.32	0.00	110,842.32
2490010 - Compensated Absences Payable	224,642.07	0.00	224,642.07
	335,484.39	0.00	335,484.39
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	335,484.39	0.00	335,484.39
Excess Revenues Over Expenses	0.00	0.00	0.00

Des Plaines Public Library Balance Sheet as of May 31, 2019

	Beginning	M.T.D.	Ending
	Balance	<u>Changes</u>	Balance
Fixed Assets Fund			
Assets			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,170,683.00	0.00	1,170,683.00
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	(1,013,902.00)	0.00	(1,013,902.00)
	2,643,647.39	0.00	2,643,647.39
Liabilities and Fund Balance			
Fund Balance			
3730000 - Fund Balance - Unreserved	2,643,647.39	0.00	2,643,647.39
	2,643,647.39	0.00	2,643,647.39
Total Liabilities and Net Capital Assets	2,643,647.39	0.00	2,643,647.39
Excess Revenues Over Expenses	0.00	0.00	0.00

Des Plaines Public Library Revenue Report For the 5 Months Ended May 31, 2019

	Received	Received	Budgeted	Uncollected	Prct.
	<u>this Month</u>	<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	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	0.00	0.00	0.00	0.00	0.00
201-4810031 - Property Taxes 2018	38,793.41	3,279,476.63	6,100,000.00	2,820,523.37	53.76
	38,793.41	3,279,476.63	6,100,000.00	2,820,523.37	53.76
Intergovernmental					
201-4810800 - Personal Property Replacement Tax	23,247.00	23,247.00	92,988.00	69,741.00	25.00
201-4822040 - State Grant - Per Capita	0.00	0.00	73,000.00	73,000.00	0.00
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	0.00	3,000.00	3,000.00	0.00	100.00
	23,247.00	26,247.00	168,988.00	142,741.00	15.53
Fines & Fees					
201-4850101 - Library Fees	539.67	3,012.26	9,000.00	5,987.74	33.47
201-4850102 - Library Fines	2,719.70	13,418.75	50,000.00	36,581.25	26.84
201-4850201 - Copying Fees	2,677.13	11,316.27	25,000.00	13,683.73	45.27
201-4850207 - Non-Res Cards	276.00	1,449.00	2,000.00	551.00	72.45
201-4850208 - Meeting Room Fees	225.00	1,005.00	2,000.00	995.00	50.25
	6,437.50	30,201.28	88,000.00	57,798.72	34.32
Special Programs & Events					
201-4850215 - Special Programs & Events	0.00	886.00	5,000.00	4,114.00	17.72
	0.00	886.00	5,000.00	4,114.00	17.72
Interest					
201-4890010 - Interest Income	7,754.11	31,287.62	70,000.00	38,712.38	44.70
	7,754.11	31,287.62	70,000.00	38,712.38	44.70
Other Revenue					
201-4899900 - Miscellaneous Revenue	6,583.56	43,314.13	40,000.00	(3,314.13)	108.29
201-4899910 - Vending Machine Revenue	121.97	489.64	1,500.00	1,010.36	32.64
201-4899920 - Library Donations	0.00	6,970.00	5,000.00	(1,970.00)	139.40
201-4899940 - Friends Book Sale	762.25	4,110.18	0.00	(4,110.18)	0.00
	7,467.78	54,883.95	46,500.00	(8,383.95)	118.03
Total Library Fund	83,699.80	3,422,982.48	6,478,488.00	3,055,505.52	52.84

Des Plaines Public Library Revenue Report For the 5 Months Ended May 31, 2019

	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	2,212.21	11,262.94	100.00	(11,162.94)	11,262.94
	2,212.21	11,262.94	100.00	(11,162.94)	11,262.94
Other Financing Sources					
202-4898902 - Transfer from Library Fund	0.00	0.00	600,000.00	600,000.00	0.00
	0.00	0.00	600,000.00	600,000.00	0.00
Total Capital Projects Fund	2,212.21	11,262.94	600,100.00	588,837.06	1.88
Total of All Funds	85,912.01	3,434,245.42	7,078,588.00	3,644,342.58	48.52

Des Plaines Public Library Expense Report For the 5 Months Ended May 31, 2019

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	<u>Amount</u>	<u>Remain.</u>	Expend.
Library Fund					
<u>Salaries</u>					
5910100 - Full-time Salaries	174,024.04	846,358.74	2,334,782.00	1,488,423.26	36.25
5910200 - Part-time Salaries	59,367.19	293,154.39	819,513.00	526,358.61	35.77
	233,391.23	1,139,513.13	3,154,295.00	2,014,781.87	36.13
Benefits	0.00	0.00	10,000,00	40.000.00	0.00
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	17,275.60	93,474.09	235,573.00	142,098.91	39.68
5918021 - Employer Contribution - IMRF	17,724.84	95,412.83	243,694.00	148,281.17	39.15
5918040 - Life Insurance Premiums	127.82	695.54	1,840.00	1,144.46	37.80
5918050 - PPO Insurance Premiums	18,319.48	70,769.33	267,710.00	196,940.67	26.44
5918051 - HMO Insurance Premiums	14,222.11	46,054.82	197,656.00	151,601.18	23.30
5918055 - Dental Insurance Premiums	1,248.08 0.00	6,949.28 0.00	20,250.00 13,000.00	13,300.72 13,000.00	34.32 0.00
5918070 - Workers Compensation	68,917.93	313,355.89	989,723.00	676,367.11	31.66
	00,917.95		909,723.00	070,307.11	
Contractual Services					
<u>Contractual Services</u> 5920100 - Legal Fees	64.50	641.30	6,000.00	5,358.70	10.69
5920110 - Professional Services	43,040.40	229,470.45	429,394.00	199,923.55	53.44
5920120 - Communication Services	3,421.96	10,524.04	28,850.00	18,325.96	36.48
5920140 - Integrated Library System	8,246.64	41,233.20	97,100.00	55,866.80	42.46
5920202 - Conferences	0.00	2,166.83	5,000.00	2,833.17	43.34
5920220 - Membership Dues	1,917.00	8,189.16	7,000.00	(1,189.16)	116.99
5920230 - Publication of Notices	52.65	52.65	0.00	(1,100.10)	0.00
5920990 - Property/Liability Insurance	0.00	39,571.00	35,000.00	(4,571.00)	113.06
5930010 - R&M Equipment	6,334.56	74,737.27	93,890.00	19,152.73	79.60
5930020 - R&M Buildings & Structures	5,523.82	49,676.55	126,600.00	76,923.45	39.24
5930030 - R&M Vehicles	0.00	36.00	1,000.00	964.00	3.60
5930210 - Rental of Equipment	1,396.32	7,924.10	16,120.00	8,195.90	49.16
5930320 - Cleaning/Custodial Services	5,071.50	30,551.00	67,460.00	36,909.00	45.29
5930490 - Refuse Contract	360.00	1,800.00	4,320.00	2,520.00	41.67
5960040 - Pre-Employment Testing	273.90	663.90	3,000.00	2,336.10	22.13
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	81.00	500.00	419.00	16.20
5960210 - Special Event Programming	9,170.97	36,334.74	68,950.00	32,615.26	52.70
5960990 - Misc. Contractual Services	7,718.79	54,331.39	113,780.00	59,448.61	47.75
	92,593.01	587,984.58	1,104,264.00	516,279.42	53.25
<u>Commodities</u>					
5970100 - Supplies	2,919.67	19,530.74	59,000.00	39,469.26	33.10
5970110 - Meals	93.98	542.59	2,000.00	1,457.41	27.13
5970115 - Supplies - Dept/Other	91.58	1,587.01	6,550.00	4,962.99	24.23
5970170 - Janitorial	149.05	2,309.89	20,000.00	17,690.11	11.55
5970260 - Postage & Parcel	0.00	1,050.00	6,800.00	5,750.00	15.44
5970270 - Printing	748.97	748.97	0.00	(748.97)	0.00
5970500 - Water Bill	0.00	4,179.65	12,000.00	7,820.35	34.83
Se	e Accountants' Comp	nation Report			

Des Plaines Public Library Expense Report For the 5 Months Ended May 31, 2019

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	<u>Amount</u>	<u>Remain.</u>	Expend.
5970600 - Ebooks/Books	39,717.31	143,642.58	377,200.00	233,557.42	38.08
5970610 - E-audio/Audio	6,361.79	30,414.05	83,000.00	52,585.95	36.64
5970620 - E-Subscriptions/Subscriptions	987.02	40,150.41	74,630.00	34,479.59	53.80
5970630 - Visual Materials	8,493.73	60,528.19	163,000.00	102,471.81	37.13
5970640 - Databases	4,604.46	90,958.64	190,000.00	99,041.36	47.87
5970810 - Natural Gas	5,953.94	16,392.07	25,000.00	8,607.93	65.57
5970850 - Gasoline	0.00	98.34	600.00	501.66	16.39
5970900 - Equipment < \$5,000	0.00	0.00	2,000.00	2,000.00	0.00
	70,121.50	412,133.13	1,021,780.00	609,646.87	40.33
Capital Expenditures					
5980400 - Equipment	6,163.00	6,163.00	6,710.00	547.00	91.85
5980410 - Computer Hardware	249.00	1,778.71	7,500.00	5,721.29	23.72
5980420 - Computer Software	4,821.70	21,249.78	34,995.00	13,745.22	60.72
5980600 - Furniture & Fixtures	245.62	(125.44)	2,500.00	2,625.44	(5.02)
	11,479.32	29,066.05	51,705.00	22,638.95	56.22
Other Funding Activities					
5990900 - Per Capita Grant Expenditures	3,981.39	5,473.00	73,000.00	67,527.00	7.50
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	600,000.00	600,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	762.25	4,110.18	0.00	(4,110.18)	0.00
	4,743.64	9,583.18	733,000.00	723,416.82	1.31
Total Library Fund Expenditures	481,246.63	2,491,635.96	7,054,767.00	4,563,131.04	35.32
Capital Projects Fund					
Contractual Services					
Capital Expenditures					
5980300 - Improvements	0.00	0.00	81,000.00	81,000.00	0.00
5980400 - Equipment	8,992.00	10,056.36	17,000.00	6,943.64	59.16
5980410 - Computer Hardware	0.00	5,148.00	44,500.00	39,352.00	11.57
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	4,401.10	12,873.10	18,500.00	5,626.90	69.58
	13,393.10	28,077.46	172,000.00	143,922.54	16.32
Total Capital Projects Fund Expenditures	13,393.10	28,077.46	172,000.00	143,922.54	16.32
Total of All Funds	494,639.73	2,519,713.42	7,226,767.00	4,707,053.58	34.87