Monthly Financial Report

For the Month Ended November 30, 2019

Prepared by: Lauterbach & Amen, LLP Monthly Compilation Opinion



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December 11, 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 November 30, 2019 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, 2019

	Library Fund		Capital Projects Fund			Total
ASSETS						
Cash and Investments	\$	3,109,111.76	\$	1,870,223.66	\$	4,979,335.42
Prepaids		92,248.31		0.00		92,248.31
Receivables Receivable - Property Taxes		6,073,717.31		-		6,073,717.31
Receivable - Grants		-		-		-
Receivable - Miscellaneous		30,245.22		-		30,245.22
Total Assets	\$	9,305,322.60	\$	1,870,223.66	\$	11,175,546.26
LIABILITIES						
Accounts Payable Accrued Payroll	\$	323,346.66	\$	100,000.00	\$	423,346.66
Due to other funds		335,484.39		-		335,484.39
Total Liabilities		658,831.05		100,000.00	_	758,831.05
Deferred Inflows of Resources						
Property Taxes		6,069,500.00		<u> </u>		6,069,500.00
Total Liabilities and Deferred Inflows of Resources		6,728,331.05		100,000.00		6,828,331.05
FUND BALANCE						
Fund Balance - Unreserved		2,542,240.75		1,770,223.66		4,312,464.41
Fund Balance - Reserved for Prepaids		34,750.80		-		34,750.80
Total Fund Balance		2,576,991.55		1,770,223.66		4,347,215.21
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$	9,305,322.60	\$	1,870,223.66	\$	11,175,546.26

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

For the 11 Months Ended November 30, 2019

	General	Capital		
	 Fund	Impro	ovements Fund	 Total
REVENUES				
Taxes	\$ 6,067,108.62	\$	-	\$ 6,067,108.62
Intergovernmental	122,449.00		-	122,449.00
Fines & Fees	58,858.45		-	58,858.45
Interest	70,683.51		22,943.12	93,626.63
Special Events and Programs	16,391.26		-	16,391.26
Miscellaneous	111,324.31		600,000.00	711,324.31
Total Revenues	 6,446,815.15		622,943.12	 7,069,758.27
EXPENDITURES				
Personnel	\$ 2,647,237.04	\$	-	\$ 2,647,237.04
Operating	1,874,524.74		-	1,874,524.74
Library Materails	901,138.81		-	901,138.81
Capital Outlay	51,143.60		168,862.60	220,006.20
Other Expenditures	 681,819.26		<u> </u>	 681,819.26
Total Expenditures	 6,155,863.45		168,862.60	 6,324,726.05
Net Change in Fund Balances	 290,951.70		454,080.52	 745,032.22
FUND BALANCES				
Beginning of the year	 2,286,039.85		1,316,143.14	 3,602,182.99
End of the period	\$ 2,576,991.55	\$	1,770,223.66	\$ 4,347,215.21

Supplementary Information

Treasurer's Report as of November 30, 2019

Institution	Invested
201-1101000 - Petty Cash	500.00
201-1102015 - First Midwest Operating #8100292260 202-1102015 - First Midwest Operating #8100292260	108,143.10 316,215.58 424,358.68
201-1102028 - Cash Library Donations	199,301.55
201-1102079 - IL Funds - 151600222591 202-1102079 - IL Funds - 151600222591	2,801,167.11 1,554,008.08 4,355,175.19
201-1104006 - Investments - Certificates of Deposit	0.00
Total Invested	4,979,335.42

Des Plaines Public Library Balance Sheet as of November 30, 2019

	Beginning M.T.D. <u>Balance Changes</u>		Ending <u>Balance</u>	
Library Fund				
Assets				
1101000 - Petty Cash	500.00	0.00	500.00	
1102015 - First Midwest Operating #8100292260	124,329.62	(16,186.52)	108,143.10	
1102028 - Cash Library Donations	199,225.57	75.98	199,301.55	
1102079 - IL Funds - 151600222591	3,895,879.00	(1,094,711.89)	2,801,167.11	
1118000 - Receivable - Property Taxes	6,073,717.31	0.00	6,073,717.31	
1119200 - Receivable - Miscellaneous	30,245.22	0.00	30,245.22	
1119301 - Prepaid Expense	0.00	92,248.31	92,248.31	
	10,323,896.72	(1,018,574.12)	9,305,322.60	
Liabilities				
2401000 - Accounts Payable	236,276.01	87,070.65	323,346.66	
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	
	6,641,260.40	87,070.65	6,728,331.05	
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	8,927,300.25	87,070.65	9,014,370.90	
Excess Revenues Over Expenses	1,396,596.47	(1,105,644.77)	290,951.70	

Des Plaines Public Library Balance Sheet as of November 30, 2019

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Capital Projects Fund			
Assets			
1102015 - First Midwest Operating #8100292260	216,215.58	100,000.00	316,215.58
1102079 - IL Funds - 151600222591	1,052,579.35	501,428.73	1,554,008.08
	1,268,794.93	601,428.73	1,870,223.66
Liabilities and Fund Balance			
Liabilities			
2401000 - Accounts Payable	0.00	100,000.00	100,000.00
	0.00	100,000.00	100,000.00
Fund Balance			
3730000 - Fund Balance - Unreserved	1,316,143.14	0.00	1,316,143.14
Total Liabilities and Fund Balance	1,316,143.14	100,000.00	1,416,143.14
Excess Revenues Over Expenses	(47,348.21)	501,428.73	454,080.52
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
3740000 - Fund Balance - Unrestricted	0.00	0.00	0.00
3750000 - Fund Balance - Temporarily Restricted	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

See Accountants' Compilation Report

Des Plaines Public Library Balance Sheet as of November 30, 2019

	Beginning	M.T.D.	Ending
	<u>Balance</u>	<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			
Liabilities			
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 11 Months Ended November 30, 2019

	Received	Received	Budgeted	Uncollected	Prct.
	this Month	this Year	<u>Receipts</u>	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	3,889.90	6,067,108.62	6,100,000.00	32,891.38	99.46
	3,889.90	6,067,108.62	6,100,000.00	32,891.38	99.46
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	73,000.00	45.00	99.94
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
	0.00	122,449.00	168,988.00	46,539.00	72.46
Fines & Fees					
201-4850101 - Library Fees	381.56	4,873.22	9,000.00	4,126.78	54.15
201-4850102 - Library Fines	3,661.82	23,545.20	50,000.00	26,454.80	47.09
201-4850201 - Copying Fees	1,856.34	23,545.73	25,000.00	1,454.27	94.18
201-4850207 - Non-Res Cards	69.50	5,061.50	2,000.00	(3,061.50)	253.08
201-4850208 - Meeting Room Fees	45.00	1,832.80	2,000.00	167.20	91.64
	6,014.22	58,858.45	88,000.00	29,141.55	66.88
Special Programs & Events					
201-4850215 - Friends of the Library Reimbursements	800.00	16,391.26	5,000.00	(11,391.26)	327.83
	800.00	16,391.26	5,000.00	(11,391.26)	327.83
Interest					
201-4890010 - Interest Income	5,371.86	70,683.51	70,000.00	(683.51)	100.98
	5,371.86	70,683.51	70,000.00	(683.51)	100.98
Other Revenue					
201-4899900 - Miscellaneous Revenue	2,225.39	54,736.20	40,000.00	(14,736.20)	136.84
201-4899910 - Vending Machine Revenue	121.91	1,068.73	1,500.00	431.27	71.25
201-4899920 - Library Donations	0.00	47,032.25	5,000.00	(42,032.25)	940.65
201-4899940 - Friends Book Sale	679.50	8,487.13	0.00	(8,487.13)	0.00
	3,026.80	111,324.31	46,500.00	(64,824.31)	239.41
Total Library Fund	19,102.78	6,446,815.15	6,478,488.00	31,672.85	99.51

Des Plaines Public Library Revenue Report For the 11 Months Ended November 30, 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	1,428.73	22,943.12	100.00	(22,843.12)	22,943.12
	1,428.73	22,943.12	100.00	(22,843.12)	22,943.12
Other Financing Sources					
202-4898902 - Transfer from Library Fund	600,000.00	600,000.00	600,000.00	0.00	100.00
	600,000.00	600,000.00	600,000.00	0.00	100.00
Total Capital Projects Fund	601,428.73	622,943.12	600,100.00	(22,843.12)	103.81
Total of All Funds	620,531.51	7,069,758.27	7,078,588.00	8,829.73	99.88

Des Plaines Public Library Expense Report For the 11 Months Ended November 30, 2019

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	<u>Amount</u>	Remain.	Expend.
Library Fund					
Salaries	171 550 07	1 076 617 06	2 224 782 00	259 164 04	94 66
5910100 - Full-time Salaries	171,552.27	1,976,617.06	2,334,782.00	358,164.94	84.66
5910200 - Part-time Salaries	<u>59,111.75</u> 230,664.02	<u> </u>	819,513.00 3,154,295.00	<u>148,893.02</u> 507,057.96	<u>81.83</u> 83.92
	200,004.02_	2,047,207.04	0,104,200.00		00.02
Benefits					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	17,093.73	204,488.09	235,573.00	31,084.91	86.80
5918021 - Employer Contribution - IMRF	17,504.10	210,094.09	243,694.00	33,599.91	86.21
5918040 - Life Insurance Premiums	126.16	1,517.24	1,840.00	322.76	82.46
5918050 - PPO Insurance Premiums	44,442.86	201,480.54	267,710.00	66,229.46	75.26
5918051 - HMO Insurance Premiums	29,844.65	144,664.56	197,656.00	52,991.44	73.19
5918055 - Dental Insurance Premiums	1,177.56	14,704.56	20,250.00	5,545.44	72.62
5918070 - Workers Compensation	0.00	0.00	13,000.00	13,000.00	0.00
	110,189.06	776,949.08	989,723.00	212,773.92	78.50
Contractual Services					
5920100 - Legal Fees	0.00	3,670.60	6,000.00	2,329.40	61.18
5920110 - Professional Services	35,872.15	451,879.25	429,394.00	(22,485.25)	105.24
5920120 - Communication Services	614.28	23,393.54	28,850.00	5,456.46	81.09
5920140 - Integrated Library System	0.00	94,768.00	97,100.00	2,332.00	97.60
5920202 - Conferences	216.67	5,415.40	5,000.00	(415.40)	108.31
5920204 - Training	0.00	269.00	0.00	(269.00)	0.00
5920220 - Membership Dues	(57.25)	9,393.37	7,000.00	(2,393.37)	134.19
5920990 - Property/Liability Insurance	0.00	45,648.55	35,000.00	(10,648.55)	130.42
5930010 - R&M Equipment	0.00	93,937.07	93,890.00	(47.07)	100.05
5930020 - R&M Buildings & Structures	4,956.77	102,936.23	126,600.00	23,663.77	81.31
5930030 - R&M Vehicles	0.00	36.00	1,000.00	964.00	3.60
5930210 - Rental of Equipment	1,396.32	16,746.36	16,120.00	(626.36)	103.89
5930320 - Cleaning/Custodial Services	4,892.50	71,545.00	67,460.00	(4,085.00)	106.06
5930490 - Refuse Contract	360.00	3,960.00	4,320.00	360.00	91.67
5960040 - Pre-Employment Testing	138.00	3,038.65	3,000.00	(38.65)	101.29
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	299.84	500.00	200.16	59.97
5960210 - Special Event Programming	3,565.79	71,605.18	68,950.00	(2,655.18)	103.85
5960990 - Misc. Contractual Services	(2,579.48)	99,033.62	113,780.00	14,746.38	87.04
	49,375.75	1,097,575.66	1,104,264.00	6,688.34	99.39
Commodities	E 074 60		F0 000 00	6 160 1F	00 07
5970100 - Supplies	5,271.69	52,549.85	59,000.00	6,450.15	89.07
5970110 - Meals	55.96	1,429.74	2,000.00	570.26	71.49
5970115 - Supplies - Dept/Other	249.98	4,005.34	6,550.00	2,544.66	61.15
5970170 - Janitorial	0.00	6,874.53	20,000.00	13,125.47	34.37
5970260 - Postage & Parcel	49.33	4,322.20	6,800.00	2,477.80	63.56
5970270 - Printing 5970500 - Water Bill	0.00 117.70	25.41 10,088.93	0.00	(25.41) 1 911 07	0.00 84.07
	ee Accountants' Comp	•	12,000.00	1,911.07	84.07
3	ee Accountants Comp				

Des Plaines Public Library Expense Report For the 11 Months Ended November 30, 2019

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	<u>Amount</u>	<u>Remain.</u>	Expend.
5970600 - Ebooks/Books	45,408.70	334,679.42	377,200.00	42,520.58	88.73
5970610 - E-audio/Audio	2,872.81	72,333.34	83,000.00	10,666.66	87.15
5970620 - E-Subscriptions/Subscriptions	2,327.68	87,792.09	74,630.00	(13,162.09)	117.64
5970630 - Visual Materials	13,854.01	142,657.25	163,000.00	20,342.75	87.52
5970640 - Databases	23,249.25	161,931.78	190,000.00	28,068.22	85.23
5970810 - Natural Gas	569.37	19,744.27	25,000.00	5,255.73	78.98
5970850 - Gasoline	0.00	98.34	600.00	501.66	16.39
5970900 - Equipment < \$5,000	568.90	2,606.32	2,000.00	(606.32)	130.32
	94,595.38	901,138.81	1,021,780.00	120,641.19	88.19
Capital Expenditures					
5980400 - Equipment	249.39	6,412.39	6,710.00	297.61	95.56
5980410 - Computer Hardware	1,885.67	3,881.73	7,500.00	3,618.27	51.76
5980420 - Computer Software	973.84	40,525.81	34,995.00	(5,530.81)	115.80
5980600 - Furniture & Fixtures	0.00	323.67	2,500.00	2,176.33	12.95
	3,108.90	51,143.60	51,705.00	561.40	98.91
Other Funding Activities					
5990900 - Per Capita Grant Expenditures	13,634.94	50,829.83	73,000.00	22,170.17	69.63
5990940 - Trans to Library Capital Proj. Fund	600,000.00	600,000.00	600,000.00	0.00	100.00
5993000 - Contingency Reserve	22,500.00	22,500.00	60,000.00	37,500.00	37.50
5999940 - Friends Books Sale	679.50	8,489.43	0.00	(8,489.43)	0.00
	636,814.44	681,819.26	733,000.00	51,180.74	93.02
Total Library Fund Expenditures		6,155,863.45	7,054,767.00	898,903.55	87.26
Capital Projects Fund					
Contractual Services					
Capital Expenditures					
5980300 - Improvements	81,000.00	81,000.00	81,000.00	0.00	100.00
5980400 - Equipment	7,000.00	17,056.36	17,000.00	(56.36)	100.33
5980410 - Computer Hardware	12,000.00	46,952.55	44,500.00	(2,452.55)	105.51
5980420 - Computer Software	0.00	10,980.59	11,000.00	19.41	99.82
5980600 - Furniture and Fixtures	0.00	12,873.10	18,500.00	5,626.90	69.58
	100,000.00	168,862.60	172,000.00	3,137.40	98.18
Total Capital Projects Fund Expenditures	100,000.00	168,862.60	172,000.00	3,137.40	98.18
			<u>`</u>		
Total of All Funds	1,224,747.55	6,324,726.05	7,226,767.00	902,040.95	87.52