Monthly Financial Report

For the Month Ended March 31, 2019

Prepared by: Lauterbach & Amen, LLP

Monthly Compilation Opinion

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April 15, 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 March 31, 2019 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Three 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

Financial Statements

Governmental Funds Balance Sheet

As of March 31, 2019

	Library Fund	Capital Projects Fund			Total
ASSETS	 <u>runa</u>		Tojecis Fund		Total
Cash and Investments	\$ 4,524,968.59	\$	1,310,566.82	\$	5,835,535.41
Prepaids Receivables	-		0.00		-
Receivable - Property Taxes	6,073,717.31		-		6,073,717.31
Receivable - Grants	-		-		-
Receivable - Miscellaneous	-		-		-
Total Assets	\$ 10,598,685.90	\$	1,310,566.82	\$	11,909,252.72
LIABILITIES					
Accounts Payable	\$ 179,652.32	\$	-	\$	179,652.32
Accrued Payroll	-		-		-
Due to other funds	 335,484.39		<u>-</u>		335,484.39
Total Liabilities	 515,136.71				515,136.71
Deferred Inflows of Resources					
Property Taxes	6,069,500.00		-		6,069,500.00
Total Liabilities and Deferred Inflows of Resources	 6,584,636.71		<u>-</u>		6,584,636.71
FUND BALANCE					
Fund Balance - Unreserved	3,979,298.39		1,310,566.82		5,289,865.21
Fund Balance - Reserved for Prepaids	34,750.80		-		34,750.80
Total Fund Balance	4,014,049.19		1,310,566.82		5,324,616.01
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 10,598,685.90	\$	1,310,566.82	<u>\$</u>	11,909,252.72

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

For the 3 Months Ended March 31, 2019

	General Fund						Capital Improvements Fund		 Total
REVENUES									
Taxes	\$	3,196,255.16	\$	-	\$ 3,196,255.16				
Intergovernmental		3,000.00		-	3,000.00				
Fines & Fees		16,762.82		-	16,762.82				
Interest		15,255.18		6,908.04	22,163.22				
Special Events and Programs		886.00		-	886.00				
Miscellaneous		44,932.86		-	44,932.86				
Total Revenues		3,277,092.02		6,908.04	 3,284,000.06				
EXPENDITURES									
Personnel	\$	670,712.87	\$	-	\$ 670,712.87				
Operating		591,815.35		-	591,815.35				
Library Materails		272,995.56		-	272,995.56				
Capital Outlay		10,853.07		12,484.36	23,337.43				
Other Expenditures		2,705.83		<u>-</u>	 2,705.83				
Total Expenditures		1,549,082.68		12,484.36	 1,561,567.04				
Net Change in Fund Balances		1,728,009.34		(5,576.32)	 1,722,433.02				
FUND BALANCES									
Beginning of the year		2,286,039.85		1,316,143.14	 3,602,182.99				
End of the period	\$	4,014,049.19	\$	1,310,566.82	\$ 5,324,616.01				

Supplementary Information

Treasurer's Report as of March 31, 2019

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	500.00
201-1102015 - First Midwest Operating #8100292260 202-1102015 - First Midwest Operating #8100292260	176,911.47 216,215.58 393,127.05
201-1102028 - Cash Library Donations	157,575.11
201-1102079 - IL Funds - 151600222591 202-1102079 - IL Funds - 151600222591	4,189,982.01 1,094,351.24 5,284,333.25
201-1104006 - Investments - Certificates of Deposit	0.00
Total Invested	5,835,535.41

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

	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	111,562.09	65,349.38	176,911.47
1102028 - Cash Library Donations	157,165.13	409.98	157,575.11
1102079 - IL Funds - 151600222591	2,283,367.08	1,906,614.93	4,189,982.01
1118000 - Receivable - Property Taxes	6,073,717.31	0.00	6,073,717.31
1119301 - Prepaid Expense	114,929.34	(114,929.34)	0.00
	8,741,240.95	1,857,444.95	10,598,685.90
<u>Liabilities</u>			
2401000 - Accounts Payable	167,247.93	12,404.39	179,652.32
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
	6,572,232.32	12,404.39	6,584,636.71
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	8,858,272.17	12,404.39	8,870,676.56
Excess Revenues Over Expenses	(116,781.22)	1,844,790.56	1,728,009.34

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

	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	225,699.94	(9,484.36)	216,215.58
1102079 - IL Funds - 151600222591	1,091,190.05	3,161.19	1,094,351.24
1102073 - IL 1 ulius - 131000222391	1,316,889.99	(6,323.17)	1,310,566.82
Liabilities and Fund Balance			
<u>Liabilities</u>			
2401000 - Accounts Payable	6,286.36	(6,286.36)	0.00
240 1000 - Accounts I ayable	6,286.36	(6,286.36)	0.00
Fund Balance			
3730000 - Fund Balance - Unreserved	1,316,143.14	0.00	1,316,143.14
Total Liabilities and Fund Balance	1,322,429.50	(6,286.36)	1,316,143.14
Excess Revenues Over Expenses	(5,789.51)	213.19	(5,576.32)
Compensated Absences Fund			
<u>Assets</u>			
1120201 - Due From Library	335,484.39	0.00	335,484.39
	335,484.39	0.00	335,484.39
Liabilities and Fund Balance			
<u>Liabilities</u>			
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 March 31, 2019

	Beginning	M.T.D.	Ending
	<u>Balance</u>	<u>Changes</u>	<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	1,170,683.00	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
<u>Liabilities and Fund Balance</u> <u>Liabilities</u>			
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 3 Months Ended March 31, 2019

	Received	Received	Budgeted	Uncollected	Prct.
	this Month	this Year	Receipts	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	0.00	0.00	0.00	0.00	0.00
201-4810031 - Property Taxes 2018	2,380,960.42	3,196,255.16	6,100,000.00	2,903,744.84	52.40
	2,380,960.42	3,196,255.16	6,100,000.00	2,903,744.84	52.40
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	0.00	92,988.00	92,988.00	0.00
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
	0.00	3,000.00	168,988.00	165,988.00	1.78
Fines & Fees					
201-4850101 - Library Fees	664.47	1,880.16	9,000.00	7,119.84	20.89
201-4850102 - Library Fines	2,469.93	8,052.42	50,000.00	41,947.58	16.10
201-4850201 - Copying Fees	1,864.99	6,200.24	25,000.00	18,799.76	24.80
201-4850207 - Non-Res Cards	276.00	345.00	2,000.00	1,655.00	17.25
201-4850208 - Meeting Room Fees	90.00	285.00	2,000.00	1,715.00	14.25
	5,365.39	16,762.82	88,000.00	71,237.18	19.05
Special Programs & Events					
201-4850215 - Special Programs & Events	886.00	886.00	5,000.00	4,114.00	<u>17.72</u>
	886.00	886.00	5,000.00	4,114.00	17.72
Interest					
201-4890010 - Interest Income	6,688.27	15,255.18	70,000.00	54,744.82	21.79
	6,688.27	<u>15,255.18</u>	70,000.00	54,744.82	21.79
Other Revenue					
201-4899900 - Miscellaneous Revenue	36,228.84	36,483.57	40,000.00	3,516.43	91.21
201-4899910 - Vending Machine Revenue	84.87	283.46	1,500.00	1,216.54	18.90
201-4899920 - Library Donations	5,350.00	5,850.00	5,000.00	(850.00)	117.00
201-4899940 - Friends Book Sale	902.57	2,315.83	0.00	(2,315.83)	0.00
	42,566.28	44,932.86	46,500.00	1,567.14	96.63
Total Library Fund	2,436,466.36	3,277,092.02	6,478,488.00	3,201,395.98	50.58

Des Plaines Public Library Revenue Report For the 3 Months Ended March 31, 2019

	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	3,161.19	6,908.04	100.00	(6,808.04)	6,908.04
	3,161.19	6,908.04	100.00	(6,808.04)	6,908.04
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	3,161.19	6,908.04	600,100.00	593,191.96	1.15
Total of All Funds	2,439,627.55	3,284,000.06	7,078,588.00	3,794,587.94	46.39

Des Plaines Public Library Expense Report For the 3 Months Ended March 31, 2019

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	<u>Expended</u>	Expended	<u>Amount</u>	Remain.	Expend.
Library Fund	-	-			
,					
Salaries					
5910100 - Full-time Salaries	255,010.18	498,260.09	2,334,782.00	1,836,521.91	21.34
5910200 - Part-time Salaries	92,717.93	172,452.78	819,513.00	647,060.22	21.04
	347,728.11	670,712.87	3,154,295.00	2,483,582.13	21.26
Paradita					
Benefits 5019010 Unemployment Companyation	0.00	0.00	10,000.00	10,000.00	0.00
5918010 - Unemployment Compensation			•	•	
5918020 - Employer Contribution - FICA	25,713.95	58,766.57	235,573.00	176,806.43	24.95
5918021 - Employer Contribution - IMRF	26,013.29	59,971.20	243,694.00	183,722.80	24.61
5918040 - Life Insurance Premiums	189.24	441.56	1,840.00	1,398.44	24.00
5918050 - PPO Insurance Premiums	18,390.96	34,130.37	267,710.00	233,579.63	12.75
5918051 - HMO Insurance Premiums	10,110.70	17,645.04	197,656.00	180,010.96	8.93
5918055 - Dental Insurance Premiums	1,908.48	4,453.12	20,250.00	15,796.88	21.99
5918070 - Workers Compensation	0.00	0.00	13,000.00	13,000.00	0.00
	82,326.62	175,407.86 _	989,723.00	814,315.14	<u>17.72</u>
Contractual Services					
5920100 - Legal Fees	59.30	576.80	6,000.00	5,423.20	9.61
5920110 - Professional Services	36,536.75	148,131.65	429,394.00	281,262.35	34.50
5920170 - Professional Services	638.56	2,461.59	28,850.00	26,388.41	8.53
5920140 - Integrated Library System	8,246.64	24,739.92	97,100.00	72,360.08	25.48
5920202 - Conferences	1,809.99	2,166.83	5,000.00	2,833.17	43.34
5920220 - Conferences 5920220 - Membership Dues	500.00	4,233.16	7,000.00	2,766.84	60.47
•	0.00	·	•	•	113.06
5920990 - Property/Liability Insurance	4,806.92	39,571.00	35,000.00	(4,571.00)	72.67
5930010 - R&M Equipment	•	68,227.71	93,890.00	25,662.29	
5930020 - R&M Buildings & Structures	8,219.50 36.00	35,220.61	126,600.00	91,379.39	27.82
5930030 - R&M Vehicles		36.00	1,000.00	964.00	3.60
5930210 - Rental of Equipment	1,600.41	5,131.46	16,120.00	10,988.54	31.83
5930320 - Cleaning/Custodial Services	5,490.50	20,587.00	67,460.00	46,873.00	30.52
5930490 - Refuse Contract	360.00	1,080.00	4,320.00	3,240.00	25.00
5960040 - Pre-Employment Testing	135.00	195.00	3,000.00	2,805.00	6.50
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	0.00	500.00	500.00	0.00
5960210 - Special Event Programming	7,186.52	21,824.78	68,950.00	47,125.22	31.65
5960990 - Misc. Contractual Services	7,055.96	42,223.98	113,780.00	71,556.02	37.11
	82,682.05	416,407.49	1,104,264.00	687,856.51_	37.71
Commodities					
5970100 - Supplies	3,329.92	12,603.30	59,000.00	46,396.70	21.36
5970110 - Meals	(112.84)	338.98	2,000.00	1,661.02	16.95
5970115 - Supplies - Dept/Other	700.92	1,346.64	6,550.00	5,203.36	20.56
5970170 - Janitorial	2,160.84	2,160.84	20,000.00	17,839.16	10.80
5970260 - Postage & Parcel	1,050.00	1,050.00	6,800.00	5,750.00	15.44
5970500 - Water Bill	0.00	2,129.92	12,000.00	9,870.08	17.75
5970600 - Ebooks/Books	30,152.92	76,138.61	377,200.00	301,061.39	20.19
5970610 - E-audio/Audio	4,584.54	19,115.18	83,000.00	63,884.82	23.03
	Accountants' Comp	·	25,000.00	55,551.52	20.00

Des Plaines Public Library Expense Report For the 3 Months Ended March 31, 2019

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	<u>Amount</u>	Remain.	Expend.
5970620 - E-Subscriptions/Subscriptions	5,124.93	38,146.89	74,630.00	36,483.11	51.11
5970630 - Visual Materials	12,742.56	36,097.48	163,000.00	126,902.52	22.15
5970640 - Databases	11,386.89	73,429.59	190,000.00	116,570.41	38.65
5970810 - Natural Gas	5,652.13	10,438.13	25,000.00	14,561.87	41.75
5970850 - Gasoline	0.00	0.00	600.00	600.00	0.00
5970900 - Equipment < \$5,000	0.00	0.00	2,000.00	2,000.00	0.00
	76,772.81	272,995.56	1,021,780.00	748,784.44	26.72
Capital Expenditures					
5980400 - Equipment	0.00	0.00	6,710.00	6,710.00	0.00
5980410 - Computer Hardware	743.84	1,050.71	7,500.00	6,449.29	14.01
5980420 - Computer Software	1,109.86	10,173.42	34,995.00	24,821.58	29.07
5980600 - Furniture & Fixtures	(800.06)	(371.06)	2,500.00	2,871.06	(14.84)
	1,053.64	10,853.07	51,705.00	40,851.93	20.99
Other Funding Activities					
5990900 - Per Capita Grant Expenditures	210.00	390.00	73,000.00	72,610.00	0.53
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	902.57	2,315.83	0.00	(2,315.83)	0.00
	1,112.57	2,705.83	733,000.00	730,294.17	0.37
Total Library Fund Expenditures	591,675.80	1,549,082.68	7,054,767.00	5,505,684.32	21.96
Capital Projects Fund					
Contractual Services					
Capital Expenditures					
5980300 - Improvements	0.00	0.00	81,000.00	81,000.00	0.00
5980400 - Equipment	0.00	1,064.36	17,000.00	15,935.64	6.26
5980410 - Computer Hardware	2,948.00	2,948.00	44,500.00	41,552.00	6.62
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	0.00	8,472.00	18,500.00	10,028.00	45.79
	2,948.00	12,484.36	172,000.00	159,515.64	7.26
Total Capital Projects Fund Expenditures	2,948.00	12,484.36	172,000.00	159,515.64	7.26
Total of All Funds	594,623.80	1,561,567.04	7,226,767.00	5,665,199.96	21.61