## THE LIBRARY FOUNDATION FOR THE BENEFIT OF ST. LOUIS PUBLIC LIBRARY A COMPONENT UNIT OF ST. LOUIS PUBLIC LIBRARY

FINANCIAL STATEMENTS SEPTEMBER 30, 2018



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### **Independent Auditors' Report**

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The Library Foundation for the
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## **Report On The Financial Statements**

We have audited the accompanying financial statements of the business-type activities of The Library Foundation for the Benefit of St. Louis Public Library (the Foundation), a component unit of City of St. Louis Municipal Library District (the Library), as of and for the years ended September 30, 2018 and 2017, and the related notes to the financial statements, which collectively comprise the Foundation's basic financial statements as listed in the table of contents.

#### Management's Responsibility For The Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Foundation, as of September 30, 2018 and 2017, and the respective changes in financial position and cash flows thereof for the years then ended, in accordance with accounting principles generally accepted in the United States of America.

#### Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 3 through 6 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

March 13, 2019

Rulin Brown LLP

## MANAGEMENT'S DISCUSSION AND ANALYSIS For The Years Ended September 30, 2018 And 2017

The discussion and analysis of The Library Foundation for the Benefit of St. Louis Public Library's (the Foundation) financial performance provides an overall review of the Foundation's financial activities for the years ended September 30, 2018 and 2017. The intent of this discussion and analysis is to look at the Foundation's financial performance as a whole. Readers should also review the basic financial statements to enhance their understanding of the Foundation's financial performance.

#### Notable financial facts for 2018 are as follows:

- The Foundation's Capital Campaign to raise funds in support of a major capital project to renovate the St. Louis Public Library Central Library received final pledge payments totaling \$0.3 million in 2018.
- The Foundation's net position decreased by \$181,638 or 2.5%.
- As of the close of the current fiscal year, the Foundation reported restricted net position of \$3.1 million which is 44.1% of total net position.

#### Notable financial facts for 2017 are as follows:

- The Foundation's Capital Campaign to raise funds in support of a major capital project to renovate the St. Louis Public Library Central Library received pledge payments totaling \$0.4 million in 2017 leaving a remaining balance for unpaid pledges of \$0.3 million.
- The Foundation's net position increased by \$402,310 or 5.8%.
- As of the close of the current fiscal year, the Foundation reported restricted net position of \$3.4 million which is 46.4% of total net position.

#### Overview Of The Financial Statements

This annual report consists of a series of financial statements and notes to those statements. The statements are prepared and organized so the reader can understand the Foundation as a financial whole or as an entire operating entity. The financial statements are prepared under the accrual basis of accounting.

Management's Discussion And Analysis (Continued)

The statement of net position includes the assets, liabilities and net position of the Foundation as of September 30, 2018, 2017 and 2016. The statement of revenues, expenses and changes in net position presents the revenues earned and expenses incurred during the year. The change in net position is important because it tells the reader whether, for the Foundation as a whole, the financial position of the Foundation has improved or diminished.

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the financial statements.

#### The Foundation Condensed Financial Statements

The statement of net position presents the Foundation as a whole. Table 1 provides a summary of the Foundation's net position for 2018, 2017 and 2016.

	2018	2017	2016
Assets			
Current and other assets	\$ 7,894,001	\$ 8,098,214	\$ 7,543,469
Liabilities			
Current liabilities	752,153	774,728	622,293
Net Position			
Restricted	3,127,616	3,399,014	3,172,769
Unrestricted	4,014,232	3,924,472	3,748,407
Total Net Position	\$ 7,141,848	\$ 7,323,486	\$ 6,921,176

A portion of the Foundation's net position 44.1%, 46.4% and 45.8% for 2018, 2017 and 2016, respectively, represents resources that are subject to external restrictions on how they may be used. Foundation net position at September 30, 2018 and 2016 reflects a decrease of \$181,638 and \$84,787, respectively, versus an increase of \$402,310 reported at September 30, 2017.

Management's Discussion And Analysis (Continued)

Table 2 shows the changes in net position for the years ended September 30, 2018, 2017 and 2016:

#### Changes In Net Assets

	2018		2017	2016
		Amount	Amount	Amount
Operating Revenues				
Membership and other income	\$	188,558 \$	192,218 \$	215,405
Operating Expenses				
Operations		210,986	180,148	219,389
Income (Loss) From Operations		(22,428)	12,070	(3,984)
Nonoperating Revenue				
Contributions		600,975	378,683	1,449,211
Investment income		328,145	612,456	486,806
Transfers to the St. Louis				
Public Library		(1,088,330)	(600,899)	(2,016,820)
Total Nonoperating Revenue		(159,210)	390,240	(80,803)
Net Change In Net Assets	\$	(181,638) \$	402,310 \$	3 (84,787)

Salaries and benefits for Foundation staff are recorded on the Library's books. This change is the result of a joint decision of the Foundation and Library boards.

Year over year Contributions increased by \$0.2 million. This change is comprised of increased Restricted and Annual Fund giving, \$0.3 million, which was partially offset by decreased event related contributions of \$0.1 million.

Investment income includes realized and unrealized gains and losses. The year over year decrease in investment income in 2018 is due, primarily, to a smaller change in the fair market value adjustment (FMV) associated with the investment portfolio. The FMV adjustment in 2018 was approximately \$217,500 compared to \$486,700 in 2017. Additionally, investment income includes interest and dividends of approximately \$110,700 in 2018 which was lower than 2017 by \$15,100.

Management's Discussion And Analysis (Continued)

The net transfer of funds to the Library in 2018 totaled, \$1.1 million. The gross transfer amount of \$1.4 million is comprised of capital campaign contributions of \$0.7 million and funds for Library programs of \$0.7 million. These transfers were partially offset by borrowings from the Library of \$0.3 million.

#### Contacting The Foundation's Financial Management

This financial report is designed to provide a general overview of the Foundation's finances for all those with an interest in the Foundation's finances and to demonstrate the Foundation's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Chief Financial Officer, St. Louis Public Library, 1415 Olive Street, St. Louis, Missouri 63103.

## STATEMENT OF NET POSITION

#### Assets

	September 30,			
	2018	2017		
Assets				
Cash and cash equivalents	\$ 1,026,664	\$ 1,391,627		
Investments	6,859,669	6,343,654		
Interest receivable	6,668	3,367		
Other receivables	_	3,566		
Pledges receivable	1,000	356,000		
Total Assets	7,894,001	8,098,214		
Liabilities Investments held on behalf of St. Louis Public Library Due to affiliate - St. Louis Public Library	$624,677 \\ 127,476$	522,418 252,310		
Total Liabilities	752,153	774,728		
Net Position				
Restricted for programs	3,127,616	3,399,014		
Unrestricted	4,014,232	3,924,472		
Total Net Position	\$ 7,141,848	\$ 7,323,486		

# STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

		For The Years Ended September 30,			
	2018	ptem	2017		
Operating Revenues			2011		
Membership	\$ 185,948	\$	191,790		
Other income	2,610		428		
Total Operating Revenues	188,558		192,218		
Operating Expenses					
Professional services	61,824		63,885		
Operating supplies	7,326		7,853		
Insurance	4,607		4,633		
Advertising	32,097		16,445		
Postage	<del>_</del>		10,486		
Printing	34,336		56,015		
Fundraising receptions	45,805		11,850		
Other	24,991		8,981		
Total Operating Expenses	210,986		180,148		
Operating Income (Loss)	(22,428)	)	12,070		
N. C. D.					
Nonoperating Revenue	400 OFF		0.50.000		
Contributions	600,975		378,683		
Investment income	328,145		612,456		
Net Nonoperating Revenue	929,120		991,139		
Transfers To St. Louis Public Library	(1,088,330)	)	(600,899)		
Net Change In Net Position	(181,638)	)	402,310		
Net Position - Beginning Of Year	7,323,486		6,921,176		
Net Position - End Of Year	\$ 7,141,848	\$	7,323,486		

## STATEMENT OF CASH FLOWS

	For The Years			5
	Ended September 30,			r <b>30</b> ,
		2018		2017
Cash Flows From Operating Activities				
Received from members	\$	189,514	\$	188,224
Other receipts		2,610		428
Payments for professional services		(61,824)		(63,885)
Payments to vendors for goods and services		(149,162)		(116,263)
Net Cash Provided By (Used In) Operating Activities		(18,862)		8,504
Cash Flows From Noncapital Financing Activities				
Proceeds from contributions		955,975		761,827
Transfers to St. Louis Public Library		(1,088,330)		(600,899)
(Net repayments to) advances from affiliate		(124,834)		152,435
Net Cash Provided By (Used In) Noncapital Financing Activities		(257,189)		313,363
Cash Flows From Investing Activities		117 509		105 000
Interest and dividends		117,593		125,383
Sales of investments		638,742		47,023
Purchases of investments		(845,247)		(164,061)
Net Cash Provided By (Used In) Investing Activities		(88,912)		8,345
Net Increase (Decrease) In Cash And Cash Equivalents		(364,963)		330,212
Cash And Cash Equivalents - Beginning Of Year		1,391,627		1,061,415
Cash And Cash Equivalents - End Of Year	\$	1,026,664	\$	1,391,627
Reconciliation Of Operating Income (Loss) To Net Cash				
From Operating Activities				
Operating income (loss)	\$	(22,428)	\$	12,070
Adjustments to reconcile operating income (loss) to net cash				
from operating activities:				
Changes in assets and liabilities:				
Other receivables		3,566		(3,566)
Net Cash Provided By (Used In) Operating Activities	\$	(18,862)	\$	8,504
Supplemental Disclosure Of Cash Flow Information		015 405	ф	400.000
Unrealized gain on investments	\$	217,467	\$	486,638
Increase in investments held on behalf of St. Louis Public Library		92,043		

## NOTES TO FINANCIAL STATEMENTS September 30, 2018 And 2017

## 1. Summary Of Significant Accounting Policies

#### Organization

The Library Foundation for the Benefit of St. Louis Public Library (the Foundation) was formed in September 1989 to receive and administer gifts and to undertake other activities for literary and educational purposes exclusively to support and benefit the City of St. Louis Municipal Library District (the Library). As a public charity, operations began October 1, 1989.

The Trustees of the Foundation have engaged the Library to provide it with accounting and other management services. No fees are charged by the Library for these services.

The accounting policies and financial reporting practices of the Foundation conform to accounting principles generally accepted in the United States of America applicable to local governmental entities due to the nature and significance of the Foundation's relationship with the Library.

#### **Reporting Entity**

For financial reporting purposes, the Foundation is presented as a discretely presented component unit of the Library in its annual financial report.

### Measurement Focus, Basis Of Accounting And Financial Statement Presentation

The financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants, contributions and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The Foundation follows GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions* (GASB 33), which establishes accounting and financial reporting standards for nonexchange transactions involving financial or capital resources.

Notes To Financial Statements (Continued)

GASB 33 groups nonexchange transactions into the following four classes, based upon their principal characteristics: derived tax revenues, imposed nonexchange revenues, government-mandated nonexchange transactions, and voluntary nonexchange transactions.

Intergovernmental revenues, representing grants and assistance received from other governmental units, and donations are generally recognized as revenues in the period when all eligibility requirements, as defined by GASB 33, have been met. Any resources received before eligibility requirements are met are reported as deferred revenues.

The Foundation prepares its financial statements as a business-type activity in conformity with applicable pronouncements of the Governmental Accounting Standards Board (GASB) due to the nature of its relationship with the Library. Business-type activities distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with business-type activities ongoing operations. Revenues from members' contributions are reported as operating revenues. All expenses related to operating the Foundation are reported as operating expenses. Transactions that are capital, financing, or investing related are reported as nonoperating revenues.

#### **Net Position**

In the financial statements, net position is classified as follows:

Restricted for programs - This is the component of net position that reports the difference between assets and liabilities of certain programs that consists of assets with constraints placed on their use by external parties.

Unrestricted - This component of net position consists of net position that does not meet the definition of restricted.

When both restricted and unrestricted resources are available for use, it is the Foundation's policy to use restricted resources first, then unrestricted resources as they are needed.

Notes To Financial Statements (Continued)

#### Cash And Cash Equivalents And Investments

Cash and cash equivalents include all highly liquid investments with an initial maturity of three months or less. Investments consist of those securities with maturity dates greater than three months at the time of purchase by the Foundation. Investments that have a maturity date of less than one year at the time of purchase are carried at cost or amortized cost because of their short-term maturities.

The Foundation accounts for its investments, except for certain short-term investments, at fair value. The Foundation categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles pursuant to GASB Statement No. 72. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Changes in unrealized gain (loss) on the carrying value of investments are reported as a component of investment income in the statements of revenues, expenses and changes in net position.

Investments held on behalf of St. Louis Public Library represent resources in the possession, but not under the control, of the Foundation.

#### Pledges Receivable

Unconditional pledges to give in future periods are recognized as support in the period the pledges are received. Pledges receivable are reported at the amount management expects to collect on balances outstanding at year end.

#### **Tax Status**

The Foundation has been granted tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, which excludes it from income tax liability on its exempt activities.

#### **Use Of Estimates**

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenditures. Actual results could differ from those estimates.

Notes To Financial Statements (Continued)

## 2. Deposits And Investments

A summary of deposits and investments as of September 30, 2018 and 2017 for the Foundation is as follows:

	2018			20	17	
	Carrying Value		Cost	Carrying Value		Cost
Cash Money market mutual funds Equity mutual funds Fixed income mutual funds	\$ 1,026,664 224,446 4,137,279 2,497,944	\$	1,026,664 224,446 3,243,402 2,496,410	\$ 1,391,627 82,378 4,204,769 2,056,507	\$	1,391,627 82,378 3,554,188 1,977,444
	\$ 7,886,333	\$	6,990,922	\$ 7,735,281	\$	7,005,637

#### **Investment Policy**

#### General

The Foundation adopted a formal investment policy, effective February 14, 2007.

The Foundation's investment policy authorizes its Investment Manager, with the oversight and guidance of the Board Finance Committee, to invest in corporate stocks, mutual funds, bonds, and obligations of the United States, including treasury bills, notes, bonds, agencies, and instrumentality obligations of wholly owned corporations of the United States. The Foundation also accepts any instruments received as a gift to the Foundation; however, the Foundation shall not initiate investments in instruments other than those outlined above, and the Foundation may divest itself of investment instruments received as a gift that do not conform to those outlined above.

Prohibited investments include short sales, margin purchases, private placements, security loans, warrants, coins, artwork, illiquid investments, and leveraged ETFs.

The Foundation invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the amounts reported in the statement of net position.

Notes To Financial Statements (Continued)

## **Investment Type And Maturities**

As of September 30, 2018, the Foundation held the following investments in debt securities and maturities:

	_	Investment Maturities (In Years)*					
Investment Type	Fair Value		Less Than 1		1-5		6-10
Money market mutual funds Fixed income mutual funds	\$ 224,446 2,497,944	\$	224,446	\$		\$	— 334,967
	\$ 2,722,390	\$	224,446	\$	2,162,977	\$	334,967

<sup>\*</sup>Represents average duration of securities in the funds

As of September 30, 2017, the Foundation held the following investments and maturities:

		Investment Maturities (In Years)*					
Investment Type	Fair Value		Less Than 1		1-5		6-10
Money market mutual funds Fixed income mutual funds	\$ 82,378 2,056,507	\$	82,378 —	\$		\$	— 218,633
	\$ 2,138,885	\$	82,378	\$	1,837,874	\$	218,633

<sup>\*</sup>Represents average duration of securities in the funds

The Foundation's investment policy does not specifically address interest rate risk; however, investments shall be made to ensure the availability of funds on a timely and adequate basis for the payment of expenditures.

#### **Credit Risk**

Fixed income investments shall consist of U.S. Treasury, Government Agencies, Corporate, Mortgage Backed, Taxable Municipal, and Asset Backed Securities. Any individual holding will have a minimum credit rating of BBB at the time of purchase.

Notes To Financial Statements (Continued)

The following table provides information on the credit ratings associated with the Foundation's investments in debt securities at September 30, 2018 and 2017, excluding obligations of the U.S. government or obligations explicitly guaranteed by the U.S. government:

	Septembe	er 30, 2018	<b>September 30, 2017</b>		
	Standard		Standard		
The Foundation	And Poor's	Fair Value	And Poor's	Fair Value	
Financial Square Government Fund	AAA	\$ 224,446	AAA	\$ 82,378	
Baird Aggregate Bond Fund	AA	1,012,458	AA	758,898	
Commerce Bond Fund	AA	1,150,519	AA	1,078,976	
Vanguard Total Bond Market Fund	Unrated	334,967	Unrated	218,633	

#### **Concentration Of Credit Risk**

The Foundation's investment policy places no limits on the amount the Foundation may invest in any one issuer. The long-term, strategic allocation of the assets will be 60% equity and 40% fixed income. Allowable ranges for asset classes are as follows:

Money markets	1% to 10%
Equity	50% to 70%
Fixed income	30% to 50%
Alternative investments, including real estate	Up to 10% in the aggregate

The following table discloses the Foundation's concentration of investments of greater than 5% in any one issuer:

	September 30,			
	2018			
	Percent of total inve	estments		
Vanguard Total Stock Market Index Fund	5.1%	5.4%		
Vanguard Morgan Growth Fund-Ad	7.8%	8.6%		
Baird Aggregate Bond Fund-IS	14.8%	12.0%		
Commerce Bond Fund	16.8%	17.0%		
Dodge & Cox International Stock Fund	4.6%	5.3%		
TIAA-CREF Large-Cap Value Index Fund	12.8%	13.2%		

Notes To Financial Statements (Continued)

#### **Custodial Credit Risk**

For investments, custodial credit risk is the risk that in the event of the failure of the counterparty to a transaction, the Foundation will not be able to recover the value of the investments or collateral securities that are in the possession of an outside party. In accordance with the investment policy, the Foundation addresses custodial risk by diversifying the investment portfolio and maintaining a standard of quality for investments.

For deposits, custodial credit risk is the risk that in the event of bank failure, the Foundation's deposits may not be returned to it. Protection of the Foundation's deposits is provided by the Federal Deposit Insurance Corporation, by eligible securities pledged by the financial institution, or by a single collateral pool established by the financial institution.

## 3. Fair Value Measurement And Application

The Foundation has the following recurring fair value measurements as of September 30:

		2018						
	Quo	ted Prices						
	In Active Markets For Identical		Significant Other Observable					
					Significant Unobservable			
		Assets		Inputs		Inputs		
		Level 1	Lev	el 2	Le	vel 3		
Investments By Fair Value Level	•							
Money market mutual funds	\$	224,446	\$		\$			
Fixed income mutual funds		2,497,944		_		_		
Equity-based mutual funds		3,805,873				_		
Managed funds		229,696		_		_		
REIT funds		101,710		_				
Total Investments By Fair Value Level	\$	6,859,669	\$	_	\$			

Notes To Financial Statements (Continued)

	2017					
	Quo	ted Prices				
		In Active	Signific	cant		
	<b>Markets For</b>		Other		Significant	
		Identical Assets		able	Unobservable Inputs Level 3	
				puts		
		Level 1	Level 2			
Investments By Fair Value Level						
Money market mutual funds	\$	82,378	\$	_	\$	_
Fixed income mutual funds		2,056,507		_		_
Equity-based mutual funds		3,851,921		_		_
Managed funds		248,124		_		_
REIT funds		104,724		_		_
Total Investments By Fair Value Level	\$	6,343,654	\$	_	\$	_

## 4. Pledges Receivable

Collections of current and prior year pledged amounts were \$355,000 and \$390,000 in 2018 and 2017, respectively. Pledges receivable at September 30, 2018 are expected to be collected during fiscal year 2019.

The Foundation provides an allowance for doubtful accounts equal to the estimated collection losses that will be incurred in collection of receivables. The estimated losses are based on a review of the current status of existing receivables. Management has evaluated pledges receivable and determined that an allowance was not necessary at September 30, 2018 or 2017.

## 5. Related Party Transactions

As stated in Note 1, the Library provides accounting and other services to the Foundation. The amounts due to or from the Library represent timing differences between the dates that services are provided or reimbursable expenditures occur and payments between entities are made.

Notes To Financial Statements (Continued)

The Foundation and the Library have entered into an affiliation agreement under which the Foundation will transfer pledges received, as part of the capital campaign, to the Library for payment of principal and interest due on the outstanding revenue Bonds of the Library. During 2018, the Foundation transferred funds of \$1,389,693 to the Library, comprised of capital campaign contributions of \$645,275 and funds for Library programs of \$744,418. These transfers were partially offset by borrowings from the Library of \$301,363. During 2017, the Foundation transferred funds of \$600,899 to the Library to fund Library programs. The net amounts of \$1,088,330 and \$600,899 for 2018 and 2017, respectively, were treated as a transfer on the statement of revenues, expenses and changes in net position.

#### 6. Restricted Net Position

Restricted net position consists of the following restricted contributions:

_	2018	2017
Restricted for the sponsorship of educational programs and book purchases	\$ 1,076,096	\$ 1,073,226
Restricted for the purchase of children and adult books for the Carpenter Branch Library	618,825	618,385
Restricted for Library programs	1,324,764	903,850
Restricted for the Central Library renovation capital campaign	107,931	753,156
Restricted for the sponsorship of programs and book purchases		50,397
	\$ 3,127,616	\$ 3,399,014