

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
January 31, 2022

Prepared by:

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
Governmental Funds Balance Sheet
As of January 31, 2022

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 2,563,529.97	\$ 1,887,224.14	\$ 4,450,754.11
Prepays	-	0.00	-
Receivables			
Receivable - Property Taxes	6,081,490.69	-	6,081,490.69
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 8,645,020.66	\$ 1,887,224.14	\$ 10,532,244.80
LIABILITIES			
Accounts Payable	\$ 175,023.83	\$ 1,100.00	\$ 176,123.83
Accrued Payroll	40,371.49	-	40,371.49
Due to other funds	302,744.80	-	302,744.80
Total Liabilities	518,140.12	1,100.00	519,240.12
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,587,640.12	1,100.00	6,588,740.12
FUND BALANCE			
Fund Balance - Unreserved	1,672,643.27	1,886,124.14	3,558,767.41
Fund Balance - Reserved for Prepays	384,737.27	-	384,737.27
Total Fund Balance	2,057,380.54	1,886,124.14	3,943,504.68
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 8,645,020.66	\$ 1,887,224.14	\$ 10,532,244.80

Des Plaines Public Library

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

For the 1 Month Ended January 31, 2022

	General Fund	Capital Improvements Fund	Total
	<u> </u>	<u> </u>	<u> </u>
REVENUES			
Taxes	\$ 43,444.10	\$ -	\$ 43,444.10
Fines & Fees	1,263.66	-	1,263.66
Interest	148.32	121.23	269.55
Miscellaneous	185,149.81	-	185,149.81
Total Revenues	<u>230,005.89</u>	<u>121.23</u>	<u>230,127.12</u>
EXPENDITURES			
Personnel	\$ 230,343.49	\$ -	\$ 230,343.49
Operating	198,251.44	-	198,251.44
Library Materails	99,016.26	-	99,016.26
Capital Outlay	8,099.11	10,932.35	19,031.46
Other Expenditures	<u>870.52</u>	<u>-</u>	<u>870.52</u>
Total Expenditures	<u>536,580.82</u>	<u>10,932.35</u>	<u>547,513.17</u>
Net Change in Fund Balances	<u>(306,574.93)</u>	<u>(10,811.12)</u>	<u>(317,386.05)</u>
FUND BALANCES			
Beginning of the year	<u>2,363,955.47</u>	<u>1,896,935.26</u>	<u>4,260,890.73</u>
End of the period	<u>\$ 2,057,380.54</u>	<u>\$ 1,886,124.14</u>	<u>\$ 3,943,504.68</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of January 31, 2022

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	323,489.83
202-1102015 - First Midwest Operating #8100292260	<u>22,848.58</u>
	<u>346,338.41</u>
201-1102028 - Cash Library Donations	<u>215,248.74</u>
201-1102079 - IL Funds - 151600222591	2,024,291.40
202-1102079 - IL Funds - 151600222591	<u>1,864,375.56</u>
	<u>3,888,666.96</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,450,754.11</u></u>

Des Plaines Public Library
Balance Sheet as of January 31, 2022

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Library Fund <hr style="border: none; border-top: 1px solid black; margin-top: 5px;"/>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	579,936.36	(256,446.53)	323,489.83
1102028 - Cash Library Donations	215,241.43	7.31	215,248.74
1102079 - IL Funds - 151600222591	2,013,228.89	11,062.51	2,024,291.40
1118000 - Receivable - Property Taxes	6,081,490.69	0.00	6,081,490.69
1119301 - Prepaid Expense	<u>16,010.55</u>	<u>(16,010.55)</u>	<u>0.00</u>
	<u>8,906,407.92</u>	<u>(261,387.26)</u>	<u>8,645,020.66</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	129,836.16	45,187.67	175,023.83
2430707 - Due to Library Comp Abs	302,744.80	0.00	302,744.80
2450040 - Accrued Payroll	40,371.49	0.00	40,371.49
2470000 - Deferred Revenue - Property Tax	<u>6,069,500.00</u>	<u>0.00</u>	<u>6,069,500.00</u>
	<u>6,542,452.45</u>	<u>45,187.67</u>	<u>6,587,640.12</u>
 <u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	384,737.27	0.00	384,737.27
3730000 - Fund Balance - Unreserved	<u>1,979,218.20</u>	<u>0.00</u>	<u>1,979,218.20</u>
	<u>2,363,955.47</u>	<u>0.00</u>	<u>2,363,955.47</u>
 Total Liabilities and Fund Balance	 <u>8,906,407.92</u>	 <u>45,187.67</u>	 <u>8,951,595.59</u>
 Excess Revenues Over Expenses	 <u>0.00</u>	 <u>(306,574.93)</u>	 <u>(306,574.93)</u>

Des Plaines Public Library
Balance Sheet as of January 31, 2022

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	21,748.58	1,100.00	22,848.58
1102079 - IL Funds - 151600222591	1,875,186.68	(10,811.12)	1,864,375.56
	<u>1,896,935.26</u>	<u>(9,711.12)</u>	<u>1,887,224.14</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	0.00	1,100.00	1,100.00
	<u>0.00</u>	<u>1,100.00</u>	<u>1,100.00</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,896,935.26	0.00	1,896,935.26
Total Liabilities and Fund Balance	<u>1,896,935.26</u>	<u>1,100.00</u>	<u>1,898,035.26</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>(10,811.12)</u>	<u>(10,811.12)</u>
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	302,744.80	0.00	302,744.80
	<u>302,744.80</u>	<u>0.00</u>	<u>302,744.80</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	97,084.56	0.00	97,084.56
2490010 - Compensated Absences Payable	205,660.24	0.00	205,660.24
	<u>302,744.80</u>	<u>0.00</u>	<u>302,744.80</u>
<u>Fund Balance</u>			
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
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Liabilities and Fund Balance	<u>302,744.80</u>	<u>0.00</u>	<u>302,744.80</u>

Des Plaines Public Library
Balance Sheet as of January 31, 2022

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Fixed Assets Fund</u>			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,461,912.00	0.00	2,461,912.00
1204201 - Fixed Assets - Library Equipment	1,427,309.02	0.00	1,427,309.02
1204300 - Fixed Assets - Vehicles	24,954.39	0.00	24,954.39
1209900 - Fixed Assets - Accumulated Depreciation	(1,353,391.00)	0.00	(1,353,391.00)
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,560,784.41	0.00	2,560,784.41
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 Total Liabilities and Net Capital Assets	 <u>2,560,784.41</u>	 <u>0.00</u>	 <u>2,560,784.41</u>
 Excess Revenues Over Expenses	 <u>0.00</u>	 <u>0.00</u>	 <u>0.00</u>

Des Plaines Public Library
Revenue Report
For the 1 Month Ended January 31, 2022

_____ Library Fund _____	Received <u>this Month</u>	Received <u>this Year</u>	Budgeted <u>Receipts</u>	Uncollected <u>Receipts</u>	Prct. <u>Collected</u>
<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	0.00	0.00	0.00	0.00	0.00
201-4810032 - Property Taxes 2020	0.00	0.00	0.00	0.00	0.00
201-4810033 - Property Taxes 2021	43,444.10	43,444.10	6,100,000.00	6,056,555.90	0.71
	<u>43,444.10</u>	<u>43,444.10</u>	<u>6,100,000.00</u>	<u>6,056,555.90</u>	<u>0.71</u>
<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	75,000.00	75,000.00	0.00
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	0.00	0.00	10,000.00	10,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>177,988.00</u>	<u>177,988.00</u>	<u>0.00</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	179.02	179.02	3,000.00	2,820.98	5.97
201-4850201 - Copying Fees	1,015.14	1,015.14	20,000.00	18,984.86	5.08
201-4850207 - Non-Res Cards	69.50	69.50	0.00	(69.50)	0.00
201-4850208 - Meeting Room Fees	0.00	0.00	1,500.00	1,500.00	0.00
	<u>1,263.66</u>	<u>1,263.66</u>	<u>24,500.00</u>	<u>23,236.34</u>	<u>5.16</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	0.00	0.00	20,000.00	20,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>20,000.00</u>	<u>20,000.00</u>	<u>0.00</u>
<u>Interest</u>					
201-4890010 - Interest Income	148.32	148.32	1,330.00	1,181.68	11.15
	<u>148.32</u>	<u>148.32</u>	<u>1,330.00</u>	<u>1,181.68</u>	<u>11.15</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	2,779.29	2,779.29	70,000.00	67,220.71	3.97
201-4899910 - Vending Machine Revenue	0.00	0.00	1,000.00	1,000.00	0.00
201-4899920 - Library Donations	181,500.00	181,500.00	190,000.00	8,500.00	95.53
201-4899940 - Friends Book Sale	870.52	870.52	5,000.00	4,129.48	17.41
	<u>185,149.81</u>	<u>185,149.81</u>	<u>266,000.00</u>	<u>80,850.19</u>	<u>69.61</u>
Total Library Fund	<u>230,005.89</u>	<u>230,005.89</u>	<u>6,589,818.00</u>	<u>6,359,812.11</u>	<u>3.49</u>

Des Plaines Public Library
 Revenue Report
 For the 1 Month Ended January 31, 2022

	<u>Received</u> <u>this Month</u>	<u>Received</u> <u>this Year</u>	<u>Budgeted</u> <u>Receipts</u>	<u>Uncollected</u> <u>Receipts</u>	<u>Prct.</u> <u>Collected</u>
<u>Capital Projects Fund</u>					
<u>Interest</u>					
202-4890010 - Interest Income	<u>121.23</u>	<u>121.23</u>	<u>2,000.00</u>	<u>1,878.77</u>	<u>6.06</u>
	<u>121.23</u>	<u>121.23</u>	<u>2,000.00</u>	<u>1,878.77</u>	<u>6.06</u>
<u>Other Financing Sources</u>					
Total Capital Projects Fund	<u>121.23</u>	<u>121.23</u>	<u>2,000.00</u>	<u>1,878.77</u>	<u>6.06</u>
Total of All Funds	<u>230,127.12</u>	<u>230,127.12</u>	<u>6,591,818.00</u>	<u>6,361,690.88</u>	<u>3.49</u>

Des Plaines Public Library
Expense Report
For the 1 Month Ended January 31, 2022

Library Fund	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
<u>Salaries</u>					
5910100 - Full-time Salaries	179,356.07	179,356.07	2,430,951.00	2,251,594.93	7.38
5910200 - Part-time Salaries	<u>50,987.42</u>	<u>50,987.42</u>	<u>838,279.00</u>	<u>787,291.58</u>	<u>6.08</u>
	<u>230,343.49</u>	<u>230,343.49</u>	<u>3,269,230.00</u>	<u>3,038,886.51</u>	<u>7.05</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	15,000.00	15,000.00	0.00
5918020 - Employer Contribution - FICA	16,977.06	16,977.06	248,109.00	231,131.94	6.84
5918021 - Employer Contribution - IMRF	0.00	0.00	223,448.00	223,448.00	0.00
5918040 - Life Insurance Premiums	0.00	0.00	1,886.00	1,886.00	0.00
5918050 - PPO Insurance Premiums	22,558.57	22,558.57	425,000.00	402,441.43	5.31
5918051 - HMO Insurance Premiums	11,110.94	11,110.94	190,000.00	178,889.06	5.85
5918055 - Dental Insurance Premiums	0.00	0.00	20,000.00	20,000.00	0.00
5918070 - Workers Compensation	<u>0.00</u>	<u>0.00</u>	<u>14,000.00</u>	<u>14,000.00</u>	<u>0.00</u>
	<u>50,646.57</u>	<u>50,646.57</u>	<u>1,137,443.00</u>	<u>1,086,796.43</u>	<u>4.45</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	0.00	20,000.00	20,000.00	0.00
5920110 - Professional Services	34,766.73	34,766.73	445,348.00	410,581.27	7.81
5920120 - Communication Services	1,645.76	1,645.76	48,840.00	47,194.24	3.37
5920140 - Integrated Library System	22,128.03	22,128.03	88,450.00	66,321.97	25.02
5920202 - Conferences	2,048.00	2,048.00	0.00	(2,048.00)	0.00
5920210 - Marketing	0.00	0.00	53,000.00	53,000.00	0.00
5920220 - Membership Dues	725.00	725.00	6,400.00	5,675.00	11.33
5920990 - Property/Liability Insurance	42,182.00	42,182.00	57,000.00	14,818.00	74.00
5930010 - R&M Equipment	395.00	395.00	77,316.00	76,921.00	0.51
5930020 - R&M Buildings & Structures	11,811.00	11,811.00	110,960.00	99,149.00	10.64
5930030 - R&M Vehicles	0.00	0.00	2,000.00	2,000.00	0.00
5930210 - Rental of Equipment	0.00	0.00	890.00	890.00	0.00
5930320 - Cleaning/Custodial Services	0.00	0.00	87,575.00	87,575.00	0.00
5930490 - Refuse Contract	360.00	360.00	6,000.00	5,640.00	6.00
5960040 - Pre-Employment Testing	160.00	160.00	3,000.00	2,840.00	5.33
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	7,141.85	7,141.85	21,850.00	14,708.15	32.69
5960990 - Misc. Contractual Services	<u>24,241.50</u>	<u>24,241.50</u>	<u>114,835.00</u>	<u>90,593.50</u>	<u>21.11</u>
	<u>147,604.87</u>	<u>147,604.87</u>	<u>1,144,264.00</u>	<u>996,659.13</u>	<u>12.90</u>
<u>Commodities</u>					
5970100 - Supplies	2,681.16	2,681.16	94,600.00	91,918.84	2.83
5970110 - Meals	125.75	125.75	2,000.00	1,874.25	6.29
5970115 - Supplies - Dept/Other	52.90	52.90	0.00	(52.90)	0.00
5970170 - Janitorial	5,572.95	5,572.95	18,600.00	13,027.05	29.96
5970260 - Postage & Parcel	1,000.00	1,000.00	11,000.00	10,000.00	9.09
5970500 - Water Bill	0.00	0.00	10,000.00	10,000.00	0.00
5970600 - Ebooks/Books	12,340.30	12,340.30	369,850.00	357,509.70	3.34

Des Plaines Public Library
Expense Report
For the 1 Month Ended January 31, 2022

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970610 - E-audio/Audio	8,276.38	8,276.38	72,500.00	64,223.62	11.42
5970620 - E-Subscriptions/Subscriptions	6,491.48	6,491.48	58,430.00	51,938.52	11.11
5970630 - Visual Materials	13,376.40	13,376.40	185,100.00	171,723.60	7.23
5970640 - Databases	41,447.57	41,447.57	178,000.00	136,552.43	23.29
5970810 - Natural Gas	7,651.37	7,651.37	22,000.00	14,348.63	34.78
5970850 - Gasoline	0.00	0.00	300.00	300.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>0.00</u>	<u>2,200.00</u>	<u>2,200.00</u>	<u>0.00</u>
	<u>99,016.26</u>	<u>99,016.26</u>	<u>1,024,580.00</u>	<u>925,563.74</u>	<u>9.66</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	0.00	0.00	6,310.00	6,310.00	0.00
5980410 - Computer Hardware	0.00	0.00	8,450.00	8,450.00	0.00
5980420 - Computer Software	8,099.11	8,099.11	45,170.00	37,070.89	17.93
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>0.00</u>	<u>6,500.00</u>	<u>6,500.00</u>	<u>0.00</u>
	<u>8,099.11</u>	<u>8,099.11</u>	<u>66,430.00</u>	<u>58,330.89</u>	<u>12.19</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	0.00	75,000.00	75,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	70,000.00	70,000.00	0.00
5999940 - Friends Books Sale	<u>870.52</u>	<u>870.52</u>	<u>5,000.00</u>	<u>4,129.48</u>	<u>17.41</u>
	<u>870.52</u>	<u>870.52</u>	<u>150,000.00</u>	<u>149,129.48</u>	<u>0.58</u>
 Total Library Fund Expenditures	 <u>536,580.82</u>	 <u>536,580.82</u>	 <u>6,791,947.00</u>	 <u>6,255,366.18</u>	 <u>7.90</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	218,000.00	218,000.00	0.00
5980400 - Equipment	9,832.35	9,832.35	309,940.00	300,107.65	3.17
5980410 - Computer Hardware	1,100.00	1,100.00	209,500.00	208,400.00	0.53
5980420 - Computer Software	0.00	0.00	10,500.00	10,500.00	0.00
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>
	<u>10,932.35</u>	<u>10,932.35</u>	<u>750,940.00</u>	<u>740,007.65</u>	<u>1.46</u>
 Total Capital Projects Fund Expenditures	 <u>10,932.35</u>	 <u>10,932.35</u>	 <u>750,940.00</u>	 <u>740,007.65</u>	 <u>1.46</u>
 Total of All Funds	 <u>547,513.17</u>	 <u>547,513.17</u>	 <u>7,542,887.00</u>	 <u>6,995,373.83</u>	 <u>7.26</u>