Monthly Financial Report

For the Month Ended January 31, 2021

Prepared by: Lauterbach & Amen, LLP Monthly Compilation Opinion



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February 11, 2021

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 January 31, 2021 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the One Month 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,

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Lauterbach & Amen, LLP

Financial Statements

Governmental Funds Balance Sheet

As of January 31, 2021

	Library			Capital			
		Fund	Pr	ojects Fund		Total	
ASSETS							
Cash and Investments	\$	1,906,680.74	\$	2,062,036.27	\$	3,968,717.01	
Prepaids		-		0.00		-	
Receivables Receivable - Property Taxes		6,076,487.72		-		6,076,487.72	
Receivable - Grants		-		-		-	
Receivable - Miscellaneous		-		-		-	
Total Assets	\$	7,983,168.46	\$	2,062,036.27	\$	10,045,204.73	
LIABILITIES							
Accounts Payable	\$	160,199.40	\$	-	\$	160,199.40	
Accrued Payroll		40,371.49		-		40,371.49	
Due to other funds		299,319.48		<u> </u>		299,319.48	
Total Liabilities		499,890.37				499,890.37	
Deferred Inflows of Resources							
Property Taxes		6,069,500.00				6,069,500.00	
Total Liabilities and Deferred Inflows of Resources		6,569,390.37		<u> </u>		6,569,390.37	
FUND BALANCE							
Fund Balance - Unreserved		1,379,027.29		2,062,036.27		3,441,063.56	
Fund Balance - Reserved for Prepaids		34,750.80		-		34,750.80	
Total Fund Balance		1,413,778.09		2,062,036.27		3,475,814.36	
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$	7,983,168.46	\$	2,062,036.27	\$	10,045,204.73	

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

For the 1 Month Ended January 31, 2021

	 General Fund	Impro	Capital ovements Fund	 Total
REVENUES				
Fines & Fees	601.61		-	601.61
Interest	181.94		102.69	284.63
Miscellaneous	1,402.65		-	1,402.65
Total Revenues	 2,186.20		102.69	 2,288.89
EXPENDITURES				
Personnel	\$ 222,435.28	\$	-	\$ 222,435.28
Operating	268,173.68		-	268,173.68
Library Materails	119,581.28		-	119,581.28
Capital Outlay	7,485.06		-	7,485.06
Other Expenditures	 493.65		<u> </u>	 493.65
Total Expenditures	 619,368.95		<u> </u>	 619,368.95
Net Change in Fund Balances	 (617,182.75)		102.69	 (617,080.06)
FUND BALANCES				
Beginning of the year	 2,030,960.84		2,061,933.58	 4,092,894.42
End of the period	\$ 1,413,778.09	\$	2,062,036.27	\$ 3,475,814.36

Supplementary Information

Treasurer's Report as of January 31, 2021

Institution	Invested
201-1101000 - Petty Cash	500.00
201-1102015 - First Midwest Operating #8100292260 202-1102015 - First Midwest Operating #8100292260	145,580.15 121,748.58 267,328.73
201-1102028 - Cash Library Donations	213,845.70
201-1102079 - IL Funds - 151600222591 202-1102079 - IL Funds - 151600222591	1,546,754.89 1,940,287.69 3,487,042.58
201-1104006 - Investments - Certificates of Deposit	0.00
Total Invested	3,968,717.01

Des Plaines Public Library Balance Sheet as of January 31, 2021

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Library Fund			
Assets			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	(128,221.33)	273,801.48	145,580.15
1102028 - Cash Library Donations	213,688.91	156.79	213,845.70
1102079 - IL Funds - 151600222591	2,346,587.58	(799,832.69)	1,546,754.89
1118000 - Receivable - Property Taxes	6,076,487.72	0.00	6,076,487.72
1119301 - Prepaid Expense	50,154.48	(50,154.48)	0.00
	8,559,197.36	(576,028.90)	7,983,168.46
Liabilities and Fund Balance			
Liabilities			
2401000 - Accounts Payable	119,045.55	41,153.85	160,199.40
2430707 - Due to Library Comp Abs	299,319.48	0.00	299,319.48
2450040 - Accrued Payroll	40,371.49	0.00	40,371.49
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,528,236.52	41,153.85	6,569,390.37
Fund Balance			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	1,996,210.04	0.00	1,996,210.04
	2,030,960.84	0.00	2,030,960.84
Total Liabilities and Fund Balance	8,559,197.36	41,153.85	8,600,351.21
Excess Revenues Over Expenses	0.00	(617,182.75)	(617,182.75)

Des Plaines Public Library Balance Sheet as of January 31, 2021

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Capital Projects Fund			
Assets			
1102015 - First Midwest Operating #8100292260	621,748.58	(500,000.00)	121,748.58
1102079 - IL Funds - 151600222591	1,440,185.00	500,102.69	1,940,287.69
	2,061,933.58	102.69	2,062,036.27
Liabilities and Fund Balance			
Liabilities			
Fund Balance			
3730000 - Fund Balance - Unreserved	2,061,933.58	0.00	2,061,933.58
Total Liabilities and Fund Balance	2,061,933.58	0.00	2,061,933.58
Excess Revenues Over Expenses	0.00	102.69	102.69
Compensated Absences Fund			
Assets			
1120201 - Due From Library	299,319.48	0.00	299,319.48
	299,319.48	0.00	299,319.48
Liabilities and Fund Balance			
Liabilities			
2450035 - Accrued ST-LT Comp Absence	97,172.29	0.00	97,172.29
2490010 - Compensated Absences Payable	202,147.19	0.00	202,147.19
	299,319.48	0.00	299,319.48
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	299,319.48	0.00	299,319.48
Excess Revenues Over Expenses	0.00	0.00	0.00

Des Plaines Public Library Balance Sheet as of January 31, 2021

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
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
1207000 - Fixed Assets - Construction In Progress	100,000.00	0.00	100,000.00
1209900 - Fixed Assets - Accumulated Depreciation	(1,177,741.00)	0.00	(1,177,741.00)
	2,579,808.39	0.00	2,579,808.39
Liabilities and Fund Balance			
Liabilities			
Fund Balance			
3730000 - Fund Balance - Unreserved	2,579,808.39	0.00	2,579,808.39
	2,579,808.39	0.00	2,579,808.39
Total Liabilities and Net Capital Assets	2,579,808.39	0.00	2,579,808.39

Total Liabilities and Net Capital Assets	2,579,808.39 _	0.00	2,579,808.39
Excess Revenues Over Expenses	0.00	0.00	0.00

Des Plaines Public Library Revenue Report For the 1 Month Ended January 31, 2021

	Received	Received	Budgeted	Uncollected	Prct.
	<u>this Month</u>	<u>this Year</u>	<u>Receipts</u>	Receipts	<u>Collected</u>
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	0.00	0.00	0.00	0.00	0.00
201-4810032 - Property Taxes 2019	0.00	0.00	6,100,000.00	6,100,000.00	0.00
	0.00	0.00	6,100,000.00	6,100,000.00	0.00
Intergovernmental					
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	0.00	3,000.00	3,000.00	0.00
	0.00	0.00	168,988.00	168,988.00	0.00
Fines & Fees					
201-4850101 - Library Fees	414.11	414.11	9,000.00	8,585.89	4.60
201-4850201 - Copying Fees	187.50	187.50	12,500.00	12,312.50	1.50
201-4850207 - Non-Res Cards	0.00	0.00	1,000.00	1,000.00	0.00
201-4850208 - Meeting Room Fees	0.00	0.00	1,500.00	1,500.00	0.00
	601.61	601.61	24,000.00	23,398.39	2.51
Special Programs & Events 201-4850215 - Friends of the Library					
Reimbursements	0.00	0.00	10,000.00	10,000.00	0.00
	0.00	0.00	10,000.00	10,000.00	0.00
Interest					
201-4890010 - Interest Income	181.94	181.94	28,000.00	27,818.06	0.65
	181.94	181.94	28,000.00	27,818.06	0.65
Other Revenue					
201-4899900 - Miscellaneous Revenue	812.00	812.00	50,000.00	49,188.00	1.62
201-4899910 - Vending Machine Revenue	14.00	14.00	500.00	486.00	2.80
201-4899920 - Library Donations	150.00	150.00	5,000.00	4,850.00	3.00
201-4899940 - Friends Book Sale	426.65	426.65	0.00	(426.65)	0.00
	1,402.65	1,402.65	55,500.00	54,097.35	2.53
Total Library Fund	2,186.20	2,186.20	6,386,488.00	6,384,301.80	0.03

Des Plaines Public Library Revenue Report For the 1 Month Ended January 31, 2021

	Received	Received	Budgeted	Uncollected	Prct.
	this Month	this Year	<u>Receipts</u>	<u>Receipts</u>	<u>Collected</u>
Capital Projects Fund					
Interest					
202-4890010 - Interest Income	102.69	102.69	17,000.00	16,897.31	0.60
	102.69	102.69	17,000.00	16,897.31	0.60
Other Financing Sources					
202-4898902 - Transfer from Library Fund	0.00	0.00	500,000.00	500,000.00	0.00
	0.00	0.00	500,000.00	500,000.00	0.00
Total Capital Projects Fund	102.69	102.69	517,000.00	516,897.31	0.02
Total of All Funds	2,288.89	2,288.89	6,903,488.00	6,901,199.11	0.03

Des Plaines Public Library Expense Report For the 1 Month Ended January 31, 2021

	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	178,294.14	178,294.14	2,483,313.00	2,305,018.86	7.18
5910200 - Part-time Salaries	44,141.14	44,141.14	830,211.00	786,069.86	5.32
	222,435.28	222,435.28	3,313,524.00	3,091,088.72	6.71
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	15,000.00	15,000.00	0.00
5918020 - Employer Contribution - FICA	16,383.32	16,383.32	240,329.00	223,945.68	6.82
5918021 - Employer Contribution - IMRF	22,412.44	22,412.44	290,885.00	268,472.56	7.70
5918040 - Life Insurance Premiums	124.16	124.16	1,886.00	1,761.84	6.58
5918050 - PPO Insurance Premiums	56,915.02	56,915.02	410,610.00	353,694.98	13.86
5918051 - HMO Insurance Premiums	24,447.79	24,447.79	208,034.00	183,586.21	11.75
5918055 - Dental Insurance Premiums	1,329.88	1,329.88	20,000.00	18,670.12	6.65
5918070 - Workers Compensation	0.00	0.00 _	14,000.00	14,000.00	0.00
	121,612.61	121,612.61 _	1,200,744.00	1,079,131.39	10.13
Contractual Services					
5920100 - Legal Fees	0.00	0.00	30,000.00	30,000.00	0.00
5920110 - Professional Services	68,700.85	68,700.85	464,296.00	395,595.15	14.80
5920120 - Communication Services	4,204.75	4,204.75	19,100.00	14,895.25	22.01
5920140 - Integrated Library System	22,001.70	22,001.70	88,010.00	66,008.30	25.00
5920202 - Conferences	304.44	304.44	5,000.00	4,695.56	6.09
5920204 - Training	300.00	300.00	750.00	450.00	40.00
5920210 - Marketing	6,990.04	6,990.04	51,000.00	44,009.96	13.71
5920220 - Membership Dues	2,336.09	2,336.09	6,400.00	4,063.91	36.50
5920990 - Property/Liability Insurance	4,996.58	4,996.58	57,000.00	52,003.42	8.77
5930010 - R&M Equipment	7,742.42	7,742.42	58,635.00	50,892.58	13.20
5930020 - R&M Buildings & Structures	7,997.14	7,997.14	131,325.00	123,327.86	6.09
5930030 - R&M Vehicles	214.39	214.39	1,500.00	1,285.61	14.29
5930210 - Rental of Equipment	1,315.82	1,315.82	25,600.00	24,284.18	5.14
5930320 - Cleaning/Custodial Services	7,780.00	7,780.00	73,175.00	65,395.00	10.63
5930490 - Refuse Contract	360.00	360.00	7,000.00	6,640.00	5.14
5960040 - Pre-Employment Testing	0.00	0.00	3,000.00	3,000.00	0.00
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	7,226.15	7,226.15	51,500.00	44,273.85	14.03
5960990 - Misc. Contractual Services	4,090.70	4,090.70	101,025.00	96,934.30	4.05
	146,561.07	146,561.07 _	1,175,116.00	1,028,554.93	12.47
<u>Commodities</u>					
5970100 - Supplies	456.58	456.58	41,000.00	40,543.42	1.11
5970110 - Meals	0.00	0.00	1,500.00	1,500.00	0.00
5970115 - Supplies - Dept/Other	188.00	188.00	66,100.00	65,912.00	0.28
5970170 - Janitorial	0.00	0.00	18,600.00	18,600.00	0.00
5970260 - Postage & Parcel	1,112.39	1,112.39	6,000.00	4,887.61	18.54
5970500 - Water Bill	0.00	0.00	10,000.00	10,000.00	0.00
See Acc	ountants' Comp	lation Report			

See Accountants' Compilation Report

Des Plaines Public Library Expense Report For the 1 Month Ended January 31, 2021

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	<u>Amount</u>	<u>Remain.</u>	Expend.
5970600 - Ebooks/Books	9,917.18	9,917.18	368,000.00	358,082.82	2.69
5970610 - E-audio/Audio	9,159.72	9,159.72	80,000.00	70,840.28	11.45
5970620 - E-Subscriptions/Subscriptions	8,462.43	8,462.43	68,430.00	59,967.57	12.37
5970630 - Visual Materials	3,659.46	3,659.46	167,000.00	163,340.54	2.19
5970640 - Databases	84,612.90	84,612.90	185,000.00	100,387.10	45.74
5970810 - Natural Gas	2,012.62	2,012.62	22,000.00	19,987.38	9.15
5970850 - Gasoline	0.00	0.00	300.00	300.00	0.00
5970900 - Equipment < \$10,000	0.00	0.00	5,900.00	5,900.00	0.00
	119,581.28	119,581.28 _	1,039,830.00	920,248.72	11.50
Capital Expenditures					
5980400 - Equipment	0.00	0.00	6,310.00	6,310.00	0.00
5980410 - Computer Hardware	1,890.24	1,890.24	6,800.00	4,909.76	27.80
5980420 - Computer Software	5,594.82	5,594.82	44,495.00	38,900.18	12.57
5980600 - Furniture & Fixtures	0.00	0.00	2,700.00	2,700.00	0.00
	7,485.06	7,485.06	60,305.00	52,819.94	12.41
Other Funding Activities					
5990900 - Per Capita Grant Expenditures	67.00	67.00	73,000.00	72,933.00	0.09
5990940 - Trans to Library Capital Proj. Fund	0.00	0.00	500,000.00	500,000.00	0.00
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
5999940 - Friends Books Sale	426.65	426.65	0.00	(426.65)	0.00
	493.65	493.65	633,000.00	632,506.35	0.08
Total Library Fund Expenditures	<u> </u>	619,368.95 _	7,422,519.00	6,803,150.05	8.34
Capital Projects Fund					
Contractual Services					
5920110 - Professional Services	0.00	0.00	40,000.00	40,000.00	0.00
	0.00	0.00	40,000.00	40,000.00	0.00
Capital Expenditures					
5980300 - Improvements	0.00	0.00	36,500.00	36,500.00	0.00
5980400 - Equipment	0.00	0.00	157,420.00	157,420.00	0.00
5980410 - Computer Hardware	0.00	0.00	30,900.00	30,900.00	0.00
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	0.00	0.00	4,160.00	4,160.00	0.00
	0.00	0.00	239,980.00	239,980.00	0.00
Total Capital Projects Fund Expenditures	0.00	0.00	279,980.00	279,980.00	0.00
Total of All Funds	619,368.95	619,368.95	7,702,499.00	7,083,130.05	8.04