Monthly Financial Report

For the Month Ended April 30, 2020

> Prepared by: Lauterbach & Amen, LLP

Monthly Compilation Opinion



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May 13, 2020

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 April 30, 2020 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Four 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,

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Lauterbach & Amen, LLP

**Financial Statements** 

### Governmental Funds Balance Sheet

### As of April 30, 2020

	Library		Capital			
		Fund	Fund Projects Fund			Total
ASSETS						
Cash and Investments	\$	3,899,327.72	\$	1,776,372.43	\$	5,675,700.15
Prepaids		-		0.00		-
Receivables Receivable - Property Taxes		6,076,487.72		-		6,076,487.72
Receivable - Grants		-		-		-
Receivable - Miscellaneous		1,000.00		-		1,000.00
Total Assets	\$	9,976,815.44	\$	1,776,372.43	\$	11,753,187.87
LIABILITIES						
Accounts Payable	\$	237,869.21	\$	3,243.00	\$	241,112.21
Accrued Payroll		-		-		-
Due to other funds		299,319.48		<u> </u>		299,319.48
Total Liabilities		537,188.69		3,243.00	_	540,431.69
Deferred Inflows of Resources						
Property Taxes		6,069,500.00				6,069,500.00
Total Liabilities and Deferred Inflows of Resources		6,606,688.69		3,243.00		6,609,931.69
FUND BALANCE						
Fund Balance - Unreserved		3,335,375.95		1,773,129.43		5,108,505.38
Fund Balance - Reserved for Prepaids		34,750.80		-		34,750.80
Total Fund Balance		3,370,126.75		1,773,129.43		5,143,256.18
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$	9,976,815.44	\$	1,776,372.43	\$	11,753,187.87

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

For the 4 Months Ended April 30, 2020

	General Fund				•				 Total
REVENUES									
Taxes	\$	3,192,406.26	\$	-	\$ 3,192,406.26				
Intergovernmental		-		-	-				
Fines & Fees		13,566.25		-	13,566.25				
Interest		10,805.01		7,383.38	18,188.39				
Special Events and Programs		889.77		-	889.77				
Miscellaneous		16,851.90		-	16,851.90				
Total Revenues		3,234,519.19		7,383.38	 3,241,902.57				
EXPENDITURES									
Personnel	\$	897,484.98	\$	-	\$ 897,484.98				
Operating		845,924.35		-	845,924.35				
Library Materails		242,306.55		-	242,306.55				
Capital Outlay		23,815.99		5,668.00	29,483.99				
Other Expenditures		14,481.06		<u> </u>	 14,481.06				
Total Expenditures		2,024,012.93		5,668.00	 2,029,680.93				
Net Change in Fund Balances		1,210,506.26		1,715.38	 1,212,221.64				
FUND BALANCES									
Beginning of the year		2,159,620.49		1,771,414.05	 3,931,034.54				
End of the period	\$	3,370,126.75	\$	1,773,129.43	\$ 5,143,256.18				

Supplementary Information

## Treasurer's Report as of April 30, 2020

Institution	Invested
201-1101000 - Petty Cash	500.00
201-1102015 - First Midwest Operating #8100292260 202-1102015 - First Midwest Operating #8100292260	222,053.22 219,458.58 441,511.80
201-1102028 - Cash Library Donations	204,598.83
201-1102079 - IL Funds - 151600222591 202-1102079 - IL Funds - 151600222591	3,472,175.67 1,556,913.85 5,029,089.52
201-1104006 - Investments - Certificates of Deposit	0.00
Total Invested	5,675,700.15

### Des Plaines Public Library Balance Sheet as of April 30, 2020

	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	156,602.13	65,451.09	222,053.22
1102028 - Cash Library Donations	204,592.11	6.72	204,598.83
1102079 - IL Funds - 151600222591	3,865,864.53	(393,688.86)	3,472,175.67
1118000 - Receivable - Property Taxes	6,076,487.72	0.00	6,076,487.72
1119200 - Receivable - Miscellaneous	1,000.00	0.00	1,000.00
	10,305,046.49	(328,231.05)	9,976,815.44
2401000 - Accounts Payable	184,398.95	53,470.26	237,869.21
2430707 - Due to Library Comp Abs	299,319.48	0.00	299,319.48
2470000 - Deferred Revenue - Property Tax	<u> </u>	0.00	6,069,500.00 6,606,688.69
Fund Balance	0,000,210.10	00,470.20	0,000,000.00
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	2,124,869.69	0.00	2,124,869.69
	2,159,620.49	0.00	2,159,620.49
Total Liabilities and Fund Balance	8,712,838.92	53,470.26	8,766,309.18
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### Des Plaines Public Library Balance Sheet as of April 30, 2020

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Capital Projects Fund			
Assets			
1102015 - First Midwest Operating #8100292260	218,640.58	818.00	219,458.58
1102079 - IL Funds - 151600222591	1,558,919.62	(2,005.77)	1,556,913.85
	1,777,560.20		1,776,372.43
Liabilities and Fund Balance			
Liabilities			
2401000 - Accounts Payable	2,425.00	818.00	3,243.00
	2,425.00	818.00	3,243.00
Fund Balance			
3730000 - Fund Balance - Unreserved	1,771,414.05	0.00	1,771,414.05
Total Liabilities and Fund Balance	1,773,839.05	818.00	1,774,657.05
Excess Revenues Over Expenses	3,721.15	(2,005.77)	1,715.38
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

### **Des Plaines Public Library** Balance Sheet as of April 30, 2020

	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
Excess Revenues Over Expenses	0.00	0.00	0.00

## Des Plaines Public Library Revenue Report For the 4 Months Ended April 30, 2020

	Received	Received	Budgeted	Uncollected	Prct.
	this Month	this Year	<b>Receipts</b>	<u>Receipts</u>	<b>Collected</b>
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	66,100.74	3,192,406.26	6,100,000.00	2,907,593.74	52.33
	66,100.74	3,192,406.26	6,100,000.00	2,907,593.74	52.33
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	0.00	2,037.93	9,000.00	6,962.07	22.64
201-4850102 - Library Fines	(28.68)	6,362.77	30,000.00	23,637.23	21.21
201-4850201 - Copying Fees	537.79	4,195.55	27,000.00	22,804.45	15.54
201-4850207 - Non-Res Cards	417.00	834.00	3,000.00	2,166.00	27.80
201-4850208 - Meeting Room Fees	0.00	136.00	3,000.00	2,864.00	4.53
	926.11	13,566.25	72,000.00	58,433.75	18.84
Special Programs & Events					
201-4850215 - Friends of the Library					
Reimbursements	0.00	889.77	5,000.00	4,110.23	17.80
	0.00_	889.77	5,000.00	4,110.23	17.80
Interest					
201-4890010 - Interest Income	3,082.69	10,805.01	76,000.00	65,194.99	14.22
	3,082.69	10,805.01	76,000.00	65,194.99	14.22
Other Revenue					
201-4899900 - Miscellaneous Revenue	336.00	14,373.65	50,000.00	35,626.35	28.75
201-4899910 - Vending Machine Revenue	46.40	350.45	1,500.00	1,149.55	23.36
201-4899920 - Library Donations	0.00	0.00	5,000.00	5,000.00	0.00
201-4899940 - Friends Book Sale	0.00	2,127.80	0.00	(2,127.80)	0.00
	382.40	16,851.90	56,500.00	39,648.10	29.83
Total Library Fund	70,491.94	3,234,519.19	6,478,488.00	3,243,968.81	49.93

## Des Plaines Public Library Revenue Report For the 4 Months Ended April 30, 2020

	Received	Received	Budgeted	Uncollected	Prct.
	<u>this Month</u>	this Year	<u>Receipts</u>	<u>Receipts</u>	Collected
Capital Projects Fund					
Interest					
202-4890010 - Interest Income	1,237.23	7,383.38	100.00	(7,283.38)	7,383.38
	1,237.23	7,383.38	100.00	(7,283.38)	7,383.38
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	1,237.23	7,383.38	500,100.00	492,716.62	1.48
Total of All Funds	71,729.17	3,241,902.57	6,978,588.00	3,736,685.43	46.45

## Des Plaines Public Library Expense Report For the 4 Months Ended April 30, 2020

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	<u>Amount</u>	Remain.	Expend.
Library Fund					
<u>Salaries</u>					
5910100 - Full-time Salaries	172,485.95	673,009.92	2,410,733.00	1,737,723.08	27.92
5910200 - Part-time Salaries	54,004.32	224,475.06	834,840.00	610,364.94	26.89
	226,490.27	897,484.98	3,245,573.00	2,348,088.02	27.65
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	16,630.25	75,884.50	241,013.00	165,128.50	31.49
5918021 - Employer Contribution - IMRF	22,332.47	101,590.20	309,489.00	207,898.80	32.83
5918040 - Life Insurance Premiums	132.80	584.32	1,932.00	1,347.68	30.24
5918050 - PPO Insurance Premiums	26,138.59	121,509.23	321,453.00	199,943.77	37.80
5918051 - HMO Insurance Premiums	13,168.98	79,408.83	236,951.00	157,542.17	33.51
5918055 - Dental Insurance Premiums	1,398.56	6,160.47	20,485.00	14,324.53	30.07
5918070 - Workers Compensation	0.00	12,055.00	14,000.00	1,945.00	86.11
	79,801.65	397,192.55	1,156,323.00	759,130.45	34.35
Contractual Services	000.00	570.00	0.000.00	<b>5</b> 404 00	0.00
5920100 - Legal Fees	230.00	576.00	6,000.00	5,424.00	9.60
5920110 - Professional Services	73,118.70	182,682.29	431,416.00	248,733.71	42.34
5920120 - Communication Services	1,594.98	6,483.87	22,000.00	15,516.13	29.47
5920140 - Integrated Library System 5920202 - Conferences	22,644.08	45,288.16 4,151.48	90,600.00	45,311.84 848.52	49.99 83.03
5920202 - Comercices 5920204 - Training	(255.00) 0.00	4,151.48	5,000.00 0.00	(59.99)	0.00
5920220 - Membership Dues	1,889.00	4,811.25	7,000.00	2,188.75	68.73
5920990 - Property/Liability Insurance	0.00	33,428.00	44,000.00	10,572.00	75.97
5930010 - R&M Equipment	13,024.47	66,695.36	84,475.00	17,779.64	78.95
5930020 - R&M Buildings & Structures	3,476.25	30,116.23	128,890.00	98,773.77	23.37
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	1,396.32	6,731.87	19,300.00	12,568.13	34.88
5930320 - Cleaning/Custodial Services	1,345.00	16,976.70	69,460.00	52,483.30	24.44
5930490 - Refuse Contract	0.00	1,188.00	4,320.00	3,132.00	27.50
5960040 - Pre-Employment Testing	160.00	452.15	3,000.00	2,547.85	15.07
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	0.00	40.00	500.00	460.00	8.00
5960210 - Special Event Programming	757.43	19,613.76	70,450.00	50,836.24	27.84
5960990 - Misc. Contractual Services	2,102.00	29,436.69	102,145.00	72,708.31	28.82
	121,483.23	448,731.80	1,089,856.00	641,124.20	41.17
<u>Commodities</u>					
5970100 - Supplies	1,689.49	8,295.25	49,000.00	40,704.75	16.93
5970110 - Meals	0.00	60.52	2,000.00	1,939.48	3.03
5970115 - Supplies - Dept/Other	0.00	4,076.76	17,700.00	13,623.24	23.03
5970170 - Janitorial	0.00	3,684.99	19,000.00	15,315.01	19.39
5970260 - Postage & Parcel	6.95	1,626.66	6,000.00	4,373.34	27.11
5970500 - Water Bill	1,675.87	1,675.87	12,000.00	10,324.13	13.97
5970600 - Ebooks/Books	0.00	49,988.43	368,000.00	318,011.57	13.58
See /	Accountants' Comp	liation Report			

## Des Plaines Public Library Expense Report For the 4 Months Ended April 30, 2020

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	Amount	<u>Remain.</u>	Expend.
5970610 - E-audio/Audio	0.00	26,580.51	80,000.00	53,419.49	33.23
5970620 - E-Subscriptions/Subscriptions	2,213.90	18,071.56	68,430.00	50,358.44	26.41
5970630 - Visual Materials	43.97	25,750.92	167,000.00	141,249.08	15.42
5970640 - Databases	6,686.75	94,103.04	185,000.00	90,896.96	50.87
5970810 - Natural Gas	3,711.31	8,312.08	25,000.00	16,687.92	33.25
5970850 - Gasoline	79.96	79.96	500.00	420.04	15.99
5970900 - Equipment < \$10,000	0.00	0.00	6,000.00	6,000.00	0.00
	16,108.20	242,306.55	1,005,630.00	763,323.45	24.10
Capital Expenditures					
5980400 - Equipment	6,097.64	6,318.28	8,110.00	1,791.72	77.91
5980410 - Computer Hardware	383.50	(822.08)	7,500.00	8,322.08	(10.96)
5980420 - Computer Software	1,828.76	18,291.15	39,265.00	20,973.85	46.58
5980600 - Furniture & Fixtures	0.00	28.64	3,500.00	3,471.36	0.82
	8,309.90	23,815.99 _	58,375.00	34,559.01	40.80
Other Funding Activities					
5990900 - Per Capita Grant Expenditures	0.00	12,353.26	73,000.00	60,646.74	16.92
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	0.00	2,127.80	0.00	(2,127.80)	0.00
	0.00	14,481.06	633,000.00	618,518.94	2.29
Total Library Fund Expenditures	452,193.25	2,024,012.93	7,188,757.00	5,164,744.07	28.16
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	54,500.00	54,500.00	0.00
5980400 - Equipment	0.00	0.00	52,000.00	52,000.00	0.00
5980410 - Computer Hardware	0.00	2,425.00	152,750.00	150,325.00	1.59
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	3,243.00	3,243.00	13,000.00	9,757.00	24.95
	3,243.00	5,668.00	283,250.00	277,582.00	2.00
Total Capital Draigate Fund Fundarity	2 0 4 2 0 0	E 669.00	222 250 00	217 500 00	4 75
Total Capital Projects Fund Expenditures	3,243.00	5,668.00	323,250.00	317,582.00	1.75
Total of All Funds	455,436.25	2,029,680.93	7,512,007.00	5,482,326.07	27.02