Monthly Financial Report

For the Month Ended June 30, 2021

> Prepared by: Lauterbach & Amen, LLP

Monthly Compilation Opinion



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July 14, 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 June 30, 2021 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Six 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 June 30, 2021

	Library Fund			Capital		
			Pr	ojects Fund		Total
ASSETS						
Cash and Investments	\$	2,952,454.31	\$	2,044,980.43	\$	4,997,434.74
Prepaids		-		0.00		-
Receivables Receivable - Property Taxes		6,081,490.69		-		6,081,490.69
Receivable - Grants		-		-		-
Receivable - Miscellaneous		-		-		-
Total Assets	\$	9,033,945.00	\$	2,044,980.43	\$	11,078,925.43
LIABILITIES						
Accounts Payable	\$	89,212.93	\$	-	\$	89,212.93
Accrued Payroll		40,371.49		-		40,371.49
Due to other funds		302,744.80		<u> </u>		302,744.80
Total Liabilities		432,329.22				432,329.22
Deferred Inflows of Resources						
Property Taxes		6,069,500.00		<u> </u>		6,069,500.00
Total Liabilities and Deferred Inflows of Resources		6,501,829.22				6,501,829.22
FUND BALANCE						
Fund Balance - Unreserved		2,497,364.98		2,044,980.43		4,542,345.41
Fund Balance - Reserved for Prepaids		34,750.80		-		34,750.80
Total Fund Balance		2,532,115.78		2,044,980.43		4,577,096.21
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$	9,033,945.00	\$	2,044,980.43	\$	11,078,925.43

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

For the 6 Months Ended June 30, 2021

	General Fund		Capital Improvements Fund		 Total
REVENUES					
Taxes	\$	3,310,430.12	\$	-	\$ 3,310,430.12
Intergovernmental		5,000.00		-	5,000.00
Fines & Fees		6,524.29		-	6,524.29
Interest		666.08		501.19	1,167.27
Miscellaneous		25,052.65		-	25,052.65
Total Revenues	3,347,673.14		501.19		 3,348,174.33
EXPENDITURES					
Personnel	\$	1,309,447.06	\$	-	\$ 1,309,447.06
Operating		965,470.83		-	965,470.83
Library Materails		455,020.54		-	455,020.54
Capital Outlay		35,311.96		59,270.83	94,582.79
Other Expenditures		63,075.97			 63,075.97
Total Expenditures		2,829,526.36		59,270.83	 2,888,797.19
Net Change in Fund Balances		518,146.78		(58,769.64)	 459,377.14
FUND BALANCES					
Beginning of the year		2,013,969.00		2,103,750.07	 4,117,719.07
End of the period	\$	2,532,115.78	<u>\$</u>	2,044,980.43	\$ 4,577,096.21

Supplementary Information

Treasurer's Report as of June 30, 2021

Institution	Invested
201-1101000 - Petty Cash	500.00
201-1102015 - First Midwest Operating #8100292260 202-1102015 - First Midwest Operating #8100292260	470,720.85 24,375.65 495,096.50
201-1102028 - Cash Library Donations	214,011.33
201-1102079 - IL Funds - 151600222591 202-1102079 - IL Funds - 151600222591	2,267,222.13 2,020,604.78 4,287,826.91
201-1104006 - Investments - Certificates of Deposit	0.00
Total Invested	4,997,434.74

Des Plaines Public Library Balance Sheet as of June 30, 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	730,519.49	(259,798.64)	470,720.85
1102028 - Cash Library Donations	213,998.59	12.74	214,011.33
1102079 - IL Funds - 151600222591	2,461,921.11	(194,698.98)	2,267,222.13
1118000 - Receivable - Property Taxes	6,081,490.69	0.00	6,081,490.69
	9,488,429.88	(454,484.88)	9,033,945.00
Liabilities and Fund Balance			
2401000 - Accounts Payable	217,488.74	(128,275.81)	89,212.93
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	6,069,500.00	0.00	6,069,500.00
	6,630,105.03	(128,275.81)	6,501,829.22
Fund Balance			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	1,979,218.20	0.00	1,979,218.20
	2,013,969.00	0.00	2,013,969.00
Total Liabilities and Fund Balance	8,644,074.03	(128,275.81)	8,515,798.22
Excess Revenues Over Expenses	844,355.85	(326,209.07)	518,146.78

Des Plaines Public Library Balance Sheet as of June 30, 2021

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Capital Projects Fund			
Assets			
1102015 - First Midwest Operating #8100292260	38,338.56	(13,962.91)	24,375.65
1102079 - IL Funds - 151600222591	2,025,820.35	(5,215.57)	2,020,604.78
	2,064,158.91	(19,178.48)	2,044,980.43
Liabilities and Fund Balance			
Liabilities			
2401000 - Accounts Payable	16,589.98	(16,589.98)	0.00
	16,589.98	(16,589.98)	0.00
Fund Balance			
3730000 - Fund Balance - Unreserved	2,103,750.07	0.00	2,103,750.07
Total Liabilities and Fund Balance	2,120,340.05	(16,589.98)	2,103,750.07
Excess Revenues Over Expenses	(56,181.14)	(2,588.50)	(58,769.64)
Compensated Absences Fund			
Assets			
1120201 - Due From Library	302,744.80	0.00	302,744.80
, ,	302,744.80	0.00	302,744.80
Liabilities and Fund Balance			
Liabilities			
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
	302,744.80	0.00	302,744.80
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	302,744.80	0.00	302,744.80

Des Plaines Public Library Balance Sheet as of June 30, 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	1,427,309.02	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)
	2,560,784.41	0.00	2,560,784.41
Liabilities and Fund Balance Liabilities Fund Balance			
3730000 - Fund Balance - Unreserved	2,560,784.41	0.00	2,560,784.41 2,560,784.41
Total Liabilities and Net Capital Assets	2,560,784.41	0.00	2,560,784.41
Excess Revenues Over Expenses	0.00	0.00	0.00

Des Plaines Public Library Revenue Report For the 6 Months Ended June 30, 2021

	Received	Received	Budgeted	Uncollected	Prct.
	this Month	this Year	<u>Receipts</u>	Receipts	Collected
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 2020	0.00	3,310,430.12	6,100,000.00	2,789,569.88	54.27
	0.00	3,310,430.12	6,100,000.00	2,789,569.88	54.27
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	5,000.00	0.00	(5,000.00)	0.00
201-4822095 - State Grant - Library	0.00	0.00	3,000.00	3,000.00	0.00
	0.00	5,000.00	168,988.00	163,988.00	2.96
Fines & Fees					
201-4850101 - Library Fees	141.66	1,788.51	9,000.00	7,211.49	19.87
201-4850201 - Copying Fees	808.15	4,735.78	12,500.00	7,764.22	37.89
201-4850207 - Non-Res Cards	0.00	0.00	1,000.00	1,000.00	0.00
201-4850208 - Meeting Room Fees	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	949.01	0,324.29	24,000.00	17,475.71	27.10
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	66.65	666.08	28,000.00	27,333.92	2.38
	66.65	666.08	28,000.00	27,333.92	2.38
Other Revenue					
201-4899900 - Miscellaneous Revenue	15,909.91	21,237.16	50,000.00	28,762.84	42.47
201-4899910 - Vending Machine Revenue	26.03	166.35	500.00	333.65	33.27
201-4899920 - Library Donations	5.00	305.00	5,000.00	4,695.00	6.10
201-4899940 - Friends Book Sale	602.10	3,344.14	0.00	(3,344.14)	0.00
	16,543.04	25,052.65	55,500.00	30,447.35	45.14
Total Library Fund	17,559.50	3,347,673.14	6,386,488.00	3,038,814.86	52.42

Des Plaines Public Library Revenue Report For the 6 Months Ended June 30, 2021

	Received	Received	Budgeted	Uncollected	Prct.
	<u>this Month</u>	<u>this Year</u>	<u>Receipts</u>	<u>Receipts</u>	Collected
Capital Projects Fund					
Interest					
202-4890010 - Interest Income	38.57	501.19	17,000.00	16,498.81	2.95
	38.57	501.19	17,000.00	16,498.81	2.95
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	38.57	501.19	517,000.00	516,498.81	0.10
Total of All Funds	17,598.07	3,348,174.33	6,903,488.00	3,555,313.67	48.50

Des Plaines Public Library Expense Report For the 6 Months Ended June 30, 2021

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	Amount	Remain.	Expend.
Librory Fund					
Library Fund					
Salaries					
5910100 - Full-time Salaries	174,447.56	1,039,477.91	2,483,313.00	1,443,835.09	41.86
					<u> </u>
5910200 - Part-time Salaries	<u>45,642.20</u> 220,089.76	<u> 269,969.15</u> _ 1,309,447.06	<u>830,211.00</u> 3,313,524.00	<u>560,241.85</u> 2,004,076.94	39.52
	220,009.10	1,509,447.00	3,313,324.00	2,004,070.34	
Benefits					
5918010 - Unemployment Compensation	1,056.45	1,056.45	15,000.00	13,943.55	7.04
5918020 - Employer Contribution - FICA	16,210.92	96,460.96	240,329.00	143,868.04	40.14
5918020 - Employer Contribution - IMRF	20,719.03	104,792.36	290,885.00	186,092.64	36.03
5918040 - Life Insurance Premiums	0.00	620.80	1,886.00	1,265.20	32.92
5918050 - PPO Insurance Premiums	(3,888.95)	151,663.50	410,610.00	258,946.50	36.94
5918050 - FFO Insurance Premiums					
	0.00	56,784.66	208,034.00	151,249.34	27.30
5918055 - Dental Insurance Premiums	0.00	6,649.40	20,000.00	13,350.60	33.25
5918070 - Workers Compensation	0.00	11,940.00	14,000.00	2,060.00	85.29
	34,097.45_	429,968.13	1,200,744.00	770,775.87	35.81
Contractual Services					
5920100 - Legal Fees	0.00	690.00	30,000.00	29,310.00	2.30
5920110 - Professional Services	0.00	212,369.09	464,296.00	251,926.91	45.74
5920120 - Communication Services	646.04	6,890.97	19,100.00	12,209.03	36.08
5920140 - Integrated Library System	0.00	44,003.40	88,010.00	44,006.60	50.00
5920202 - Conferences	0.00	1,158.88	5,000.00	3,841.12	23.18
5920204 - Training	0.00	300.00	750.00	450.00	40.00
5920210 - Marketing	0.00	29,182.44	51,000.00	21,817.56	57.22
5920220 - Membership Dues	150.00	5,891.09	6,400.00	508.91	92.05
5920230 - Publication of Notices	0.00	72.90	0.00	(72.90)	0.00
5920990 - Property/Liability Insurance	3,145.00	46,314.58	57,000.00	10,685.42	81.25
5930010 - R&M Equipment	0.00	52,234.38	58,635.00	6,400.62	89.08
5930020 - R&M Buildings & Structures	1,125.00	38,777.99	131,325.00	92,547.01	29.53
5930030 - R&M Vehicles	0.00	251.89	1,500.00	1,248.11	16.79
5930210 - Rental of Equipment	1,811.91	9,925.33	25,600.00	15,674.67	38.77
5930320 - Cleaning/Custodial Services	0.00	11,670.00	73,175.00	61,505.00	15.95
5930490 - Refuse Contract	360.00	2,160.00	7,000.00	4,840.00	30.86
5960040 - Pre-Employment Testing	215.00	292.00	3,000.00	2,708.00	9.73
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	4,061.51	34,691.88	51,500.00	16,808.12	67.36
5960990 - Misc. Contractual Services	4,529.69	38,625.88	101,025.00	62,399.12	38.23
	16,044.15	535,502.70	1,175,116.00	639,613.30	45.57
Commodities					
5970100 - Supplies	(4,020.79)	5,501.35	41,000.00	35,498.65	13.42
5970110 - Meals	8.16	618.16	1,500.00	881.84	41.21
5970115 - Supplies - Dept/Other	3,289.86	12,203.42	66,100.00	53,896.58	18.46
5970170 - Janitorial	218.13	15,044.62	18,600.00	3,555.38	80.89
5970260 - Postage & Parcel	1,000.00	5,420.49	6,000.00	579.51	90.34
See Acco	untants' Comp	ilation Report			

See Accountants' Compilation Report

Des Plaines Public Library Expense Report For the 6 Months Ended June 30, 2021

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	<u>Amount</u>	Remain.	Expend.
5970500 - Water Bill	706.45	1,854.99	10,000.00	8,145.01	18.55
5970600 - Ebooks/Books	16,658.29	148,718.33	368,000.00	219,281.67	40.41
5970610 - E-audio/Audio	2,802.47	27,968.72	80,000.00	52,031.28	34.96
5970620 - E-Subscriptions/Subscriptions	25,000.28	37,074.00	68,430.00	31,356.00	54.18
5970630 - Visual Materials	13,905.51	60,129.14	167,000.00	106,870.86	36.01
5970640 - Databases	7,083.57	129,301.30	185,000.00	55,698.70	69.89
5970810 - Natural Gas	0.00	7,643.73	22,000.00	14,356.27	34.74
5970850 - Gasoline	0.00	0.00	300.00	300.00	0.00
5970900 - Equipment < \$10,000	3,542.29	3,542.29	5,900.00	2,357.71	60.04
	70,194.22	455,020.54	1,039,830.00	584,809.46	43.76
Capital Expenditures					
5980400 - Equipment	0.00	6,287.75	6,310.00	22.25	99.65
5980410 - Computer Hardware	379.09	8,280.44	6,800.00	(1,480.44)	121.77
5980420 - Computer Software	1,530.86	20,743.77	44,495.00	23,751.23	46.62
5980600 - Furniture & Fixtures	0.00	0.00	2,700.00	2,700.00	0.00
	1,909.95	35,311.96 _	60,305.00	24,993.04	58.56
Other Funding Activities					
5990900 - Per Capita Grant Expenditures	830.94	59,731.83	73,000.00	13,268.17	81.82
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	602.10	3,344.14	0.00	(3,344.14)	0.00
	1,433.04	63,075.97	633,000.00	569,924.03	9.96
Total Library Fund Expenditures	343,768.57	2,829,526.36 _	7,422,519.00	4,592,992.64	38.12
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	31,376.70	157,420.00	126,043.30	19.93
5980410 - Computer Hardware	0.00	22,640.00	30,900.00	8,260.00	73.27
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	2,627.07	5,254.13	4,160.00	(1,094.13)	126.30
	2,627.07	59,270.83	239,980.00	180,709.17	24.70
Total Capital Projects Fund Expenditures	2,627.07	59,270.83	279,980.00	220,709.17	21.17
Fotal of All Funds	346,395.64	2,888,797.19	7,702,499.00	4,813,701.81	37.50