Monthly Financial Report

For the Month Ended July 31, 2020

> Prepared by: Lauterbach & Amen, LLP

Monthly Compilation Opinion



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August 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 July 31, 2020 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Seven 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 July 31, 2020

	Library Fund		Capital			
			Pr	Projects Fund		Total
ASSETS						
Cash and Investments	\$	3,249,751.53	\$	1,712,911.75	\$	4,962,663.28
Prepaids		-		0.00		-
Receivables Receivable - Property Taxes		6,076,487.72		-		6,076,487.72
Receivable - Grants		-		-		-
Receivable - Miscellaneous		-		-		-
Total Assets	\$	9,326,239.25	\$	1,712,911.75	\$	11,039,151.00
LIABILITIES						
Accounts Payable	\$	241,440.29	\$	17,143.59	\$	258,583.88
Accrued Payroll		-		-		-
Due to other funds		299,319.48				299,319.48
Total Liabilities		540,759.77		17,143.59		557,903.36
Deferred Inflows of Resources						
Property Taxes		6,069,500.00				6,069,500.00
Total Liabilities and Deferred Inflows of Resources		6,610,259.77		17,143.59		6,627,403.36
FUND BALANCE						
Fund Balance - Unreserved		2,681,228.68		1,695,768.16		4,376,996.84
Fund Balance - Reserved for Prepaids		34,750.80		-		34,750.80
Total Fund Balance		2,715,979.48		1,695,768.16		4,411,747.64
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$	9,326,239.25	\$	1,712,911.75	\$	11,039,151.00

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

For the 7 Months Ended July 31, 2020

	General Fund		Capital Improvements Fund		 Total
REVENUES					
Taxes	\$	3,985,335.58	\$	-	\$ 3,985,335.58
Intergovernmental		23,247.00		-	23,247.00
Fines & Fees		13,541.20		-	13,541.20
Interest		14,594.83		9,156.55	23,751.38
Special Events and Programs		5,311.69		-	5,311.69
Miscellaneous		35,282.02		-	35,282.02
Total Revenues	4,077,312.32		9,156.55		 4,086,468.87
EXPENDITURES					
Personnel	\$	1,682,686.79	\$	-	\$ 1,682,686.79
Operating		1,307,389.38		-	1,307,389.38
Library Materails		470,943.17		-	470,943.17
Capital Outlay		33,452.17		84,802.44	118,254.61
Other Expenditures		26,481.82		<u> </u>	 25,005.00
Total Expenditures		3,520,953.33		84,802.44	 3,605,755.77
Net Change in Fund Balances		556,358.99		(75,645.89)	 480,713.10
FUND BALANCES					
Beginning of the year		2,159,620.49		1,771,414.05	 3,931,034.54
End of the period	\$	2,715,979.48	<u>\$</u>	1,695,768.16	\$ 4,411,747.64

Supplementary Information

# Treasurer's Report as of July 31, 2020

Institution	Invested
201-1101000 - Petty Cash	500.00
201-1102015 - First Midwest Operating #8100292260 202-1102015 - First Midwest Operating #8100292260	986,451.65 233,359.17 1,219,810.82
201-1102028 - Cash Library Donations	207,744.49
201-1102079 - IL Funds - 151600222591 202-1102079 - IL Funds - 151600222591	2,055,055.39 1,479,552.58 3,534,607.97
201-1104006 - Investments - Certificates of Deposit	0.00
Total Invested	4,962,663.28

### Des Plaines Public Library Balance Sheet as of July 31, 2020

Library Fund	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Assets			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	105,661.34	880,790.31	986,451.65
1102028 - Cash Library Donations	204,612.51	3,131.98	207,744.49
1102079 - IL Funds - 151600222591	2,737,375.59	(682,320.20)	2,055,055.39
1118000 - Receivable - Property Taxes	6,076,487.72	0.00	6,076,487.72
	9,124,637.16	201,602.09	9,326,239.25
Liabilities and Fund Balance			
2401000 - Accounts Payable	174,202.80	67,237.49	241,440.29
2430707 - Due to Library Comp Abs	299,319.48	0.00	299,319.48
2470000 - Deferred Revenue - Property Tax	6,069,500.00 6,543,022.28	0.00	6,069,500.00 6,610,259.77
Fund Balance			
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	8,702,642.77	67,237.49	8,769,880.26
Excess Revenues Over Expenses	421,994.39	134,364.60	556,358.99

### Des Plaines Public Library Balance Sheet as of July 31, 2020

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Capital Projects Fund			
Assets			
1102015 - First Midwest Operating #8100292260	268,210.43	(34,851.26)	233,359.17
1102079 - IL Funds - 151600222591	1,496,403.05	(16,850.47)	1,479,552.58
	1,764,613.48	(51,701.73)	1,712,911.75
Liabilities and Fund Balance			
Liabilities			
2401000 - Accounts Payable	51,994.85	(34,851.26)	17,143.59
	51,994.85	(34,851.26)	17,143.59
Fund Balance			
3730000 - Fund Balance - Unreserved	1,771,414.05	0.00	1,771,414.05
Total Liabilities and Fund Balance	1,823,408.90	(34,851.26)	1,788,557.64
Excess Revenues Over Expenses	(58,795.42)	(16,850.47)	(75,645.89)
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

See Accountants' Compilation Report

### **Des Plaines Public Library** Balance Sheet as of July 31, 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			
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 7 Months Ended July 31, 2020

	Received	Received	Budgeted	Uncollected	Prct.
	this Month	this Year	Receipts	<b>Receipts</b>	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 2019	763,900.21	3,985,335.58	6,100,000.00	2,114,664.42	65.33
	763,900.21	3,985,335.58	6,100,000.00	2,114,664.42	65.33
Intergovernmental					
201-4810800 - Personal Property Replacement Tax	0.00	23,247.00	92,988.00	69,741.00	25.00
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	23,247.00	168,988.00	145,741.00	13.76
Fines & Fees					
201-4850101 - Library Fees	29.99	2,067.92	9,000.00	6,932.08	22.98
201-4850102 - Library Fines	170.25	6,303.28	30,000.00	23,696.72	22.98
201-4850201 - Copying Fees	4.45	4,200.00	27,000.00	22,800.00	15.56
201-4850207 - Non-Res Cards	0.00	4,200.00	3,000.00	2,166.00	27.80
201-4850207 - Meeting Room Fees	0.00	<u>136.00</u>	3,000.00	2,864.00	4.53
	204.69	13,541.20	72,000.00	58,458.80	18.81
Special Programs & Events 201-4850215 - Friends of the Library					
Reimbursements	3,500.00	5,311.69	5,000.00	(311.69)	106.23
	3,500.00	5,311.69	5,000.00	(311.69)	106.23
Interest					
 201-4890010 - Interest Income	552.23	14,594.83	76,000.00	61,405.17	19.20
	552.23	14,594.83	76,000.00	61,405.17	19.20
Other Revenue	20.00	00 444 47	50,000,00		50.00
201-4899900 - Miscellaneous Revenue	30.08	29,444.47	50,000.00	20,555.53	58.89
201-4899910 - Vending Machine Revenue	0.00	350.45	1,500.00	1,149.55	23.36
201-4899920 - Library Donations	3,125.00	3,125.00	5,000.00	1,875.00	62.50
201-4899940 - Friends Book Sale	<u>234.30</u> <u>3,389.38</u>	<u> </u>	<u>    0.00</u> <u>    56,500.00</u>	(2,362.10) 21,217.98	<u> </u>
	0,000.00	00,202.02	000.00		02.70
Total Library Fund	771,546.51	4,077,312.32	6,478,488.00	2,401,175.68	62.94

## Des Plaines Public Library Revenue Report For the 7 Months Ended July 31, 2020

	Received	Received	Budgeted	Uncollected	Prct.
	<u>this Month</u>	this Year	<u>Receipts</u>	<u>Receipts</u>	<u>Collected</u>
Capital Projects Fund					
Interest					
202-4890010 - Interest Income	293.12	9,156.55	100.00	(9,056.55)	9,156.55
	293.12	9,156.55	100.00	(9,056.55)	9,156.55
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	293.12	9,156.55	500,100.00	490,943.45	1.83
Total of All Funds	771,839.63	4,086,468.87	6,978,588.00	2,892,119.13	58.56

## Des Plaines Public Library Expense Report For the 7 Months Ended July 31, 2020

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	Amount	Remain.	Expend.
Library Fund					
Salaries					
5910100 - Full-time Salaries	261,674.29	1,283,366.14	2,410,733.00	1,127,366.86	53.24
5910200 - Part-time Salaries	71,318.98	399,320.65	834,840.00	435,519.35	47.83
	332,993.27	1,682,686.79	3,245,573.00	1,562,886.21	51.85
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	24,430.25	133,516.41	241,013.00	107,496.59	55.40
5918021 - Employer Contribution - IMRF	33,217.47	168,276.93	309,489.00	141,212.07	54.37
5918040 - Life Insurance Premiums	199.20	1,049.12	1,932.00	882.88	54.30
5918050 - PPO Insurance Premiums	33,259.90	203,761.64	321,453.00	117,691.36	63.39
5918051 - HMO Insurance Premiums	750.29	122,172.84	236,951.00	114,778.16	51.56
5918055 - Dental Insurance Premiums	2,097.84	11,055.43	20,485.00	9,429.57	53.97
5918070 - Workers Compensation	0.00	12,055.00	14,000.00	1,945.00	86.11
	93,954.95	651,887.37	1,156,323.00	504,435.63	56.38
Contractual Services					
5920100 - Legal Fees	0.00	576.00	6,000.00	5,424.00	9.60
5920110 - Professional Services	36,061.85	288,894.24	431,416.00	142,521.76	66.96
5920120 - Communication Services	2,186.76	11,855.33	22,000.00	10,144.67	53.89
5920140 - Integrated Library System	22,001.70	67,289.86	90,600.00	23,310.14	74.27
5920202 - Conferences	80.00	4,361.48	5,000.00	638.52	87.23
5920204 - Training	0.00	59.99	0.00	(59.99)	0.00
5920220 - Membership Dues	474.00	5,285.25	7,000.00	1,714.75	75.50
5920990 - Property/Liability Insurance	0.00	33,428.00	44,000.00	10,572.00	75.97
5930010 - R&M Equipment	0.00	66,695.36	84,475.00	17,779.64	78.95
5930020 - R&M Buildings & Structures	9,202.50	51,258.90	128,890.00	77,631.10	39.77
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	657.91	10,101.92	19,300.00	9,198.08	52.34
5930320 - Cleaning/Custodial Services	9,894.18	39,163.38	69,460.00	30,296.62	56.38
5930490 - Refuse Contract	182.00	2,029.36	4,320.00	2,290.64	46.98
5960040 - Pre-Employment Testing	0.00	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	4,314.81	29,970.74	70,450.00	40,479.26	42.54
5960990 - Misc. Contractual Services	5,520.41	<u> </u>	102,145.00	<u>58,104.95</u>	43.12
	90,576.12	055,502.01	1,089,856.00	434,353.99	60.15
Common disting					
<u>Commodities</u> 5970100 - Supplies	673.90	12 107 00	49,000.00	36 903 04	24.71
	0.00	12,107.99 60.52	49,000.00	36,892.01	
5970110 - Meals				1,939.48 11 505 72	3.03
5970115 - Supplies - Dept/Other 5970170 - Janitorial	1,878.88 2,701.79	6,104.28 7,154.48	17,700.00 19,000.00	11,595.72 11,845.52	34.49 37.66
5970260 - Postage & Parcel	2,701.79	3,634.86	6,000.00	2,365.14	60.58
5970500 - Water Bill	0.00	2,530.19	12,000.00	2,303.14 9,469.81	21.08
5970600 - Ebooks/Books	30,881.87	136,254.70	368,000.00	231,745.30	37.03
	Accountants' Comp		222,000.00		01.00
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## Des Plaines Public Library Expense Report For the 7 Months Ended July 31, 2020

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	<u>Amount</u>	<u>Remain.</u>	Expend.
5970610 - E-audio/Audio	12,925.78	45,502.62	80,000.00	34,497.38	56.88
5970620 - E-Subscriptions/Subscriptions	33,071.69	51,213.41	68,430.00	17,216.59	74.84
5970630 - Visual Materials	16,206.04	64,013.76	167,000.00	102,986.24	38.33
5970640 - Databases	6,866.96	130,964.52	185,000.00	54,035.48	70.79
5970810 - Natural Gas	388.26	11,293.09	25,000.00	13,706.91	45.17
5970850 - Gasoline	28.79	108.75	500.00	391.25	21.75
5970900 - Equipment < \$10,000	0.00	0.00	6,000.00	6,000.00	0.00
	<u> </u>	470,943.17	1,005,630.00	534,686.83	46.83
Capital Expenditures					
5980400 - Equipment	651.00	6,969.28	8,110.00	1,140.72	85.93
5980410 - Computer Hardware	0.00	(576.56)	7,500.00	8,076.56	(7.69)
5980420 - Computer Software	1,570.99	26,904.01	39,265.00	12,360.99	68.52
5980600 - Furniture & Fixtures	126.80	155.44	3,500.00	3,344.56	4.44
	2,348.79	33,452.17	58,375.00	24,922.83	57.31
Other Funding Activities					
5990900 - Per Capita Grant Expenditures	8,712.11	22,642.90	73,000.00	50,357.10	31.02
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	234.30	2,362.10	0.00	(2,362.10)	0.00
	8,946.41	25,005.00	633,000.00	607,995.00	3.95
Total Library Fund Expenditures	637,181.91	3,520,953.33	7,188,757.00	3,667,803.67	48.98
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	51,994.85	54,500.00	2,505.15	95.40
5980400 - Equipment	6,163.00	6,163.00	52,000.00	45,837.00	11.85
5980410 - Computer Hardware	0.00	12,421.00	152,750.00	140,329.00	8.13
5980420 - Computer Software	10,980.59	10,980.59	11,000.00	19.41	99.82
5980600 - Furniture and Fixtures	0.00	3,243.00	13,000.00	9,757.00	24.95
	17,143.59	84,802.44	283,250.00	198,447.56	29.94
Total Capital Projects Fund Expenditures	17,143.59	84,802.44	323,250.00	238,447.56	26.23
Total of All Funds	654,325.50	3,605,755.77	7,512,007.00	3,906,251.23	48.00