Monthly Financial Report

For the Month Ended September 30, 2021

> Prepared by: Lauterbach & Amen, LLP

Monthly Compilation Opinion



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October 08, 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 September 30, 2021 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Nine 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 analysis 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,

Lauterbach & amen, LLP

Lauterbach & Amen, LLP

Financial Statements

Governmental Funds Balance Sheet

As of September 30, 2021

	Library			Capital		
		Fund Projects Fu		ojects Fund	Total	
ASSETS						
Cash and Investments	\$	2,766,569.94	\$	1,988,478.58	\$	4,755,048.52
Prepaids		-		0.00		-
Receivables		0.004.400.00				0.004.400.00
Receivable - Property Taxes		6,081,490.69		-		6,081,490.69
Receivable - Grants		-		-		-
Receivable - Miscellaneous		-		-		-
Total Assets	\$	8,848,060.63	\$	1,988,478.58	\$	10,836,539.21
LIABILITIES						
Accounts Payable	\$	231,366.35	\$	-	\$	231,366.35
Accrued Payroll		40,371.49		-		40,371.49
Due to other funds		302,744.80		<u>-</u>		302,744.80
Total Liabilities		574,482.64		<u>-</u>		574,482.64
Deferred Inflows of Resources						
Property Taxes		6,069,500.00	-	-		6,069,500.00
Total Liabilities and Deferred Inflows of Resources		6,643,982.64		<u>-</u>		6,643,982.64
FUND BALANCE						
Fund Balance - Unreserved		2,169,327.19		1,988,478.58		4,157,805.77
Fund Balance - Reserved for Prepaids		34,750.80		-		34,750.80
Total Fund Balance		2,204,077.99		1,988,478.58		4,192,556.57
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$	8,848,060.63	\$	1,988,478.58	\$	10,836,539.21

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

For the 9 Months Ended September 30, 2021

	General Fund		Capital Improvements Fund			Total
REVENUES						
Taxes	\$	4,514,588.26	\$	-	\$	4,514,588.26
Intergovernmental		145,038.84		-		145,038.84
Fines & Fees		10,678.29		-		10,678.29
Interest		810.48		598.21		1,408.69
Miscellaneous		34,888.23		-		34,888.23
Total Revenues		4,706,004.10		598.21		4,706,602.31
EXPENDITURES						
Personnel	\$	2,056,647.61	\$	-	\$	2,056,647.61
Operating		1,552,711.67		322.50		1,553,034.17
Library Materails		690,205.55		-		690,205.55
Capital Outlay		147,260.60		115,547.20		262,807.80
Other Expenditures		67,869.68		- _		67,869.68
Total Expenditures		4,515,895.11		115,869.70		4,631,764.81
Net Change in Fund Balances		190,108.99		(115,271.49)		74,837.50
FUND BALANCES						
Beginning of the year		2,013,969.00		2,103,750.07		4,117,719.07
End of the period	\$	2,204,077.99	\$	1,988,478.58	<u>\$</u>	4,192,556.57

Supplementary Information

Treasurer's Report as of September 30, 2021

<u>Institution</u>	Invested
201-1101000 - Petty Cash	500.00
201-1102015 - First Midwest Operating #8100292260 202-1102015 - First Midwest Operating #8100292260	1,329,120.10 22,273.58 1,351,393.68
201-1102028 - Cash Library Donations	215,144.73
201-1102079 - IL Funds - 151600222591 202-1102079 - IL Funds - 151600222591	1,221,805.11 1,966,205.00 3,188,010.11
201-1104006 - Investments - Certificates of Deposit	0.00
Total Invested	4,755,048.52

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

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending Balance
Library Fund			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	605,471.37	723,648.73	1,329,120.10
1102028 - Cash Library Donations	214,375.88	768.85	215,144.73
1102079 - IL Funds - 151600222591	1,220,734.77	1,070.34	1,221,805.11
1118000 - Receivable - Property Taxes	6,081,490.69	0.00	6,081,490.69
	8,122,572.71	725,487.92	8,848,060.63
Liabilities and Fund Balance			
<u>Liabilities</u>			
2401000 - Accounts Payable	173,395.49	57,970.86	231,366.35
2401002 - Payroll Liabilities	(48,084.26)	48,084.26	0.00
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
	6,537,927.52	106,055.12	6,643,982.64
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	8,551,896.52	106,055.12	8,657,951.64
Excess Revenues Over Expenses	(429,323.81)	619,432.80	190,108.99

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

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending <u>Balance</u>
Capital Projects Fund			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	25,438.86	(3,165.28)	22,273.58
1102079 - IL Funds - 151600222591	1,967,222.21	(1,017.21)	1,966,205.00
	1,992,661.07_	(4,182.49)	1,988,478.58
Liabilities and Fund Balance			
<u>Liabilities</u>			
2401000 - Accounts Payable	3,690.28	(3,690.28)	0.00
·	3,690.28	(3,690.28)	0.00
Fund Balance			
3730000 - Fund Balance - Unreserved	2,103,750.07	0.00	2,103,750.07
Total Liabilities and Fund Balance	2,107,440.35	(3,690.28)	2,103,750.07
Excess Revenues Over Expenses	(114,779.28)	(492.21)	(115,271.49)
Compensated Absences Fund			
<u>Assets</u>			
1120201 - Due From Library	302,744.80	0.00	302,744.80
	302,744.80	0.00	302,744.80
Liabilities and Fund Balance			
<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
	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 September 30, 2021

	Beginning	M.T.D.	Ending
	<u>Balance</u>	<u>Changes</u>	<u>Balance</u>
Fixed Assets Fund			
<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)
	2,560,784.41	0.00	2,560,784.41
<u>Liabilities</u> and Fund Balance			
Fund Balance			
3730000 - Fund Balance - Unreserved	2,560,784.41	0.00	2,560,784.41
	2,560,784.41	0.00	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 9 Months Ended September 30, 2021

	Received	Received	Budgeted	Uncollected	Prct.
	this Month	this Year	Receipts	Receipts	Collected
Library Fund					
T					
<u>Taxes</u> 201-4810025 - Property Taxes 2012	0.00	0.00	0.00	0.00	0.00
201-4810026 - Property Taxes 2012 201-4810026 - Property Taxes 2013	0.00	0.00	0.00	0.00	0.00
201-4610026 - Froperty Taxes 2013 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	1,204,158.14	4,514,588.26	6,100,000.00	1,585,411.74	74.01
	1,204,158.14	<u>4,514,588.26</u>	6,100,000.00	1,585,411.74	<u>74.01</u>
Intergovernmental					
201-4810800 - Personal Property Replacement Tax	0.00	46,494.00	92.988.00	46,494.00	50.00
201-4822040 - State Grant - Per Capita	0.00	86,086.90	73,000.00	(13,086.90)	117.93
201-4822090 - Grant Revenue	0.00	5,000.00	0.00	(5,000.00)	0.00
201-4822095 - State Grant - Library	0.00	7,457.94	3,000.00	(4,457.94)	248.60
·	0.00	145,038.84	168,988.00	23,949.16	85.83
Fines & Fees					
201-4850101 - Library Fees	238.40	2,188.48	9,000.00	6,811.52	24.32
201-4850201 - Copying Fees	1,816.83	8,420.31	12,500.00	4,079.69	67.36
201-4850207 - Non-Res Cards	69.50	69.50	1,000.00	930.50	6.95
201-4850208 - Meeting Room Fees	0.00	0.00	1,500.00	1,500.00	0.00
	2,124.73	10,678.29	24,000.00	13,321.71	44.49
0 115 05 1					
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	41.96	810.48	28,000.00	27,189.52	2.89
201-4890010 - Interest Income	41.96	810.48	28,000.00	27,189.52	2.89
	41.90	010.40	28,000.00	21,109.32	2.09
Other Revenue					
201-4899900 - Miscellaneous Revenue	2,428.00	28,366.83	50,000.00	21,633.17	56.73
201-4899910 - Vending Machine Revenue	85.25	369.36	500.00	130.64	73.87
201-4899920 - Library Donations	761.80	1,416.80	5,000.00	3,583.20	28.34
201-4899940 - Friends Book Sale	0.00	4,735.24	0.00	(4,735.24)	0.00
	3,275.05	34,888.23	55,500.00	20,611.77	62.86
Total Library Fund	1,209,599.88	4,706,004.10	6,386,488.00	1,680,483.90	<u>73.69</u>

Des Plaines Public Library Revenue Report For the 9 Months Ended September 30, 2021

	Received this Month	Received this Year	Budgeted <u>Receipts</u>	Uncollected Receipts	Prct. Collected
Capital Projects Fund					
<u>Interest</u>					
202-4890010 - Interest Income	32.79	598.21	17,000.00	<u>16,401.79</u>	3.52
	32.79	598.21	17,000.00	16,401.79	3.52
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	32.79	598.21	517,000.00	516,401.79	0.12
Total of All Funds	1,209,632.67	4,706,602.31	6,903,488.00	2,196,885.69	68.18

Des Plaines Public Library Expense Report For the 9 Months Ended September 30, 2021

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	<u>Expended</u>	<u>Amount</u>	Remain.	Expend.
Library Fund					 _
Eistary Faria					
<u>Salaries</u>					
5910100 - Full-time Salaries	176,703.32	1,606,955.58	2,483,313.00	876,357.42	64.71
5910200 - Part-time Salaries	51,396.67	449,692.03	830,211.00	380,518.97	54.17
	228,099.99	2,056,647.61	3,313,524.00	1,256,876.39	62.07
Benefits					
5918010 - Unemployment Compensation	0.00	1,056.45	15,000.00	13,943.55	7.04
5918020 - Employer Contribution - FICA	16,676.73	151,275.55	240,329.00	89,053.45	62.95
5918021 - Employer Contribution - IMRF	43,525.28	188,090.09	290,885.00	102,794.91	64.66
5918040 - Life Insurance Premiums	0.00	620.80	1,886.00	1,265.20	32.92
5918050 - PPO Insurance Premiums	65,170.08	268,228.07	410,610.00	142,381.93	65.32
5918051 - HMO Insurance Premiums	33,572.47	116,833.09	208,034.00	91,200.91	56.16
5918055 - Dental Insurance Premiums	0.00	6,649.40	20,000.00	13,350.60	33.25
5918070 - Workers Compensation	0.00	12,165.00	14,000.00	1,835.00	86.89
	<u> 158,944.56</u>	<u>744,918.45</u> _	1,200,744.00	455,825.55	62.04
Contractual Services 5920100 - Legal Fees	460.00	25,036.50	30,000.00	4,963.50	83.46
5920110 - Professional Services	35,020.30	358,130.29	464,296.00	106,165.71	77.13
5920120 - Communication Services	1,088.40	9,304.37	19,100.00	9,795.63	48.71
5920140 - Integrated Library System	0.00	66,251.82	88,010.00	21,758.18	75.28
5920202 - Conferences	15.00	1,948.88	5,000.00	3,051.12	38.98
5920204 - Training	0.00	300.00	750.00	450.00	40.00
5920210 - Marketing	0.00	30,772.44	51,000.00	20,227.56	60.34
5920220 - Membership Dues	1,605.00	8,006.09	6,400.00	(1,606.09)	125.10
5920230 - Publication of Notices	0.00	72.90	0.00	(72.90)	0.00
5920990 - Property/Liability Insurance	0.00	46,314.58	57,000.00	10,685.42	81.25
5930010 - R&M Equipment	0.00	55,032.15	58,635.00	3,602.85	93.86
5930020 - R&M Buildings & Structures	4,550.54	66,862.01	131,325.00	64,462.99	50.91
5930030 - R&M Vehicles	0.00	251.89	1,500.00	1,248.11	16.79
5930210 - Rental of Equipment	6,914.10	16,839.43	25,600.00	8,760.57	65.78
5930320 - Cleaning/Custodial Services	0.00	12,070.00	73,175.00	61,105.00	16.49
5930490 - Refuse Contract	360.00	3,240.00	7,000.00	3,760.00	46.29
5960040 - Pre-Employment Testing	146.00	1,455.05	3,000.00	1,544.95	48.50
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	7,565.11	47,138.48	51,500.00	4,361.52	91.53
5960990 - Misc. Contractual Services	4,113.85	58,766.34	101,025.00	42,258.66	<u>58.17</u>
	61,838.30	807,793.22	1,175,116.00	367,322.78	68.74
Commodities					
5970100 - Supplies	1,230.31	9,937.96	41,000.00	31,062.04	24.24
5970110 - Meals	296.65	4,796.78	1,500.00	(3,296.78)	319.79
5970115 - Supplies - Dept/Other	1,763.58	18,651.06	66,100.00	47,448.94	28.22
5970170 - Janitorial	4,892.50	36,775.97	18,600.00	(18,175.97)	197.72
5970260 - Postage & Parcel	1,672.70	8,093.19	6,000.00	(2,093.19)	134.89
See Ac	countants' Comp	ilation Report			

Des Plaines Public Library Expense Report For the 9 Months Ended September 30, 2021

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	Amount	Remain.	Expend.
5970500 - Water Bill	0.00	2,822.61	10,000.00	7,177.39	28.23
5970600 - Ebooks/Books	26,885.61	237.869.26	368,000.00	130,130.74	64.64
5970610 - E-audio/Audio	5,128.26	50,346.18	80.000.00	29,653.82	62.93
5970620 - E-Subscriptions/Subscriptions	1,150.23	44,829.20	68,430.00	23,600.80	65.51
5970630 - Visual Materials	15,587.22	100,632.37	167,000.00	66,367.63	60.26
5970640 - Databases	4,709.01	160,993.50	185,000.00	24,006.50	87.02
5970810 - Natural Gas	0.00	9,777.52	22,000.00	12,222.48	44.44
5970850 - Gasoline	0.00	0.00	300.00	300.00	0.00
5970900 - Equipment < \$10,000	1,137.66	4,679.95	5,900.00	1,220.05	79.32
1	64,453.73	690,205.55	1,039,830.00	349,624.45	66.38
Capital Expenditures					
5980300 - Improvements	0.00	1,716.22	0.00	(1,716.22)	0.00
5980400 - Equipment	8,445.00	15,001.87	6,310.00	(8,691.87)	237.75
5980410 - Computer Hardware	65,873.75	74,566.72	6,800.00	(67,766.72)	1,096.57
5980420 - Computer Software	1,437.45	54,693.39	44,495.00	(10,198.39)	122.92
5980600 - Furniture & Fixtures	0.00	1,282.40	2,700.00	1,417.60	47.50
	75,756.20	147,260.60	60,305.00	(86,955.60)	244.19
Other Funding Activities					
5990900 - Per Capita Grant Expenditures	135.36	62,195.50	73,000.00	10,804.50	85.20
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	938.94	5,674.18	0.00	(5,674.18)	0.00
	1,074.30	67,869.68	633,000.00	565,130.32	10.72
Total Library Fund Expenditures	590,167.08	4,515,895.11	7,422,519.00	2,906,623.89	60.84
Capital Projects Fund					
Contractual Services					
5920110 - Professional Services	0.00	0.00	40,000.00	40,000.00	0.00
5960990 - Misc. Contractual Services	0.00	322.50	0.00	(322.50)	0.00
	0.00	322.50	40,000.00	39,677.50	0.81
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	0.00	36,500.00	36,500.00	0.00
5980400 - Equipment	0.00	82,684.95	157,420.00	74,735.05	52.53
5980410 - Computer Hardware	0.00	27,083.12	30,900.00	3,816.88	87.65
5980420 - Computer Software	525.00	525.00	11,000.00	10,475.00	4.77
5980600 - Furniture and Fixtures	0.00	5,254.13	4,160.00	(1,094.13)	126.30
	525.00	115,547.20	239,980.00	124,432.80	48.15
Total Capital Projects Fund Expenditures	525.00	115,869.70	279,980.00	164,110.30	41.38
Total of All Funds	590,692.08	4,631,764.81	7,702,499.00	3,070,734.19	60.13