Monthly Financial Report

For the Month Ended October 31, 2020

> Prepared by: Lauterbach & Amen, LLP

Monthly Compilation Opinion

PHONE 630.393.1483 • FAX 630.393.2516 www.lauterbachamen.com

November 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 October 31, 2020 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Ten 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

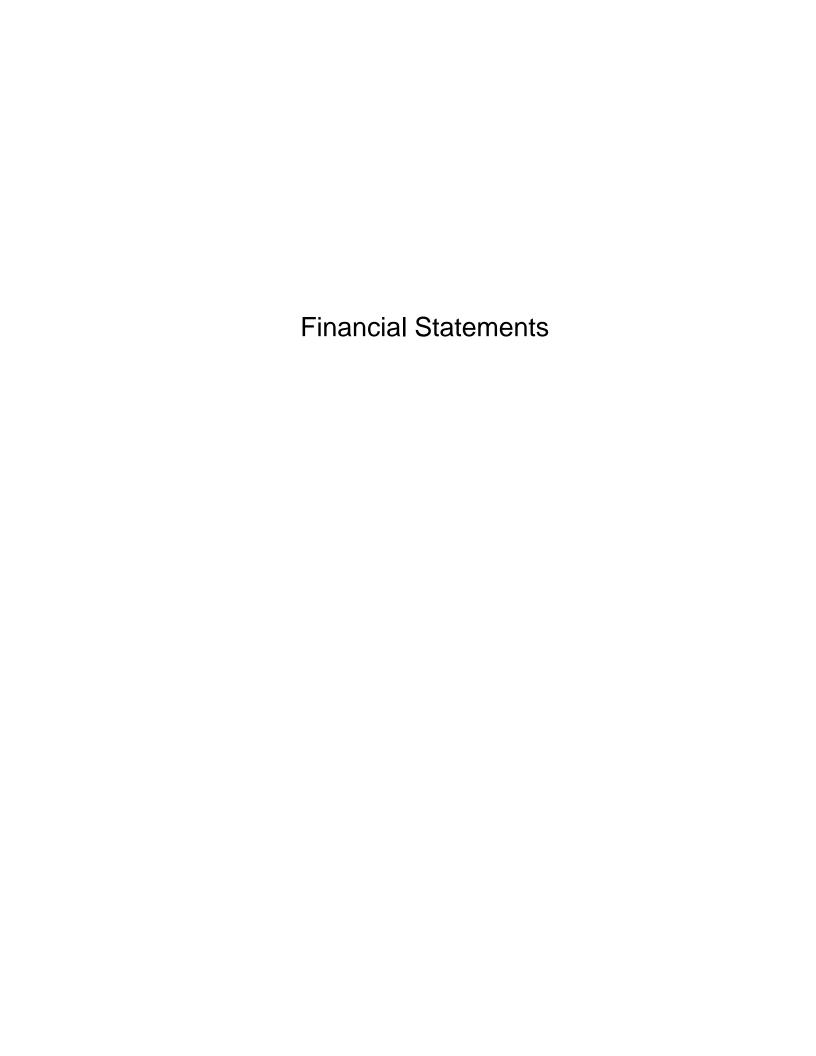
The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other 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



Governmental Funds Balance Sheet

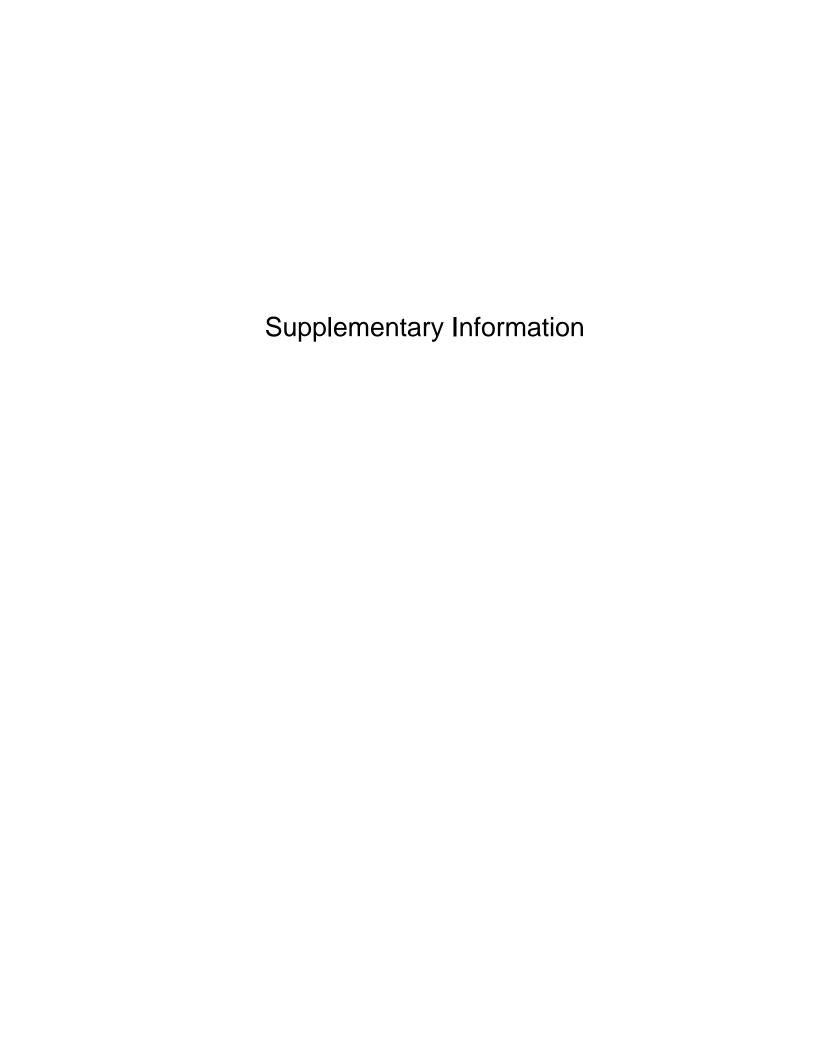
As of October 31, 2020

	Library			Capital		
		Fund	Pr	ojects Fund		Total
ASSETS						
Cash and Investments	\$	3,987,655.53	\$	1,656,191.47	\$	5,643,847.00
Prepaids		25,804.67		0.00		25,804.67
Receivables						
Receivable - Property Taxes		6,076,487.72		-		6,076,487.72
Receivable - Grants		-		-		-
Receivable - Miscellaneous		-		-		-
Total Assets	\$	10,089,947.92	\$	1,656,191.47	<u>\$</u>	11,746,139.39
LIABILITIES						
Accounts Payable	\$	227,998.55	\$	7,665.00	\$	235,663.55
Accrued Payroll		-		-		-
Due to other funds		299,319.48		<u>-</u>		299,319.48
Total Liabilities		527,318.03		7,665.00		534,983.03
Deferred Inflows of Resources						
Property Taxes		6,069,500.00		-		6,069,500.00
Total Liabilities and Deferred Inflows of Resources		6,596,818.03		7,665.00		6,604,483.03
FUND BALANCE						
Fund Balance - Unreserved		3,458,379.09		1,648,526.47		5,106,905.56
Fund Balance - Reserved for Prepaids		34,750.80		-		34,750.80
Total Fund Balance		3,493,129.89		1,648,526.47		5,141,656.36
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$	10,089,947.92	\$	1,656,191.47	\$	11,746,139.39

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

For the 10 Months Ended October 31, 2020

	 General Fund		Capital Improvements Fund		Total
REVENUES					
Taxes	\$ 5,992,159.03	\$	-	\$	5,992,159.03
Intergovernmental	119,449.00		-		119,449.00
Fines & Fees	18,385.92		-		18,385.92
Interest	15,648.52		9,653.85		25,302.37
Special Events and Programs	5,311.69		-		5,311.69
Miscellaneous	50,025.91		-		50,025.91
Total Revenues	 6,200,980.07		9,653.85		6,210,633.92
EXPENDITURES					
Personnel	\$ 2,348,837.76	\$	-	\$	2,348,837.76
Operating	1,766,719.60		-		1,766,719.60
Library Materails	666,094.52		-		666,094.52
Capital Outlay	43,755.29		126,541.43		170,296.72
Other Expenditures	 38,565.08		<u>-</u>		34,873.03
Total Expenditures	 4,867,470.67		132,541.43		5,000,012.10
Net Change in Fund Balances	 1,333,509.40		(122,887.58)		1,210,621.82
FUND BALANCES					
Beginning of the year	 2,159,620.49		1,771,414.05		3,931,034.54
End of the period	\$ 3,493,129.89	<u>\$</u>	1,648,526.47	\$	5,141,656.36



Treasurer's Report as of October 31, 2020

<u>Institution</u>	Invested
201-1101000 - Petty Cash	500.00
201-1102015 - First Midwest Operating #8100292260 202-1102015 - First Midwest Operating #8100292260	179,471.05 216,215.58 395,686.63
201-1102028 - Cash Library Donations	211,574.43
201-1102079 - IL Funds - 151600222591 202-1102079 - IL Funds - 151600222591	3,596,110.05 1,439,975.89 5,036,085.94
201-1104006 - Investments - Certificates of Deposit	0.00
Total Invested	5,643,847.00

Des Plaines Public Library Balance Sheet as of October 31, 2020

	Beginning	M.T.D.	Ending
	<u>Balance</u>	<u>Changes</u>	<u>Balance</u>
Library Fund			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	169,642.58	9,828.47	179,471.05
1102028 - Cash Library Donations	211,567.47	6.96	211,574.43
1102079 - IL Funds - 151600222591	3,595,808.32	301.73	3,596,110.05
1118000 - Receivable - Property Taxes	6,076,487.72	0.00	6,076,487.72
1119301 - Prepaid Expense	0.00	25,804.67	25,804.67
	10,054,006.09	35,941.83	10,089,947.92
Liabilities and Fund Balance Liabilities			
2401000 - Accounts Payable	181,856.41	46,142.14	227,998.55
2430707 - Due to Library Comp Abs	299,319.48	0.00	299,319.48
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,550,675.89	46,142.14	6,596,818.03
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	8,710,296.38 _	46,142.14	8,756,438.52
Excess Revenues Over Expenses	1,343,709.71	(10,200.31)	1,333,509.40

Des Plaines Public Library Balance Sheet as of October 31, 2020

	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	259,210.58	(42,995.00)	216,215.58
1102079 - IL Funds - 151600222591	1,439,855.07	120.82	1,439,975.89
	1,699,065.65	(42,874.18)	1,656,191.47
Liabilities and Fund Balance			
<u>Liabilities</u>			
2401000 - Accounts Payable	42,995.00	(35,330.00)	7,665.00
	42,995.00	(35,330.00)	7,665.00
Fund Balance			
3730000 - Fund Balance - Unreserved	1,771,414.05	0.00	1,771,414.05
Total Liabilities and Fund Balance	1,814,409.05	(35,330.00)	1,779,079.05
Excess Revenues Over Expenses	(115,343.40)	(7,544.18)	(122,887.58)
Compensated Absences Fund			
<u>Assets</u>			
1120201 - Due From Library	299,319.48	0.00	299,319.48
	299,319.48	0.00	299,319.48
Liabilities and Fund Balance			
<u>Liabilities</u>			
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

Des Plaines Public Library Balance Sheet as of October 31, 2020

	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	1,170,683.00	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
<u>Liabilities and Fund Balance</u> <u>Liabilities</u>			
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 10 Months Ended October 31, 2020

	Received	Received	Budgeted	Uncollected	Prct.
	this Month	this Year	Receipts	Receipts	Collected
Library Fund					
<u>Taxes</u>					
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	455,463.29	5,992,159.03	6,100,000.00	107,840.97	98.23
	455,463.29	5,992,159.03	6,100,000.00	107,840.97	98.23
<u>Intergovernmental</u>					
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	72,955.00	73,000.00	45.00	99.94
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	119,449.00	168,988.00	49,539.00	70.68
Fines & Fees					
201-4850101 - Library Fees	462.90	2,716.15	9,000.00	6,283.85	30.18
201-4850102 - Library Fines	241.69	7,528.80	30,000.00	22,471.20	25.10
201-4850201 - Copying Fees	502.12	5,810.97	27,000.00	21,189.03	21.52
201-4850207 - Non-Res Cards	903.50	2,224.00	3,000.00	776.00	74.13
201-4850208 - Meeting Room Fees	0.00	106.00	3,000.00	2,894.00	3.53
	2,110.21	18,385.92	72,000.00	53,614.08	25.54
Special Programs & Events					
201-4850215 - Friends of the Library Reimbursements	0.00	5,311.69	5,000.00	(311.69)	106.23
	0.00	5,311.69	5,000.00	(311.69)	106.23
Interest_					
201-4890010 - Interest Income	319.11	15,648.52	76,000.00	60,351.48	20.59
	319.11	15,648.52	76,000.00	60,351.48	20.59
Other Revenue					
201-4899900 - Miscellaneous Revenue	3,469.05	38,441.94	50,000.00	11,558.06	76.88
201-4899910 - Vending Machine Revenue	47.76	432.97	1,500.00	1,067.03	28.86
201-4899920 - Library Donations	0.00	6,934.00	5,000.00	(1,934.00)	138.68
201-4899940 - Friends Book Sale	772.45	4,217.00	0.00	(4,217.00)	0.00
	4,289.26	50,025.91	56,500.00	6,474.09	88.54
Total Library Fund	462,181.87	6,200,980.07	6,478,488.00	277,507.93	95.72

Des Plaines Public Library Revenue Report For the 10 Months Ended October 31, 2020

	Received this Month	Received this Year	Budgeted Receipts	Uncollected Receipts	Prct. Collected
Capital Projects Fund					
<u>Interest</u>					
202-4890010 - Interest Income	120.82	9,653.85	100.00	(9,553.85)	9,653.85
	120.82	9,653.85	100.00	(9,553.85)	9,653.85
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	120.82	9,653.85	500,100.00	490,446.15	1.93
Total of All Funds	462,302.69	6,210,633.92	6,978,588.00	767,954.08	89.00

Des Plaines Public Library Expense Report For the 10 Months Ended October 31, 2020

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	<u>Expended</u>	<u>Amount</u>	Remain.	Expend.
Library Fund					
<u>Salaries</u>					
5910100 - Full-time Salaries	172,577.30	1,806,516.88	2,410,733.00	604,216.12	74.94
5910200 - Part-time Salaries	48,153.07	542,320.88	834,840.00	292,519.12	64.96
	220,730.37	2,348,837.76 _	3,245,573.00	896,735.24	72.37
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	16,189.63	182,388.39	241,013.00	58,624.61	75.68
5918021 - Employer Contribution - IMRF	21,952.68	223,687.77	309,489.00	85,801.23	72.28
5918040 - Life Insurance Premiums	129.48	1,442.54	1,932.00	489.46	74.67
5918050 - PPO Insurance Premiums	26,831.36	279,571.12	321,453.00	41,881.88	86.97
5918051 - HMO Insurance Premiums	11,115.48	174,012.04	236,951.00	62,938.96	73.44
5918055 - Dental Insurance Premiums	1,398.56	15,251.11	20,485.00	5,233.89	74.45
5918070 - Workers Compensation	0.00	12,055.00	14,000.00	1,945.00	86.11
	77,617.19	888,407.97	1,156,323.00	267,915.03	76.83
Contractual Services					
5920100 - Legal Fees	76.20	1,720.20	6,000.00	4,279.80	28.67
5920110 - Professional Services	35,875.91	396,403.90	431,416.00	35,012.10	91.88
5920120 - Communication Services	5,013.78	24,079.85	22,000.00	(2,079.85)	109.45
5920140 - Integrated Library System	22,001.70	89,291.56	90,600.00	1,308.44	98.56
5920202 - Conferences	408.00	4,869.48	5,000.00	130.52	97.39
5920204 - Training	0.00	59.99	0.00	(59.99)	0.00
5920220 - Membership Dues	327.91	5,653.16	7,000.00	1,346.84	80.76
5920230 - Publication of Notices	51.30	163.35	0.00	(163.35)	0.00
5920990 - Property/Liability Insurance	0.00	33,428.00	44,000.00	10,572.00	75.97
5930010 - R&M Equipment	0.00	73,147.69	84,475.00	11,327.31	86.59
5930020 - R&M Buildings & Structures	12,306.37	75,128.73	128,890.00	53,761.27	58.29
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	1,066.09	12,483.83	19,300.00	6,816.17	64.68
5930320 - Cleaning/Custodial Services	3,890.00	52,838.38	69,460.00	16,621.62	76.07
5930490 - Refuse Contract	360.00	3,437.40	4,320.00	882.60	79.57
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	3,822.77	39,701.23	70,450.00	30,748.77	56.35
5960990 - Misc. Contractual Services	9,831.57	65,412.73	102,145.00	36,732.27	64.04
	95,031.60	878,311.63	1,089,856.00	211,544.37	80.59
<u>Commodities</u>					
5970100 - Supplies	1,526.81	16,450.48	49,000.00	32,549.52	33.57
5970110 - Meals	0.00	60.52	2,000.00	1,939.48	3.03
5970115 - Supplies - Dept/Other	1,531.47	13,336.54	17,700.00	4,363.46	75.35
5970170 - Janitorial	385.00	11,136.04	19,000.00	7,863.96	58.61
5970260 - Postage & Parcel	1,530.46	5,717.54	6,000.00	282.46	95.29

Des Plaines Public Library Expense Report For the 10 Months Ended October 31, 2020

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	<u>Expended</u>	Expended	<u>Amount</u>	Remain.	Expend.
5970600 - Ebooks/Books	39,333.67	234,314.96	368,000.00	133,685.04	63.67
5970610 - E-audio/Audio	6,944.08	64,527.48	80,000.00	15,472.52	80.66
5970620 - E-Subscriptions/Subscriptions	3,271.68	55,003.65	68,430.00	13,426.35	80.38
5970630 - Visual Materials	10,300.55	97,790.68	167,000.00	69,209.32	58.56
5970640 - Databases	3,704.80	147,671.38	185,000.00	37,328.62	79.82
5970810 - Natural Gas	0.00	11,695.87	25,000.00	13,304.13	46.78
5970850 - Gasoline	0.00	108.75	500.00	391.25	21.75
5970900 - Equipment < \$10,000	0.00	4,644.01	6,000.00	1,355.99	77.40
	69,138.22	666,094.52	1,005,630.00	339,535.48	66.24
Capital Expenditures					
5980400 - Equipment	0.00	6,969.28	8,110.00	1,140.72	85.93
5980410 - Computer Hardware	0.00	(390.61)	7,500.00	7,890.61	(5.21)
5980420 - Computer Software	2,224.55	37,021.18	39,265.00	2,243.82	94.29
5980600 - Furniture & Fixtures	0.00	155.44	3,500.00	3,344.56	4.44
	2,224.55	43,755.29	58,375.00	14,619.71	74.96
Other Funding Activities					
5990900 - Per Capita Grant Expenditures	6,129.39	30,656.03	73,000.00	42,343.97	41.99
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	772.45	4,217.00	0.00	(4,217.00)	0.00
	6,901.84	34,873.03	633,000.00	598,126.97	5.51
Total Library Fund Expenditures	472,382.18	4,867,470.67	7,188,757.00	2,321,286.33	67.71
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
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	51,994.85	54,500.00	2,505.15	95.40
5980400 - Equipment	0.00	0.00	52,000.00	52,000.00	0.00
5980410 - Computer Hardware	7,665.00	57,081.00	152,750.00	95,669.00	37.37
5980420 - Computer Software	0.00	10,980.59	11,000.00	19.41	99.82
5980600 - Furniture and Fixtures	0.00	6,484.99	13,000.00	6,515.01	49.88
	7,665.00	126,541.43	283,250.00	156,708.57	44.67
Total Capital Projects Fund Expenditures	7,665.00	126,541.43	323,250.00	196,708.57	39.15
Total of All Funds	480,047.18	5,000,012.10	7,512,007.00	2,511,994.90	66.56