

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
November 30, 2021

Prepared by:

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
 Governmental Funds Balance Sheet
 As of November 30, 2021

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 3,377,296.10	\$ 1,896,851.55	\$ 5,274,147.65
Prepays	16,010.55	0.00	16,010.55
Receivables			
Receivable - Property Taxes	6,081,490.69	-	6,081,490.69
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 9,474,797.34	\$ 1,896,851.55	\$ 11,371,648.89
LIABILITIES			
Accounts Payable	\$ 185,509.55	\$ -	\$ 185,509.55
Accrued Payroll	40,371.49	-	40,371.49
Due to other funds	302,744.80	-	302,744.80
Total Liabilities	528,625.84	-	528,625.84
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,598,125.84	-	6,598,125.84
FUND BALANCE			
Fund Balance - Unreserved	2,841,920.70	1,896,851.55	4,738,772.25
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	2,876,671.50	1,896,851.55	4,773,523.05
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 9,474,797.34	\$ 1,896,851.55	\$ 11,371,648.89

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of November 30, 2021

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	545,582.05
202-1102015 - First Midwest Operating #8100292260	<u>24,616.58</u>
	<u>570,198.63</u>
201-1102028 - Cash Library Donations	<u>215,234.12</u>
201-1102079 - IL Funds - 151600222591	2,615,979.93
202-1102079 - IL Funds - 151600222591	<u>1,872,234.97</u>
	<u>4,488,214.90</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,274,147.65</u></u>

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

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Library Fund</u>			
<u>Assets</u>			
1101000 - Petty Cash	500.00	0.00	500.00
1102015 - First Midwest Operating #8100292260	737,416.84	(191,834.79)	545,582.05
1102028 - Cash Library Donations	215,226.57	7.55	215,234.12
1102079 - IL Funds - 151600222591	2,810,178.87	(194,198.94)	2,615,979.93
1118000 - Receivable - Property Taxes	6,081,490.69	0.00	6,081,490.69
1119301 - Prepaid Expense	0.00	16,010.55	16,010.55
	<u>9,844,812.97</u>	<u>(370,015.63)</u>	<u>9,474,797.34</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	192,901.48	(7,391.93)	185,509.55
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
	<u>6,605,517.77</u>	<u>(7,391.93)</u>	<u>6,598,125.84</u>
<u>Fund Balance</u>			
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
	<u>2,013,969.00</u>	<u>0.00</u>	<u>2,013,969.00</u>
 Total Liabilities and Fund Balance	 <u>8,619,486.77</u>	 <u>(7,391.93)</u>	 <u>8,612,094.84</u>
 Excess Revenues Over Expenses	 <u>1,225,326.20</u>	 <u>(362,623.70)</u>	 <u>862,702.50</u>

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

	<u>Beginning Balance</u>	<u>M.T.D. Changes</u>	<u>Ending Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	21,748.58	2,868.00	24,616.58
1102079 - IL Funds - 151600222591	1,877,927.50	(5,692.53)	1,872,234.97
	1,899,676.08	(2,824.53)	1,896,851.55
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
	0.00	0.00	0.00
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	2,103,750.07	0.00	2,103,750.07
Total Liabilities and Fund Balance	2,103,750.07	0.00	2,103,750.07
Excess Revenues Over Expenses	(204,073.99)	(2,824.53)	(206,898.52)
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	302,744.80	0.00	302,744.80
	302,744.80	0.00	302,744.80
<u>Liabilities and Fund Balance</u>			
<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
<u>Fund Balance</u>			
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
Excess Revenues Over Expenses	0.00	0.00	0.00

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

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Fixed Assets Fund</u>			
<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	<u>(1,353,391.00)</u>	<u>0.00</u>	<u>(1,353,391.00)</u>
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 <u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
 <u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
	<u>2,560,784.41</u>	<u>0.00</u>	<u>2,560,784.41</u>
 Total Liabilities and Net Capital Assets	 <u>2,560,784.41</u>	 <u>0.00</u>	 <u>2,560,784.41</u>
 Excess Revenues Over Expenses	 <u>0.00</u>	 <u>0.00</u>	 <u>0.00</u>

Des Plaines Public Library
Revenue Report
For the 11 Months Ended November 30, 2021

_____ Library Fund _____	Received <u>this Month</u>	Received <u>this Year</u>	Budgeted <u>Receipts</u>	Uncollected <u>Receipts</u>	Prct. <u>Collected</u>
<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 2020	<u>58,529.70</u>	<u>6,005,862.00</u>	<u>6,100,000.00</u>	<u>94,138.00</u>	<u>98.46</u>
	<u>58,529.70</u>	<u>6,005,862.00</u>	<u>6,100,000.00</u>	<u>94,138.00</u>	<u>98.46</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	23,247.00	69,741.00	92,988.00	23,247.00	75.00
201-4822040 - State Grant - Per Capita	0.00	86,086.90	73,000.00	(13,086.90)	117.93
201-4822090 - Grant Revenue	7,500.00	12,500.00	0.00	(12,500.00)	0.00
201-4822095 - State Grant - Library	<u>0.00</u>	<u>7,457.94</u>	<u>3,000.00</u>	<u>(4,457.94)</u>	<u>248.60</u>
	<u>30,747.00</u>	<u>175,785.84</u>	<u>168,988.00</u>	<u>(6,797.84)</u>	<u>104.02</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	1,179.20	3,811.77	9,000.00	5,188.23	42.35
201-4850201 - Copying Fees	1,210.93	10,859.72	12,500.00	1,640.28	86.88
201-4850207 - Non-Res Cards	0.00	139.00	1,000.00	861.00	13.90
201-4850208 - Meeting Room Fees	<u>45.00</u>	<u>90.00</u>	<u>1,500.00</u>	<u>1,410.00</u>	<u>6.00</u>
	<u>2,435.13</u>	<u>14,900.49</u>	<u>24,000.00</u>	<u>9,099.51</u>	<u>62.09</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>53.94</u>	<u>10,000.00</u>	<u>9,946.06</u>	<u>0.54</u>
	<u>0.00</u>	<u>53.94</u>	<u>10,000.00</u>	<u>9,946.06</u>	<u>0.54</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>82.86</u>	<u>956.76</u>	<u>28,000.00</u>	<u>27,043.24</u>	<u>3.42</u>
	<u>82.86</u>	<u>956.76</u>	<u>28,000.00</u>	<u>27,043.24</u>	<u>3.42</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	2,838.98	32,655.01	50,000.00	17,344.99	65.31
201-4899910 - Vending Machine Revenue	77.78	490.02	500.00	9.98	98.00
201-4899920 - Library Donations	0.00	1,491.80	5,000.00	3,508.20	29.84
201-4899940 - Friends Book Sale	<u>1,877.48</u>	<u>7,584.12</u>	<u>0.00</u>	<u>(7,584.12)</u>	<u>0.00</u>
	<u>4,794.24</u>	<u>42,220.95</u>	<u>55,500.00</u>	<u>13,279.05</u>	<u>76.07</u>
Total Library Fund	<u><u>96,588.93</u></u>	<u><u>6,239,779.98</u></u>	<u><u>6,386,488.00</u></u>	<u><u>146,708.02</u></u>	<u><u>97.70</u></u>

Des Plaines Public Library
 Revenue Report
 For the 11 Months Ended November 30, 2021

	<u>Received</u> <u>this Month</u>	<u>Received</u> <u>this Year</u>	<u>Budgeted</u> <u>Receipts</u>	<u>Uncollected</u> <u>Receipts</u>	<u>Prct.</u> <u>Collected</u>
<u>Capital Projects Fund</u>					
<u>Interest</u>					
202-4890010 - Interest Income	<u>43.47</u>	<u>701.05</u>	<u>17,000.00</u>	<u>16,298.95</u>	<u>4.12</u>
	<u>43.47</u>	<u>701.05</u>	<u>17,000.00</u>	<u>16,298.95</u>	<u>4.12</u>
<u>Other Financing Sources</u>					
202-4898902 - Transfer from Library Fund	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>0.00</u>
Total Capital Projects Fund	<u>43.47</u>	<u>701.05</u>	<u>517,000.00</u>	<u>516,298.95</u>	<u>0.14</u>
Total of All Funds	<u>96,632.40</u>	<u>6,240,481.03</u>	<u>6,903,488.00</u>	<u>663,006.97</u>	<u>90.40</u>

Des Plaines Public Library
Expense Report
For the 11 Months Ended November 30, 2021

Library Fund	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
<u>Salaries</u>					
5910100 - Full-time Salaries	181,244.74	1,969,862.99	2,483,313.00	513,450.01	79.32
5910200 - Part-time Salaries	<u>56,489.41</u>	<u>561,605.50</u>	<u>830,211.00</u>	<u>268,605.50</u>	<u>67.65</u>
	<u>237,734.15</u>	<u>2,531,468.49</u>	<u>3,313,524.00</u>	<u>782,055.51</u>	<u>76.40</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	1,056.45	15,000.00	13,943.55	7.04
5918020 - Employer Contribution - FICA	17,560.19	186,327.04	240,329.00	54,001.96	77.53
5918021 - Employer Contribution - IMRF	22,605.47	233,318.65	290,885.00	57,566.35	80.21
5918040 - Life Insurance Premiums	0.00	620.80	1,886.00	1,265.20	32.92
5918050 - PPO Insurance Premiums	24,053.67	318,996.09	410,610.00	91,613.91	77.69
5918051 - HMO Insurance Premiums	12,391.28	142,986.31	208,034.00	65,047.69	68.73
5918055 - Dental Insurance Premiums	0.00	6,649.40	20,000.00	13,350.60	33.25
5918070 - Workers Compensation	<u>0.00</u>	<u>12,165.00</u>	<u>14,000.00</u>	<u>1,835.00</u>	<u>86.89</u>
	<u>76,610.61</u>	<u>902,119.74</u>	<u>1,200,744.00</u>	<u>298,624.26</u>	<u>75.13</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	115.00	25,151.50	30,000.00	4,848.50	83.84
5920110 - Professional Services	35,020.30	428,720.89	464,296.00	35,575.11	92.34
5920120 - Communication Services	0.00	16,654.12	19,100.00	2,445.88	87.19
5920140 - Integrated Library System	0.00	88,379.85	88,010.00	(369.85)	100.42
5920202 - Conferences	776.25	2,905.13	5,000.00	2,094.87	58.10
5920204 - Training	0.00	609.30	750.00	140.70	81.24
5920210 - Marketing	0.00	30,772.44	51,000.00	20,227.56	60.34
5920220 - Membership Dues	385.00	8,835.09	6,400.00	(2,435.09)	138.05
5920230 - Publication of Notices	0.00	72.90	0.00	(72.90)	0.00
5920990 - Property/Liability Insurance	0.00	49,910.58	57,000.00	7,089.42	87.56
5930010 - R&M Equipment	3,718.00	58,750.15	58,635.00	(115.15)	100.20
5930020 - R&M Buildings & Structures	9,534.35	94,087.60	131,325.00	37,237.40	71.64
5930030 - R&M Vehicles	0.00	251.89	1,500.00	1,248.11	16.79
5930210 - Rental of Equipment	0.00	16,839.43	25,600.00	8,760.57	65.78
5930320 - Cleaning/Custodial Services	0.00	48,202.50	73,175.00	24,972.50	65.87
5930490 - Refuse Contract	360.00	3,960.00	7,000.00	3,040.00	56.57
5960040 - Pre-Employment Testing	160.00	2,275.05	3,000.00	724.95	75.84
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	2,269.43	54,359.28	51,500.00	(2,859.28)	105.55
5960990 - Misc. Contractual Services	<u>15,984.43</u>	<u>83,202.03</u>	<u>101,025.00</u>	<u>17,822.97</u>	<u>82.36</u>
	<u>68,322.76</u>	<u>1,013,939.73</u>	<u>1,175,116.00</u>	<u>161,176.27</u>	<u>86.28</u>
<u>Commodities</u>					
5970100 - Supplies	2,966.14	17,472.42	41,000.00	23,527.58	42.62
5970110 - Meals	0.00	1,088.78	1,500.00	411.22	72.59
5970115 - Supplies - Dept/Other	6,586.84	31,894.97	66,100.00	34,205.03	48.25
5970170 - Janitorial	4,892.50	10,428.47	18,600.00	8,171.53	56.07
5970260 - Postage & Parcel	1,000.00	10,103.19	6,000.00	(4,103.19)	168.39

**Des Plaines Public Library
Expense Report
For the 11 Months Ended November 30, 2021**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970270 - Printing	0.00	242.58	0.00	(242.58)	0.00
5970500 - Water Bill	0.00	3,916.59	10,000.00	6,083.41	39.17
5970600 - Ebooks/Books	31,442.69	284,221.80	368,000.00	83,778.20	77.23
5970610 - E-audio/Audio	7,967.39	65,222.05	80,000.00	14,777.95	81.53
5970620 - E-Subscriptions/Subscriptions	976.95	46,262.68	68,430.00	22,167.32	67.61
5970630 - Visual Materials	7,495.31	127,027.75	167,000.00	39,972.25	76.06
5970640 - Databases	6,447.97	179,077.37	185,000.00	5,922.63	96.80
5970810 - Natural Gas	484.97	10,262.49	22,000.00	11,737.51	46.65
5970850 - Gasoline	0.00	0.00	300.00	300.00	0.00
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>4,679.95</u>	<u>5,900.00</u>	<u>1,220.05</u>	<u>79.32</u>
	<u>70,260.76</u>	<u>791,901.09</u>	<u>1,039,830.00</u>	<u>247,928.91</u>	<u>76.16</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	1,716.22	0.00	(1,716.22)	0.00
5980400 - Equipment	0.00	6,556.87	6,310.00	(246.87)	103.91
5980410 - Computer Hardware	1,166.39	5,680.11	6,800.00	1,119.89	83.53
5980420 - Computer Software	4,157.16	50,607.88	44,495.00	(6,112.88)	113.74
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>2,085.47</u>	<u>2,700.00</u>	<u>614.53</u>	<u>77.24</u>
	<u>5,323.55</u>	<u>66,646.55</u>	<u>60,305.00</u>	<u>(6,341.55)</u>	<u>110.52</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	22.26	62,217.76	73,000.00	10,782.24	85.23
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	<u>938.54</u>	<u>7,584.12</u>	<u>0.00</u>	<u>(7,584.12)</u>	<u>0.00</u>
	<u>960.80</u>	<u>69,801.88</u>	<u>633,000.00</u>	<u>563,198.12</u>	<u>11.03</u>
 Total Library Fund Expenditures	 <u>459,212.63</u>	 <u>5,377,077.48</u>	 <u>7,422,519.00</u>	 <u>2,045,441.52</u>	 <u>72.44</u>
 _____ Capital Projects Fund _____					
 <u>Contractual Services</u>					
5920110 - Professional Services	0.00	0.00	40,000.00	40,000.00	0.00
5960990 - Misc. Contractual Services	<u>0.00</u>	<u>322.50</u>	<u>0.00</u>	<u>(322.50)</u>	<u>0.00</u>
	<u>0.00</u>	<u>322.50</u>	<u>40,000.00</u>	<u>39,677.50</u>	<u>0.81</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	2,868.00	2,868.00	36,500.00	33,632.00	7.86
5980400 - Equipment	0.00	155,783.70	157,420.00	1,636.30	98.96
5980410 - Computer Hardware	0.00	32,482.37	30,900.00	(1,582.37)	105.12
5980420 - Computer Software	0.00	10,888.87	11,000.00	111.13	98.99
5980600 - Furniture and Fixtures	<u>0.00</u>	<u>5,254.13</u>	<u>4,160.00</u>	<u>(1,094.13)</u>	<u>126.30</u>
	<u>2,868.00</u>	<u>207,277.07</u>	<u>239,980.00</u>	<u>32,702.93</u>	<u>86.37</u>
 Total Capital Projects Fund Expenditures	 <u>2,868.00</u>	 <u>207,599.57</u>	 <u>279,980.00</u>	 <u>72,380.43</u>	 <u>74.15</u>
 Total of All Funds	 <u>462,080.63</u>	 <u>5,584,677.05</u>	 <u>7,702,499.00</u>	 <u>2,117,821.95</u>	 <u>72.50</u>