

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
November 30, 2020

Prepared by:

Lauterbach & Amen, LLP

Monthly Compilation Opinion



December 07, 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 November 30, 2020 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Eleven 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

Des Plaines Public Library
 Governmental Funds Balance Sheet
 As of November 30, 2020

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 3,525,440.84	\$ 1,648,628.31	\$ 5,174,069.15
Prepays	50,154.48	0.00	50,154.48
Receivables			
Receivable - Property Taxes	6,076,487.72	-	6,076,487.72
Receivable - Grants	-	-	-
Receivable - Miscellaneous	-	-	-
Total Assets	\$ 9,652,083.04	\$ 1,648,628.31	\$ 11,300,711.35
LIABILITIES			
Accounts Payable	\$ 204,018.34	\$ 86,802.00	\$ 290,820.34
Accrued Payroll	-	-	-
Due to other funds	299,319.48	-	299,319.48
Total Liabilities	503,337.82	86,802.00	590,139.82
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,572,837.82	86,802.00	6,659,639.82
FUND BALANCE			
Fund Balance - Unreserved	3,044,494.42	1,561,826.31	4,606,320.73
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	3,079,245.22	1,561,826.31	4,641,071.53
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 9,652,083.04	\$ 1,648,628.31	\$ 11,300,711.35

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of November 30, 2020

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	314,994.82
202-1102015 - First Midwest Operating #8100292260	<u>208,550.58</u>
	<u>523,545.40</u>
201-1102028 - Cash Library Donations	<u>213,581.65</u>
201-1102079 - IL Funds - 151600222591	2,996,364.37
202-1102079 - IL Funds - 151600222591	<u>1,440,077.73</u>
	<u>4,436,442.10</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>5,174,069.15</u></u>

Des Plaines Public Library
Balance Sheet as of November 30, 2020

	<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	174,256.05	140,738.77	314,994.82
1102028 - Cash Library Donations	211,574.43	2,007.22	213,581.65
1102079 - IL Funds - 151600222591	3,596,110.05	(599,745.68)	2,996,364.37
1118000 - Receivable - Property Taxes	6,076,487.72	0.00	6,076,487.72
1119301 - Prepaid Expense	25,804.67	24,349.81	50,154.48
	10,084,732.92	(432,649.88)	9,652,083.04
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	227,998.55	(23,980.21)	204,018.34
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
	6,596,818.03	(23,980.21)	6,572,837.82
<u>Fund Balance</u>			
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	8,756,438.52	(23,980.21)	8,732,458.31
Excess Revenues Over Expenses	1,328,294.40	(408,669.67)	919,624.73

See Accountants' Compilation Report

Des Plaines Public Library
Balance Sheet as of November 30, 2020

	<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	216,215.58	(7,665.00)	208,550.58
1102079 - IL Funds - 151600222591	1,439,975.89	101.84	1,440,077.73
	<u>1,656,191.47</u>	<u>(7,563.16)</u>	<u>1,648,628.31</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	7,665.00	79,137.00	86,802.00
	<u>7,665.00</u>	<u>79,137.00</u>	<u>86,802.00</u>
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	1,771,414.05	0.00	1,771,414.05
Total Liabilities and Fund Balance	<u>1,779,079.05</u>	<u>79,137.00</u>	<u>1,858,216.05</u>
Excess Revenues Over Expenses	<u>(122,887.58)</u>	<u>(86,700.16)</u>	<u>(209,587.74)</u>
<u>Compensated Absences Fund</u>			
<u>Assets</u>			
1120201 - Due From Library	299,319.48	0.00	299,319.48
	<u>299,319.48</u>	<u>0.00</u>	<u>299,319.48</u>
<u>Liabilities and Fund Balance</u>			
<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
	<u>299,319.48</u>	<u>0.00</u>	<u>299,319.48</u>
<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	<u>299,319.48</u>	<u>0.00</u>	<u>299,319.48</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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Des Plaines Public Library
Balance Sheet as of November 30, 2020

	<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	1,170,683.00	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	<u>(1,177,741.00)</u>	<u>0.00</u>	<u>(1,177,741.00)</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
<u>Fund Balance</u>			
3730000 - Fund Balance - Unreserved	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
Total Liabilities and Net Capital Assets	<u>2,579,808.39</u>	<u>0.00</u>	<u>2,579,808.39</u>
Excess Revenues Over Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

See Accountants' Compilation Report

**Des Plaines Public Library
Revenue Report
For the 11 Months Ended November 30, 2020**

_____ 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 2019	<u>0.00</u>	<u>5,992,159.03</u>	<u>6,100,000.00</u>	<u>107,840.97</u>	<u>98.23</u>
	<u>0.00</u>	<u>5,992,159.03</u>	<u>6,100,000.00</u>	<u>107,840.97</u>	<u>98.23</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	72,955.00	73,000.00	45.00	99.94
201-4822090 - Grant Revenue	7,500.00	7,500.00	0.00	(7,500.00)	0.00
201-4822095 - State Grant - Library	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>
	<u>30,747.00</u>	<u>150,196.00</u>	<u>168,988.00</u>	<u>18,792.00</u>	<u>88.88</u>
<u>Fines & Fees</u>					
201-4850101 - Library Fees	260.55	2,976.70	9,000.00	6,023.30	33.07
201-4850102 - Library Fines	169.64	7,698.44	30,000.00	22,301.56	25.66
201-4850201 - Copying Fees	537.15	6,348.12	27,000.00	20,651.88	23.51
201-4850207 - Non-Res Cards	0.00	2,224.00	3,000.00	776.00	74.13
201-4850208 - Meeting Room Fees	<u>0.00</u>	<u>106.00</u>	<u>3,000.00</u>	<u>2,894.00</u>	<u>3.53</u>
	<u>967.34</u>	<u>19,353.26</u>	<u>72,000.00</u>	<u>52,646.74</u>	<u>26.88</u>
<u>Special Programs & Events</u>					
201-4850215 - Friends of the Library Reimbursements	<u>0.00</u>	<u>5,311.69</u>	<u>5,000.00</u>	<u>(311.69)</u>	<u>106.23</u>
	<u>0.00</u>	<u>5,311.69</u>	<u>5,000.00</u>	<u>(311.69)</u>	<u>106.23</u>
<u>Interest</u>					
201-4890010 - Interest Income	<u>271.84</u>	<u>15,920.36</u>	<u>76,000.00</u>	<u>60,079.64</u>	<u>20.95</u>
	<u>271.84</u>	<u>15,920.36</u>	<u>76,000.00</u>	<u>60,079.64</u>	<u>20.95</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	4,463.30	42,905.24	50,000.00	7,094.76	85.81
201-4899910 - Vending Machine Revenue	53.65	486.62	1,500.00	1,013.38	32.44
201-4899920 - Library Donations	0.00	6,934.00	5,000.00	(1,934.00)	138.68
201-4899940 - Friends Book Sale	<u>518.75</u>	<u>4,735.75</u>	<u>0.00</u>	<u>(4,735.75)</u>	<u>0.00</u>
	<u>5,035.70</u>	<u>55,061.61</u>	<u>56,500.00</u>	<u>1,438.39</u>	<u>97.45</u>
Total Library Fund	<u><u>37,021.88</u></u>	<u><u>6,238,001.95</u></u>	<u><u>6,478,488.00</u></u>	<u><u>240,486.05</u></u>	<u><u>96.29</u></u>

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Des Plaines Public Library
 Revenue Report
 For the 11 Months Ended November 30, 2020

	<u>Received this Month</u>	<u>Received this Year</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Prct. Collected</u>
<u>Capital Projects Fund</u>					
<u>Interest</u>					
202-4890010 - Interest Income	<u>101.84</u>	<u>9,755.69</u>	<u>100.00</u>	<u>(9,655.69)</u>	<u>9,755.69</u>
	<u>101.84</u>	<u>9,755.69</u>	<u>100.00</u>	<u>(9,655.69)</u>	<u>9,755.69</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>101.84</u>	<u>9,755.69</u>	<u>500,100.00</u>	<u>490,344.31</u>	<u>1.95</u>
Total of All Funds	<u>37,123.72</u>	<u>6,247,757.64</u>	<u>6,978,588.00</u>	<u>730,830.36</u>	<u>89.53</u>

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 11 Months Ended November 30, 2020**

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	173,531.45	1,980,048.33	2,410,733.00	430,684.67	82.13
5910200 - Part-time Salaries	<u>48,296.46</u>	<u>590,617.34</u>	<u>834,840.00</u>	<u>244,222.66</u>	<u>70.75</u>
	<u>221,827.91</u>	<u>2,570,665.67</u>	<u>3,245,573.00</u>	<u>674,907.33</u>	<u>79.21</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	16,285.78	198,674.17	241,013.00	42,338.83	82.43
5918021 - Employer Contribution - IMRF	10,781.35	234,469.12	309,489.00	75,019.88	75.76
5918040 - Life Insurance Premiums	129.48	1,572.02	1,932.00	359.98	81.37
5918050 - PPO Insurance Premiums	23,352.76	302,923.88	321,453.00	18,529.12	94.24
5918051 - HMO Insurance Premiums	25,879.52	199,891.56	236,951.00	37,059.44	84.36
5918055 - Dental Insurance Premiums	1,398.56	16,649.67	20,485.00	3,835.33	81.28
5918070 - Workers Compensation	<u>0.00</u>	<u>12,055.00</u>	<u>14,000.00</u>	<u>1,945.00</u>	<u>86.11</u>
	<u>77,827.45</u>	<u>966,235.42</u>	<u>1,156,323.00</u>	<u>190,087.58</u>	<u>83.56</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	0.00	1,720.20	6,000.00	4,279.80	28.67
5920110 - Professional Services	40,686.96	437,090.86	431,416.00	(5,674.86)	101.32
5920120 - Communication Services	3,888.39	27,968.24	22,000.00	(5,968.24)	127.13
5920140 - Integrated Library System	0.00	89,291.56	90,600.00	1,308.44	98.56
5920202 - Conferences	175.00	5,044.48	5,000.00	(44.48)	100.89
5920204 - Training	0.00	59.99	0.00	(59.99)	0.00
5920220 - Membership Dues	0.00	5,653.16	7,000.00	1,346.84	80.76
5920230 - Publication of Notices	0.00	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	5,358.14	78,505.83	84,475.00	5,969.17	92.93
5930020 - R&M Buildings & Structures	4,286.42	79,415.15	128,890.00	49,474.85	61.61
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	657.91	13,141.74	19,300.00	6,158.26	68.09
5930320 - Cleaning/Custodial Services	3,890.00	56,728.38	69,460.00	12,731.62	81.67
5930490 - Refuse Contract	360.00	3,797.40	4,320.00	522.60	87.90
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	286.52	41,537.75	70,450.00	28,912.25	58.96
5960990 - Misc. Contractual Services	<u>20,059.59</u>	<u>85,472.32</u>	<u>102,145.00</u>	<u>16,672.68</u>	<u>83.68</u>
	<u>79,648.93</u>	<u>959,510.56</u>	<u>1,089,856.00</u>	<u>130,345.44</u>	<u>88.04</u>
<u>Commodities</u>					
5970100 - Supplies	2,679.28	19,129.76	49,000.00	29,870.24	39.04
5970110 - Meals	0.00	60.52	2,000.00	1,939.48	3.03
5970115 - Supplies - Dept/Other	2,233.00	15,569.54	17,700.00	2,130.46	87.96
5970170 - Janitorial	1,020.98	12,157.02	19,000.00	6,842.98	63.98
5970260 - Postage & Parcel	37.46	5,755.00	6,000.00	245.00	95.92
5970500 - Water Bill	0.00	3,636.62	12,000.00	8,363.38	30.31

See Accountants' Compilation Report

**Des Plaines Public Library
Expense Report
For the 11 Months Ended November 30, 2020**

	M.T.D. <u>Expended</u>	Y.T.D. <u>Expended</u>	Budgeted <u>Amount</u>	Budgeted <u>Remain.</u>	Prct. <u>Expend.</u>
5970600 - Ebooks/Books	27,582.19	261,897.15	368,000.00	106,102.85	71.17
5970610 - E-audio/Audio	9,876.06	74,403.54	80,000.00	5,596.46	93.00
5970620 - E-Subscriptions/Subscriptions	32.49	55,036.14	68,430.00	13,393.86	80.43
5970630 - Visual Materials	15,835.68	113,626.36	167,000.00	53,373.64	68.04
5970640 - Databases	799.00	152,135.38	185,000.00	32,864.62	82.24
5970810 - Natural Gas	982.74	12,678.61	25,000.00	12,321.39	50.71
5970850 - Gasoline	0.00	108.75	500.00	391.25	21.75
5970900 - Equipment < \$10,000	<u>0.00</u>	<u>4,644.01</u>	<u>6,000.00</u>	<u>1,355.99</u>	<u>77.40</u>
	<u>61,078.88</u>	<u>730,838.40</u>	<u>1,005,630.00</u>	<u>274,791.60</u>	<u>72.67</u>
 <u>Capital Expenditures</u>					
5980400 - Equipment	790.87	7,760.15	8,110.00	349.85	95.69
5980410 - Computer Hardware	2,073.25	1,682.64	7,500.00	5,817.36	22.44
5980420 - Computer Software	1,187.10	38,208.28	39,265.00	1,056.72	97.31
5980600 - Furniture & Fixtures	<u>0.00</u>	<u>155.44</u>	<u>3,500.00</u>	<u>3,344.56</u>	<u>4.44</u>
	<u>4,051.22</u>	<u>47,806.51</u>	<u>58,375.00</u>	<u>10,568.49</u>	<u>81.90</u>
 <u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	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	<u>518.75</u>	<u>4,735.75</u>	<u>0.00</u>	<u>(4,735.75)</u>	<u>0.00</u>
	<u>518.75</u>	<u>35,391.78</u>	<u>633,000.00</u>	<u>597,608.22</u>	<u>5.59</u>
 Total Library Fund Expenditures	 <u>445,691.55</u>	 <u>5,318,377.22</u>	 <u>7,188,757.00</u>	 <u>1,870,379.78</u>	 <u>73.98</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>900.00</u>	<u>900.00</u>	<u>0.00</u>	<u>(900.00)</u>	<u>0.00</u>
	<u>900.00</u>	<u>900.00</u>	<u>40,000.00</u>	<u>39,100.00</u>	<u>2.25</u>
 <u>Capital Expenditures</u>					
5980300 - Improvements	0.00	51,994.85	54,500.00	2,505.15	95.40
5980400 - Equipment	85,902.00	85,902.00	52,000.00	(33,902.00)	165.20
5980410 - Computer Hardware	0.00	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	<u>0.00</u>	<u>6,484.99</u>	<u>13,000.00</u>	<u>6,515.01</u>	<u>49.88</u>
	<u>85,902.00</u>	<u>212,443.43</u>	<u>283,250.00</u>	<u>70,806.57</u>	<u>75.00</u>
 Total Capital Projects Fund Expenditures	 <u>86,802.00</u>	 <u>213,343.43</u>	 <u>323,250.00</u>	 <u>109,906.57</u>	 <u>66.00</u>
 Total of All Funds	 <u>532,493.55</u>	 <u>5,537,720.65</u>	 <u>7,512,007.00</u>	 <u>1,974,286.35</u>	 <u>73.72</u>

See Accountants' Compilation Report