

Des Plaines Public Library

Monthly Financial Report

For the Month Ended
December 31, 2021

Prepared by:

Lauterbach & Amen, LLP

Financial Statements

Des Plaines Public Library
 Governmental Funds Balance Sheet
 As of December 31, 2021

	Library Fund	Capital Projects Fund	Total
ASSETS			
Cash and Investments	\$ 2,808,906.68	\$ 1,896,935.26	\$ 4,705,841.94
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	\$ 8,906,407.92	\$ 1,896,935.26	\$ 10,803,343.18
LIABILITIES			
Accounts Payable	\$ 122,612.70	\$ -	\$ 122,612.70
Accrued Payroll	40,371.49	-	40,371.49
Due to other funds	302,744.80	-	302,744.80
Total Liabilities	465,728.99	-	465,728.99
Deferred Inflows of Resources			
Property Taxes	6,069,500.00	-	6,069,500.00
Total Liabilities and Deferred Inflows of Resources	6,535,228.99	-	6,535,228.99
FUND BALANCE			
Fund Balance - Unreserved	2,336,428.13	1,896,935.26	4,233,363.39
Fund Balance - Reserved for Prepays	34,750.80	-	34,750.80
Total Fund Balance	2,371,178.93	1,896,935.26	4,268,114.19
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 8,906,407.92	\$ 1,896,935.26	\$ 10,803,343.18

Des Plaines Public Library

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

For the 12 Months Ended December 31, 2021

	General Fund	Capital Improvements Fund	Total
REVENUES			
Taxes	\$ 6,009,391.21	\$ -	\$ 6,009,391.21
Intergovernmental	175,785.84	-	175,785.84
Fines & Fees	17,488.49	-	17,488.49
Interest	1,091.26	784.76	1,876.02
Special Events and Programs	53.94	-	53.94
Miscellaneous	44,738.64	-	44,738.64
Total Revenues	<u>6,248,549.38</u>	<u>784.76</u>	<u>6,249,334.14</u>
EXPENDITURES			
Personnel	\$ 2,867,431.47	\$ -	\$ 2,867,431.47
Operating	2,019,702.77	322.50	2,020,025.27
Library Materails	859,547.46	-	859,547.46
Capital Outlay	72,805.07	207,277.07	280,082.14
Other Expenditures	<u>70,652.68</u>	<u>-</u>	<u>70,652.68</u>
Total Expenditures	<u>5,891,339.45</u>	<u>207,599.57</u>	<u>6,098,939.02</u>
Net Change in Fund Balances	<u>357,209.93</u>	<u>(206,814.81)</u>	<u>150,395.12</u>
FUND BALANCES			
Beginning of the year	<u>2,013,969.00</u>	<u>2,103,750.07</u>	<u>4,117,719.07</u>
End of the period	<u>\$ 2,371,178.93</u>	<u>\$ 1,896,935.26</u>	<u>\$ 4,268,114.19</u>

Supplementary Information

Des Plaines Public Library

Treasurer's Report as of December 31, 2021

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	<u>500.00</u>
201-1102015 - First Midwest Operating #8100292260	579,936.36
202-1102015 - First Midwest Operating #8100292260	<u>21,748.58</u>
	<u>601,684.94</u>
201-1102028 - Cash Library Donations	<u>215,241.43</u>
201-1102079 - IL Funds - 151600222591	2,013,228.89
202-1102079 - IL Funds - 151600222591	<u>1,875,186.68</u>
	<u>3,888,415.57</u>
201-1104006 - Investments - Certificates of Deposit	<u>0.00</u>
Total Invested	<u><u>4,705,841.94</u></u>

Des Plaines Public Library
Balance Sheet as of December 31, 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	545,582.05	34,354.31	579,936.36
1102028 - Cash Library Donations	215,234.12	7.31	215,241.43
1102079 - IL Funds - 151600222591	2,615,979.93	(602,751.04)	2,013,228.89
1118000 - Receivable - Property Taxes	6,081,490.69	0.00	6,081,490.69
1119301 - Prepaid Expense	<u>16,010.55</u>	<u>0.00</u>	<u>16,010.55</u>
	<u>9,474,797.34</u>	<u>(568,389.42)</u>	<u>8,906,407.92</u>
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2401000 - Accounts Payable	185,509.55	(62,896.85)	122,612.70
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	<u>6,069,500.00</u>	<u>0.00</u>	<u>6,069,500.00</u>
	<u>6,598,125.84</u>	<u>(62,896.85)</u>	<u>6,535,228.99</u>
<u>Fund Balance</u>			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	<u>1,979,218.20</u>	<u>0.00</u>	<u>1,979,218.20</u>
	<u>2,013,969.00</u>	<u>0.00</u>	<u>2,013,969.00</u>
 Total Liabilities and Fund Balance	 <u>8,612,094.84</u>	 <u>(62,896.85)</u>	 <u>8,549,197.99</u>
 Excess Revenues Over Expenses	 <u>862,702.50</u>	 <u>(505,492.57)</u>	 <u>357,209.93</u>

Des Plaines Public Library
Balance Sheet as of December 31, 2021

	<u>Beginning</u> <u>Balance</u>	<u>M.T.D.</u> <u>Changes</u>	<u>Ending</u> <u>Balance</u>
<u>Capital Projects Fund</u>			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	24,616.58	(2,868.00)	21,748.58
1102079 - IL Funds - 151600222591	1,872,234.97	2,951.71	1,875,186.68
	1,896,851.55	83.71	1,896,935.26
<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	(206,898.52)	83.71	(206,814.81)

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
<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

Des Plaines Public Library
Balance Sheet as of December 31, 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	(1,353,391.00)	0.00	(1,353,391.00)
	<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	2,560,784.41	0.00	2,560,784.41
	<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 12 Months Ended December 31, 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>3,529.21</u>	<u>6,009,391.21</u>	<u>6,100,000.00</u>	<u>90,608.79</u>	<u>98.51</u>
	<u>3,529.21</u>	<u>6,009,391.21</u>	<u>6,100,000.00</u>	<u>90,608.79</u>	<u>98.51</u>
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	0.00	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	0.00	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>0.00</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	1,163.60	4,975.37	9,000.00	4,024.63	55.28
201-4850201 - Copying Fees	1,334.40	12,194.12	12,500.00	305.88	97.55
201-4850207 - Non-Res Cards	0.00	139.00	1,000.00	861.00	13.90
201-4850208 - Meeting Room Fees	<u>90.00</u>	<u>180.00</u>	<u>1,500.00</u>	<u>1,320.00</u>	<u>12.00</u>
	<u>2,588.00</u>	<u>17,488.49</u>	<u>24,000.00</u>	<u>6,511.51</u>	<u>72.87</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>134.50</u>	<u>1,091.26</u>	<u>28,000.00</u>	<u>26,908.74</u>	<u>3.90</u>
	<u>134.50</u>	<u>1,091.26</u>	<u>28,000.00</u>	<u>26,908.74</u>	<u>3.90</u>
<u>Other Revenue</u>					
201-4899900 - Miscellaneous Revenue	1,666.89	34,321.90	50,000.00	15,678.10	68.64
201-4899910 - Vending Machine Revenue	0.00	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>850.80</u>	<u>8,434.92</u>	<u>0.00</u>	<u>(8,434.92)</u>	<u>0.00</u>
	<u>2,517.69</u>	<u>44,738.64</u>	<u>55,500.00</u>	<u>10,761.36</u>	<u>80.61</u>
Total Library Fund	<u><u>8,769.40</u></u>	<u><u>6,248,549.38</u></u>	<u><u>6,386,488.00</u></u>	<u><u>137,938.62</u></u>	<u><u>97.84</u></u>

Des Plaines Public Library
 Revenue Report
 For the 12 Months Ended December 31, 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>83.71</u>	<u>784.76</u>	<u>17,000.00</u>	<u>16,215.24</u>	<u>4.62</u>
	<u>83.71</u>	<u>784.76</u>	<u>17,000.00</u>	<u>16,215.24</u>	<u>4.62</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>83.71</u>	<u>784.76</u>	<u>517,000.00</u>	<u>516,215.24</u>	<u>0.15</u>
Total of All Funds	<u>8,853.11</u>	<u>6,249,334.14</u>	<u>6,903,488.00</u>	<u>654,153.86</u>	<u>90.52</u>

Des Plaines Public Library
Expense Report
For the 12 Months Ended December 31, 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	258,048.57	2,227,911.56	2,483,313.00	255,401.44	89.72
5910200 - Part-time Salaries	<u>77,914.41</u>	<u>639,519.91</u>	<u>830,211.00</u>	<u>190,691.09</u>	<u>77.03</u>
	<u>335,962.98</u>	<u>2,867,431.47</u>	<u>3,313,524.00</u>	<u>446,092.53</u>	<u>86.54</u>
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	1,056.45	15,000.00	13,943.55	7.04
5918020 - Employer Contribution - FICA	24,771.28	211,098.32	240,329.00	29,230.68	87.84
5918021 - Employer Contribution - IMRF	31,963.34	265,281.99	290,885.00	25,603.01	91.20
5918040 - Life Insurance Premiums	0.00	620.80	1,886.00	1,265.20	32.92
5918050 - PPO Insurance Premiums	(10,939.03)	308,057.06	410,610.00	102,552.94	75.02
5918051 - HMO Insurance Premiums	(5,635.26)	137,351.05	208,034.00	70,682.95	66.02
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>40,160.33</u>	<u>942,280.07</u>	<u>1,200,744.00</u>	<u>258,463.93</u>	<u>78.47</u>
<u>Contractual Services</u>					
5920100 - Legal Fees	22.10	25,173.60	30,000.00	4,826.40	83.91
5920110 - Professional Services	35,020.30	463,741.19	464,296.00	554.81	99.88
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	180.00	3,085.13	5,000.00	1,914.87	61.70
5920204 - Training	0.00	609.30	750.00	140.70	81.24
5920210 - Marketing	5,109.44	35,881.88	51,000.00	15,118.12	70.36
5920220 - Membership Dues	0.00	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	10,793.00	60,703.58	57,000.00	(3,703.58)	106.50
5930010 - R&M Equipment	0.00	58,750.15	58,635.00	(115.15)	100.20
5930020 - R&M Buildings & Structures	3,373.87	97,461.47	131,325.00	33,863.53	74.21
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	4,320.00	7,000.00	2,680.00	61.71
5960040 - Pre-Employment Testing	0.00	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	1,838.67	56,197.95	51,500.00	(4,697.95)	109.12
5960990 - Misc. Contractual Services	<u>6,785.59</u>	<u>89,987.62</u>	<u>101,025.00</u>	<u>11,037.38</u>	<u>89.07</u>
	<u>63,482.97</u>	<u>1,077,422.70</u>	<u>1,175,116.00</u>	<u>97,693.30</u>	<u>91.69</u>
<u>Commodities</u>					
5970100 - Supplies	1,936.79	19,409.21	41,000.00	21,590.79	47.34
5970110 - Meals	327.83	1,416.61	1,500.00	83.39	94.44
5970115 - Supplies - Dept/Other	1,824.76	33,719.73	66,100.00	32,380.27	51.01
5970170 - Janitorial	4,892.50	15,320.97	18,600.00	3,279.03	82.37
5970260 - Postage & Parcel	1,221.67	11,324.86	6,000.00	(5,324.86)	188.75

**Des Plaines Public Library
Expense Report
For the 12 Months Ended December 31, 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	831.88	4,748.47	10,000.00	5,251.53	47.48
5970600 - Ebooks/Books	29,511.27	313,733.07	368,000.00	54,266.93	85.25
5970610 - E-audio/Audio	5,799.90	71,021.95	80,000.00	8,978.05	88.78
5970620 - E-Subscriptions/Subscriptions	1,112.59	47,375.27	68,430.00	21,054.73	69.23
5970630 - Visual Materials	16,757.04	143,784.79	167,000.00	23,215.21	86.10
5970640 - Databases	1,614.76	180,692.13	185,000.00	4,307.87	97.67
5970810 - Natural Gas	1,815.38	12,077.87	22,000.00	9,922.13	54.90
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>67,646.37</u>	<u>859,547.46</u>	<u>1,039,830.00</u>	<u>180,282.54</u>	<u>82.66</u>
<u>Capital Expenditures</u>					
5980300 - Improvements	0.00	1,716.22	0.00	(1,716.22)	0.00
5980400 - Equipment	(127.00)	6,429.87	6,310.00	(119.87)	101.90
5980410 - Computer Hardware	3,606.99	9,287.10	6,800.00	(2,487.10)	136.58
5980420 - Computer Software	2,678.53	53,286.41	44,495.00	(8,791.41)	119.76
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>6,158.52</u>	<u>72,805.07</u>	<u>60,305.00</u>	<u>(12,500.07)</u>	<u>120.73</u>
<u>Other Funding Activities</u>					
5990900 - Per Capita Grant Expenditures	0.00	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>850.80</u>	<u>8,434.92</u>	<u>0.00</u>	<u>(8,434.92)</u>	<u>0.00</u>
	<u>850.80</u>	<u>70,652.68</u>	<u>633,000.00</u>	<u>562,347.32</u>	<u>11.16</u>
Total Library Fund Expenditures	<u>514,261.97</u>	<u>5,891,339.45</u>	<u>7,422,519.00</u>	<u>1,531,179.55</u>	<u>79.37</u>
 <u>Capital Projects Fund</u>					
<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	0.00	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>0.00</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>0.00</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>514,261.97</u>	<u>6,098,939.02</u>	<u>7,702,499.00</u>	<u>1,603,559.98</u>	<u>79.18</u>