Monthly Financial Report

For the Month Ended February 29, 2020

> Prepared by: Lauterbach & Amen, LLP

# Monthly Compilation Opinion

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March 12, 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 February 29, 2020 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Two 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

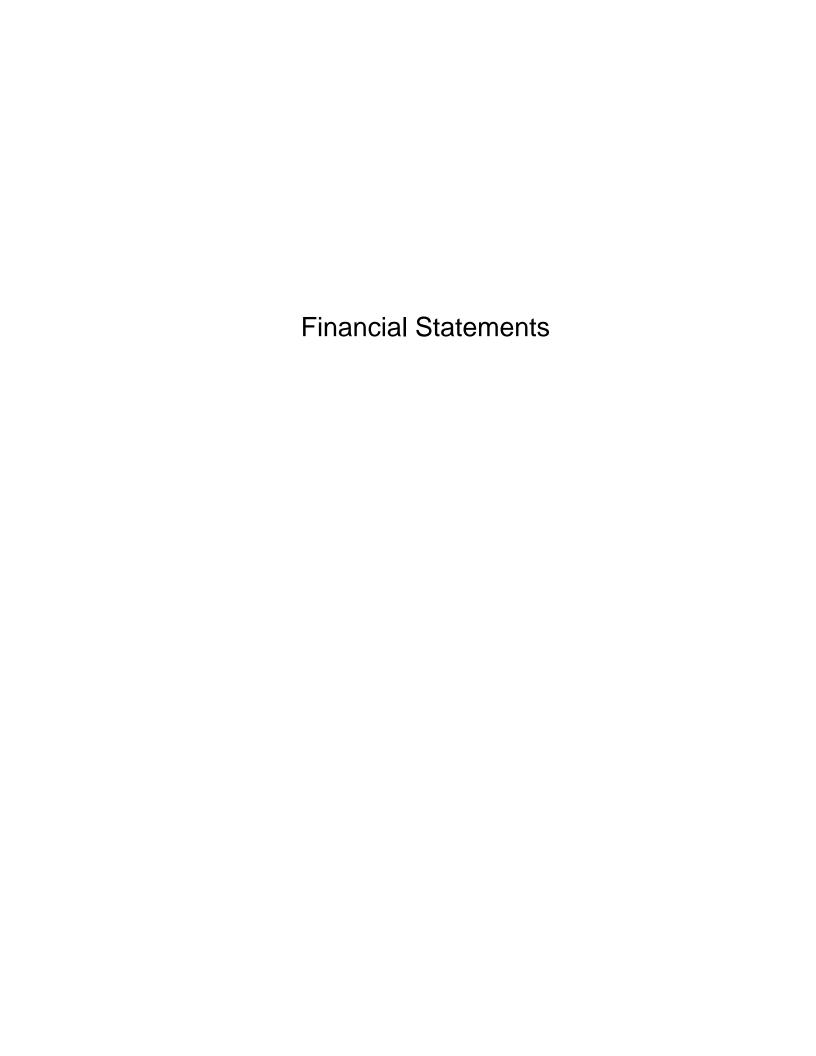
The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other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

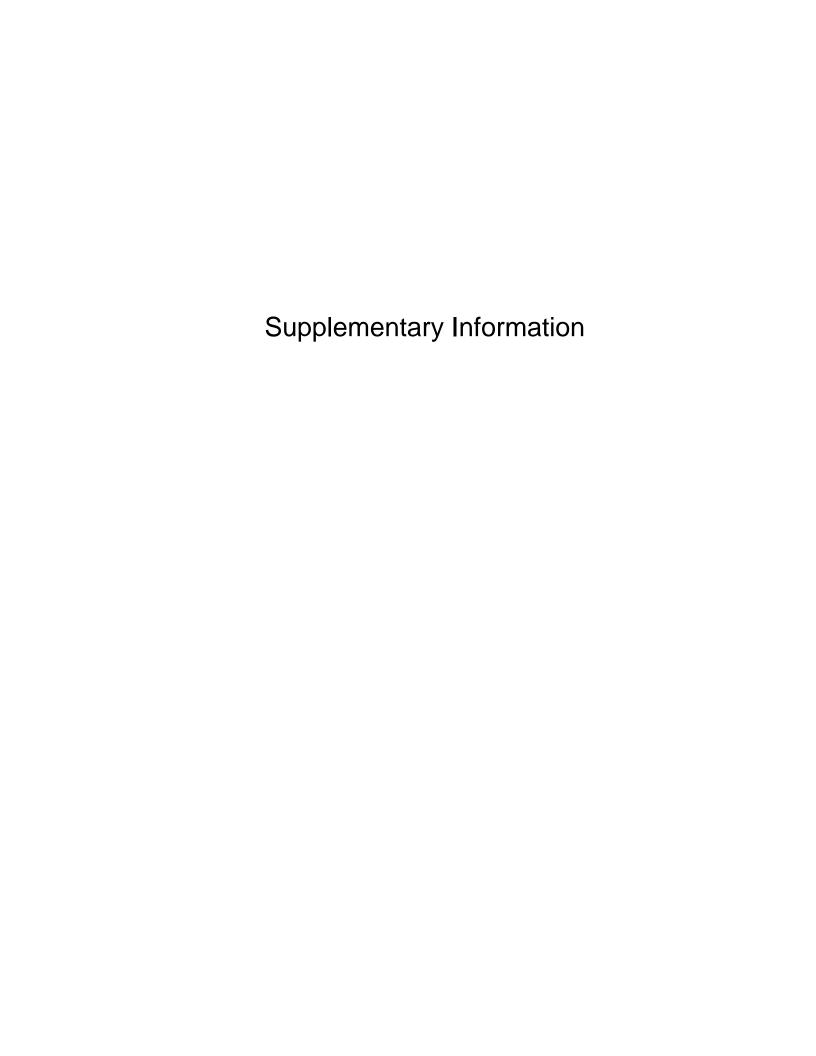
#### As of February 29, 2020

	Library		_	Capital		
ASSETS		Fund	Pr	ojects Fund		Total
Cash and Investments	\$	2,098,475.38	\$	1,775,483.55	\$	3,873,958.93
Prepaids		-		0.00		-
Receivables Receivable - Property Taxes		6,073,717.31		-		6,073,717.31
Receivable - Grants		-		-		-
Receivable - Miscellaneous		30,245.22		-		30,245.22
Total Assets	\$	8,202,437.91	\$	1,775,483.55	\$	9,977,921.46
LIABILITIES						
Accounts Payable	\$	130,276.64	\$	-	\$	130,276.64
Accrued Payroll		-		-		-
Due to other funds		335,484.39		<u> </u>		335,484.39
Total Liabilities		465,761.03				465,761.03
Deferred Inflows of Resources						
Property Taxes		6,069,500.00		<u>-</u>		6,069,500.00
Total Liabilities and Deferred Inflows of Resources		6,535,261.03		<del>-</del>		6,535,261.03
FUND BALANCE						
Fund Balance - Unreserved		1,632,426.08		1,775,483.55		3,407,909.63
Fund Balance - Reserved for Prepaids		34,750.80		-		34,750.80
Total Fund Balance		1,667,176.88		1,775,483.55		3,442,660.43
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$	8,202,437.91	\$	1,775,483.55	\$	9,977,921.46

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

#### For the 2 Months Ended February 29, 2020

	General Fund				Capital Improvements Fund		 Total
REVENUES							
Taxes	\$	635,653.07	\$	-	\$ 635,653.07		
Intergovernmental		-		-	-		
Fines & Fees		9,372.69		-	9,372.69		
Interest		5,310.88		4,069.50	9,380.38		
Special Events and Programs		889.77		-	889.77		
Miscellaneous		14,091.35		-	14,091.35		
Total Revenues		665,317.76		4,069.50	669,387.26		
EXPENDITURES							
Personnel	\$	440,704.99	\$	-	\$ 440,704.99		
Operating		370,135.12		-	370,135.12		
Library Materails		175,676.49		-	175,676.49		
Capital Outlay		15,240.22		943.13	16,183.35		
Other Expenditures		18,839.66		<del>-</del>	 18,839.66		
Total Expenditures		1,029,425.48		943.13	 1,030,368.61		
Net Change in Fund Balances		(364,107.72)		3,126.37	 (360,981.35)		
FUND BALANCES							
Beginning of the year		2,031,284.60		1,772,357.18	 3,803,641.78		
End of the period	\$	1,667,176.88	\$	1,775,483.55	\$ 3,442,660.43		



## Treasurer's Report as of February 29, 2020

Institution	<u>Invested</u>
201-1101000 - Petty Cash	500.00
201-1102015 - First Midwest Operating #8100292260 202-1102015 - First Midwest Operating #8100292260	132,335.81 216,215.58 348,551.39
201-1102028 - Cash Library Donations	204,545.48
201-1102079 - IL Funds - 151600222591 202-1102079 - IL Funds - 151600222591	1,761,094.09 1,559,267.97 3,320,362.06
201-1104006 - Investments - Certificates of Deposit	0.00
Total Invested	3,873,958.93

	Beginning Balance	M.T.D. <u>Changes</u>	Ending Balance
	<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	15,650.64	116,685.17	132,335.81
1102028 - Cash Library Donations	204,470.19	75.29	204,545.48
1102079 - IL Funds - 151600222591	1,709,868.92	51,225.17	1,761,094.09
1118000 - Receivable - Property Taxes	6,073,717.31	0.00	6,073,717.31
1119200 - Receivable - Miscellaneous	30,245.22	0.00	30,245.22
	8,034,452.28	167,985.63	8,202,437.91
<u>Liabilities and Fund Balance</u> <u>Liabilities</u>			
2401000 - Accounts Payable	239,910.67	(109,634.03)	130,276.64
2430707 - Due to Library Comp Abs	335,484.39	0.00	335,484.39
2470000 - Deferred Revenue - Property Tax	6,069,500.00	0.00	6,069,500.00
	6,644,895.06	(109,634.03)	6,535,261.03
Fund Balance			
3720010 - Fund Balance - Reserved for Prepaid Items	34,750.80	0.00	34,750.80
3730000 - Fund Balance - Unreserved	1,996,533.80	0.00	1,996,533.80
	2,031,284.60	0.00	2,031,284.60
Total Liabilities and Fund Balance	8,676,179.66	(109,634.03)	8,566,545.63
Excess Revenues Over Expenses	(641,727.38)	277,619.66	(364,107.72)

	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	217,158.71	(943.13)	216,215.58
1102079 - IL Funds - 151600222591	1,556,351.21	2,916.76	1,559,267.97
	1,773,509.92	1,973.63	1,775,483.55
Liabilities and Fund Balance			
<u>Liabilities</u>			
	0.00	0.00	0.00
Fund Balance			
3730000 - Fund Balance - Unreserved	1,772,357.18	0.00	1,772,357.18
Total Liabilities and Fund Balance	1,772,357.18	0.00	1,772,357.18
Excess Revenues Over Expenses	1,152.74	1,973.63	3,126.37
Compensated Absences Fund			
<u>Assets</u>			
1120201 - Due From Library	335,484.39	0.00	335,484.39
·	335,484.39	0.00	335,484.39
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	110,842.32	0.00	110,842.32
2490010 - Compensated Absences Payable	224,642.07	0.00	224,642.07
	335,484.39	0.00	335,484.39
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	335,484.39	0.00	335,484.39

 Excess Revenues Over Expenses
 0.00
 0.00
 0.00

	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
1209900 - Fixed Assets - Accumulated Depreciation	(1,013,902.00)	0.00	(1,013,902.00)
	2,643,647.39	0.00	2,643,647.39
<u>Liabilities and Fund Balance</u> <u>Liabilities</u>			
Fund Balance			
3730000 - Fund Balance - Unreserved	2,643,647.39	0.00	2,643,647.39
	2,643,647.39	0.00	2,643,647.39
Total Liabilities and Net Capital Assets	2,643,647.39	0.00	2,643,647.39
Excess Revenues Over Expenses	0.00	0.00	0.00

### Des Plaines Public Library Revenue Report For the 2 Months Ended February 29, 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	635,653.07	635,653.07	6,100,000.00	5,464,346.93	10.42
	635,653.07	635,653.07	6,100,000.00	5,464,346.93	10.42
Intergovernmental					
201-4810800 - Personal Property Replacement Tax	46,494.00	0.00	92,988.00	92,988.00	0.00
201-4822040 - State Grant - Per Capita	0.00	0.00	73,000.00	73,000.00	0.00
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
	46,494.00	0.00	168,988.00	168,988.00	0.00
Fines & Fees					
201-4850101 - Library Fees	318.75	979.62	9,000.00	8,020.38	10.88
201-4850102 - Library Fines	1,406.37	5,098.71	30,000.00	24,901.29	17.00
201-4850201 - Copying Fees	1,650.26	2,826.86	27,000.00	24,173.14	10.47
201-4850207 - Non-Res Cards	278.00	347.50	3,000.00	2,652.50	11.58
201-4850208 - Meeting Room Fees	45.00	120.00	3,000.00	2,880.00	4.00
	3,698.38	9,372.69	72,000.00	62,627.31	13.02
Special Programs & Events					
201-4850215 - Friends of the Library Reimbursements	189.77	889.77	5,000.00	4,110.23	17.80
Kombursements	189.77	889.77	5,000.00	4,110.23	17.80
	100.77		0,000.00	4,110.20	
Interest 201-4890010 - Interest Income	<u>2,251.25</u>	5,310.88	76,000.00	70,689.12	6.99
201 4000010 Interest medine	2,251.25	5,310.88	76,000.00	70,689.12	6.99
	2,201.20	3,010.00	70,000.00	70,000.12	0.00
Other Revenue 201-4899900 - Miscellaneous Revenue	4 440 00	12 100 02	E0 000 00	27 004 00	24.40
201-4899910 - Wilscellaneous Revenue 201-4899910 - Vending Machine Revenue	4,410.92 98.56	12,198.92 198.13	50,000.00 1,500.00	37,801.08 1,301.87	24.40 13.21
201-4899920 - Library Donations	0.00	0.00	5,000.00	5,000.00	0.00
201-4899940 - Friends Book Sale	834.80	1,694.30	0.00	(1,694.30)	0.00
201 HOUSTO 1 Helius Dook Sale	5,344.28	14,091.35	56,500.00	42,408.65	24.94
Total Library Fund	693,630.75	665,317.76	6,478,488.00	5,813,170.24	10.27

### Des Plaines Public Library Revenue Report For the 2 Months Ended February 29, 2020

	Received this Month	Received this Year	Budgeted <u>Receipts</u>	Uncollected Receipts	Prct. Collected
Capital Projects Fund					
<u>Interest</u>					
202-4890010 - Interest Income	1,973.63	4,069.50	100.00	(3,969.50)	4,069.50
	1,973.63	4,069.50	100.00	(3,969.50)	4,069.50
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	1,973.63	4,069.50	500,100.00	496,030.50	0.81
Total of All Funds	695,604.38	669,387.26	6,978,588.00	6,309,200.74	9.59

### Des Plaines Public Library Expense Report For the 2 Months Ended February 29, 2020

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	<u>Amount</u>	Remain.	Expend.
Library Fund					
Salaries	470 550 00	200 400 07	0.440.700.00	2 000 552 22	40.04
5910100 - Full-time Salaries	172,558.06	328,180.67	2,410,733.00	2,082,552.33	13.61
5910200 - Part-time Salaries	<u>62,765.98</u> 235,324.04	112,524.32 _ 440,704.99	834,840.00 3,245,573.00	<u>722,315.68</u> 2,804,868.01	<u>13.48</u> 13.58
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	11,000.00	11,000.00	0.00
5918020 - Employer Contribution - FICA	17,331.68	42,333.35	241,013.00	198,679.65	17.56
5918021 - Employer Contribution - IMRF	22,868.02	56,389.71	309,489.00	253,099.29	18.22
5918040 - Life Insurance Premiums	126.16	320.38	1,932.00	1,611.62	16.58
5918050 - PPO Insurance Premiums	(6,647.24)	17,578.14	321,453.00	303,874.86	5.47
5918051 - HMO Insurance Premiums	(4,150.80)	5,124.37	236,951.00	231,826.63	2.16
5918055 - Dental Insurance Premiums	1,350.66	3,363.35	20,485.00	17,121.65	16.42
5918070 - Workers Compensation	0.00	12,055.00	14,000.00	1,945.00	86.11
	30,878.48	137,164.30	1,156,323.00	1,019,158.70	11.86
Contractual Services	0.00	445.00	0,000,00	5,005,00	4.00
5920100 - Legal Fees	0.00	115.00	6,000.00	5,885.00	1.92
5920110 - Professional Services 5920120 - Communication Services	36,538.94	41,466.84	431,416.00	389,949.16	9.61
	1,619.27 0.00	3,227.40	22,000.00	18,772.60	14.67
5920140 - Integrated Library System 5920202 - Conferences	1,069.59	22,644.08	90,600.00 5,000.00	67,955.92 3,847.08	24.99 23.06
5920220 - Conferences 5920220 - Membership Dues	380.00	1,152.92 2,224.25	7,000.00	4,775.75	31.78
5920990 - Property/Liability Insurance	1,490.00	33,428.00	44,000.00	10,572.00	75.97
5930010 - R&M Equipment	646.51	49,652.41	84,475.00	34,822.59	58.78
5930020 - R&M Buildings & Structures	14,485.50	27,343.73	128,890.00	101,546.27	21.21
5930030 - R&M Vehicles	0.00	0.00	1,000.00	1,000.00	0.00
5930210 - Rental of Equipment	1,396.32	2,792.64	19,300.00	16,507.36	14.47
5930320 - Cleaning/Custodial Services	5,331.50	10,423.00	69,460.00	59,037.00	15.01
5930490 - Refuse Contract	360.00	720.00	4,320.00	3,600.00	16.67
5960040 - Pre-Employment Testing	143.90	622.15	3,000.00	2,377.85	20.74
5960065 - Bank Fees	0.00	0.00	300.00	300.00	0.00
5960070 - Mileage	40.00	40.00	500.00	460.00	8.00
5960210 - Special Event Programming	4,700.29	11,958.04	70,450.00	58,491.96	16.97
5960990 - Misc. Contractual Services	5,909.44	25,160.36	102,145.00	76,984.64	24.63
	74,111.26	232,970.82	1,089,856.00	856,885.18	21.38
Commodities	0 = - 0 = -	0.770.00	40.000.00	45.000.51	= ==
5970100 - Supplies	2,513.60	3,773.29	49,000.00	45,226.71	7.70
5970110 - Meals	60.52	60.52	2,000.00	1,939.48	3.03
5970115 - Supplies - Dept/Other	660.95	3,635.10	17,700.00	14,064.90	20.54
5970170 - Janitorial	3,216.12	3,216.12	19,000.00	15,783.88	16.93
5970260 - Postage & Parcel	1,055.91	1,062.76	6,000.00	4,937.24	17.71
5970500 - Water Bill	1,756.73	1,756.73	12,000.00	10,243.27	14.64
5970600 - Ebooks/Books	20,322.38	55,514.64 18 873 23	368,000.00	312,485.36	15.09 23.50
5970610 - E-audio/Audio	5,523.16 Accountants' Comp	18,873.23	80,000.00	61,126.77	23.59
See	Accountants Comp	mation Report			

### Des Plaines Public Library Expense Report For the 2 Months Ended February 29, 2020

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	<u>Expended</u>	Expended	<u>Amount</u>	Remain.	Expend.
5970620 - E-Subscriptions/Subscriptions	678.66	13,061.35	68,430.00	55,368.65	19.09
5970630 - Visual Materials	11,806.56	18,818.73	167,000.00	148,181.27	11.27
5970640 - Databases	11,075.44	51,212.78	185,000.00	133,787.22	27.68
5970810 - Natural Gas	2,533.70	4,600.77	25,000.00	20,399.23	18.40
5970850 - Gasoline	0.00	90.47	500.00	409.53	18.09
5970900 - Equipment < \$10,000	0.00	0.00	6,000.00	6,000.00	0.00
	61,203.73	175,676.49	1,005,630.00	829,953.51	17.47
<u>Capital Expenditures</u>					
5980400 - Equipment	0.00	1,108.60	8,110.00	7,001.40	13.67
5980410 - Computer Hardware	534.45	79.42	7,500.00	7,420.58	1.06
5980420 - Computer Software	3,909.00	14,052.20	39,265.00	25,212.80	35.79
5980600 - Furniture & Fixtures	0.00	0.00	3,500.00	3,500.00	0.00
	4,443.45	15,240.22	58,375.00	43,134.78	26.11
Other Funding Activities					
5990900 - Per Capita Grant Expenditures	1,701.33	17,145.36	73,000.00	55,854.64	23.49
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	834.80	1,694.30	0.00	(1,694.30)	0.00
	2,536.13	18,839.66	633,000.00	614,160.34	2.98
Total Library Fund Expenditures	416,011.09	1,029,425.48	7,188,757.00	6,159,331.52	14.32
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	0.00	54,500.00	54,500.00	0.00
5980400 - Equipment	0.00	0.00	52,000.00	52,000.00	0.00
5980410 - Computer Hardware	0.00	943.13	152,750.00	151,806.87	0.62
5980420 - Computer Software	0.00	0.00	11,000.00	11,000.00	0.00
5980600 - Furniture and Fixtures	0.00	0.00	13,000.00	13,000.00	0.00
	0.00	943.13	283,250.00	282,306.87	0.33
Total Capital Projects Fund Expenditures	0.00	943.13	323,250.00	322,306.87	0.29
otal of All Funds	416,011.09	1,030,368.61	7,512,007.00	6,481,638.39	13.72