

**GLENCOE PUBLIC LIBRARY
GLENCOE, ILLINOIS**

MANAGEMENT LETTER

**FOR THE TEN MONTHS ENDED
DECEMBER 31, 2020**



May 24, 2021

Members of the Public Library Board
Glencoe Public Library
Village of Glencoe, Illinois

In planning and performing our audit of the financial statements of the Glencoe Public Library (Library), a discretely presented component unit of the Village of Glencoe, Illinois, for the ten months ended December 31, 2020, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration, we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit fieldwork progressed.

The accompanying comments and recommendations are intended solely for the information and use of the Public Library Board, management, and others within the Glencoe Public Library, Illinois.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Library personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

We commend the staff for the well-prepared audit package and we appreciate the courtesy and assistance given to us by the entire Library staff.

Lauterbach & Amen, LLP
LAUTERBACH & AMEN, LLP

PRIOR RECOMMENDATION

1. **FUND OVER BUDGET**

Comment

Previously, we noted that the following fund had an excess of actual expenditures over budget for the fiscal year:

Fund	Excess
General	\$ 116,968

Recommendation

We recommended the Library investigate the causes of the fund over budget and adopt appropriate future funding measures.

Status

This comment has been implemented and will not be repeated in the future.