

GLENCOE PUBLIC LIBRARY, ILLINOIS

A COMPONENT UNIT OF THE VILLAGE OF GLENCOE, ILLINOIS
MANAGEMENT LETTER



**FOR THE FISCAL YEAR ENDED
DECEMBER 31, 2025**

320 Park Avenue
Glencoe, IL 60022
Phone: 847.835.5056
www.glencoelibrary.org



June 15, 2026

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 (the Library), a discretely presented component unit of the Village of Glencoe (the Village), Illinois, for the year ended December 31, 2025, 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 field work progressed.

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

CURRENT RECOMMENDATION

1. IT SECURITY AWARENESS AND MONITORING OF EMERGING RISKS

Comment

Recently, we have noted the increasing importance of information technology (IT) security for local libraries. While we did not identify a specific security breach during our auditing procedures, we have noted increased risks to local libraries in the following areas of IT security:

- Ransomware and Phishing Attacks – Increasingly targeted at local libraries due to limited IT staffing and valuable public data.
- Multi-Factor Authentication (MFA) – This is now considered a minimum standard of protection for access to email, financial systems and remote logins.
- Vendor and Third-Party Risk – Cloud service providers, software vendors, and contractors may present risks if not adequately monitored.
- Data Backup and Recovery – Secure, tested backups are critical to minimize downtime and financial loss in the event of an incident.
- Staff Awareness and Training – Many breaches in local libraries occur due to human error; regular training and simulated testing can help reduce exposure.

Recommendation

We recommend that the Library continue to increase awareness around IT security issues by:

- Engaging in ongoing monitoring or cyber security trends affecting local libraries.
- Incorporating regular staff training on phishing and other social engineering tactics.
- Periodically reviewing policies for password strength, MFA, and incident response.
- Ensuring vendor contracts address security standards and data protection.
- Testing data backup and recovery plans on at least an annual basis.

By increasing awareness and preparedness, the Library can reduce the likelihood of a security incident, protect sensitive constituent and financial data, and help to ensure continuity of operations.

Management's Response

Management acknowledges this comment and will continue to monitor and strengthen IT security efforts.

PRIOR RECOMMENDATION

1. FUNDS OVER BUDGET

Comment

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

Fund	2024
General	\$ 469,258
Illinois Municipal Retirement and Social Security	716

Recommendation

We recommended the Library investigate the cause of the funds over budget and adopt appropriate future funding measures.

Status

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

UPCOMING STANDARDS

1. **GASB STATEMENT NO. 103 FINANCIAL REPORTING MODEL IMPROVEMENTS**

In April 2024, the Governmental Accounting Standards Board (GASB) issued Statement No. 103, *Financial Reporting Model Improvements*, which establishes improvements to key components of the financial reporting model to enhance effectiveness in providing information that is essential for decision making and assessing a government's accountability. The Statement addresses application issues related to management's discussion and analysis, unusual or infrequent items, presentation of the proprietary fund statements of revenues, expenses, and changes in fund net position, major component unit information, and budgetary comparison information. GASB Statement No. 103, *Financial Reporting Model Improvements* is applicable to the Library's financial statements for the year ended December 31, 2026.

2. **GASB STATEMENT NO. 104 DISCLOSURE OF CERTAIN CAPITAL ASSETS**

In September 2024, the Governmental Accounting Standards Board (GASB) issued Statement No. 104, *Disclosure of Certain Capital Assets*, which provide users of government financial statements with essential information about certain types of capital assets. This statement establishes requirements for (1) Certain types of capital assets to be disclosed separately in the capital assets note disclosures, and (2) Capital assets held for sale, including additional disclosures for those capital assets. GASB Statement No. 104, *Disclosure of Certain Capital Assets* is applicable to the Library's financial statements for the year ended December 31, 2026.