

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended December 31, 2015**  
**(Before Audit)**

**Revenues**

The Library received almost 100% of tax receipts for 2015. **Impact and Replacement Taxes** were significantly higher than anticipated. **Fines and Copy Machine** receipts were above budget for 2015. **Interest Income** was higher than budgeted due to investments being set up for longer maturities providing higher rates of return. **Total Actual Revenues** exceeded **Total Budgeted Revenues** for the year by \$ 22,465.

**Expenditures**

**Overall Expenditures** are \$ 8,545 over budget for the month and \$ 548,567 under budget for 2015

**Salaries** is under budget by \$ 18,970 for December and \$ 145,500 for the year

**Books and Electronic Databases** are over budget for the month due to typically higher purchasing of these items near year-end, but under budget for the year

**Audio Visual Materials** are over budget for the month due to typically higher purchasing of these items near year-end, but under budget for 2015

**Purchases - New Equipment** is over budget for the month and year due to purchasing a new HP wide format printer

**Building and Custodial Supplies** are over budget for the month due to typically higher purchasing of these items near year-end, but under budget for 2015

**Library Furniture** is over budget for December and for the year due to refurbishing of library furniture

**Public Information** is over budget due to publishing cost for The Connection newsletter for December and was slightly over budget for 2015

**Library and Office Supplies** are over budget for the month due to typically higher purchasing of these items near year-end, but under budget for the year

**Postage** is over budget due to mailing cost for The Connection newsletter for December, but under budget for the year

**Liability Ins - D&O, Bonds, WC** is over budget for the month and year-to-date due to higher than budgeted insurance cost for 2015

**Orland Park Public Library  
Balance Sheet - All Funds  
As of December 31,2015  
(Before Audit)**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	129,060.48	0.00	66,716.95	0.00	195,777.43
Cash - Marquette E-Commerce	10,835.04	0.00	0.00	0.00	10,835.04
Illinois Funds	354,006.52	6,841.62	0.00	33,276.25	394,124.39
PMA Financial Investments	5,230,234.42	657,911.51	0.00	445,440.07	6,333,586.00
Cash - Harris Bank	126.89	0.00	0.00	0.00	126.89
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	11,860.39	4,982.00	0.00	868.31	17,710.70
Property Taxes Receivable	0.00	0.00	0.00	0.00	0.00
Prepaid Expenses	83,448.90	0.00	0.00	0.00	83,448.90
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>	<b><u>5,819,872.64</u></b>	<b><u>669,735.13</u></b>	<b><u>66,716.95</u></b>	<b><u>479,584.63</u></b>	<b><u>7,035,909.35</u></b>
<b>Liabilities &amp; Fund Balance</b>					
Accounts Payable	50,208.31	0.00	0.00	0.00	50,208.31
457 Plan / IMRF W/H Payable	0.00	0.00	0.00	0.00	0.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	0.00	0.00	0.00	0.00	0.00
Accounts Payable	0.00	0.00	0.00	0.00	0.00
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	19,641.04	19,641.04
<b>Total Liabilities</b>	<b><u>50,208.31</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>19,641.04</u></b>	<b><u>69,849.35</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b>5,112,959.54</b>	<b>666,832.72</b>	<b>66,060.54</b>	<b>449,932.42</b>	<b>6,295,785.22</b>
<b>Fund Balance-Restricted IMRF</b>	<b>3,543.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance-Restricted Social Security</b>	<b>25,462.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance-Restricted Liab. Insurance</b>	<b>25,012.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance-Restricted Worker's Comp</b>	<b>5,408.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance-Restricted Unemploymt Ins</b>	<b>26,247.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b><u>571,032.79</u></b>	<b><u>2,902.41</u></b>	<b><u>656.41</u></b>	<b><u>10,011.17</u></b>	<b><u>584,602.78</u></b>
<b>Ending Fund Balance</b>	<b><u>5,769,664.33</u></b>	<b><u>669,735.13</u></b>	<b><u>66,716.95</u></b>	<b><u>459,943.59</u></b>	<b><u>6,966,060.00</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>5,819,872.64</u></b>	<b><u>669,735.13</u></b>	<b><u>66,716.95</u></b>	<b><u>479,584.63</u></b>	<b><u>7,035,909.35</u></b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended December 31, 2015  
(Before Audit)**

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
<b>Revenues</b>							
Taxes	0.59	415,373	0.00%	4,956,310.05	4,984,477	99.43%	4,984,477
Impact Fees	0.00	833	0.00%	26,625.00	10,000	266.25%	10,000
Replacement Taxes	607.33	833	72.91%	29,130.66	10,000	291.31%	10,000
State Grants	0.00	6,250	0.00%	70,958.75	75,000	94.61%	75,000
Non Resident Fees	541.00	667	81.11%	7,709.58	8,000	96.37%	8,000
Fines	4,938.06	5,000	98.76%	62,244.71	60,000	103.74%	60,000
Gifts	50.00	833	6.00%	14,758.49	10,000	147.58%	10,000
Copy Machine	1,335.89	1,250	106.87%	15,802.66	15,000	105.35%	15,000
Interest Income	1,781.64	833	213.88%	20,970.89	10,000	209.71%	10,000
Miscellaneous Income	693.50	833	83.25%	10,430.86	10,000	104.31%	10,000
<b>Total Revenues</b>	<b>9,948.01</b>	<b>432,706</b>	<b>2.30%</b>	<b>5,214,941.65</b>	<b>5,192,477</b>	<b>100.43%</b>	<b>5,192,477</b>
<b>Expenditures</b>							
Salaries	178,846.90	197,817	90.41%	2,228,312.05	2,373,812	93.87%	2,373,813
Salaries - Maintenance	8,082.06	8,840	91.43%	106,046.99	106,076	99.97%	106,076
Life/Health Insurance	33,310.31	36,854	90.38%	415,641.38	442,249	93.98%	442,249
Books	52,760.98	34,167	154.42%	343,661.61	410,000	83.82%	410,000
Electronic Databases	5,333.91	6,083	87.69%	68,548.33	73,000	93.90%	73,000
Periodicals	3,066.26	3,250	94.35%	34,453.07	39,000	88.34%	39,000
Audio Visual Materials	19,952.89	13,333	149.65%	144,747.19	160,000	90.47%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	1,000	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	717.70	650	110.42%	7,740.35	7,800	99.24%	7,800
Insurance	2,823.25	2,875	98.20%	33,939.36	34,500	98.37%	34,500
Landscaping & Grounds keeping	0.00	2,167	0.00%	22,176.63	26,000	85.29%	26,000
Building Maintenance	15,392.29	18,750	82.09%	139,467.22	225,000	61.99%	225,000
Security System	414.00	583	71.01%	2,817.28	7,000	40.25%	7,000
Library Office & Equipment	0.00	83	0.00%	0.00	1,000	0.00%	1,000
Legal	11,104.23	10,417	106.60%	88,013.37	125,000	70.41%	125,000
Library Consultant	0.00	0	0.00%	0.00	0	0.00%	0
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	1,367.46	667	205.02%	6,984.08	8,000	87.30%	8,000
Natural Gas	3,517.49	4,167	84.41%	21,776.71	50,000	43.55%	50,000
Telephone	1,087.10	1,250	86.97%	8,459.99	15,000	56.40%	15,000
Purchase - New Equipment	4,000.00	667	599.70%	12,024.93	8,000	150.31%	8,000
Building & Custodial Supplies	4,272.11	2,833	150.80%	32,045.03	34,000	94.25%	34,000
Building Repairs	1,154.90	1,667	69.28%	17,562.16	20,000	87.81%	20,000
Lib. & Off. Eqpt Rep. & Maint	909.19	1,375	66.12%	14,037.27	16,500	85.07%	16,500
Machine Rental	428.00	333	128.53%	3,447.03	4,000	86.18%	4,000
Automation - Equipment	9,696.77	8,750	110.82%	64,789.85	105,000	61.70%	105,000
Automation - Line Costs	325.51	458	71.07%	4,076.31	5,500	74.11%	5,500
Automation - Consultant	9,405.78	12,583	74.75%	112,869.36	151,000	74.75%	151,000
Automation - Maintenance	161.81	3,750	4.31%	49,374.80	45,000	109.72%	45,000
Library Furniture	5,971.65	1,583	377.24%	48,810.63	19,000	256.90%	19,000
Outreach Services	355.14	583	60.92%	2,603.59	7,000	37.19%	7,000

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended December 31, 2015  
(Before Audit)**

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
Board Training & Education	680.90	750	90.79%	5,631.52	9,000	62.57%	9,000
Staff Training & Education	627.96	2,500	25.12%	8,603.25	30,000	28.68%	30,000
Conference Fees	767.92	417	184.15%	5,366.92	5,000	107.34%	5,000
Patron Programs & Events	3,737.29	3,750	99.66%	41,085.24	45,000	91.30%	45,000
Association Dues & Fees	659.00	583	113.04%	6,163.00	7,000	88.04%	7,000
Public Information	7,787.35	2,737	284.52%	32,907.40	32,844	100.19%	32,844
Library Supplies	10,120.95	4,167	242.88%	35,965.19	50,000	71.93%	50,000
Office Supplies	4,342.96	1,083	401.01%	9,615.43	13,000	73.96%	13,000
Postage	2,972.08	1,167	254.68%	13,665.58	14,000	97.61%	14,000
Printing	0.00	500	0.00%	6,366.20	6,000	106.10%	6,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,138.85	17,868	95.92%	211,603.10	214,413	98.69%	214,413
Contribution to FICA	13,955.75	15,682	88.99%	174,904.93	188,182	92.94%	188,182
Audit	0.00	842	0.00%	9,800.00	10,100	97.03%	10,100
Liability Ins.-D&O,Bonds,WC	4,001.50	3,500	114.33%	46,291.69	42,000	110.22%	42,000
Unemployment Compensation	0.00	333	0.00%	0.00	4,000	0.00%	4,000
Bank Charges	0.00	208	0.00%	1,512.84	2,500	60.51%	2,500
<b>Total Expenditures</b>	<b>441,250.20</b>	<b>432,705</b>	<b>101.97%</b>	<b>4,643,908.86</b>	<b>5,192,476</b>	<b>89.44%</b>	<b>5,192,477</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(431,302.19)</b>	<b>0</b>	<b>100.00%</b>	<b>571,032.79</b>	<b>0</b>	<b>100.00%</b>	<b>0</b>
<b>Interfund Transfers In / (Out)</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>
<b>Net Change in Fund Balance</b>	<b>(431,302.19)</b>	<b>0</b>	<b>100.00%</b>	<b>571,032.79</b>	<b>0</b>	<b>100.00%</b>	<b>0</b>

**Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended December 31, 2015  
(Before Audit)**

	<b>Special Reserve Month</b>	<b>Special Reserve Y-T-D</b>	<b>Capital Campaign Month</b>	<b>Capital Campaign Y-T-D</b>	<b>Debt Service Month</b>	<b>Debt Service Y-T-D</b>
Taxes	0.00	0.00	0.00	0.00	0.19	1,637,158.24
Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00
Replacement Taxes	0.00	0.00	0.00	0.00	0.00	0.00
State Grants	0.00	0.00	0.00	0.00	0.00	0.00
Non Resident Fees	0.00	0.00	0.00	0.00	0.00	0.00
Fines	0.00	0.00	0.00	0.00	0.00	0.00
Gifts	0.00	0.00	0.00	0.00	0.00	0.00
Copy Machine	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	250.14	2,902.41	5.67	66.41	211.95	2,828.76
Capital Campaign	0.00	0.00	0.00	825.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>250.14</b>	<b>2,902.41</b>	<b>5.67</b>	<b>891.41</b>	<b>212.14</b>	<b>1,639,987.00</b>
<b>Expenditures</b>						
Building Repairs	0.00	0.00	0.00	225.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	10.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	19,641.04	1,629,975.83
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>235.00</b>	<b>19,641.04</b>	<b>1,629,975.83</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>250.14</b>	<b>2,902.41</b>	<b>5.67</b>	<b>656.41</b>	<b>(19,428.90)</b>	<b>10,011.17</b>
<b>Interfund Transfers In / (Out)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Change in Fund Balance</b>	<b>250.14</b>	<b>2,902.41</b>	<b>5.67</b>	<b>656.41</b>	<b>(19,428.90)</b>	<b>10,011.17</b>