

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended December 31, 2016**

**Revenues**

**Tax Revenues** are at 100.1% of budget on a year-to-date basis. Interest Income continues to be higher than budgeted due to investments being set up with longer maturities providing higher rates of return. **Total Revenues** are at 101.6% of year-to-date budget.

**Expenditures**

Overall Expenditures were \$ 1,537 under budget for the month and \$ 777,461 under budget year-to-date.

**Salaries** is under budget by \$ 11,204 for December and \$ 175,303 under budget year-to-date. There are open positions to be filled.

**Salaries-Maintenance** is over budget by 552 for the month, but under budget on a year-to-date basis.

**Insurance** is over budget by \$ 852 for December and over budget on a year-to-date basis.

**Building & Custodial Supplies** is over budget by \$ 2,016 for the month and over budget on a year-to-date basis.

**Library & Office Equipment Repairs and Maintenance** is over budget by \$ 987 for December, but under budget on a year-to-date basis.

**Automation - Equipment** is over budget by \$ 33,081 for the month, but under budget on a year-to-date basis.

**Automation-Maintenance** is over budget by \$ 9,664 for December, but under budget on a year-to-date basis.

**Library Furniture** is over budget by \$ 3,144 for the month, but over budget on a year-to-date basis.

**Patron Program and Events** is over budget by \$ 612 for December, but under budget on a year-to-date basis.

**Public Information** is over budget \$ 6,286 for the month, but under budget on a year-to-date basis.

**Postage** is over budget by \$ 1,463 for December, but under budget on a year-to-date basis.

**Orland Park Public Library  
Balance Sheet - All Funds  
December 31, 2016**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	192,657.48	0.00	68,284.75	0.00	260,942.23
Cash - Marquette E-Commerce	3,755.11	0.00	0.00	0.00	3,755.11
Illinois Funds	91,256.77	6,776.47	0.00	0.00	98,033.24
PMA Financial Investments	6,163,802.09	764,642.92	0.00	495,177.95	7,423,622.96
US Bank	3,771.84	70.50	0.00	0.00	3,842.34
Cash - Harris Bank	0.00	0.00	0.00	0.00	0.00
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	23,727.96	1,588.94	0.00	948.53	26,265.43
Property Taxes Receivable	0.00	0.00	0.00	0.00	0.00
Prepaid Expenses	83,767.01	0.00	0.00	0.00	83,767.01
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>	<b><u>6,563,038.26</u></b>	<b><u>773,078.83</u></b>	<b><u>68,284.75</u></b>	<b><u>496,126.48</u></b>	<b><u>7,900,528.32</u></b>
<b>Liabilities &amp; Fund Balance</b>					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
IMRF W/H Payable	0.00	0.00	0.00	0.00	0.00
457 Plan W/H Payable	825.00	0.00	0.00	0.00	825.00
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	64,240.07	0.00	0.00	0.00	64,240.07
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	16,116.04	16,116.04
<b>Total Liabilities</b>	<b><u>65,065.07</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>16,116.04</u></b>	<b><u>81,181.11</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b>5,672,094.00</b>	<b>669,735.13</b>	<b>66,628.45</b>	<b>459,943.59</b>	<b>6,868,401.17</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>3,543.00</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>25,462.00</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>25,012.00</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>5,408.00</b>
<b>Fund Balance-Restricted Unemploymt Ins.</b>	<b>15,228.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22,851.00</b>
<b>Transfers between Funds</b>	<b>(100,000.00)</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b><u>860,507.98</u></b>	<b><u>3,343.70</u></b>	<b><u>1,656.30</u></b>	<b><u>10,784.29</u></b>	<b><u>876,292.27</u></b>
<b>Ending Fund Balance</b>	<b><u>6,497,973.19</u></b>	<b><u>773,078.83</u></b>	<b><u>68,284.75</u></b>	<b><u>480,010.44</u></b>	<b><u>7,819,347.21</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>6,563,038.26</u></b>	<b><u>773,078.83</u></b>	<b><u>68,284.75</u></b>	<b><u>496,126.48</u></b>	<b><u>7,900,528.32</u></b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
December 31, 2016**

	<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><u>Revenues</u></b>							
Taxes	24,871.04	424,447	5.86%	5,097,938.57	5,093,367	100.09%	5,093,367
Impact Fees	0.00	2,083	0.00%	17,750.00	25,000	71.00%	25,000
Replacement Taxes	601.16	1,042	57.69%	13,517.86	12,500	108.14%	12,500
State Grants	0.00	2,083	0.00%	96,564.84	25,000	386.26%	25,000
Non Resident Fees	0.00	667	0.00%	3,738.59	8,000	46.73%	8,000
Fines	3,564.10	5,000	71.28%	58,270.67	60,000	97.12%	60,000
Gifts	8,000.00	833	960.38%	9,603.89	10,000	96.04%	10,000
Copy Machine	824.76	1,250	65.98%	14,859.64	15,000	99.06%	15,000
Interest Income	3,719.62	1,250	297.57%	34,999.76	15,000	233.33%	15,000
Miscellaneous Income	759.16	833	91.14%	9,669.18	10,000	96.69%	10,000
<b>Total Revenues</b>	<b>42,339.84</b>	<b>439,489</b>	<b>9.63%</b>	<b>5,356,913.00</b>	<b>5,273,867</b>	<b>101.57%</b>	<b>5,273,867</b>
<b><u>Expenditures</u></b>							
Salaries	186,609.98	197,814	94.34%	2,198,481.27	2,373,784	92.62%	2,373,785
Salaries-Maintenance	9,527.18	8,975	106.15%	101,983.82	107,705	94.69%	107,705
Life/Health Insurance	33,789.70	37,096	91.09%	405,991.89	445,152	91.20%	445,152
Books	13,464.83	34,167	39.41%	285,173.16	410,000	69.55%	410,000
Electronic Databases	5,918.43	6,083	97.29%	68,042.34	73,000	93.21%	73,000
Periodicals	2,757.02	3,167	87.05%	36,951.15	38,000	97.24%	38,000
Audio Visual Materials	11,806.32	13,333	88.55%	145,457.10	160,000	90.91%	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	723.16	667	108.42%	7,791.88	8,000	97.40%	8,000
Insurance	3,893.58	3,042	127.99%	42,441.64	36,500	116.28%	36,500
Landscaping & Groundskeeping	1,037.91	2,033	51.05%	22,324.75	24,400	91.49%	24,400
Building Maintenance	14,386.16	20,833	69.05%	113,170.03	250,000	45.27%	250,000
Security System	414.00	750	55.20%	2,098.50	9,000	23.32%	9,000
Library Office & Equipment	0.00	83	0.00%	0.00	1,000	0.00%	1,000
Legal	8,622.32	10,000	86.22%	55,099.18	120,000	45.92%	120,000
Library Consultant	1,361.24	1,000	0.00%	11,096.29	12,000	0.00%	12,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	0.00	583	0.00%	8,822.91	7,000	126.04%	7,000
Natural Gas	2,798.40	3,333	83.96%	20,169.02	40,000	50.42%	40,000
Telephone	563.21	917	61.42%	6,856.55	11,000	62.33%	11,000
Purchase - New Equipment	0.00	1,667	0.00%	18,023.83	20,000	90.12%	20,000
Building & Custodial Supplies	4,849.26	2,833	171.17%	36,249.72	34,000	106.62%	34,000
Building Repairs	2,273.12	1,833	124.01%	6,119.30	22,000	27.82%	22,000
Lib. & Off. Eqpt Rep. & Maint	32,431.38	1,375	2358.65%	14,336.37	16,500	86.89%	16,500
Machine Rental	0.00	333	0.00%	865.02	4,000	21.63%	4,000
Automation - Equipment	39,747.81	6,667	596.19%	60,874.92	80,000	76.09%	80,000
Automation - Line Costs	339.07	542	62.56%	3,940.84	6,500	60.63%	6,500
Automation - Consultant	11,221.06	13,417	83.63%	129,567.02	161,000	80.48%	161,000
Automation - Maintenance	13,831.14	4,167	331.92%	46,600.20	50,000	93.20%	50,000
Library Furniture	8,144.06	5,000	162.88%	69,636.65	60,000	116.06%	60,000
Outreach Services	359.08	583	61.59%	4,999.16	7,000	71.42%	7,000

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
December 31, 2016**

	<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	250.00	667	37.48%	4,599.96	8,000	57.50%	8,000
Staff Training & Education	419.54	2,250	18.65%	16,175.63	27,000	59.91%	27,000
Conference Fees	0.00	542	0.00%	3,227.00	6,500	49.65%	6,500
Patron Programs & Events	4,362.25	3,750	116.33%	31,311.42	45,000	69.58%	45,000
Association Dues & Fees	555.00	667	83.21%	5,197.00	8,000	64.96%	8,000
Public Information	9,536.17	3,250	293.42%	31,026.59	39,000	79.56%	39,000
Library Supplies	3,441.32	3,750	91.77%	30,988.95	45,000	68.86%	45,000
Office Supplies	276.34	917	30.14%	2,515.37	11,000	22.87%	11,000
Postage	2,629.61	1,167	225.33%	11,976.89	14,000	85.55%	14,000
Printing	383.63	584	65.69%	4,012.11	7,000	57.32%	7,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	16,980.23	17,708	95.89%	201,403.34	212,494	94.78%	212,494
Contribution to FICA	14,413.46	15,819	91.11%	172,076.76	189,831	90.65%	189,831
Audit	0.00	875	0.00%	10,500.00	10,500	100.00%	10,500
Liability Ins.-D&O,Bonds,WC	3,796.50	4,583	82.84%	46,377.96	55,000	84.32%	55,000
Unemployment Compensation	0.00	334	0.00%	0.00	4,000	0.00%	4,000
Bank Charges	108.51	250	43.40%	1,851.53	3,000	61.72%	3,000
<b>Total Expenditures</b>	<b>468,021.98</b>	<b>439,489</b>	<b>106.49%</b>	<b>4,496,405.02</b>	<b>5,273,866</b>	<b>85.26%</b>	<b>5,273,867</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(425,682.14)</b>	<b>0</b>	<b>-100.00%</b>	<b>860,507.98</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>(425,682.14)</b>	<b>0</b>	<b>-100.00%</b>	<b>860,507.98</b>	<b>0</b>	<b>-100.00%</b>	<b>0</b>

Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
December 31, 2016

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
<b>Revenues</b>						
Taxes	0.00	0.00	0.00	0.00	8,035.86	1,647,154.26
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	257.07	3,361.70	5.80	67.80	258.01	5,797.53
Capital Campaign	0.00	0.00	0.00	2,025.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>257.07</b>	<b>3,361.70</b>	<b>5.80</b>	<b>2,092.80</b>	<b>8,293.87</b>	<b>1,652,951.79</b>
<b>Expenditures</b>						
Building Repairs	0.00	0.00	298.50	436.50	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	3.00	18.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	16,116.04	1,642,167.50
<b>Total Expenditures</b>	<b>3.00</b>	<b>18.00</b>	<b>298.50</b>	<b>436.50</b>	<b>16,116.04</b>	<b>1,642,167.50</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>254.07</b>	<b>3,343.70</b>	<b>(292.70)</b>	<b>1,656.30</b>	<b>(7,822.17)</b>	<b>10,784.29</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>254.07</b>	<b>3,343.70</b>	<b>(292.70)</b>	<b>1,656.30</b>	<b>(7,822.17)</b>	<b>10,784.29</b>