

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended October 31, 2017

Revenues

Tax Revenues are at 99.2% of annual budget. 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 98.5% of annual budget.

Expenditures

Total Expenditures were \$ 56,947 under budget for the month and \$ 494,615 under budget year-to-date.

Salaries is under budget by \$ 19,616 for October and \$ 133,448 under budget year-to-date. There are a few open positions at this time.

Books is over budget for the month by \$ 3,751, but under budget on a year-to-date basis.

Building Maintenance is over budget by \$ 12,225 for October, but under budget on a year-to-date basis.

Conference Fees is over budget for the month by \$ 1,620 and over budget on a year-to-date basis.

Library Supplies is over budget by \$ 2,420 for October and over budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
October 31, 2017**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	238,829.50	0.00	70,142.34		308,971.84
Cash - Marquette E-Commerce	2,650.27				2,650.27
PMA Financial Investments	6,869,466.82	1,074,411.17		2,120,397.87	10,064,275.86
Tax Receipts - Marquette	15,362.14				15,362.14
Special Reserve - Marquette	1.00	2,540.41			2,541.41
Cash - Harris Bank	0.00				0.00
Petty Cash	300.00				300.00
Interest Receivable	30,047.91	2,109.23		8,417.62	40,574.76
Property Taxes Receivable	43,807.20			14,338.83	58,146.03
Prepaid Expenses	129,601.82				129,601.82
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>7,330,066.66</u>	<u>1,079,060.81</u>	<u>70,142.34</u>	<u>2,143,154.32</u>	<u>10,622,424.13</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
457 W/H Payable	0.00	0.00	0.00	0.00	0.00
Garnishment 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	43,807.20	0.00	0.00	14,338.83	58,146.03
Accounts Payable	60,297.11	0.00	0.00	0.00	60,297.11
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	80,580.25	80,580.25
Total Liabilities	<u>104,104.31</u>	<u>0.00</u>	<u>0.00</u>	<u>94,919.08</u>	<u>199,023.39</u>
Beginning Unrestricted Fund Balance	6,295,491.54	773,095.83	68,284.75	533,848.88	7,670,721.00
Fund Balance - Nonspendable	129,601.82	0.00	0.00	0.00	129,601.82
Fund Balance - Restricted by Donors	0.00	0.00	0.00	0.00	0.00
Fund Balance - Restricted by Statute	13,597.41	0.00	0.00	0.00	13,597.41
Fund Balance - Restricted by Budget	0.00	0.00	0.00	0.00	0.00
Transfers between Funds	(300,000.00)	300,000.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,087,271.58</u>	<u>5,964.98</u>	<u>1,857.59</u>	<u>1,514,386.36</u>	<u>2,609,480.51</u>
Ending Fund Balance	<u>7,225,962.35</u>	<u>1,079,060.81</u>	<u>70,142.34</u>	<u>2,048,235.24</u>	<u>10,423,400.74</u>
Total Liabilities & Fund Balance	<u>7,330,066.66</u>	<u>1,079,060.81</u>	<u>70,142.34</u>	<u>2,143,154.32</u>	<u>10,622,424.13</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended October 31, 2017**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	29,689.09	432,853	6.86%	5,155,129.28	4,328,528	99.25%	5,194,234
Impact Fees	0.00	1,500	0.00%	3,875.00	15,000	21.53%	18,000
Replacement Taxes	1,643.58	1,000	164.36%	13,841.75	10,000	115.35%	12,000
State Grants	0.00	3,333	0.00%	0.00	33,333	0.00%	40,000
Non Resident Fees	0.00	500	0.00%	3,800.16	5,000	63.34%	6,000
Fines	3,944.96	4,583	86.08%	46,232.42	45,833	84.06%	55,000
Gifts	0.00	750	0.00%	5,902.07	7,500	65.58%	9,000
Copy Machine	1,412.18	1,000	141.22%	11,971.30	10,000	99.76%	12,000
Interest Income	7,416.57	2,000	370.83%	51,166.33	20,000	213.19%	24,000
Miscellaneous Income	821.07	750	109.48%	8,728.62	7,500	96.98%	9,000
Total Revenues	44,927.45	448,270	10.02%	5,300,646.93	4,482,695	98.54%	5,379,234
<u>Expenditures</u>							
Salaries	189,383.14	208,999	90.61%	1,956,544.23	2,089,992	78.01%	2,507,992
Salaries-Maintenance	10,290.70	9,476	108.60%	93,486.94	94,759	82.21%	113,711
Life/Health Insurance	32,674.93	40,000	81.69%	377,899.49	400,000	78.73%	480,000
Books	37,751.41	34,000	111.03%	297,093.34	340,000	72.82%	408,000
Electronic Databases	6,329.98	6,083	104.06%	66,477.54	60,833	91.07%	73,000
Periodicals	3,401.04	3,167	107.39%	33,032.56	31,667	86.93%	38,000
Audio Visual Materials	11,884.98	13,750	86.44%	113,056.64	137,500	68.52%	165,000
Audio Visual Equipment	0.00	83	0.00%	51.97	833	5.20%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	97.50	1,158	8.42%	9,727.71	11,583	69.98%	13,900
Insurance	4,096.50	4,083	100.33%	38,965.32	40,833	79.52%	49,000
Landscaping & Groundskeeping	979.13	2,000	48.96%	18,268.88	20,000	76.12%	24,000
Building Maintenance	46,057.74	33,833	136.13%	294,743.18	338,333	72.60%	406,000
Security System	0.00	1,000	0.00%	2,676.06	10,000	22.30%	12,000
Library Office & Equipment	0.00	83	0.00%	0.00	833	0.00%	1,000
Legal	3,491.60	9,583	36.44%	54,680.18	95,833	47.55%	115,000
Library Consultant	333.33	833	0.00%	6,333.32	8,333	0.00%	10,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	0.00	750	0.00%	9,170.79	7,500	101.90%	9,000
Natural Gas	1,735.20	3,000	57.84%	28,538.58	30,000	79.27%	36,000
Telephone	383.55	800	47.94%	6,936.20	8,000	72.25%	9,600
Purchase - New Equipment	0.00	1,667	0.00%	4,710.00	16,667	23.55%	20,000
Building & Custodial Supplies	2,067.72	3,000	68.92%	26,359.23	30,000	73.22%	36,000
Building Repairs	414.10	1,833	22.59%	9,781.52	18,333	44.46%	22,000
Lib. & Off. Eqpt Rep. & Maint	1,142.51	1,500	76.17%	12,962.19	15,000	72.01%	18,000
Machine Rental	0.00	333	0.00%	699.03	3,333	17.48%	4,000
Automation - Equipment	503.19	6,667	7.55%	44,942.98	66,667	56.18%	80,000
Automation - Line Costs	328.69	625	52.59%	3,288.55	6,250	43.85%	7,500
Automation - Consultant	6,288.75	12,083	52.05%	65,899.72	120,833	45.45%	145,000
Automation - Maintenance	5,123.44	7,083	72.33%	58,455.56	70,833	68.77%	85,000
Library Furniture	0.00	5,417	0.00%	72,426.49	54,167	111.43%	65,000
Outreach Services	764.99	583	131.22%	5,549.16	5,833	79.27%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended October 31, 2017**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	150.00	583	25.73%	2,826.38	5,833	40.38%	7,000
Staff Training & Education	296.67	1,984	14.95%	8,147.84	19,837	34.23%	23,804
Conference Fees	2,120.00	500	424.00%	7,555.00	5,000	125.92%	6,000
Patron Programs & Events	2,919.11	3,500	83.40%	29,263.53	35,000	69.68%	42,000
Association Dues & Fees	878.00	750	117.07%	4,679.00	7,500	51.99%	9,000
Public Information	127.50	3,250	3.92%	26,950.07	32,500	69.10%	39,000
Library Supplies	5,920.45	3,500	169.16%	37,130.39	35,000	88.41%	42,000
Office Supplies	188.70	750	25.16%	3,879.55	7,500	43.11%	9,000
Postage	225.00	1,250	18.00%	10,370.21	12,500	69.13%	15,000
Printing	307.62	750	41.02%	3,984.70	7,500	44.27%	9,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	16,728.56	18,018	92.84%	172,440.12	180,184	79.75%	216,221
Contribution to FICA	14,977.23	16,713	89.61%	153,424.58	167,133	76.50%	200,560
Audit	972.22	942	103.21%	9,305.54	9,417	82.35%	11,300
Liability Ins.-D&O,Bonds,WC	2,501.66	4,250	58.86%	30,195.30	42,500	59.21%	51,000
Unemployment Compensation	0.00	337	0.00%	0.00	3,333	0.00%	4,000
Bank Charges	15.00	250	6.00%	465.78	2,500	15.53%	3,000
Total Expenditures	413,851.84	470,799	87.90%	4,213,375.35	4,707,990	74.58%	5,649,588
Excess (Deficiency) of Revenues Over (Under) Expenditures	(368,924.39)	(22,529)		1,087,271.58	(225,294)		(270,354)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	(368,924.39)	(22,529)		1,087,271.58	(225,294)		(270,354)

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended October 31, 2017**

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0.00	0.00	0.00	0.00	9,896.37	1,666,520.69
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	947.39	6,014.98	5.95	57.59	1,613.26	9,026.13
Capital Campaign	0.00	0.00	75.00	1,800.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	947.39	6,014.98	80.95	1,857.59	11,509.63	1,675,546.82
Expenditures						
Building Repairs	0.00	0.00	0.00	0.00	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	17.00	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	33.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	16,116.05	161,160.46
Total Expenditures	0.00	50.00	0.00	0.00	16,116.05	161,160.46
Excess (Deficiency) of Revenues Over (Under) Expenditures	947.39	5,964.98	80.95	1,857.59	(4,606.42)	1,514,386.36
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	947.39	5,964.98	80.95	1,857.59	(4,606.42)	1,514,386.36