

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended December 31, 2017**  
**(Before Audit)**

**Revenues**

**Tax Revenues** are at 99.8% of annual budget. Interest Income continues to be higher than budgeted due to investments being set up with longer maturities providing higher rates of returns.

**Total Revenues** are at 99.8% of annual budget.

**Expenditures**

**Total Expenditures** were \$ 33,469 under budget for the month and \$ 545,330 under budget on a year-to-date basis.

**Salaries** is under budget by \$ 14,472 for December and \$ 164,343 under budget year-to-date. There are a few open positions at this time.

**Periodicals** is over budget \$ 1,394 for the month and over budget on a year-to-date basis.

**Audio-Visual Materials** is over budget by \$ 1,520 for December, but under budget on a year-to-date basis.

**Security System** is over budget by \$ 25,281 for the month and over budget on a year-to-date basis.

**Library Consultant** is over budget by \$ 3,000 for December and over budget on a year-to-date basis.

**Building and Custodial Supplies** is over budget by \$ 875 for the month, but under budget on a year-to-date basis.

**Building Repairs** is over budget by \$ 2,603 for December, but under budget on a year-to-date basis.

**Automation - Maintenance** is over budget by \$ 873 for the month, but under budget on a year-to-date basis.

**Patron Programs and Events** is over budget by \$ 1,866 for December, but under budget on a year-to-date basis.

**Public Information** is over budget by \$ 4,282 for the month, but under budget on a year-to-date basis.

**Postage** is over budget by \$ 1,313 for December, but under budget on a year-to-date basis.

**Orland Park Public Library  
Balance Sheet - All Funds  
December 31, 2017  
(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	183,111.81	0.00	70,379.08		253,490.89
Cash - Marquette E-Commerce	2,696.19				2,696.19
PMA Financial Investments	6,079,875.40	1,075,881.96		542,900.91	7,698,658.27
Tax Receipts - Marquette	46,047.58			9,219.03	55,266.61
Special Reserve - Marquette	1.00	2,540.41			2,541.41
Cash - Harris Bank	0.00			0.00	0.00
Petty Cash	300.00				300.00
Interest Receivable	32,978.68	2,617.22		1,813.93	37,409.83
Property Taxes Receivable	13,218.62			4,142.64	17,361.26
Prepaid Expenses	98,799.31				98,799.31
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>	<b><u>6,457,028.59</u></b>	<b><u>1,081,039.59</u></b>	<b><u>70,379.08</u></b>	<b><u>558,076.51</u></b>	<b><u>8,166,523.77</u></b>
<b>Liabilities &amp; Fund Balance</b>					
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	13,218.62	0.00	0.00	4,142.64	17,361.26
Accounts Payable	43,056.42	0.00	0.00	0.00	43,056.42
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	12,080.63	12,080.63
<b>Total Liabilities</b>	<b><u>56,275.04</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>16,223.27</u></b>	<b><u>72,498.31</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b><u>6,326,294.05</u></b>	<b><u>773,095.83</u></b>	<b><u>68,284.75</u></b>	<b><u>533,848.88</u></b>	<b><u>7,701,523.51</u></b>
<b>Fund Balance - Nonspendable</b>	<b><u>98,799.31</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>98,799.31</u></b>
<b>Fund Balance - Restricted by Donors</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>
<b>Fund Balance - Restricted by Statute</b>	<b><u>13,597.41</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>13,597.41</u></b>
<b>Fund Balance - Restricted by Budget</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>
<b>Transfers between Funds</b>	<b><u>(300,000.00)</u></b>	<b><u>300,000.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b><u>262,062.78</u></b>	<b><u>7,943.76</u></b>	<b><u>2,094.33</u></b>	<b><u>8,004.36</u></b>	<b><u>280,105.23</u></b>
<b>Ending Fund Balance</b>	<b><u>6,400,753.55</u></b>	<b><u>1,081,039.59</u></b>	<b><u>70,379.08</u></b>	<b><u>541,853.24</u></b>	<b><u>8,094,025.46</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>6,457,028.59</u></b>	<b><u>1,081,039.59</u></b>	<b><u>70,379.08</u></b>	<b><u>558,076.51</u></b>	<b><u>8,166,523.77</u></b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended December 31, 2017  
(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	27,657.10	432,853	6.39%	5,185,717.86	5,194,234	99.84%	5,194,234
Impact Fees	0.00	1,500	0.00%	6,500.00	18,000	36.11%	18,000
Replacement Taxes	433.34	1,000	43.33%	14,275.09	12,000	118.96%	12,000
State Grants	0.00	3,333	0.00%	0.00	40,000	0.00%	40,000
Non Resident Fees	0.00	500	0.00%	3,920.44	6,000	65.34%	6,000
Fines	3,430.94	4,583	74.86%	54,860.25	55,000	99.75%	55,000
Gifts	9,000.00	750	1200.00%	14,919.66	9,000	165.77%	9,000
Copy Machine	1,145.87	1,000	114.59%	14,599.77	12,000	121.66%	12,000
Interest Income	5,197.15	2,000	259.86%	61,617.36	24,000	256.74%	24,000
Miscellaneous Income	562.27	750	74.97%	9,914.51	9,000	110.16%	9,000
<b>Total Revenues</b>	<b>47,426.67</b>	<b>448,270</b>	<b>10.58%</b>	<b>5,366,324.94</b>	<b>5,379,235</b>	<b>99.76%</b>	<b>5,379,234</b>
<b>Expenditures</b>							
Salaries	194,527.19	208,999	93.08%	2,343,647.75	2,507,991	93.45%	2,507,992
Salaries-Maintenance	9,725.73	9,476	102.64%	113,378.63	113,711	99.71%	113,711
Life/Health Insurance	36,268.94	40,000	90.67%	451,670.11	480,000	94.10%	480,000
Books	16,537.95	34,000	48.64%	337,352.49	408,000	82.68%	408,000
Electronic Databases	5,976.52	6,083	98.25%	78,443.21	73,000	107.46%	73,000
Periodicals	4,560.58	3,167	144.00%	40,874.48	38,000	107.56%	38,000
Audio Visual Materials	15,269.74	13,750	111.05%	144,199.86	165,000	87.39%	165,000
Audio Visual Equipment	0.00	83	0.00%	51.97	1,000	5.20%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	1,056.45	1,158	91.23%	10,881.66	13,900	78.29%	13,900
Insurance	4,096.50	4,083	100.33%	47,158.25	49,000	96.24%	49,000
Landscaping & Groundskeeping	979.13	2,000	48.96%	20,897.45	24,000	87.07%	24,000
Building Maintenance	29,272.93	33,833	86.52%	382,159.88	406,000	94.13%	406,000
Security System	26,281.00	1,000	2628.10%	28,957.06	12,000	241.31%	12,000
Library Office & Equipment	0.00	83	0.00%	0.00	1,000	0.00%	1,000
Legal	1,242.05	9,583	12.96%	60,881.71	115,000	52.94%	115,000
Library Consultant	3,833.35	833	0.00%	14,300.00	10,000	0.00%	10,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	0.00	750	0.00%	11,524.32	9,000	128.05%	9,000
Natural Gas	2,337.84	3,000	77.93%	33,644.45	36,000	93.46%	36,000
Telephone	689.47	800	86.18%	7,705.69	9,600	80.27%	9,600
Purchase - New Equipment	0.00	1,667	0.00%	4,710.00	20,000	23.55%	20,000
Building & Custodial Supplies	3,874.71	3,000	129.16%	32,172.23	36,000	89.37%	36,000
Building Repairs	4,436.30	1,833	242.02%	14,217.82	22,000	64.63%	22,000
Lib. & Off. Eqpt Rep. & Maint	459.20	1,500	30.61%	14,036.20	18,000	77.98%	18,000
Machine Rental	0.00	333	0.00%	932.04	4,000	23.30%	4,000
Automation - Equipment	3,080.83	6,667	46.21%	59,921.80	80,000	74.90%	80,000
Automation - Line Costs	409.16	625	65.47%	3,953.06	7,500	52.71%	7,500
Automation - Consultant	4,124.75	12,083	34.14%	74,528.97	145,000	51.40%	145,000
Automation - Maintenance	7,955.94	7,083	112.32%	81,609.50	85,000	96.01%	85,000
Library Furniture	4,998.53	5,417	92.27%	81,318.02	65,000	125.10%	65,000
Outreach Services	29.47	583	5.05%	5,686.87	7,000	81.24%	7,000

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended December 31, 2017  
(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	750.00	583	128.64%	3,576.38	7,000	51.09%	7,000
Staff Training & Education	278.96	1,984	14.06%	8,777.07	23,804	36.87%	23,804
Conference Fees	130.00	500	26.00%	7,685.00	6,000	128.08%	6,000
Patron Programs & Events	5,365.97	3,500	153.31%	40,974.95	42,000	97.56%	42,000
Association Dues & Fees	213.00	750	28.40%	5,435.00	9,000	60.39%	9,000
Public Information	7,531.67	3,250	231.74%	34,753.26	39,000	89.11%	39,000
Library Supplies	1,202.70	3,500	34.36%	40,882.20	42,000	97.34%	42,000
Office Supplies	320.92	750	42.79%	4,803.23	9,000	53.37%	9,000
Postage	2,563.26	1,250	205.06%	13,440.63	15,000	89.60%	15,000
Printing	620.22	750	82.70%	4,604.92	9,000	51.17%	9,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,811.14	18,018	98.85%	207,938.78	216,221	96.17%	216,221
Contribution to FICA	15,028.57	16,713	89.92%	183,630.86	200,560	91.56%	200,560
Audit	972.24	942	103.21%	11,250.00	11,300	99.56%	11,300
Liability Ins.-D&O,Bonds,WC	2,501.66	4,250	58.86%	35,198.62	51,000	69.02%	51,000
Unemployment Compensation	0.00	337	0.00%	0.00	4,000	0.00%	4,000
Bank Charges	15.00	250	6.00%	495.78	3,000	16.53%	3,000
<b>Total Expenditures</b>	<b>437,329.57</b>	<b>470,799</b>	<b>92.89%</b>	<b>5,104,262.16</b>	<b>5,649,592</b>	<b>90.35%</b>	<b>5,649,588</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(389,902.90)</b>	<b>(22,529)</b>		<b>262,062.78</b>	<b>(270,353)</b>		<b>(270,354)</b>
<b>Interfund Transfers In / (Out)</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Change in Fund Balance</b>	<b>(389,902.90)</b>	<b>(22,529)</b>		<b>262,062.78</b>	<b>(270,353)</b>		<b>(270,354)</b>

**Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended December 31, 2017  
(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>
<b>Revenues</b>						
Taxes	0.00	0.00	0.00	0.00	9,219.03	1,676,716.88
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	1,035.85	7,993.76	5.97	69.33	552.77	10,644.57
Capital Campaign	0.00	0.00	225.00	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>1,035.85</b>	<b>7,993.76</b>	<b>230.97</b>	<b>2,094.33</b>	<b>9,771.80</b>	<b>1,687,361.45</b>
<b>Expenditures</b>						
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	12,080.63	1,679,357.09
<b>Total Expenditures</b>	<b>0.00</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,080.63</b>	<b>1,679,357.09</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>1,035.85</b>	<b>7,943.76</b>	<b>230.97</b>	<b>2,094.33</b>	<b>(2,308.83)</b>	<b>8,004.36</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>1,035.85</b>	<b>7,943.76</b>	<b>230.97</b>	<b>2,094.33</b>	<b>(2,308.83)</b>	<b>8,004.36</b>