

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended January 31, 2018**

**Revenues**

There have been some tax receipts in January due to taxpayers prepaying their 2017 real estate taxes. **Interest Income** was higher than budgeted due to investments being set up with longer maturities providing higher rates of returns.

**Expenditures**

**Total Expenditures** were \$ 43,763 under budget for the month and the year.

**Salaries** is under budget by \$ 7,371 for January and the year. There are a few open positions at this time.

**Life/Health Insurance** is over budget for the month by \$ 17,214 from the funding of the HSA accounts for the year. This line should be within budget by the end of the year.

**Audio Visual Materials** is over budget by \$ 2,708 for January and the year.

**Purchases - New Equipment** is over budget for the month by \$ 6,973 and the year.

**Library Supplies** is over budget by \$ 5,908 for January and the year.

**Orland Park Public Library  
Balance Sheet - All Funds  
January 31, 2018**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	114,924	0	70,535		185,459
Cash - Marquette E-Commerce	2,869				2,869
PMA Financial Investments	5,684,093	1,076,715		543,025	7,303,834
Tax Receipts - Marquette	295,054			86,913	381,967
Special Reserve - Marquette	1	2,540			2,541
Cash - Harris Bank	0				0
Petty Cash	300				300
Interest Receivable	36,842	2,865		2,250	41,957
Property Taxes Receivable	5,026,969			1,587,274	6,614,243
Prepaid Expenses	170,606				170,606
Due from Debt Service	0	0	0	0	0
<b>Total Assets</b>	<b><u>11,331,658</u></b>	<b><u>1,082,121</u></b>	<b><u>70,535</u></b>	<b><u>2,219,462</u></b>	<b><u>14,703,776</u></b>
<b>Liabilities &amp; Fund Balance</b>					
Health Insurance W/H Payable	0	0	0	0	0
457 W/H Payable	0	0	0	0	0
Garnishment W/H Payable	154	0	0	0	154
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	5,026,969	0	0	1,587,274	6,614,243
Accounts Payable	84,860	0	0	0	84,860
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	24,161	24,161
<b>Total Liabilities</b>	<b><u>5,111,984</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>1,611,435</u></b>	<b><u>6,723,418</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b>6,219,068</b>	<b>1,081,040</b>	<b>70,379</b>	<b>541,853</b>	<b>7,912,340</b>
<b>Fund Balance - Nonspendable</b>	<b>170,606</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>170,606</b>
<b>Fund Balance - Restricted by Donors</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance - Restricted by Statute</b>	<b>13,597</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,597</b>
<b>Fund Balance - Restricted by Budget</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers between Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b><u>-183,597</u></b>	<b><u>1,081</u></b>	<b><u>156</u></b>	<b><u>66,174</u></b>	<b><u>-116,186</u></b>
<b>Ending Fund Balance</b>	<b><u>6,219,675</u></b>	<b><u>1,082,121</u></b>	<b><u>70,535</u></b>	<b><u>608,027</u></b>	<b><u>7,980,357</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>11,331,658</u></b>	<b><u>1,082,121</u></b>	<b><u>70,535</u></b>	<b><u>2,219,462</u></b>	<b><u>14,703,776</u></b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended January 31, 2018**

	<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	246,031	443,750	55.44%	246,031	443,750	4.62%	5,325,000
Impact Fees	1,500	833	180.07%	1,500	833	15.00%	10,000
Replacement Taxes	1,475	1,667	88.51%	1,475	1,667	7.38%	20,000
State Grants	500	3,333	15.00%	500	3,333	1.25%	40,000
Non Resident Fees	0	417	0.00%	0	417	0.00%	5,000
Fines	5,615	4,583	122.53%	5,615	4,583	10.21%	55,000
Gifts	50	833	6.00%	50	833	0.50%	10,000
Copy Machine	1,279	1,000	127.90%	1,279	1,000	10.66%	12,000
Interest Income	5,584	3,833	145.68%	5,584	3,833	12.14%	46,000
Miscellaneous Income	776	750	103.48%	776	750	8.62%	9,000
<b>Total Revenues</b>	<b>262,811</b>	<b>461,000</b>	<b>57.01%</b>	<b>262,811</b>	<b>461,000</b>	<b>4.75%</b>	<b>5,532,000</b>
<b><u>Expenditures</u></b>							
Salaries	214,451	221,822	96.68%	214,451	221,821	8.06%	2,661,859
Salaries-Maintenance	10,771	10,295	104.62%	10,771	10,295	8.72%	123,541
Life/Health Insurance	60,547	43,333	139.72%	60,547	43,333	11.64%	520,000
Books	25,511	30,667	83.19%	25,511	30,667	6.93%	368,000
Electronic Databases	6,680	8,167	81.79%	6,680	8,167	6.82%	98,000
Periodicals	3,042	3,250	93.61%	3,042	3,250	7.80%	39,000
Audio Visual Materials	16,041	13,333	120.31%	16,041	13,333	10.03%	160,000
Audio Visual Equipment	0	63	0.00%	0	63	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	1,061	1,021	103.92%	1,061	1,021	8.66%	12,250
Insurance	4,097	4,292	95.45%	4,097	4,292	7.95%	51,500
Landscaping & Groundskeeping	979	2,000	48.96%	979	2,000	4.08%	24,000
Building Maintenance	10,519	40,417	26.03%	10,519	40,417	2.17%	485,000
Security System	781	6,250	12.50%	781	6,250	1.04%	75,000
Library Office & Equipment	0	63	0.00%	0	63	0.00%	750
Legal	978	6,250	15.65%	978	6,250	1.30%	75,000
Library Consultant	1,750	1,333	0.00%	1,750	1,333	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	915	833	109.90%	915	833	9.15%	10,000
Natural Gas	3,694	3,292	112.21%	3,694	3,292	9.35%	39,500
Telephone	399	750	53.15%	399	750	4.43%	9,000
Purchase - New Equipment	8,223	1,250	657.85%	8,223	1,250	54.82%	15,000
Building & Custodial Supplies	3,858	3,125	123.45%	3,858	3,125	10.29%	37,500
Building Repairs	83	1,500	5.53%	83	1,500	0.46%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,777	1,500	118.46%	1,777	1,500	9.87%	18,000
Machine Rental	0	200	0.00%	0	200	0.00%	2,400
Automation - Equipment	43	6,167	0.71%	43	6,167	0.06%	74,000
Automation - Line Costs	346	458	75.46%	346	458	6.28%	5,500
Automation - Consultant	5,675	6,250	90.79%	5,675	6,250	7.57%	75,000
Automation - Maintenance	7,814	7,500	104.18%	7,814	7,500	8.68%	90,000
Library Furniture	0	3,333	0.00%	0	3,333	0.00%	40,000
Outreach Services	261	625	41.77%	261	625	3.48%	7,500

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended January 31, 2018**

	<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	1,255	667	188.15%	1,255	667	15.69%	8,000
Staff Training & Education	2,529	2,000	126.43%	2,529	2,000	10.54%	24,000
Conference Fees	375	500	75.00%	375	500	6.25%	6,000
Patron Programs & Events	1,870	3,583	52.19%	1,870	3,583	4.35%	43,000
Association Dues & Fees	1,015	583	174.11%	1,015	583	14.50%	7,000
Public Information	128	3,333	3.83%	128	3,333	0.32%	40,000
Library Supplies	9,658	3,750	257.56%	9,658	3,750	21.46%	45,000
Office Supplies	388	500	77.55%	388	500	6.46%	6,000
Postage	15	1,167	1.33%	15	1,167	0.11%	14,000
Printing	0	583	0.00%	0	583	0.00%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	19,507	20,250	96.33%	19,507	20,250	8.03%	243,000
Contribution to FICA	16,873	17,750	95.06%	16,873	17,750	7.92%	213,000
Audit	0	1,029	0.00%	0	1,029	0.00%	12,350
Liability Ins.-D&O,Bonds,WC	2,502	4,750	52.67%	2,502	4,750	4.39%	57,000
Unemployment Compensation	0	337	0.00%	0	333	0.00%	4,000
Bank Charges	0	50	0.00%	0	50	0.00%	600
<b>Total Expenditures</b>	<b>446,408</b>	<b>490,171</b>	<b>91.07%</b>	<b>446,408</b>	<b>490,171</b>	<b>7.59%</b>	<b>5,882,000</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>-183,597</b>	<b>(29,171)</b>		<b>-183,597</b>	<b>(29,166)</b>		<b>(350,000)</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>-183,597</b>	<b>(29,171)</b>		<b>-183,597</b>	<b>(29,166)</b>		<b>(350,000)</b>

**Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended January 31, 2018**

	<u>Special Reserve Month</u>	<u>Special Reserve Y-T-D</u>	<u>Capital Campaign Month</u>	<u>Capital Campaign Y-T-D</u>	<u>Debt Service Month</u>	<u>Debt Service Y-T-D</u>
<b>Revenues</b>						
Taxes	0	0	0	0	77,694	77,694
Impact Fees	0	0	0	0	0	0
Replacement Taxes	0	0	0	0	0	0
State Grants	0	0	0	0	0	0
Non Resident Fees	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Gifts	0	0	0	0	0	0
Copy Machine	0	0	0	0	0	0
Interest Income	1,081	1,081	6	6	560	560
Capital Campaign	0	0	150	150	0	0
Miscellaneous Income	0	0	0	0	0	0
<b>Total Revenues</b>	<b>1,081</b>	<b>1,081</b>	<b>156</b>	<b>156</b>	<b>78,254</b>	<b>78,254</b>
<b>Expenditures</b>						
Building Repairs	0	0	0	0	0	0
Audio Visual Equipment	0	0	0	0	0	0
Automation - Equipment	0	0	0	0	0	0
Automation - Consultant	0	0	0	0	0	0
Library Furniture	0	0	0	0	0	0
Library Supplies	0	0	0	0	0	0
Bank Charges	0	0	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	12,081	12,081
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,081</b>	<b>12,081</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>1,081</b>	<b>1,081</b>	<b>156</b>	<b>156</b>	<b>66,174</b>	<b>66,174</b>
<b>Interfund Transfers In / (Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Change in Fund Balance</b>	<b>1,081</b>	<b>1,081</b>	<b>156</b>	<b>156</b>	<b>66,174</b>	<b>66,174</b>