

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended February 28, 2018

Revenues

There have been significant tax receipts in February, 2018. **Interest Income** was higher than budgeted due to Investments being set up with longer maturities providing higher rates of returns.

Expenditures

Total Expenditures were \$ 89,340 under budget for the month and \$ 129,651 under budget on a year-to-date basis.

Salaries is under budget by \$ 12,808 for February and \$ 20,177 under budget on a year-to-date basis. There are a few open positions at this time.

Books are \$ 723 over budget for the month, but under budget on a year-to-date basis.

Audio Visual Materials is over budget by \$ 1,903 for February and over budget on a year-to-date basis.

Outreach Services is over budget for the month by \$ 1,020 and over budget on a year-to-date basis.

Audit is over budget by \$ 571 for February, but under budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
February 28, 2018**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	283,256	0	70,540		353,796
Cash - Marquette E-Commerce	4,982				4,982
PMA Financial Investments	5,634,637	1,077,733		715,990	7,428,359
Tax Receipts - Marquette	345,436			102,823	448,260
Special Reserve - Marquette	1	2,540			2,541
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	38,401	2,878		2,644	43,923
Property Taxes Receivable	4,429,247			1,398,519	5,827,767
Prepaid Expenses	142,827				142,827
Due from Debt Service	0	0	0	0	0
Total Assets	<u>10,879,087</u>	<u>1,083,151</u>	<u>70,540</u>	<u>2,219,976</u>	<u>14,252,755</u>
Liabilities & Fund Balance					
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	4,429,247	0	0	1,398,519	5,827,767
Accounts Payable	26,282	0	0	0	26,282
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	36,242	36,242
Total Liabilities	<u>4,455,684</u>	<u>0</u>	<u>0</u>	<u>1,434,761</u>	<u>5,890,445</u>
Beginning Unrestricted Fund Balance	6,246,847	1,081,040	70,379	541,853	7,940,119
Fund Balance - Nonspendable	142,827	0	0	0	142,827
Fund Balance - Restricted by Donors	0	0	0	0	0
Fund Balance - Restricted by Statute	13,597	0	0	0	13,597
Fund Balance - Restricted by Budget	0	0	0	0	0
Transfers between Funds	0	0	0	0	0
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>20,133</u>	<u>2,111</u>	<u>161</u>	<u>243,362</u>	<u>265,767</u>
Ending Fund Balance	<u>6,423,404</u>	<u>1,083,151</u>	<u>70,540</u>	<u>785,215</u>	<u>8,362,311</u>
Total Liabilities & Fund Balance	<u>10,879,088</u>	<u>1,083,151</u>	<u>70,540</u>	<u>2,219,976</u>	<u>14,252,755</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended February 28, 2018**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	597,722	443,750	134.70%	843,753	887,500	15.85%	5,325,000
Impact Fees	0	833	0.00%	1,500	1,667	15.00%	10,000
Replacement Taxes	0	1,667	0.00%	1,475	3,333	7.38%	20,000
State Grants	0	3,333	0.00%	500	6,667	1.25%	40,000
Non Resident Fees	0	417	0.00%	0	833	0.00%	5,000
Fines	3,688	4,583	80.48%	9,304	9,167	16.92%	55,000
Gifts	0	833	0.00%	50	1,667	0.50%	10,000
Copy Machine	1,141	1,000	114.11%	2,420	2,000	20.17%	12,000
Interest Income	4,787	3,833	124.89%	10,371	7,667	22.55%	46,000
Miscellaneous Income	670	750	89.33%	1,446	1,500	16.07%	9,000
Total Revenues	608,008	461,000	131.89%	870,819	922,002	15.74%	5,532,000
<u>Expenditures</u>							
Salaries	209,014	221,822	94.23%	423,465	443,642	15.91%	2,661,859
Salaries-Maintenance	9,296	10,295	90.30%	20,067	20,590	16.24%	123,541
Life/Health Insurance	33,970	43,333	78.39%	94,516	86,667	18.18%	520,000
Books	31,390	30,667	102.36%	56,901	61,333	15.46%	368,000
Electronic Databases	6,779	8,167	83.01%	13,459	16,333	13.73%	98,000
Periodicals	2,990	3,250	91.99%	6,032	6,500	15.47%	39,000
Audio Visual Materials	15,236	13,333	114.27%	34,726	26,667	21.70%	160,000
Audio Visual Equipment	0	63	0.00%	0	125	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	575	1,021	56.29%	1,636	2,042	13.35%	12,250
Insurance	4,097	4,292	95.45%	8,193	8,583	15.91%	51,500
Landscaping & Groundskeeping	1,997	2,000	99.83%	2,976	4,000	12.40%	24,000
Building Maintenance	11,517	40,417	28.50%	22,036	80,833	4.54%	485,000
Security System	781	6,250	12.50%	1,562	12,500	2.08%	75,000
Library Office & Equipment	0	63	0.00%	0	125	0.00%	750
Legal	3,416	6,250	54.66%	4,394	12,500	5.86%	75,000
Library Consultant	0	1,333	0.00%	1,750	2,667	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	0	833	0.00%	915	1,667	9.15%	10,000
Natural Gas	2,530	3,292	76.84%	6,224	6,583	15.76%	39,500
Telephone	567	750	75.56%	965	1,500	10.73%	9,000
Purchase - New Equipment	0	1,250	0.00%	8,223	2,500	54.82%	15,000
Building & Custodial Supplies	2,390	3,125	76.48%	6,248	6,250	16.66%	37,500
Building Repairs	0	1,500	0.00%	83	3,000	0.46%	18,000
Lib. & Off. Eqpt Rep. & Maint	923	1,500	61.51%	2,700	3,000	15.00%	18,000
Machine Rental	233	200	116.51%	233	400	9.71%	2,400
Automation - Equipment	2,792	6,167	45.27%	2,835	12,333	3.83%	74,000
Automation - Line Costs	287	458	62.66%	633	917	11.50%	5,500
Automation - Consultant	5,002	6,250	80.03%	10,676	12,500	14.24%	75,000
Automation - Maintenance	6,239	7,500	83.19%	14,053	15,000	15.61%	90,000
Library Furniture	0	3,333	0.00%	0	6,667	0.00%	40,000
Outreach Services	1,645	625	263.19%	1,906	1,250	25.41%	7,500

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended February 28, 2018**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	0	667	0.00%	1,255	1,333	15.69%	8,000
Staff Training & Education	455	2,000	22.75%	2,984	4,000	12.43%	24,000
Conference Fees	0	500	0.00%	375	1,000	6.25%	6,000
Patron Programs & Events	1,191	3,583	33.24%	3,061	7,167	7.12%	43,000
Association Dues & Fees	0	583	0.00%	1,015	1,167	14.50%	7,000
Public Information	1,895	3,333	56.85%	2,022	6,667	5.06%	40,000
Library Supplies	2,896	3,750	77.22%	12,554	7,500	27.90%	45,000
Office Supplies	229	500	45.83%	617	1,000	10.28%	6,000
Postage	900	1,167	77.13%	916	2,333	6.54%	14,000
Printing	0	583	0.00%	0	1,167	0.00%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	19,134	20,250	94.49%	38,641	40,500	15.90%	243,000
Contribution to FICA	16,345	17,750	92.09%	33,218	35,500	15.60%	213,000
Audit	1,600	1,029	155.49%	1,600	2,058	12.96%	12,350
Liability Ins.-D&O,Bonds,WC	2,502	4,750	52.67%	5,003	9,500	8.78%	57,000
Unemployment Compensation	20	337	5.93%	20	667	0.50%	4,000
Bank Charges	0	50	0.00%	0	100	0.00%	600
Total Expenditures	400,831	490,171	81.77%	850,687	980,338	14.46%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	207,178	(29,171)		20,133	(58,332)		(350,000)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	207,178	(29,171)		20,133	(58,332)		(350,000)

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended February 28, 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>
Revenues						
Taxes	0	0	0	0	188,754	266,448
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	1,030	2,111	5	11	515	1,075
Capital Campaign	0	0	0	150	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	1,030	2,111	5	161	189,269	267,523
Expenditures						
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	24,161
Total Expenditures	0	0	0	0	12,081	24,161
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,030	2,111	5	161	177,188	243,362
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	1,030	2,111	5	161	177,188	243,362