

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

Revenues

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

Expenditures

Total Expenditures were \$ 32,050 under budget for the month and \$ 352,553 under budget on a year-to-date basis.

Salaries is under budget by \$ 9,200 for May and \$ 46,018 under budget on a year-to-date basis. There are a few open positions at this time.

Audio Visual Materials is over budget by \$ 1,869 for the month and over budget on a year-to-date basis.

Automation - Equipment is over budget by \$ 23,791 for May and over budget on a year-to-date basis.

Patron Programs & Events is over budget by \$ 6,414 for the month and over budget on a year-to-date basis.

Library Supplies is over budget by \$ 2,113 for May, but under budget on a year-to-date basis.

Postage is over budget by \$ 1,070 for the month and over budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	259,246	0	70,528		329,774
Cash - Marquette E-Commerce	3,059				3,059
PMA Financial Investments	6,677,025	1,081,029		1,453,634	9,211,689
Tax Receipts - Marquette	13,196			1,895	15,091
Special Reserve - Marquette	1	2,530			2,531
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	47,433	3,748		6,499	57,680
Property Taxes Receivable	2,470,845			729,198	3,200,043
Prepaid Expenses	258,894				258,894
Due from Debt Service	0	0	0	0	0
Total Assets	<u>9,729,998</u>	<u>1,087,307</u>	<u>70,528</u>	<u>2,191,226</u>	<u>13,079,060</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	2,470,845	0	0	729,198	3,200,043
Accounts Payable	97,494	0	10	0	97,503
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	0	0
Total Liabilities	<u>2,568,493</u>	<u>0</u>	<u>10</u>	<u>729,198</u>	<u>3,297,700</u>
Beginning Unrestricted Fund Balance	6,092,330	1,081,040	70,379	580,512	7,824,261
Fund Balance - Nonspendable	258,894	0	0	0	258,894
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>796,684</u>	<u>6,268</u>	<u>140</u>	<u>881,517</u>	<u>1,684,609</u>
Ending Fund Balance	<u>7,161,505</u>	<u>1,087,307</u>	<u>70,519</u>	<u>1,462,028</u>	<u>9,781,360</u>
Total Liabilities & Fund Balance	<u>9,729,998</u>	<u>1,087,307</u>	<u>70,528</u>	<u>2,191,226</u>	<u>13,079,060</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	45,657	443,750	10.29%	2,802,155	2,218,750	52.62%	5,325,000
Impact Fees	875	833	105.04%	2,375	4,167	23.75%	10,000
Replacement Taxes	2,743	1,667	164.53%	8,218	8,333	41.09%	20,000
State Grants	1,813	3,333	54.40%	2,313	16,667	5.78%	40,000
Non Resident Fees	0	417	0.00%	371	2,083	7.42%	5,000
Fines	6,278	4,583	136.98%	24,990	22,917	45.44%	55,000
Gifts	247	833	29.62%	322	4,167	3.22%	10,000
Copy Machine	1,199	1,000	119.87%	5,871	5,000	48.92%	12,000
Interest Income	6,607	3,833	172.38%	44,889	19,167	97.58%	46,000
Miscellaneous Income	760	750	101.38%	3,467	3,750	38.52%	9,000
Total Revenues	66,179	461,000	14.36%	2,894,970	2,305,002	52.33%	5,532,000
<u>Expenditures</u>							
Salaries	212,622	221,822	95.85%	1,063,089	1,109,107	39.94%	2,661,859
Salaries-Maintenance	10,361	10,295	100.64%	50,674	51,475	41.02%	123,541
Life/Health Insurance	36,109	43,333	83.33%	206,396	216,667	39.69%	520,000
Books	28,204	30,667	91.97%	117,977	153,333	32.06%	368,000
Electronic Databases	6,315	8,167	77.33%	29,367	40,833	29.97%	98,000
Periodicals	2,792	3,250	85.92%	15,486	16,250	39.71%	39,000
Audio Visual Materials	15,202	13,333	114.02%	70,672	66,667	44.17%	160,000
Audio Visual Equipment	0	63	0.00%	0	313	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	750	1,021	73.44%	4,440	5,104	36.24%	12,250
Insurance	4,215	4,292	98.20%	20,601	21,458	40.00%	51,500
Landscaping & Groundskeeping	1,488	2,000	74.40%	6,010	10,000	25.04%	24,000
Building Maintenance	17,057	40,417	42.20%	64,968	202,083	13.40%	485,000
Security System	781	6,250	12.50%	7,076	31,250	9.44%	75,000
Library Office & Equipment	0	63	0.00%	185	313	24.65%	750
Legal	5,786	6,250	92.58%	11,764	31,250	15.68%	75,000
Library Consultant	0	1,333	0.00%	0	6,667	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	0	833	0.00%	2,055	4,167	20.55%	10,000
Natural Gas	3,439	3,292	104.46%	15,327	16,458	38.80%	39,500
Telephone	627	750	83.56%	3,046	3,750	33.85%	9,000
Purchase - New Equipment	0	1,250	0.00%	0	6,250	0.00%	15,000
Building & Custodial Supplies	2,448	3,125	78.32%	13,100	15,625	34.93%	37,500
Building Repairs	237	1,500	15.81%	2,219	7,500	12.33%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,134	1,500	75.58%	5,763	7,500	32.01%	18,000
Machine Rental	233	200	116.51%	466	1,000	19.42%	2,400
Automation - Equipment	29,958	6,167	485.78%	38,651	30,833	52.23%	74,000
Automation - Line Costs	280	458	61.09%	1,487	2,292	27.04%	5,500
Automation - Consultant	6,669	6,250	106.70%	28,519	31,250	38.03%	75,000
Automation - Maintenance	7,141	7,500	95.21%	32,163	37,500	35.74%	90,000
Library Furniture	0	3,333	0.00%	0	16,667	0.00%	40,000
Outreach Services	256	625	40.88%	5,603	3,125	74.70%	7,500

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	130	667	19.49%	1,041	3,333	13.01%	8,000
Staff Training & Education	1,155	2,000	57.76%	9,743	10,000	40.59%	24,000
Conference Fees	0	500	0.00%	1,875	2,500	31.25%	6,000
Patron Programs & Events	9,997	3,583	279.02%	23,530	17,917	54.72%	43,000
Association Dues & Fees	199	583	34.13%	1,657	2,917	23.67%	7,000
Public Information	3,808	3,333	114.26%	21,328	16,667	53.32%	40,000
Library Supplies	5,863	3,750	156.34%	16,133	18,750	35.85%	45,000
Office Supplies	693	500	138.69%	1,612	2,500	26.87%	6,000
Postage	2,237	1,167	191.65%	6,248	5,833	44.63%	14,000
Printing	0	583	0.00%	0	2,917	0.00%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	19,464	20,250	96.12%	97,620	101,250	40.17%	243,000
Contribution to FICA	16,684	17,750	93.99%	83,377	88,750	39.14%	213,000
Audit	1,085	1,029	105.46%	4,204	5,146	34.04%	12,350
Liability Ins.-D&O,Bonds,WC	2,659	4,750	55.98%	12,666	23,750	22.22%	57,000
Unemployment Compensation	0	337	0.00%	0	1,667	0.00%	4,000
Bank Charges	43	50	85.28%	153	250	25.51%	600
Total Expenditures	458,121	490,171	93.46%	2,098,286	2,450,839	35.67%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	-391,942	(29,171)		796,684	(145,832)		(350,000)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	-391,942	(29,171)		796,684	(145,832)		(350,000)

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

	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	0	0	0	31,740	935,770
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	1,501	6,278	6	29	1,976	6,150
Capital Campaign	0	0	150	525	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	1,501	6,278	156	554	33,716	941,920
Expenditures						
Building Repairs	0	0	10	414	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	10	10	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	12,081	60,403
Total Expenditures	10	10	10	414	12,081	60,403
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,491	6,268	146	140	21,635	881,517
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	1,491	6,268	146	140	21,635	881,517