

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended September 30, 2018

Revenues

Tax Revenues are at 96.4% of budget on a year-to-date basis. 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 97.3% of year-to-date budget.

Expenditures

Total Expenditures were \$ 64,877 under budget for the month and \$ 637,476 under budget on a year-to-date basis.

Salaries is under budget by \$ 18,763 for September and \$ 77,570 under budget on a year-to-date basis. There are a few open positions at this time.

Audio Visual Materials is over budget by \$ 2,405 for the month, but under budget on a year-to-date basis.

Legal is over budget by \$ 3,911 for September, but under budget on a year-to-date basis.

Water and Sewer is over budget by \$ 1,759 for the month, but under budget on a year-to-date basis.

Automation - Equipment is over budget by \$ 5,880 for September and over budget on a year-to-date basis.

Association Dues & Fees is over budget by \$ 553 for the month, but under budget on a year-to-date basis.

Printing is over budget by \$ 974 for September and over budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
September 30, 2018**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	145,557	0	71,918		217,475
Cash - Marquette E-Commerce	5,617				5,617
PMA Financial Investments	7,393,426	1,187,226		2,172,963	10,753,614
Tax Receipts - Marquette	37,639			1,689	39,328
Special Reserve - Marquette	1	102,505			102,506
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	62,269	4,038		13,385	79,692
Property Taxes Receivable	141,814			13,357	155,171
Prepaid Expenses	165,046				165,046
Due from Debt Service	0	0	0	0	0
Total Assets	<u>7,951,669</u>	<u>1,293,769</u>	<u>71,918</u>	<u>2,201,393</u>	<u>11,518,749</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0	0	0	0	0
457 W/H Payable	375	0	0	0	375
Garnishment W/H Payable	100	0	0	0	100
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	141,814	0	0	13,357	155,171
Accounts Payable	35,793	0	0	0	35,793
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	48,322	48,322
Total Liabilities	<u>178,082</u>	<u>0</u>	<u>0</u>	<u>61,679</u>	<u>239,761</u>
Beginning Unrestricted Fund Balance	6,186,678	1,081,040	70,379	580,512	7,918,609
Fund Balance - Nonspendable	164,546	0	0	0	164,546
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	-200,000	200,000	0	0	0
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,608,766</u>	<u>12,729</u>	<u>1,539</u>	<u>1,559,203</u>	<u>3,182,237</u>
Ending Fund Balance	<u>7,773,587</u>	<u>1,293,769</u>	<u>71,918</u>	<u>2,139,714</u>	<u>11,278,988</u>
Total Liabilities & Fund Balance	<u>7,951,669</u>	<u>1,293,769</u>	<u>71,918</u>	<u>2,201,393</u>	<u>11,518,749</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended September 30, 2018**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	23,886	443,750	5.38%	5,131,186	3,993,750	96.36%	5,325,000
Impact Fees	-	833	0.00%	3,625	7,500	36.25%	10,000
Replacement Taxes	-	1,667	0.00%	11,857	15,000	59.29%	20,000
State Grants	-	3,333	0.00%	73,272	30,000	183.18%	40,000
Non Resident Fees	215	417	51.53%	1,295	3,750	25.91%	5,000
Fines	5,266	4,583	114.91%	46,771	41,250	85.04%	55,000
Gifts	175	833	21.01%	4,517	7,500	45.17%	10,000
Copy Machine	1,041	1,000	104.08%	10,444	9,000	87.03%	12,000
Interest Income	19,977	3,833	521.17%	93,102	34,500	202.40%	46,000
Miscellaneous Income	569	750	75.80%	6,727	6,750	74.74%	9,000
Total Revenues	51,128	461,000	11.09%	5,382,796	4,149,001	97.30%	5,532,000
<u>Expenditures</u>							
Salaries	203,059	221,822	91.54%	1,918,823	1,996,393	72.09%	2,661,859
Salaries-Maintenance	9,623	10,295	93.48%	90,925	92,656	73.60%	123,541
Life/Health Insurance	36,830	43,333	84.99%	359,019	390,000	69.04%	520,000
Books	24,800	30,667	80.87%	207,175	276,000	56.30%	368,000
Electronic Databases	6,357	8,167	77.84%	56,867	73,500	58.03%	98,000
Periodicals	2,748	3,250	84.57%	26,834	29,250	68.81%	39,000
Audio Visual Materials	15,738	13,333	118.04%	119,554	120,000	74.72%	160,000
Audio Visual Equipment	-	63	0.00%	0	563	0.00%	750
Book Rebinding	-	0	0.00%	0	0	0.00%	0
Accounting	118	1,021	11.56%	7,438	9,188	60.72%	12,250
Insurance	4,215	4,292	98.20%	37,461	38,625	72.74%	51,500
Landscaping & Groundskeeping	773	2,000	38.65%	15,035	18,000	62.65%	24,000
Building Maintenance	21,812	40,417	53.97%	133,185	363,750	27.46%	485,000
Security System	1,217	6,250	19.47%	22,313	56,250	29.75%	75,000
Library Office & Equipment	-	63	0.00%	185	563	24.65%	750
Legal	10,161	6,250	162.58%	34,024	56,250	45.37%	75,000
Library Consultant	-	1,333	0.00%	3,250	12,000	0.00%	16,000
Electricity	-	0	0.00%	0	0	0.00%	0
Water & Sewer	2,592	833	311.21%	7,467	7,500	74.67%	10,000
Natural Gas	379	3,292	11.53%	17,972	29,625	45.50%	39,500
Telephone	856	750	114.13%	5,559	6,750	61.77%	9,000
Purchase - New Equipment	-	1,250	0.00%	0	11,250	0.00%	15,000
Building & Custodial Supplies	3,612	3,125	115.58%	25,801	28,125	68.80%	37,500
Building Repairs	22	1,500	1.46%	3,095	13,500	17.20%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,340	1,500	89.31%	10,814	13,500	60.08%	18,000
Machine Rental	-	200	0.00%	699	1,800	29.13%	2,400
Automation - Equipment	12,047	6,167	195.35%	57,841	55,500	78.16%	74,000
Automation - Line Costs	293	458	64.04%	2,644	4,125	48.08%	5,500
Automation - Consultant	4,329	6,250	69.26%	51,773	56,250	69.03%	75,000
Automation - Maintenance	7,515	7,500	100.20%	60,229	67,500	66.92%	90,000
Library Furniture	2,378	3,333	71.35%	4,299	30,000	10.75%	40,000
Outreach Services	304	625	48.64%	7,069	5,625	94.26%	7,500

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended September 30, 2018**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	375	667	56.22%	1,719	6,000	21.49%	8,000
Staff Training & Education	2,051	2,000	102.54%	13,077	18,000	54.49%	24,000
Conference Fees	325	500	65.00%	3,445	4,500	57.42%	6,000
Patron Programs & Events	3,906	3,583	109.01%	36,016	32,250	83.76%	43,000
Association Dues & Fees	1,136	583	194.91%	3,280	5,250	46.86%	7,000
Public Information	3,490	3,333	104.71%	27,871	30,000	69.68%	40,000
Library Supplies	190	3,750	5.07%	21,323	33,750	47.39%	45,000
Office Supplies	214	500	42.73%	2,522	4,500	42.03%	6,000
Postage	500	1,167	42.84%	9,769	10,500	69.78%	14,000
Printing	1,557	583	267.05%	10,017	5,250	143.10%	7,000
Contingency	-	0	0.00%	0	0	0.00%	0
Contribution to IMRF	18,987	20,250	93.76%	176,361	182,250	72.58%	243,000
Contribution to FICA	15,889	17,750	89.52%	150,401	159,750	70.61%	213,000
Audit	1,085	1,029	105.46%	8,544	9,263	69.19%	12,350
Liability Ins.-D&O,Bonds,WC	2,369	4,750	49.87%	22,012	42,750	38.62%	57,000
Unemployment Compensation	-	337	0.00%	0	3,000	0.00%	4,000
Bank Charges	100	50	200.00%	321	450	53.51%	600
Total Expenditures	425,294	490,171	86.76%	3,774,030	4,411,506	64.16%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	(374,166)	(29,171)		1,608,766	(262,499)		(350,000)
Interfund Transfers In / (Out)	-	0		(200,000)	0		0
Net Change in Fund Balance	(374,166)	(29,171)		1,408,766	(262,499)		(350,000)

Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended September 30, 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	7,688	1,651,611
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	1,881	12,764	6	53	3,081	16,317
Capital Campaign	0	0	650	1,900	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	1,881	12,764	656	1,953	10,769	1,667,928
Expenditures						
Building Repairs	0	0	0	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	0	35	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	12,081	108,726
Total Expenditures	0	35	0	414	12,081	108,726
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,881	12,729	656	1,539	-1,311	1,559,203
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	1,881	12,729	656	1,539	-1,311	1,559,203