

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

Revenues

Tax Revenues are at 96.8% 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 98.1% of year-to-date budget.

Expenditures

Total Expenditures were \$ 63,982 under budget for the month and \$ 701,436 under budget on a year-to-date basis.

Salaries is under budget by \$ 14,410 for October and \$ 91,980 under budget on a year-to-date basis. There are a few open positions at this time.

Electronic Databases is over budget by \$ 2,233 for the month, but under budget on a year-to-date basis.

Security System is over budget by \$ 4,612 for October, but under budget on a year-to-date basis

Legal is over budget by \$ 2,160 for the month, but under budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	199,165	0	71,922		271,087
Cash - Marquette E-Commerce	5,923				5,923
PMA Financial Investments	6,969,457	1,189,182		2,176,437	10,335,077
Tax Receipts - Marquette	23,498			5,935	29,433
Special Reserve - Marquette	1	102,505			102,506
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	58,167	4,118		15,779	78,064
Property Taxes Receivable	120,840			6,606	127,445
Prepaid Expenses	182,088				182,088
Due from Debt Service	0	0	0	0	0
Total Assets	<u>7,559,440</u>	<u>1,295,805</u>	<u>71,922</u>	<u>2,204,757</u>	<u>11,131,923</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0	0	0	0	0
457 W/H Payable	25	0	0	0	25
Garnishment W/H Payable	100	0	0	0	100
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	120,840	0	0	6,606	127,445
Accounts Payable	49,874	0	0	0	49,874
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	60,403	60,403
Total Liabilities	<u>170,839</u>	<u>0</u>	<u>0</u>	<u>67,009</u>	<u>237,848</u>
Beginning Unrestricted Fund Balance	6,169,135	1,081,040	70,379	580,512	7,901,066
Fund Balance - Nonspendable	182,088	0	0	0	182,088
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>1,223,780</u>	<u>14,765</u>	<u>1,542</u>	<u>1,557,237</u>	<u>2,797,325</u>
Ending Fund Balance	<u>7,388,601</u>	<u>1,295,805</u>	<u>71,922</u>	<u>2,137,748</u>	<u>10,894,076</u>
Total Liabilities & Fund Balance	<u>7,559,440</u>	<u>1,295,805</u>	<u>71,922</u>	<u>2,204,757</u>	<u>11,131,923</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended October 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	20,974	443,750	4.73%	5,152,160	4,437,500	96.75%	5,325,000
Impact Fees	750	833	90.04%	4,375	8,333	43.75%	10,000
Replacement Taxes	1,934	1,667	116.02%	13,791	16,667	68.96%	20,000
State Grants	-	3,333	0.00%	73,272	33,333	183.18%	40,000
Non Resident Fees	441	417	105.70%	1,736	4,167	34.72%	5,000
Fines	5,567	4,583	121.47%	52,338	45,833	95.16%	55,000
Gifts	25	833	3.00%	4,542	8,333	45.42%	10,000
Copy Machine	1,409	1,000	140.90%	11,853	10,000	98.78%	12,000
Interest Income	9,180	3,833	239.50%	102,282	38,333	222.35%	46,000
Miscellaneous Income	938	750	125.10%	7,665	7,500	85.17%	9,000
Total Revenues	41,218	461,000	8.94%	5,424,014	4,610,000	98.05%	5,532,000
<u>Expenditures</u>							
Salaries	207,412	221,822	93.50%	2,126,235	2,218,215	79.88%	2,661,859
Salaries-Maintenance	10,277	10,295	99.83%	101,202	102,951	81.92%	123,541
Life/Health Insurance	37,100	43,333	85.62%	396,119	433,333	76.18%	520,000
Books	9,719	30,667	31.69%	216,894	306,667	58.94%	368,000
Electronic Databases	10,400	8,167	127.34%	67,267	81,667	68.64%	98,000
Periodicals	2,850	3,250	87.68%	29,684	32,500	76.11%	39,000
Audio Visual Materials	12,630	13,333	94.73%	132,184	133,333	82.62%	160,000
Audio Visual Equipment	0	63	0.00%	0	625	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	118	1,021	11.56%	7,556	10,208	61.68%	12,250
Insurance	4,215	4,292	98.20%	41,676	42,917	80.92%	51,500
Landscaping & Groundskeeping	1,073	2,000	53.65%	16,108	20,000	67.12%	24,000
Building Maintenance	32,791	40,417	81.13%	165,991	404,167	34.22%	485,000
Security System	10,862	6,250	173.80%	33,175	62,500	44.23%	75,000
Library Office & Equipment	0	63	0.00%	185	625	24.65%	750
Legal	8,410	6,250	134.55%	42,434	62,500	56.58%	75,000
Library Consultant	3,250	1,333	0.00%	6,500	13,333	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	0	833	0.00%	7,467	8,333	74.67%	10,000
Natural Gas	2,105	3,292	63.94%	20,076	32,917	50.83%	39,500
Telephone	619	750	82.58%	6,178	7,500	68.65%	9,000
Purchase - New Equipment	0	1,250	0.00%	0	12,500	0.00%	15,000
Building & Custodial Supplies	2,542	3,125	81.35%	28,343	31,250	75.58%	37,500
Building Repairs	41	1,500	2.76%	3,137	15,000	17.43%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,011	1,500	67.42%	11,826	15,000	65.70%	18,000
Machine Rental	0	200	0.00%	699	2,000	29.13%	2,400
Automation - Equipment	4,302	6,167	69.76%	62,144	61,667	83.98%	74,000
Automation - Line Costs	310	458	67.72%	2,954	4,583	53.72%	5,500
Automation - Consultant	5,148	6,250	82.37%	56,921	62,500	75.89%	75,000
Automation - Maintenance	5,927	7,500	79.02%	66,156	75,000	73.51%	90,000
Library Furniture	0	3,333	0.00%	4,299	33,333	10.75%	40,000
Outreach Services	174	625	27.83%	7,243	6,250	96.58%	7,500

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended October 31, 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%	1,719	6,667	21.49%	8,000
Staff Training & Education	1,704	2,000	85.18%	14,781	20,000	61.59%	24,000
Conference Fees	440	500	88.00%	3,885	5,000	64.75%	6,000
Patron Programs & Events	2,673	3,583	74.62%	38,690	35,833	89.98%	43,000
Association Dues & Fees	308	583	52.89%	3,588	5,833	51.26%	7,000
Public Information	3,343	3,333	100.29%	31,213	33,333	78.03%	40,000
Library Supplies	3,856	3,750	102.83%	25,179	37,500	55.95%	45,000
Office Supplies	892	500	178.36%	3,414	5,000	56.90%	6,000
Postage	755	1,167	64.69%	10,524	11,667	75.17%	14,000
Printing	0	583	0.00%	10,017	5,833	143.10%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	19,211	20,250	94.87%	195,572	202,500	80.48%	243,000
Contribution to FICA	16,261	17,750	91.61%	166,662	177,500	78.25%	213,000
Audit	1,085	1,029	105.46%	9,630	10,292	77.97%	12,350
Liability Ins.-D&O,Bonds,WC	2,369	4,750	49.87%	24,381	47,500	42.77%	57,000
Unemployment Compensation	0	337	0.00%	0	3,333	0.00%	4,000
Bank Charges	6	50	12.00%	327	500	54.51%	600
Total Expenditures	426,189	490,171	86.95%	4,200,234	4,901,670	71.41%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	(384,971)	(29,171)		1,223,780	(291,666)		(350,000)
Interfund Transfers In / (Out)	-	0		(200,000)	0		0
Net Change in Fund Balance	(384,971)	(29,171)		1,023,780	(291,666)		(350,000)

Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended October 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	6,751	1,658,362
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	2,036	14,800	6	59	3,364	19,681
Capital Campaign	0	0	245	2,145	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	2,036	14,800	251	2,204	10,115	1,678,043
Expenditures						
Building Repairs	0	0	247	662	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	120,806
Total Expenditures	0	35	247	662	12,081	120,806
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,036	14,765	4	1,542	-1,966	1,557,237
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	2,036	14,765	4	1,542	-1,966	1,557,237