

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended January 31, 2019

Revenues

There have been no tax receipts in January, but should start to receive tax receipts in February. **Interest Income** was higher than budgeted due to investments being set up with longer maturities providing higher rates of returns.

Expenditures

Total Expenditures were \$ 361,426 under budget for the month and year.

Salaries is under budget by \$ 6,454 for January and the year. There are a few open positions at this time.

Salary-Maintenance is over budget by \$ 1,014 for the month and year.

Audio Visual Materials is over budget by \$ 2,651 for January and the year.

Automation-Equipment is over budget by \$1,131 for the month and year.

Automation-Line Cost is over budget by \$ 652 for January and the year.

Automation-Maintenance is over budget by \$ 4,501 for the month and year.

**Orland Park Public Library
Balance Sheet - All Funds
January 31, 2019**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	207,316	0	72,015		279,331
Cash - Marquette E-Commerce	5,623				5,623
PMA Financial Investments	5,688,776	1,196,832		608,475	7,494,082
Tax Receipts - Marquette	17,177			2,845	20,022
Special Reserve - Marquette	2	102,505			102,507
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	67,075	3,025		3,014	73,114
Property Taxes Receivable	5,538,000			980,568	6,518,568
Prepaid Expenses	245,749				245,749
Due from Debt Service	0	0	0	0	0
Total Assets	<u>11,770,018</u>	<u>1,302,362</u>	<u>72,015</u>	<u>1,594,902</u>	<u>14,739,296</u>
Liabilities & Fund Balance					
HSA W/H Payable	-900	0	0	0	-900
457 W/H Payable	-800	0	0	0	-800
Garnishment W/H Payable	111	0	0	0	111
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	5,538,000	0	0	980,568	6,518,568
Accounts Payable	64,694	0	0	0	64,694
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	15,928	15,928
Total Liabilities	<u>5,601,105</u>	<u>0</u>	<u>0</u>	<u>996,495</u>	<u>6,597,601</u>
Beginning Unrestricted Fund Balance	6,306,607	1,300,073	72,009	605,147	8,283,836
Fund Balance - Nonspendable	245,749	0	0	0	245,749
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
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>-397,040</u>	<u>2,289</u>	<u>6</u>	<u>-6,739</u>	<u>-401,484</u>
Ending Fund Balance	<u>6,168,913</u>	<u>1,302,362</u>	<u>72,015</u>	<u>598,407</u>	<u>8,141,695</u>
Total Liabilities & Fund Balance	<u>11,770,018</u>	<u>1,302,362</u>	<u>72,015</u>	<u>1,594,902</u>	<u>14,739,296</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended January 31, 2019**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	-	461,500	0.0%	0	461,500	0.0%	5,538,000
Impact Fees	1,250	417	299.8%	1,250	417	25.0%	5,000
Replacement Taxes	1,586	1,250	126.8%	1,586	1,250	10.6%	15,000
State Grants	-	16,250	0.0%	0	16,250	0.0%	195,000
Non Resident Fees	-	125	0.0%	0	125	0.0%	1,500
Fines	5,366	4,917	109.1%	5,366	4,917	9.1%	59,000
Gifts	541	833	64.9%	541	833	5.4%	10,000
Copy Machine	847	1,000	84.7%	847	1,000	7.1%	12,000
Interest Income	10,505	7,292	144.1%	10,505	7,292	12.0%	87,500
Miscellaneous Income	362	750	48.3%	362	750	4.0%	9,000
Total Revenues	20,457	494,334	4.1%	20,457	494,334	0.3%	5,932,000
<u>Expenditures</u>							
Salaries	224,855	231,309	97.2%	224,855	231,308	8.1%	2,775,706
Salaries-Maintenance	12,618	11,604	108.7%	12,618	11,604	9.1%	139,250
Life/Health Insurance	36,188	51,250	70.6%	36,188	51,250	5.9%	615,000
Books	22,976	30,593	75.1%	22,976	30,593	6.3%	367,120
Electronic Databases	7,263	9,167	79.2%	7,263	9,167	6.6%	110,000
Periodicals	3,143	3,000	104.8%	3,143	3,000	8.7%	36,000
Audio Visual Materials	17,651	15,000	117.7%	17,651	15,000	9.8%	180,000
Audio Visual Equipment	0	42	0.0%	0	42	0.0%	500
Book Rebinding	0	0	0.0%	0	0	0.0%	0
Accounting	475	1,050	45.2%	475	1,050	3.8%	12,600
Insurance	4,215	4,442	94.9%	4,215	4,442	7.9%	53,300
Landscaping & Groundskeeping	773	2,167	35.7%	773	2,167	3.0%	26,000
Building Maintenance	10,484	65,417	16.0%	10,484	65,417	1.3%	785,000
Security System	0	583	0.0%	0	583	0.0%	7,000
Library Office & Equipment	0	63	0.0%	0	63	0.0%	750
Legal	1,731	4,167	41.5%	1,731	4,167	3.5%	50,000
Library Consultant	2,650	3,500	75.7%	2,650	3,500	6.3%	42,000
Electricity	0	0	0.0%	0	0	0.0%	0
Water & Sewer	987	1,054	93.7%	987	1,054	7.8%	12,650
Natural Gas	1,316	3,350	39.3%	1,316	3,350	3.3%	40,200
Telephone	616	750	82.1%	616	750	6.8%	9,000
Purchase - New Equipment	0	1,000	0.0%	0	1,000	0.0%	12,000
Building & Custodial Supplies	2,230	3,250	68.6%	2,230	3,250	5.7%	39,000
Building Repairs	0	1,500	0.0%	0	1,500	0.0%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,135	1,250	90.8%	1,135	1,250	7.6%	15,000
Machine Rental	0	100	0.0%	0	100	0.0%	1,200
Automation - Equipment	5,714	4,583	124.7%	5,714	4,583	10.4%	55,000
Automation - Line Costs	1,110	458	242.3%	1,110	458	20.2%	5,500
Automation - Consultant	2,449	2,500	97.9%	2,449	2,500	8.2%	30,000
Automation - Maintenance	12,418	7,917	156.8%	12,418	7,917	13.1%	95,000
Library Furniture	0	1,500	0.0%	0	1,500	0.0%	18,000
Outreach Services	448	3,625	12.4%	448	3,625	1.0%	43,500

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended January 31, 2019**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	50	500	10.0%	50	500	0.8%	6,000
Staff Training & Education	990	1,750	56.5%	990	1,750	4.7%	21,000
Conference Fees	0	600	0.0%	0	600	0.0%	7,200
Patron Programs & Events	2,120	3,583	59.2%	2,120	3,583	4.9%	43,000
Association Dues & Fees	638	500	127.7%	638	500	10.6%	6,000
Public Information	371	3,583	10.4%	371	3,583	0.9%	43,000
Library Supplies	1,201	3,750	32.0%	1,201	3,750	2.7%	45,000
Office Supplies	373	500	74.6%	373	500	6.2%	6,000
Postage	509	1,417	35.9%	509	1,417	3.0%	17,000
Printing	0	917	0.0%	0	917	0.0%	11,000
Contingency	0	0	0.0%	0	0	0.0%	0
Contribution to IMRF	17,652	20,746	85.1%	17,652	20,746	7.1%	248,946
Contribution to FICA	17,772	18,498	96.1%	17,772	18,498	8.0%	221,978
Audit	7	1,250	0.5%	7	1,250	0.0%	15,000
Liability Ins.-D&O,Bonds,WC	2,371	4,917	48.2%	2,371	4,917	4.0%	59,000
Unemployment Compensation	0	167	0.0%	0	167	0.0%	2,000
Bank Charges	0	54	0.0%	0	50	0.0%	600
Building Renovations	0	250,000	0.0%	0	250,000	0.0%	3,000,000
Total Expenditures	417,497	778,923	53.6%	417,497	778,923	4.5%	9,347,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	(397,040)	(284,589)		(397,040)	(284,589)		(3,415,000)
Interfund Transfers In / (Out)	-	0		0	0		0
Net Change in Fund Balance	(397,040)	(284,589)		(397,040)	(284,589)		(3,415,000)

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended January 31, 2019**

	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	0	0
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	2,289	2,289	6	6	1,225	1,125
Capital Campaign	0	0	0	0	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	2,289	2,289	6	6	1,225	1,125
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	7,964	7,964
Total Expenditures	0	0	0	0	7,964	7,964
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,289	2,289	6	6	-6,739	-6,839
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	2,289	2,289	6	6	-6,739	-6,839