

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended February 28, 2015

Revenues

There were significant tax receipts received in February. **Fines** continue to be slightly higher than budget. **Miscellaneous Income** is higher than budget from the \$1,000 received with the Robert B Downs award.

Expenditures

Overall Expenditures are \$55,300 under budget for the month and \$147,100 under budget year-to-date.

Salaries is under budget by \$5,700 for February. There are several open part-time positions and 2 new hires started in early March. Maintenance is slightly over budget due to additional hours required for snow removal.

Life/Health Insurance is \$3,200 under budget for February. The year-to-date overage is from the funding of the HSA accounts for the year. This line should be within or below budget by the end of the year.

Accounting is \$800 over budget for the month due to quarterly and year-end tax forms. This will even out by the end of the year.

Natural Gas is \$3,100 over budget for the month due to two bills being paid. This line is \$1,200 under budget year-to-date and is anticipated to remain within budget for the year.

Automation - Equipment is \$1,700 over budget for February but is slightly under budget year-to-date. Activity this month included a RFID reader, 2 Apple Mac minis and several monitors.

Conference Fees activity is for NIU children's conference, Innovative Users Group (IUG), and the BookExpo America conference.

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended February 28, 2015

Office Supplies is slightly over budget for February but well under budget year-to-date. Purchases are done in bulk and when needed so will vary throughout the year.

Printing activity for the month is for labels and is anticipated to be within budget for the year.

Contribution to IMRF is \$600 over budget for February due to the retirement of employee and paying out their Paid Time Off (PTO) balance. This line is expect to be very close to budget this year.

Audit activity is for an installment payment for the FY2014 audit work.

Liability Ins.-D&O,Bonds,WC is \$200 over budget for February. This line will vary based on renewal effective in May. It is not clear what the increase will be this year which may cause this line to be over for the year.

**Orland Park Public Library
Balance Sheet - All Funds
As of February 28, 2015**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	143,064.54	0.00	66,061.22	0.00	209,125.76
Cash - Marquette E-Commerce	2,877.63	0.00	0.00	0.00	2,877.63
Illinois Funds	350,004.11	6,839.16	0.00	0.00	356,843.27
PMA Financial Investments	4,716,599.16	657,471.01	0.00	733,813.89	6,107,884.06
Cash - Harris Bank	0.00	0.00	0.00	0.00	0.00
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	7,185.50	2,974.90	0.00	307.88	10,468.28
Property Taxes Receivable	4,170,893.17	0.00	0.00	1,377,564.38	5,548,457.55
Prepaid Expenses	82,517.95	0.00	0.00	0.00	82,517.95
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>9,473,442.06</u>	<u>667,285.07</u>	<u>66,061.22</u>	<u>2,111,686.15</u>	<u>12,318,474.50</u>
Liabilities & Fund Balance					
457 Plan W/H Payable	0.00	0.00	0.00	0.00	0.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	4,170,893.17	0.00	0.00	1,377,564.38	5,548,457.55
Accounts Payable	0.00	0.00	0.00	0.00	0.00
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	68,273.13	68,273.13
Total Liabilities	<u>4,170,893.17</u>	<u>0.00</u>	<u>0.00</u>	<u>1,445,837.51</u>	<u>5,616,730.68</u>
Beginning Unrestricted Fund Balance	5,112,959.54	666,832.72	66,060.54	449,932.42	6,295,785.22
Fund Balance-Restricted IMRF	3,543.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Social Security	25,462.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Liab. Insurance	25,012.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Worker's Comp	5,408.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Unemploymt Ins.	26,247.00	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>103,917.35</u>	<u>452.35</u>	<u>0.68</u>	<u>215,916.22</u>	<u>320,286.60</u>
Ending Fund Balance	<u>5,302,548.89</u>	<u>667,285.07</u>	<u>66,061.22</u>	<u>665,848.64</u>	<u>6,701,743.82</u>
Total Liabilities & Fund Balance	<u>9,473,442.06</u>	<u>667,285.07</u>	<u>66,061.22</u>	<u>2,111,686.15</u>	<u>12,318,474.50</u>

Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended February 28, 2015

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	779,216.19	415,373	187.59%	790,827.87	830,746	15.87%	4,984,477
Impact Fees	0.00	833	0.00%	3,500.00	1,667	35.00%	10,000
Replacement Taxes	0.00	833	0.00%	2,091.74	1,667	20.92%	10,000
State Grants	0.00	6,250	0.00%	0.00	12,500	0.00%	75,000
Non Resident Fees	227.10	667	34.05%	1,470.50	1,333	18.38%	8,000
Fines	5,339.04	5,000	106.78%	10,732.03	10,000	17.89%	60,000
Gifts	125.00	833	15.01%	7,113.49	1,667	71.13%	10,000
Copy Machine	1,278.37	1,250	102.27%	2,428.33	2,500	16.19%	15,000
Interest Income	928.76	833	111.50%	1,991.56	1,667	19.92%	10,000
Miscellaneous Income	1,647.36	833	197.76%	2,077.75	1,667	20.78%	10,000
Total Revenues	788,761.82	432,706	182.29%	822,233.27	865,414	15.84%	5,192,477
Expenditures							
Salaries	191,495.90	197,817	96.80%	373,625.51	395,635	15.74%	2,373,813
Salaries - Maintenance	9,452.41	8,840	106.93%	18,491.96	17,679	17.43%	106,076
Life/Health Insurance	33,608.74	36,854	91.19%	80,456.42	73,708	18.19%	442,249
Books	17,308.44	34,167	50.66%	32,854.79	68,333	8.01%	410,000
Electronic Databases	5,703.57	6,083	93.76%	11,407.14	12,167	15.63%	73,000
Periodicals	2,534.30	3,250	77.98%	5,011.40	6,500	12.85%	39,000
Audio Visual Materials	11,090.16	13,333	83.18%	17,324.20	26,667	10.83%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	167	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	1,418.45	650	218.22%	1,849.15	1,300	23.71%	7,800
Insurance	2,832.08	2,875	98.51%	5,514.16	5,750	15.98%	34,500
Landscaping & Groundskeeping	0.00	2,167	0.00%	52.78	4,333	0.20%	26,000
Building Maintenance	10,219.18	18,750	54.50%	17,664.31	37,500	7.85%	225,000
Security System	0.00	583	0.00%	588.75	1,167	8.41%	7,000
Library Office & Equipment	0.00	83	0.00%	0.00	167	0.00%	1,000
Legal	8,706.72	10,417	83.58%	8,829.92	20,833	7.06%	125,000
Library Consultant	0.00	0	0.00%	0.00	0	0.00%	0
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	770.04	667	115.45%	770.04	1,333	9.63%	8,000
Natural Gas	7,062.90	4,167	169.50%	7,062.90	8,333	14.13%	50,000
Telephone	490.62	1,250	39.25%	873.17	2,500	5.82%	15,000
Purchase - New Equipment	0.00	667	0.00%	0.00	1,333	0.00%	8,000
Building & Custodial Supplies	2,644.53	2,833	93.35%	3,493.79	5,667	10.28%	34,000
Building Repairs	203.47	1,667	12.21%	203.47	3,333	1.02%	20,000
Lib. & Off. Eqpt Rep. & Maint	0.00	1,375	0.00%	0.00	2,750	0.00%	16,500
Machine Rental	214.00	333	64.26%	214.00	667	5.35%	4,000
Automation - Equipment	10,504.80	8,750	120.05%	16,794.30	17,500	15.99%	105,000
Automation - Line Costs	482.54	458	105.36%	739.44	917	13.44%	5,500
Automation - Consultant	9,405.78	12,583	74.75%	18,811.56	25,167	12.46%	151,000
Automation - Maintenance	159.00	3,750	4.24%	209.00	7,500	0.46%	45,000
Library Furniture	359.50	1,583	22.71%	921.49	3,167	4.85%	19,000
Outreach Services	0.00	583	0.00%	278.31	1,167	3.98%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended February 28, 2015**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	0.00	750	0.00%	430.41	1,500	4.78%	9,000
Staff Training & Education	2,014.06	2,500	80.56%	2,154.06	5,000	7.18%	30,000
Conference Fees	1,165.00	417	279.38%	1,440.00	833	28.80%	5,000
Patron Programs & Events	1,885.82	3,750	50.29%	5,761.58	7,500	12.80%	45,000
Association Dues & Fees	0.00	583	0.00%	1,295.00	1,167	18.50%	7,000
Public Information	650.00	2,737	23.75%	2,225.44	5,474	6.78%	32,844
Library Supplies	1,556.62	4,167	37.36%	1,635.02	8,333	3.27%	50,000
Office Supplies	1,310.21	1,083	120.98%	1,488.02	2,167	11.45%	13,000
Postage	582.34	1,167	49.90%	582.34	2,333	4.16%	14,000
Printing	724.92	500	144.98%	724.92	1,000	12.08%	6,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	18,435.95	17,868	103.18%	35,939.85	35,736	16.76%	214,413
Contribution to FICA	15,081.76	15,682	96.17%	29,418.18	31,364	15.63%	188,182
Audit	3,500.00	842	415.68%	3,500.00	1,683	34.65%	10,100
Liability Ins.-D&O,Bonds,WC	3,678.08	3,500	105.09%	7,356.16	7,000	17.51%	42,000
Unemployment Compensation	0.00	333	0.00%	0.00	667	0.00%	4,000
Bank Charges	191.76	208	92.19%	322.98	417	12.92%	2,500
Total Expenditures	377,443.65	432,705	87.23%	718,315.92	865,414	13.83%	5,192,477
Excess (Deficiency) of Revenues Over (Under) Expenditures	411,318.17	0	-100.00%	103,917.35	0	-100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	411,318.17	0	-100.00%	103,917.35	0	-100.00%	0

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended February 28, 2015**

	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	0.00	0.00	0.00	0.00	257,389.10	261,224.65
Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00
Replacement Taxes	0.00	0.00	0.00	0.00	0.00	0.00
State Grants	0.00	0.00	0.00	0.00	0.00	0.00
Non Resident Fees	0.00	0.00	0.00	0.00	0.00	0.00
Fines	0.00	0.00	0.00	0.00	0.00	0.00
Gifts	0.00	0.00	0.00	0.00	0.00	0.00
Copy Machine	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	214.69	452.35	5.07	10.68	99.16	206.99
Capital Campaign	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	214.69	452.35	5.07	10.68	257,488.26	261,431.64
Expenditures						
Building Repairs	0.00	0.00	0.00	0.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	10.00	10.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	22,757.71	45,515.42
Total Expenditures	0.00	0.00	10.00	10.00	22,757.71	45,515.42
Excess (Deficiency) of Revenues Over (Under) Expenditures	214.69	452.35	(4.93)	0.68	234,730.55	215,916.22
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	214.69	452.35	(4.93)	0.68	234,730.55	215,916.22