

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended November 30, 2015

Revenues

The Library has received almost 100% of tax receipts for 2015. **Impact and Replacement Taxes** continue to be significantly higher than anticipated. **Fines** continue to be above budget year-to-date. **Interest Income** remains higher than budgeted due to investments being set up with longer terms providing higher rates of return. All other revenue line items are above budget on a year-to-date basis except for non-resident fees. Total Revenue year-to-date exceed Total Budgeted Revenues for the year.

Expenditures

Overall Expenditures are \$ 38,935 under budget for the month and \$ 557,320 under budget year-to-date

Salaries is under budget by \$ 13,206 for November and \$ 126,529 year-to-date

Books and Electronic Databases are over budget for the month due to typically higher purchasing of these items near year-end, but under budget on a year-to-date basis

Landscaping & Grounds is over budget for November due to pond buffer maintenance, but under budget on a year-to-date basis

Legal is over budget for the month due to quarterly billing from KTJ, but under budget on a year-to-date basis

Library Furniture is over budget for November and year-to-date due to refurbishing of library furniture and will end the year over budget

Liability Ins - D&O, Bonds, WC is over budget for the month and year-to-date due to higher than budgeted insurance cost for 2015

**Orland Park Public Library
Balance Sheet - All Funds
As of November 30, 2015**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	84,737.29	0.00	66,711.28	0.00	151,448.57
Cash - Marquette E-Commerce	8,405.26	0.00	0.00	0.00	8,405.26
Illinois Funds	411,506.02	6,841.00	0.00	33,276.06	451,623.08
PMA Financial Investments	5,625,328.61	657,905.93	0.00	445,440.07	6,728,674.61
Cash - Harris Bank	249.68	0.00	0.00	0.00	249.68
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	12,318.51	4,738.06	0.00	656.36	17,712.93
Property Taxes Receivable	0.00	0.00	0.00	0.00	0.00
Prepaid Expenses	60,558.84	0.00	0.00	0.00	60,558.84
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>6,203,404.21</u>	<u>669,484.99</u>	<u>66,711.28</u>	<u>479,372.49</u>	<u>7,418,972.97</u>
Liabilities & Fund Balance					
457 Plan / IMRF W/H Payable	2,228.69	0.00	0.00	0.00	2,228.69
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00
Total Liabilities	<u>2,228.69</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,228.69</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 Unemployt Ins.	26,247.00	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,002,729.97</u>	<u>2,652.27</u>	<u>650.74</u>	<u>29,254.08</u>	<u>1,035,287.06</u>
Ending Fund Balance	<u>6,201,361.51</u>	<u>669,484.99</u>	<u>66,711.28</u>	<u>479,186.50</u>	<u>7,416,744.28</u>
Total Liabilities & Fund Balance	<u>6,203,590.20</u>	<u>669,484.99</u>	<u>66,711.28</u>	<u>479,186.50</u>	<u>7,418,972.97</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended November 30, 2015**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	749.04	415,373	0.18%	4,956,495.45	4,569,104	99.44%	4,984,477
Impact Fees	0.00	833	0.00%	26,625.00	9,167	266.25%	10,000
Replacement Taxes	13,875.00	833	1665.67%	28,523.33	9,167	285.23%	10,000
State Grants	0.00	6,250	0.00%	70,958.75	68,750	94.61%	75,000
Non Resident Fees	372.65	667	55.87%	7,168.58	7,333	89.61%	8,000
Fines	4,336.73	5,000	86.73%	57,306.65	55,000	95.51%	60,000
Gifts	7,025.00	833	843.34%	14,708.49	9,167	147.08%	10,000
Copy Machine	1,155.89	1,250	92.47%	14,466.77	13,750	96.45%	15,000
Interest Income	1,145.82	833	137.55%	19,189.25	9,167	191.89%	10,000
Miscellaneous Income	237.26	833	28.48%	9,737.36	9,167	97.37%	10,000
Total Revenues	28,897.39	432,706	6.68%	5,205,179.63	4,759,772	100.24%	5,192,477
<u>Expenditures</u>							
Salaries	184,610.46	197,817	93.32%	2,049,465.15	2,175,994	86.34%	2,373,813
Salaries - Maintenance	9,272.92	8,840	104.90%	97,964.93	97,236	92.35%	106,076
Life/Health Insurance	35,390.31	36,854	96.03%	382,331.07	405,395	86.45%	442,249
Books	36,787.10	34,167	107.67%	290,900.63	375,833	70.95%	410,000
Electronic Databases	6,841.52	6,083	112.47%	63,214.42	66,917	86.60%	73,000
Periodicals	2,627.30	3,250	80.84%	31,386.81	35,750	80.48%	39,000
Audio Visual Materials	4,009.01	13,333	30.07%	124,794.30	146,667	78.00%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	917	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	557.05	650	85.70%	7,022.65	7,150	90.03%	7,800
Insurance	3,298.25	2,875	114.72%	31,116.11	31,625	90.19%	34,500
Landscaping & Grounds keeping	3,750.00	2,167	173.05%	22,176.63	23,833	85.29%	26,000
Building Maintenance	7,171.46	18,750	38.25%	124,074.93	206,250	55.14%	225,000
Security System	0.00	583	0.00%	2,403.28	6,417	34.33%	7,000
Library Office & Equipment	0.00	83	0.00%	0.00	917	0.00%	1,000
Legal	17,451.13	10,417	167.53%	76,909.14	114,583	61.53%	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	194.65	667	29.18%	5,616.62	7,333	70.21%	8,000
Natural Gas	1,232.57	4,167	29.58%	18,259.22	45,833	36.52%	50,000
Telephone	893.31	1,250	71.46%	7,372.89	13,750	49.15%	15,000
Purchase - New Equipment	841.00	667	126.09%	8,024.93	7,333	100.31%	8,000
Building & Custodial Supplies	2,312.54	2,833	81.63%	27,772.92	31,167	81.69%	34,000
Building Repairs	255.87	1,667	15.35%	16,407.26	18,333	82.04%	20,000
Lib. & Off. Eqpt Rep. & Maint	239.16	1,375	17.39%	13,128.08	15,125	79.56%	16,500
Machine Rental	214.00	333	64.26%	3,019.03	3,667	75.48%	4,000
Automation - Equipment	0.00	8,750	0.00%	55,093.08	96,250	52.47%	105,000
Automation - Line Costs	415.01	458	90.61%	3,750.80	5,042	68.20%	5,500
Automation - Consultant	9,405.78	12,583	74.75%	103,463.58	138,417	68.52%	151,000
Automation - Maintenance	0.00	3,750	0.00%	49,212.99	41,250	109.36%	45,000
Library Furniture	24,178.80	1,583	1527.40%	42,838.98	17,417	225.47%	19,000
Outreach Services	195.00	583	33.45%	2,248.45	6,417	32.12%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended November 30, 2015**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	850.00	750	113.33%	4,950.62	8,250	55.01%	9,000
Staff Training & Education	193.20	2,500	7.73%	7,975.29	27,500	26.58%	30,000
Conference Fees	0.00	417	0.00%	4,599.00	4,583	91.98%	5,000
Patron Programs & Events	2,422.12	3,750	64.59%	37,347.95	41,250	83.00%	45,000
Association Dues & Fees	480.00	583	82.33%	5,295.00	6,417	75.64%	7,000
Public Information	127.50	2,737	4.66%	25,120.05	30,107	76.48%	32,844
Library Supplies	364.72	4,167	8.75%	25,844.24	45,833	51.69%	50,000
Office Supplies	202.81	1,083	18.73%	5,272.47	11,917	40.56%	13,000
Postage	266.44	1,167	22.83%	10,693.50	12,833	76.38%	14,000
Printing	89.91	500	17.98%	6,366.20	5,500	106.10%	6,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	18,094.34	17,868	101.27%	194,464.25	196,545	90.70%	214,413
Contribution to FICA	14,532.77	15,682	92.67%	160,949.18	172,500	85.53%	188,182
Audit	0.00	842	0.00%	9,800.00	9,258	97.03%	10,100
Liability Ins.-D&O,Bonds,WC	4,001.50	3,500	114.33%	42,290.19	38,500	100.69%	42,000
Unemployment Compensation	0.00	333	0.00%	0.00	3,667	0.00%	4,000
Bank Charges	0.00	208	0.00%	1,512.84	2,292	60.51%	2,500
Total Expenditures	393,769.51	432,705	91.00%	4,202,449.66	4,759,770	80.93%	5,192,477
Excess (Deficiency) of Revenues Over (Under) Expenditures	(364,872.12)	0	100.00%	1,002,729.97	0	100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	(364,872.12)	0	100.00%	1,002,729.97	0	100.00%	0

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended November 30, 2015**

	<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>
<u>Revenues</u>						
Taxes	0.00	0.00	0.00	0.00	0.00	1,636,972.06
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	485.62	2,652.27	5.48	60.74	757.11	2,616.81
Capital Campaign	0.00	0.00	0.00	825.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	485.62	2,652.27	5.48	885.74	757.11	1,639,588.87
<u>Expenditures</u>						
Building Repairs	0.00	0.00	0.00	225.00	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	0.00	10.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	1,382,757.70	1,610,334.79
Total Expenditures	0.00	0.00	0.00	235.00	1,382,757.70	1,610,334.79
Excess (Deficiency) of Revenues Over (Under) Expenditures	485.62	2,652.27	5.48	650.74	(1,382,000.59)	29,254.08
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	485.62	2,652.27	5.48	650.74	(1,382,000.59)	29,254.08