

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended November 30, 2016

Revenues

Tax Revenues are at 99.6% 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 100.8% of year-to-date budget.

Expenditures

Overall Expenditures were \$ 42,353 under budget for the month and \$ 774,382 under budget year-to-date.

Salaries is under budget by \$ 12,409 for November and \$ 164,098 under budget year-to-date. There are open positions to be filled.

Books are over budget by 6,622 for the month, but under budget on a year-to-date basis.

Periodicals are over budget by 7,982 for the November, but under budget on a year-to-date basis.

Insurance is over budget by \$ 852 for the month and over budget on a year-to-date basis.

Water and Sewer is over budget for November by \$762 and over budget on a year-to-date basis.

Building & Custodial Supplies is over budget by \$ 1,064 for the month and over budget on a year-to-date basis.

Library Furniture is over budget for November by \$ 2,373 and over budget on a year-to-date basis.

Printing is over budget by 1,414 for the month, but under budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
November 30, 2016**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	159,968.81	0.00	68,577.45	0.00	228,546.26
Cash - Marquette E-Commerce	4,368.79	0.00	0.00	0.00	4,368.79
Illinois Funds	91,217.29	6,773.51	0.00	0.00	97,990.80
PMA Financial Investments	6,534,611.10	764,443.00	0.00	468,541.26	7,767,595.36
US Bank	3,880.32	73.50	0.00	0.00	3,953.82
Cash - Harris Bank	30,996.24	0.00	0.00	9,282.58	40,278.82
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	22,075.55	1,534.75	0.00	726.21	24,336.51
Property Taxes Receivable	20,643.29	0.00	0.00	6,885.11	27,528.40
Prepaid Expenses	93,896.38	0.00	0.00	0.00	93,896.38
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>6,961,957.77</u>	<u>772,824.76</u>	<u>68,577.45</u>	<u>485,435.16</u>	<u>8,288,795.14</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
IMRF W/H Payable	0.00	0.00	0.00	0.00	0.00
457 Plan W/H Payable	425.00	0.00	0.00	0.00	425.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	20,643.29	0.00	0.00	6,885.11	27,528.40
Accounts Payable	37,823.41	0.00	0.00	0.00	37,823.41
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>58,891.70</u>	<u>0.00</u>	<u>0.00</u>	<u>6,885.11</u>	<u>65,776.81</u>
Beginning Unrestricted Fund Balance	5,673,835.36	669,735.13	66,628.45	459,943.59	6,870,142.53
Fund Balance-Restricted IMRF	3,543.00	0.00	0.00	0.00	3,543.00
Fund Balance-Restricted Social Security	25,462.00	0.00	0.00	0.00	25,462.00
Fund Balance-Restricted Liab. Insurance	25,012.00	0.00	0.00	0.00	25,012.00
Fund Balance-Restricted Worker's Comp	5,408.00	0.00	0.00	0.00	5,408.00
Fund Balance-Restricted Unemploymt Ins.	15,228.77	0.00	0.00	0.00	22,851.00
Transfers between Funds	(100,000.00)	100,000.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,254,576.94</u>	<u>3,089.63</u>	<u>1,949.00</u>	<u>18,606.46</u>	<u>1,278,222.03</u>
Ending Fund Balance	<u>6,903,066.07</u>	<u>772,824.76</u>	<u>68,577.45</u>	<u>478,550.05</u>	<u>8,223,018.33</u>
Total Liabilities & Fund Balance	<u>6,961,957.77</u>	<u>772,824.76</u>	<u>68,577.45</u>	<u>485,435.16</u>	<u>8,288,795.14</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
November 30, 2016**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	28,729.60	424,447	6.77%	5,073,067.53	4,668,920	99.60%	5,093,367
Impact Fees	0.00	2,083	0.00%	18,544.13	22,917	74.18%	25,000
Replacement Taxes	2,259.26	1,042	216.82%	12,122.55	11,458	96.98%	12,500
State Grants	0.00	2,083	0.00%	96,564.84	22,917	386.26%	25,000
Non Resident Fees	801.97	667	120.24%	3,738.59	7,333	46.73%	8,000
Fines	5,542.64	5,000	110.85%	54,706.57	55,000	91.18%	60,000
Gifts	0.00	833	0.00%	1,603.89	9,167	16.04%	10,000
Copy Machine	1,357.57	1,250	108.61%	14,034.88	13,750	93.57%	15,000
Interest Income	3,759.72	1,250	300.78%	31,280.14	13,750	208.53%	15,000
Miscellaneous Income	745.93	833	89.55%	8,910.02	9,167	89.10%	10,000
Total Revenues	43,196.69	439,489	9.83%	5,314,573.14	4,834,379	100.77%	5,273,867
<u>Expenditures</u>							
Salaries	185,404.91	197,814	93.73%	2,011,871.29	2,175,969	84.75%	2,373,785
Salaries-Maintenance	8,449.08	8,975	94.14%	92,456.64	98,730	85.84%	107,705
Life/Health Insurance	31,644.28	37,096	85.30%	372,202.19	408,056	83.61%	445,152
Books	40,789.49	34,167	119.38%	271,708.33	375,833	66.27%	410,000
Electronic Databases	6,567.09	6,083	107.96%	62,123.91	66,917	85.10%	73,000
Periodicals	11,148.60	3,167	352.02%	34,194.13	34,833	89.98%	38,000
Audio Visual Materials	13,400.60	13,333	100.51%	133,455.17	146,667	83.41%	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	626.24	667	93.89%	7,068.72	7,333	88.36%	8,000
Insurance	3,893.58	3,042	127.99%	38,548.06	33,458	105.61%	36,500
Landscaping & Groundskeeping	1,464.53	2,033	72.04%	21,286.84	22,367	87.24%	24,400
Building Maintenance	12,124.17	20,833	58.20%	98,783.87	229,167	39.51%	250,000
Security System	0.00	750	0.00%	1,684.50	8,250	18.72%	9,000
Library Office & Equipment	0.00	83	0.00%	0.00	917	0.00%	1,000
Legal	5,601.47	10,000	56.01%	46,476.86	110,000	38.73%	120,000
Library Consultant	930.28	1,000	0.00%	9,735.05	11,000	0.00%	12,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	1,344.77	583	230.66%	8,822.91	6,417	126.04%	7,000
Natural Gas	1,725.96	3,333	51.78%	17,370.62	36,667	43.43%	40,000
Telephone	560.62	917	61.14%	6,293.34	10,083	57.21%	11,000
Purchase - New Equipment	0.00	1,667	0.00%	18,023.83	18,333	90.12%	20,000
Building & Custodial Supplies	3,897.10	2,833	137.56%	31,400.46	31,167	92.35%	34,000
Building Repairs	0.00	1,833	0.00%	3,846.18	20,167	17.48%	22,000
Lib. & Off. Eqpt Rep. & Maint	300.79	1,375	21.88%	11,974.76	15,125	72.57%	16,500
Machine Rental	0.00	333	0.00%	865.02	3,667	21.63%	4,000
Automation - Equipment	887.55	6,667	13.31%	21,127.11	73,333	26.41%	80,000
Automation - Line Costs	331.94	542	61.24%	3,601.77	5,958	55.41%	6,500
Automation - Consultant	10,252.31	13,417	76.41%	120,084.96	147,583	74.59%	161,000
Automation - Maintenance	3,057.40	4,167	73.37%	32,769.06	45,833	65.54%	50,000
Library Furniture	7,373.00	5,000	147.46%	61,509.75	55,000	102.52%	60,000
Outreach Services	270.49	583	46.40%	4,640.08	6,417	66.29%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
November 30, 2016**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	250.00	667	37.48%	4,349.96	7,333	54.37%	8,000
Staff Training & Education	415.24	2,250	18.46%	15,756.09	24,750	58.36%	27,000
Conference Fees	200.00	542	36.90%	3,227.00	5,958	49.65%	6,500
Patron Programs & Events	2,375.89	3,750	63.36%	26,949.17	41,250	59.89%	45,000
Association Dues & Fees	455.00	667	68.22%	4,642.00	7,333	58.03%	8,000
Public Information	866.67	3,250	26.67%	21,490.42	35,750	55.10%	39,000
Library Supplies	3,173.52	3,750	84.63%	27,547.63	41,250	61.22%	45,000
Office Supplies	73.98	917	8.07%	2,239.03	10,083	20.35%	11,000
Postage	40.94	1,167	3.51%	9,347.28	12,833	66.77%	14,000
Printing	1,997.93	584	342.11%	3,628.48	6,417	51.84%	7,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	16,808.97	17,708	94.92%	184,423.11	194,786	86.79%	212,494
Contribution to FICA	14,529.48	15,819	91.85%	157,663.30	174,012	83.05%	189,831
Audit	0.00	875	0.00%	10,500.00	9,625	100.00%	10,500
Liability Ins.-D&O,Bonds,WC	3,796.50	4,583	82.84%	42,581.46	50,417	77.42%	55,000
Unemployment Compensation	0.00	334	0.00%	0.00	3,667	0.00%	4,000
Bank Charges	105.94	250	42.38%	1,725.86	2,750	57.53%	3,000
Total Expenditures	397,136.31	439,489	90.36%	4,059,996.20	4,834,378	76.98%	5,273,867
Excess (Deficiency) of Revenues Over (Under) Expenditures	(353,939.62)	0	-100.00%	1,254,576.94	0	-100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	(353,939.62)	0	-100.00%	1,254,576.94	0	-100.00%	0

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
November 30, 2016**

	<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	9,282.58	1,639,118.40
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	205.72	3,104.63	5.62	62.00	573.64	5,539.52
Capital Campaign	0.00	0.00	150.00	2,025.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	205.72	3,104.63	155.62	2,087.00	9,856.22	1,644,657.92
<u>Expenditures</u>						
Building Repairs	0.00	0.00	0.00	138.00	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	3.00	15.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	1,429,641.00	1,626,051.46
Total Expenditures	3.00	15.00	0.00	138.00	1,429,641.00	1,626,051.46
Excess (Deficiency) of Revenues Over (Under) Expenditures	202.72	3,089.63	155.62	1,949.00	(1,419,784.78)	18,606.46
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	202.72	3,089.63	155.62	1,949.00	(1,419,784.78)	18,606.46