

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended August 31, 2017

Revenues

Tax Revenues are at 98.3% of annual budget. 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 97.1% of annual budget.

Expenditures

Total Expenditures were \$ 19,384 under budget for the month and \$ 394,406 under budget year-to-date.

Salaries is under budget by \$ 8,370 for August and \$ 99,170 under budget year-to-date. There are a few open positions at this time.

Books is over budget for the month by \$ 4,849, but under budget on a year-to-date basis.

Electronic Databases is over budget by \$ 1,711 for August and over budget on a year-to-date basis.

Library Furniture is over budget for the month by \$ 12,738 and over budget on a year-to-date basis.

Public Information is over budget by \$ 4,914 for August and over budget on a year-to-date basis.

Postage is over budget for the month by \$ 1,234 and over budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
August 31, 2017**

| | <u>General Fund</u> | <u>Special Reserve</u> | <u>Capital Campaign</u> | <u>Debt Service</u> | <u>Total</u> |
|--|----------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|
| Assets | | | | | |
| Cash - Marquette | 215,122.17 | 0.00 | 69,730.65 | | 284,852.82 |
| Cash - Marquette E-Commerce | 2,852.28 | | | | 2,852.28 |
| PMA Financial Investments | 7,574,573.29 | 1,073,453.08 | | 2,094,137.30 | 10,742,163.67 |
| Tax Receipts - Marquette | 42,029.64 | | | 9,422.02 | 51,451.66 |
| Special Reserve - Marquette | 1.00 | 2,540.41 | | | 2,541.41 |
| Cash - Harris Bank | 0.00 | | | | 0.00 |
| Petty Cash | 300.00 | | | | 300.00 |
| Interest Receivable | 32,755.39 | 1,224.31 | | 5,892.19 | 39,871.89 |
| Property Taxes Receivable | 115,716.00 | | | 7,220.32 | 122,936.32 |
| Prepaid Expenses | 168,170.47 | | | | 168,170.47 |
| Due from Debt Service | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Assets | <u>8,151,520.24</u> | <u>1,077,217.80</u> | <u>69,730.65</u> | <u>2,116,671.83</u> | <u>11,415,140.52</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 |
| Garnishment 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 | 115,716.00 | 0.00 | 0.00 | 7,220.32 | 122,936.32 |
| Accounts Payable | 45,951.60 | 0.00 | 0.00 | 0.00 | 45,951.60 |
| Estimated Property Tax Refunds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Due to Primary Government | 0.00 | 0.00 | 0.00 | 48,348.15 | 48,348.15 |
| Total Liabilities | <u>161,667.60</u> | <u>0.00</u> | <u>0.00</u> | <u>55,568.47</u> | <u>217,236.07</u> |
| Beginning Unrestricted Fund Balance | <u>6,257,422.89</u> | <u>773,095.83</u> | <u>68,284.75</u> | <u>533,848.88</u> | <u>7,632,652.35</u> |
| Fund Balance - Nonspendable | <u>168,170.47</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>168,170.47</u> |
| Fund Balance - Restricted by Donors | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| Fund Balance - Restricted by Statute | <u>13,597.41</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>13,597.41</u> |
| Fund Balance - Restricted by Budget | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| Transfers between Funds | <u>(300,000.00)</u> | <u>300,000.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| Excess (Deficiency) of Revenues Over (Under) Expenditures | <u>1,850,661.87</u> | <u>4,121.97</u> | <u>1,445.90</u> | <u>1,527,254.48</u> | <u>3,383,484.22</u> |
| Ending Fund Balance | <u>7,989,852.64</u> | <u>1,077,217.80</u> | <u>69,730.65</u> | <u>2,061,103.36</u> | <u>11,197,904.45</u> |
| Total Liabilities & Fund Balance | <u>8,151,520.24</u> | <u>1,077,217.80</u> | <u>69,730.65</u> | <u>2,116,671.83</u> | <u>11,415,140.52</u> |

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended August 31, 2017**

| | Actual Month | Monthly Budget | % of Budget | Actual Y-T-D | Budget Y-T-D | % of Total Budget | Total Budget |
|-------------------------------|---------------------|-------------------|----------------|---------------------|------------------|----------------------|------------------|
| Revenues | | | | | | | |
| Taxes | 1,190,149.88 | 432,853 | 274.95% | 5,106,536.57 | 3,462,823 | 98.31% | 5,194,234 |
| Impact Fees | 1,625.00 | 1,500 | 108.33% | 3,875.00 | 12,000 | 21.53% | 18,000 |
| Replacement Taxes | 111.00 | 1,000 | 11.10% | 12,198.17 | 8,000 | 101.65% | 12,000 |
| State Grants | 0.00 | 3,333 | 0.00% | 0.00 | 26,667 | 0.00% | 40,000 |
| Non Resident Fees | 405.54 | 500 | 81.11% | 3,468.42 | 4,000 | 57.81% | 6,000 |
| Fines | 5,161.29 | 4,583 | 112.62% | 38,256.91 | 36,667 | 69.56% | 55,000 |
| Gifts | 0.00 | 750 | 0.00% | 5,902.07 | 6,000 | 65.58% | 9,000 |
| Copy Machine | 1,507.88 | 1,000 | 150.79% | 9,363.08 | 8,000 | 78.03% | 12,000 |
| Interest Income | 5,828.42 | 2,000 | 291.42% | 35,791.48 | 16,000 | 149.13% | 24,000 |
| Miscellaneous Income | 1,396.57 | 750 | 186.21% | 7,262.67 | 6,000 | 80.70% | 9,000 |
| Total Revenues | 1,206,185.58 | 448,270 | 269.08% | 5,222,654.37 | 3,586,158 | 97.09% | 5,379,234 |
| Expenditures | | | | | | | |
| Salaries | 200,628.64 | 208,999 | 96.00% | 1,572,824.46 | 1,671,994 | 62.71% | 2,507,992 |
| Salaries-Maintenance | 10,056.11 | 9,476 | 106.12% | 73,452.26 | 75,807 | 64.60% | 113,711 |
| Life/Health Insurance | 34,488.84 | 40,000 | 86.22% | 312,161.81 | 320,000 | 65.03% | 480,000 |
| Books | 38,848.58 | 34,000 | 114.26% | 218,469.36 | 272,000 | 53.55% | 408,000 |
| Electronic Databases | 7,794.05 | 6,083 | 128.13% | 52,453.09 | 48,667 | 71.85% | 73,000 |
| Periodicals | 3,126.29 | 3,167 | 98.71% | 26,466.28 | 25,333 | 69.65% | 38,000 |
| Audio Visual Materials | 12,888.25 | 13,750 | 93.73% | 89,691.18 | 110,000 | 54.36% | 165,000 |
| Audio Visual Equipment | 0.00 | 83 | 0.00% | 51.97 | 667 | 5.20% | 1,000 |
| Book Rebinding | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% | 0 |
| Accounting | 1,065.55 | 1,158 | 92.02% | 9,532.71 | 9,267 | 68.58% | 13,900 |
| Insurance | 3,416.50 | 4,083 | 83.68% | 30,772.32 | 32,667 | 62.80% | 49,000 |
| Landscaping & Groundskeeping | 979.13 | 2,000 | 48.96% | 15,154.62 | 16,000 | 63.14% | 24,000 |
| Building Maintenance | 33,816.38 | 33,833 | 99.95% | 225,229.49 | 270,667 | 55.48% | 406,000 |
| Security System | 0.00 | 1,000 | 0.00% | 1,789.11 | 8,000 | 14.91% | 12,000 |
| Library Office & Equipment | 0.00 | 83 | 0.00% | 0.00 | 667 | 0.00% | 1,000 |
| Legal | 8,842.55 | 9,583 | 92.27% | 42,233.68 | 76,667 | 36.72% | 115,000 |
| Library Consultant | 333.33 | 833 | 0.00% | 2,666.66 | 6,667 | 0.00% | 10,000 |
| Electricity | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% | 0 |
| Water & Sewer | 0.00 | 750 | 0.00% | 4,935.66 | 6,000 | 54.84% | 9,000 |
| Natural Gas | 1,291.29 | 3,000 | 43.04% | 22,894.37 | 24,000 | 63.60% | 36,000 |
| Telephone | 561.14 | 800 | 70.14% | 4,993.09 | 6,400 | 52.01% | 9,600 |
| Purchase - New Equipment | 0.00 | 1,667 | 0.00% | 4,710.00 | 13,333 | 23.55% | 20,000 |
| Building & Custodial Supplies | 3,033.40 | 3,000 | 101.11% | 21,852.49 | 24,000 | 60.70% | 36,000 |
| Building Repairs | 0.00 | 1,833 | 0.00% | 7,877.02 | 14,667 | 35.80% | 22,000 |
| Lib. & Off. Eqpt Rep. & Maint | 1,883.52 | 1,500 | 125.57% | 11,236.20 | 12,000 | 62.42% | 18,000 |
| Machine Rental | 233.01 | 333 | 69.97% | 699.03 | 2,667 | 17.48% | 4,000 |
| Automation - Equipment | 4,447.79 | 6,667 | 66.71% | 30,504.44 | 53,333 | 38.13% | 80,000 |
| Automation - Line Costs | 248.12 | 625 | 39.70% | 2,550.81 | 5,000 | 34.01% | 7,500 |
| Automation - Consultant | 4,592.25 | 12,083 | 38.01% | 54,433.72 | 96,667 | 37.54% | 145,000 |
| Automation - Maintenance | 6,147.82 | 7,083 | 86.80% | 48,208.68 | 56,667 | 56.72% | 85,000 |
| Library Furniture | 18,154.50 | 5,417 | 335.14% | 72,426.49 | 43,333 | 111.43% | 65,000 |
| Outreach Services | 63.63 | 583 | 10.91% | 4,344.22 | 4,667 | 62.06% | 7,000 |

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended August 31, 2017**

| | Actual Month | Monthly Budget | % of Budget | Actual Y-T-D | Budget Y-T-D | % of Total Budget | Total Budget |
|--|-------------------------|---------------------------|------------------------|-------------------------|-------------------------|------------------------------|-------------------------|
| Board Training & Education | 253.80 | 583 | 43.53% | 2,431.89 | 4,667 | 34.74% | 7,000 |
| Staff Training & Education | 915.12 | 1,984 | 46.13% | 6,587.82 | 15,869 | 27.68% | 23,804 |
| Conference Fees | 0.00 | 500 | 0.00% | 4,175.00 | 4,000 | 69.58% | 6,000 |
| Patron Programs & Events | 2,572.96 | 3,500 | 73.51% | 24,436.28 | 28,000 | 58.18% | 42,000 |
| Association Dues & Fees | 0.00 | 750 | 0.00% | 2,851.00 | 6,000 | 31.68% | 9,000 |
| Public Information | 8,164.17 | 3,250 | 251.21% | 26,567.57 | 26,000 | 68.12% | 39,000 |
| Library Supplies | 2,015.53 | 3,500 | 57.59% | 28,580.91 | 28,000 | 68.05% | 42,000 |
| Office Supplies | 307.90 | 750 | 41.05% | 3,506.30 | 6,000 | 38.96% | 9,000 |
| Postage | 2,483.81 | 1,250 | 198.70% | 10,076.81 | 10,000 | 67.18% | 15,000 |
| Printing | 785.82 | 750 | 104.78% | 3,677.08 | 6,000 | 40.86% | 9,000 |
| Contingency | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% | 0 |
| Contribution to IMRF | 17,696.77 | 18,018 | 98.22% | 138,316.65 | 144,147 | 63.97% | 216,221 |
| Contribution to FICA | 15,789.34 | 16,713 | 94.47% | 123,196.12 | 133,707 | 61.43% | 200,560 |
| Audit | 972.22 | 942 | 103.21% | 7,361.10 | 7,533 | 65.14% | 11,300 |
| Liability Ins.-D&O,Bonds,WC | 2,501.66 | 4,250 | 58.86% | 25,191.98 | 34,000 | 49.40% | 51,000 |
| Unemployment Compensation | 0.00 | 337 | 0.00% | 0.00 | 2,667 | 0.00% | 4,000 |
| Bank Charges | 15.00 | 250 | 6.00% | 420.77 | 2,000 | 14.03% | 3,000 |
| Total Expenditures | 451,414.77 | 470,799 | 95.88% | 3,371,992.50 | 3,766,399 | 59.69% | 5,649,588 |
| Excess (Deficiency) of Revenues Over (Under) Expenditures | 754,770.81 | (22,529) | | 1,850,661.87 | (180,235) | | (270,354) |
| Interfund Transfers In / (Out) | 0 | 0 | | 0 | 0 | | 0 |
| Net Change in Fund Balance | 754,770.81 | (22,529) | | 1,850,661.87 | (180,235) | | (270,354) |

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended August 31, 2017**

| | Special Reserve Month | Special Reserve Y-T-D | Capital Campaign Month | Capital Campaign Y-T-D | Debt Service Month | Debt Service Y-T-D |
|--|--------------------------------------|--------------------------------------|---------------------------------------|---------------------------------------|-----------------------------------|-----------------------------------|
| <u>Revenues</u> | | | | | | |
| Taxes | 0.00 | 0.00 | 0.00 | 0.00 | 396,716.62 | 1,650,323.11 |
| 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 | 807.00 | 4,171.97 | 5.91 | 45.90 | 1,169.41 | 5,859.73 |
| Capital Campaign | 0.00 | 0.00 | 225.00 | 1,400.00 | 0.00 | 0.00 |
| Miscellaneous Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Revenues | 807.00 | 4,171.97 | 230.91 | 1,445.90 | 397,886.03 | 1,656,182.84 |
| <u>Expenditures</u> | | | | | | |
| 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 | 17.00 | 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 | 33.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Debt Service Repaid to Village | 0.00 | 0.00 | 0.00 | 0.00 | 16,116.05 | 128,928.36 |
| Total Expenditures | 0.00 | 50.00 | 0.00 | 0.00 | 16,116.05 | 128,928.36 |
| Excess (Deficiency) of Revenues Over (Under) Expenditures | 807.00 | 4,121.97 | 230.91 | 1,445.90 | 381,769.98 | 1,527,254.48 |
| Interfund Transfers In / (Out) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Net Change in Fund Balance | 807.00 | 4,121.97 | 230.91 | 1,445.90 | 381,769.98 | 1,527,254.48 |