

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended September 30, 2017

Revenues

Tax Revenues are at 98.7% 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 97.7% of annual budget.

Expenditures

Total Expenditures were \$ 43,268 under budget for the month and \$ 437,671 under budget year-to-date.

Salaries is under budget by \$ 14,662 for September and \$ 113,832 under budget year-to-date. There are a few open positions at this time.

Books is over budget for the month by \$ 6,873, but under budget on a year-to-date basis.

Electronic Databases is over budget by \$ 1,611 for September and over budget on a year-to-date basis.

Water & Sewer is over budget for the month by \$ 3,485 and over budget on a year-to-date basis.

Natural Gas is over budget by \$ 909 for September, but under budget on a year-to-date basis.

Telephone is over budget for the month by \$ 760, but under budget on a year-to-date basis.

Automation-Equipment is over budget by \$ 7,268 for September, but under budget on a year-to-date basis.

Conference Fees is over budget for the month by \$ 760 and over budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
September 30, 2017**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	203,328.90	0.00	70,061.39		273,390.29
Cash - Marquette E-Commerce	2,917.26				2,917.26
PMA Financial Investments	7,227,096.42	1,073,899.46		2,110,171.66	10,411,167.54
Tax Receipts - Marquette	13,733.56				13,733.56
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	35,335.46	1,673.55		7,134.20	44,143.21
Property Taxes Receivable	96,812.38			919.11	97,731.49
Prepaid Expenses	156,832.40				156,832.40
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>7,736,357.38</u>	<u>1,078,113.42</u>	<u>70,061.39</u>	<u>2,118,224.97</u>	<u>11,002,757.16</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
457 W/H Payable	325.03	0.00	0.00	0.00	325.03
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	96,812.38	0.00	0.00	919.11	97,731.49
Accounts Payable	44,333.23	0.00	0.00	0.00	44,333.23
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	64,464.20	64,464.20
Total Liabilities	<u>141,470.64</u>	<u>0.00</u>	<u>0.00</u>	<u>65,383.31</u>	<u>206,853.95</u>
Beginning Unrestricted Fund Balance	<u>6,268,260.96</u>	<u>773,095.83</u>	<u>68,284.75</u>	<u>533,848.88</u>	<u>7,643,490.42</u>
Fund Balance - Nonspendable	<u>156,832.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>156,832.40</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>1,456,195.97</u>	<u>5,017.59</u>	<u>1,776.64</u>	<u>1,518,992.78</u>	<u>2,981,982.98</u>
Ending Fund Balance	<u>7,594,886.74</u>	<u>1,078,113.42</u>	<u>70,061.39</u>	<u>2,052,841.66</u>	<u>10,795,903.21</u>
Total Liabilities & Fund Balance	<u>7,736,357.38</u>	<u>1,078,113.42</u>	<u>70,061.39</u>	<u>2,118,224.97</u>	<u>11,002,757.16</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended September 30, 2017**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	18,903.62	432,853	4.37%	5,125,440.19	3,895,676	98.68%	5,194,234
Impact Fees	0.00	1,500	0.00%	3,875.00	13,500	21.53%	18,000
Replacement Taxes	0.00	1,000	0.00%	12,198.17	9,000	101.65%	12,000
State Grants	0.00	3,333	0.00%	0.00	30,000	0.00%	40,000
Non Resident Fees	331.74	500	66.35%	3,800.16	4,500	63.34%	6,000
Fines	4,030.55	4,583	87.95%	42,287.46	41,250	76.89%	55,000
Gifts	0.00	750	0.00%	5,902.07	6,750	65.58%	9,000
Copy Machine	1,196.04	1,000	119.60%	10,559.12	9,000	87.99%	12,000
Interest Income	7,958.28	2,000	397.91%	43,749.76	18,000	182.29%	24,000
Miscellaneous Income	644.88	750	85.98%	7,907.55	6,750	87.86%	9,000
Total Revenues	33,065.11	448,270	7.38%	5,255,719.48	4,034,427	97.70%	5,379,234
<u>Expenditures</u>							
Salaries	194,336.63	208,999	92.98%	1,767,161.09	1,880,993	70.46%	2,507,992
Salaries-Maintenance	9,743.98	9,476	102.83%	83,196.24	85,283	73.16%	113,711
Life/Health Insurance	33,062.75	40,000	82.66%	345,224.56	360,000	71.92%	480,000
Books	40,872.57	34,000	120.21%	259,341.93	306,000	63.56%	408,000
Electronic Databases	7,694.47	6,083	126.49%	60,147.56	54,750	82.39%	73,000
Periodicals	3,165.24	3,167	99.94%	29,631.52	28,500	77.98%	38,000
Audio Visual Materials	11,480.48	13,750	83.49%	101,171.66	123,750	61.32%	165,000
Audio Visual Equipment	0.00	83	0.00%	51.97	750	5.20%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	97.50	1,158	8.42%	9,630.21	10,425	69.28%	13,900
Insurance	4,096.50	4,083	100.33%	34,868.82	36,750	71.16%	49,000
Landscaping & Groundskeeping	2,135.13	2,000	106.76%	17,289.75	18,000	72.04%	24,000
Building Maintenance	23,455.95	33,833	69.33%	248,685.44	304,500	61.25%	406,000
Security System	886.95	1,000	88.70%	2,676.06	9,000	22.30%	12,000
Library Office & Equipment	0.00	83	0.00%	0.00	750	0.00%	1,000
Legal	8,954.90	9,583	93.45%	51,188.58	86,250	44.51%	115,000
Library Consultant	3,333.33	833	0.00%	5,999.99	7,500	0.00%	10,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	4,235.13	750	564.68%	9,170.79	6,750	101.90%	9,000
Natural Gas	3,909.01	3,000	130.30%	26,803.38	27,000	74.45%	36,000
Telephone	1,559.56	800	194.95%	6,552.65	7,200	68.26%	9,600
Purchase - New Equipment	0.00	1,667	0.00%	4,710.00	15,000	23.55%	20,000
Building & Custodial Supplies	2,439.02	3,000	81.30%	24,291.51	27,000	67.48%	36,000
Building Repairs	1,490.40	1,833	81.31%	9,367.42	16,500	42.58%	22,000
Lib. & Off. Eqpt Rep. & Maint	583.48	1,500	38.90%	11,819.68	13,500	65.66%	18,000
Machine Rental	0.00	333	0.00%	699.03	3,000	17.48%	4,000
Automation - Equipment	13,935.35	6,667	209.02%	44,439.79	60,000	55.55%	80,000
Automation - Line Costs	409.05	625	65.45%	2,959.86	5,625	39.46%	7,500
Automation - Consultant	5,177.25	12,083	42.85%	59,610.97	108,750	41.11%	145,000
Automation - Maintenance	5,123.44	7,083	72.33%	53,332.12	63,750	62.74%	85,000
Library Furniture	0.00	5,417	0.00%	72,426.49	48,750	111.43%	65,000
Outreach Services	439.95	583	75.46%	4,784.17	5,250	68.35%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended September 30, 2017**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	244.49	583	41.94%	2,676.38	5,250	38.23%	7,000
Staff Training & Education	1,263.35	1,984	63.68%	7,851.17	17,853	32.98%	23,804
Conference Fees	1,260.00	500	252.00%	5,435.00	4,500	90.58%	6,000
Patron Programs & Events	1,908.14	3,500	54.52%	26,344.42	31,500	62.72%	42,000
Association Dues & Fees	950.00	750	126.67%	3,801.00	6,750	42.23%	9,000
Public Information	255.00	3,250	7.85%	26,822.57	29,250	68.78%	39,000
Library Supplies	2,629.03	3,500	75.12%	31,209.94	31,500	74.31%	42,000
Office Supplies	184.55	750	24.61%	3,690.85	6,750	41.01%	9,000
Postage	68.40	1,250	5.47%	10,145.21	11,250	67.63%	15,000
Printing	0.00	750	0.00%	3,677.08	6,750	40.86%	9,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,394.91	18,018	96.54%	155,711.56	162,166	72.02%	216,221
Contribution to FICA	15,251.23	16,713	91.25%	138,447.35	150,420	69.03%	200,560
Audit	972.22	942	103.21%	8,333.32	8,475	73.75%	11,300
Liability Ins.-D&O,Bonds,WC	2,501.66	4,250	58.86%	27,693.64	38,250	54.30%	51,000
Unemployment Compensation	0.00	337	0.00%	0.00	3,000	0.00%	4,000
Bank Charges	30.01	250	12.00%	450.78	2,250	15.03%	3,000
Total Expenditures	427,531.01	470,799	90.81%	3,799,523.51	4,237,195	67.25%	5,649,588
Excess (Deficiency) of Revenues Over (Under) Expenditures	(394,465.90)	(22,529)		1,456,195.97	(202,765)		(270,354)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	<u>(394,465.90)</u>	<u>(22,529)</u>		<u>1,456,195.97</u>	<u>(202,765)</u>		<u>(270,354)</u>

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended September 30, 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	6,301.21	1,656,624.32
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	895.62	5,067.59	5.74	51.64	1,553.14	7,412.87
Capital Campaign	0.00	0.00	325.00	1,725.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	895.62	5,067.59	330.74	1,776.64	7,854.35	1,664,037.19
<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	145,044.41
Total Expenditures	0.00	50.00	0.00	0.00	16,116.05	145,044.41
Excess (Deficiency) of Revenues Over (Under) Expenditures	895.62	5,017.59	330.74	1,776.64	(8,261.70)	1,518,992.78
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	895.62	5,017.59	330.74	1,776.64	(8,261.70)	1,518,992.78