

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

Revenues

Tax Revenues are at 99.3% 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 98.9% of annual budget.

Expenditures

Total Expenditures were \$ 17,242 under budget for the month and \$ 511,864 under budget year-to-date.

Salaries is under budget by \$ 16,423 for November and \$ 149,871 under budget year-to-date. There are a few open positions at this time.

Salaries-Maintenance is over budget \$ 690 for the month, but under budget on a year-to-date basis.

Audio-Visual Materials is over budget by \$ 2,123 for November, but under budget on a year-to-date basis.

Building Maintenance is over budget \$ 24,311 for the month, but under budget on a year-to-date basis.

Water & Sewer is over budget by \$ 1,604 for November and over budget on a year-to-date basis.

Automation - Equipment is over budget \$ 5,231 for the month, but under budget on a year-to-date basis.

Automation -Maintenance is over budget by \$ 8,115 for November, but under budget on a year-to-date basis.

Patron Programs & Events is over budget \$ 2,845 for the month, but under budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	155,752.16	0.00	70,148.11		225,900.27
Cash - Marquette E-Commerce	2,500.86				2,500.86
PMA Financial Investments	6,473,398.33	1,075,026.50		541,806.88	8,090,231.71
Tax Receipts - Marquette	17,972.14				17,972.14
Special Reserve - Marquette	1.00	2,540.41			2,541.41
Cash - Harris Bank	2,931.48			977.16	3,908.64
Petty Cash	300.00				300.00
Interest Receivable	31,351.29	2,436.83		1,378.03	35,166.15
Property Taxes Receivable	40,875.72			13,361.67	54,237.39
Prepaid Expenses	122,593.89				122,593.89
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>6,847,676.87</u>	<u>1,080,003.74</u>	<u>70,148.11</u>	<u>557,523.74</u>	<u>8,555,352.46</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
457 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	40,875.72	0.00	0.00	13,361.67	54,237.39
Accounts Payable	16,144.70	0.00	0.00	0.00	16,144.70
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>57,020.42</u>	<u>0.00</u>	<u>0.00</u>	<u>13,361.67</u>	<u>70,382.09</u>
Beginning Unrestricted Fund Balance	6,302,499.47	773,095.83	68,284.75	533,848.88	7,677,728.93
Fund Balance - Nonspendable	122,593.89	0.00	0.00	0.00	122,593.89
Fund Balance - Restricted by Donors	0.00	0.00	0.00	0.00	0.00
Fund Balance - Restricted by Statute	13,597.41	0.00	0.00	0.00	13,597.41
Fund Balance - Restricted by Budget	0.00	0.00	0.00	0.00	0.00
Transfers between Funds	(300,000.00)	300,000.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>651,965.68</u>	<u>6,907.91</u>	<u>1,863.36</u>	<u>10,313.19</u>	<u>671,050.14</u>
Ending Fund Balance	<u>6,790,656.45</u>	<u>1,080,003.74</u>	<u>70,148.11</u>	<u>544,162.07</u>	<u>8,484,970.37</u>
Total Liabilities & Fund Balance	<u>6,847,676.87</u>	<u>1,080,003.74</u>	<u>70,148.11</u>	<u>557,523.74</u>	<u>8,555,352.46</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	2,931.48	432,853	0.68%	5,158,060.76	4,761,381	99.30%	5,194,234
Impact Fees	2,625.00	1,500	175.00%	6,500.00	16,500	36.11%	18,000
Replacement Taxes	0.00	1,000	0.00%	13,841.75	11,000	115.35%	12,000
State Grants	0.00	3,333	0.00%	0.00	36,667	0.00%	40,000
Non Resident Fees	120.28	500	24.06%	3,920.44	5,500	65.34%	6,000
Fines	5,196.89	4,583	113.39%	51,429.31	50,417	93.51%	55,000
Gifts	17.59	750	2.35%	5,919.66	8,250	65.77%	9,000
Copy Machine	1,482.60	1,000	148.26%	13,453.90	11,000	112.12%	12,000
Interest Income	5,253.88	2,000	262.69%	56,420.21	22,000	235.08%	24,000
Miscellaneous Income	623.62	750	83.15%	9,352.24	8,250	103.91%	9,000
Total Revenues	18,251.34	448,270	4.07%	5,318,898.27	4,930,966	98.88%	5,379,234
Expenditures							
Salaries	192,576.33	208,999	92.14%	2,149,120.56	2,298,992	85.69%	2,507,992
Salaries-Maintenance	10,165.96	9,476	107.28%	103,652.90	104,235	91.15%	113,711
Life/Health Insurance	37,501.68	40,000	93.75%	415,401.17	440,000	86.54%	480,000
Books	23,721.20	34,000	69.77%	320,814.54	374,000	78.63%	408,000
Electronic Databases	5,989.15	6,083	98.46%	72,466.69	66,917	99.27%	73,000
Periodicals	3,281.34	3,167	103.61%	36,313.90	34,833	95.56%	38,000
Audio Visual Materials	15,873.48	13,750	115.44%	128,930.12	151,250	78.14%	165,000
Audio Visual Equipment	0.00	83	0.00%	51.97	917	5.20%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	97.50	1,158	8.42%	9,825.21	12,742	70.68%	13,900
Insurance	4,096.43	4,083	100.33%	43,061.75	44,917	87.88%	49,000
Landscaping & Groundskeeping	1,649.44	2,000	82.47%	19,918.32	22,000	82.99%	24,000
Building Maintenance	58,143.77	33,833	171.86%	352,886.95	372,167	86.92%	406,000
Security System	0.00	1,000	0.00%	2,676.06	11,000	22.30%	12,000
Library Office & Equipment	0.00	83	0.00%	0.00	917	0.00%	1,000
Legal	4,959.48	9,583	51.75%	59,639.66	105,417	51.86%	115,000
Library Consultant	4,133.33	833	0.00%	10,466.65	9,167	0.00%	10,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	2,353.53	750	313.80%	11,524.32	8,250	128.05%	9,000
Natural Gas	2,768.03	3,000	92.27%	31,306.61	33,000	86.96%	36,000
Telephone	80.02	800	10.00%	7,016.22	8,800	73.09%	9,600
Purchase - New Equipment	0.00	1,667	0.00%	4,710.00	18,333	23.55%	20,000
Building & Custodial Supplies	1,938.29	3,000	64.61%	28,297.52	33,000	78.60%	36,000
Building Repairs	0.00	1,833	0.00%	9,781.52	20,167	44.46%	22,000
Lib. & Off. Eqpt Rep. & Maint	614.81	1,500	40.99%	13,577.00	16,500	75.43%	18,000
Machine Rental	233.01	333	69.97%	932.04	3,667	23.30%	4,000
Automation - Equipment	11,897.99	6,667	178.46%	56,840.97	73,333	71.05%	80,000
Automation - Line Costs	255.35	625	40.86%	3,543.90	6,875	47.25%	7,500
Automation - Consultant	4,504.50	12,083	37.28%	70,404.22	132,917	48.55%	145,000
Automation - Maintenance	15,198.00	7,083	214.57%	73,653.56	77,917	86.65%	85,000
Library Furniture	3,893.00	5,417	71.87%	76,319.49	59,583	117.41%	65,000
Outreach Services	108.24	583	18.57%	5,657.40	6,417	80.82%	7,000

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	0.00	583	0.00%	2,826.38	6,417	40.38%	7,000
Staff Training & Education	350.27	1,984	17.65%	8,498.11	21,820	35.70%	23,804
Conference Fees	0.00	500	0.00%	7,555.00	5,500	125.92%	6,000
Patron Programs & Events	6,345.45	3,500	181.30%	35,608.98	38,500	84.78%	42,000
Association Dues & Fees	543.00	750	72.40%	5,222.00	8,250	58.02%	9,000
Public Information	271.52	3,250	8.35%	27,221.59	35,750	69.80%	39,000
Library Supplies	2,549.11	3,500	72.83%	39,679.50	38,500	94.48%	42,000
Office Supplies	602.76	750	80.37%	4,482.31	8,250	49.80%	9,000
Postage	507.16	1,250	40.57%	10,877.37	13,750	72.52%	15,000
Printing	0.00	750	0.00%	3,984.70	8,250	44.27%	9,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,687.52	18,018	98.17%	190,127.64	198,203	87.93%	216,221
Contribution to FICA	15,177.71	16,713	90.81%	168,602.29	183,847	84.07%	200,560
Audit	972.22	942	103.21%	10,277.76	10,358	90.95%	11,300
Liability Ins.-D&O,Bonds,WC	2,501.66	4,250	58.86%	32,696.96	46,750	64.11%	51,000
Unemployment Compensation	0.00	337	0.00%	0.00	3,667	0.00%	4,000
Bank Charges	15.00	250	6.00%	480.78	2,750	16.03%	3,000
Total Expenditures	453,557.24	470,799	96.34%	4,666,932.59	5,178,797	82.61%	5,649,588
Excess (Deficiency) of Revenues Over (Under) Expenditures	(435,305.90)	(22,529)		651,965.68	(247,824)		(270,354)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	(435,305.90)	(22,529)		651,965.68	(247,824)		(270,354)

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended November 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
Revenues						
Taxes	0.00	0.00	0.00	0.00	977.16	1,667,497.85
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	942.93	6,957.91	5.77	63.36	1,065.67	10,091.80
Capital Campaign	0.00	0.00	0.00	1,800.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	942.93	6,957.91	5.77	1,863.36	2,042.83	1,677,589.65
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	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	1,506,116.00	1,667,276.46
Total Expenditures	0.00	50.00	0.00	0.00	1,506,116.00	1,667,276.46
Excess (Deficiency) of Revenues Over (Under) Expenditures	942.93	6,907.91	5.77	1,863.36	(1,504,073.17)	10,313.19
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	942.93	6,907.91	5.77	1,863.36	(1,504,073.17)	10,313.19