

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended April 30, 2018**

**Revenues**

There have been some tax receipts in April, 2018. **Interest Income** was higher than budgeted due to Investments being set up with longer maturities at higher market rates of returns.

**Expenditures**

**Total Expenditures** were \$ 59,527 under budget for the month and \$ 319,499 under budget on a year-to-date basis.

**Salaries** is under budget by \$ 8,662 for April and \$ 36,818 under budget on a year-to-date basis. There are a few open positions at this time.

**Audio Visual Materials** is over budget by \$ 3,690 for the month and over budget on a year-to-date basis.

**Staff Training & Education** is over budget for April by \$ 610 and over budget on a year-to-date basis.

**Conference Fees** is over budget by \$ 1,000 for the month, but under budget on a year-to-date basis.

**Patron Programs & Events** is over budget by \$ 2,724 for April, but under budget on a year-to-date basis.

**Public Information** is over budget by \$ 11,621 for the month and over budget on a year-to-date basis.

**Postage** is over budget by \$ 1,426 for April, but under budget on a year-to-date basis.

**Orland Park Public Library  
Balance Sheet - All Funds  
April 30, 2018**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	353,797	0	70,602		424,399
Cash - Marquette E-Commerce	2,635				2,635
PMA Financial Investments	6,947,188	1,079,846		1,377,988	9,405,022
Tax Receipts - Marquette	-13,338			38,658	25,320
Special Reserve - Marquette	1	2,540			2,541
Cash - Harris Bank	101,295			78,785	180,080
Petty Cash	300				300
Interest Receivable	46,671	3,430		5,365	55,466
Property Taxes Receivable	2,527,604			749,836	3,277,440
Prepaid Expenses	198,768				198,768
Due from Debt Service	0	0	0	0	0
<b>Total Assets</b>	<b><u>10,164,921</u></b>	<b><u>1,085,816</u></b>	<b><u>70,602</u></b>	<b><u>2,250,632</u></b>	<b><u>13,571,971</u></b>
<b>Liabilities &amp; Fund Balance</b>					
Health Insurance W/H Payable	0	0	0	0	0
457 W/H Payable	375	0	0	0	375
Garnishment W/H Payable	154	0	0	0	154
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	2,527,604	0	0	749,836	3,277,440
Accounts Payable	84,345	0	229	0	84,574
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	60,403	60,403
<b>Total Liabilities</b>	<b><u>2,612,478</u></b>	<b><u>0</u></b>	<b><u>229</u></b>	<b><u>810,239</u></b>	<b><u>3,422,946</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b><u>6,152,456</u></b>	<b><u>1,081,040</u></b>	<b><u>70,379</u></b>	<b><u>580,512</u></b>	<b><u>7,884,387</u></b>
<b>Fund Balance - Nonspendable</b>	<b><u>198,768</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>198,768</u></b>
<b>Fund Balance - Restricted by Donors</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>Fund Balance - Restricted by Statute</b>	<b><u>13,597</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>13,597</u></b>
<b>Fund Balance - Restricted by Budget</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>Transfers between Funds</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b><u>1,187,622</u></b>	<b><u>4,775</u></b>	<b><u>-5</u></b>	<b><u>859,881</u></b>	<b><u>2,052,273</u></b>
<b>Ending Fund Balance</b>	<b><u>7,552,443</u></b>	<b><u>1,085,815</u></b>	<b><u>70,374</u></b>	<b><u>1,440,393</u></b>	<b><u>10,149,025</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>10,164,921</u></b>	<b><u>1,085,815</u></b>	<b><u>70,603</u></b>	<b><u>2,250,632</u></b>	<b><u>13,571,971</u></b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended April 30, 2018**

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
<b><u>Revenues</u></b>							
Taxes	101,295	443,750	22.83%	2,756,498	1,775,000	51.77%	5,325,000
Impact Fees	0	833	0.00%	1,500	3,333	15.00%	10,000
Replacement Taxes	4,000	1,667	239.92%	5,475	6,667	27.38%	20,000
State Grants	0	3,333	0.00%	500	13,333	1.25%	40,000
Non Resident Fees	371	417	88.93%	371	1,667	7.42%	5,000
Fines	4,301	4,583	93.84%	18,713	18,333	34.02%	55,000
Gifts	25	833	3.00%	75	3,333	0.75%	10,000
Copy Machine	1,062	1,000	106.23%	4,672	4,000	38.93%	12,000
Interest Income	13,006	3,833	339.32%	38,282	15,333	83.22%	46,000
Miscellaneous Income	740	750	98.71%	2,707	3,000	30.07%	9,000
<b>Total Revenues</b>	<b>124,800</b>	<b>461,000</b>	<b>27.07%</b>	<b>2,828,791</b>	<b>1,844,000</b>	<b>51.14%</b>	<b>5,532,000</b>
<b><u>Expenditures</u></b>							
Salaries	213,160	221,822	96.10%	850,467	887,285	31.95%	2,661,859
Salaries-Maintenance	10,319	10,295	100.23%	40,312	41,180	32.63%	123,541
Life/Health Insurance	36,177	43,333	83.49%	170,286	173,333	32.75%	520,000
Books	25,685	30,667	83.75%	89,773	122,667	24.39%	368,000
Electronic Databases	6,024	8,167	73.76%	23,052	32,667	23.52%	98,000
Periodicals	3,498	3,250	107.64%	12,694	13,000	32.55%	39,000
Audio Visual Materials	17,023	13,333	127.68%	56,474	53,333	35.30%	160,000
Audio Visual Equipment	0	63	0.00%	0	250	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	1,082	1,021	105.93%	3,690	4,083	30.12%	12,250
Insurance	4,097	4,292	95.45%	16,386	17,167	31.82%	51,500
Landscaping & Groundskeeping	773	2,000	38.65%	4,522	8,000	18.84%	24,000
Building Maintenance	19,191	40,417	47.48%	47,911	161,667	9.88%	485,000
Security System	2,175	6,250	34.80%	6,295	25,000	8.39%	75,000
Library Office & Equipment	0	63	0.00%	185	250	24.65%	750
Legal	1,788	6,250	28.61%	5,978	25,000	7.97%	75,000
Library Consultant	0	1,333	0.00%	0	5,333	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	0	833	0.00%	2,055	3,333	20.55%	10,000
Natural Gas	2,160	3,292	65.61%	11,888	13,167	30.10%	39,500
Telephone	629	750	83.83%	2,420	3,000	26.89%	9,000
Purchase - New Equipment	0	1,250	0.00%	0	5,000	0.00%	15,000
Building & Custodial Supplies	2,722	3,125	87.10%	10,652	12,500	28.41%	37,500
Building Repairs	254	1,500	16.92%	1,982	6,000	11.01%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,360	1,500	90.67%	4,629	6,000	25.72%	18,000
Machine Rental	0	200	0.00%	233	800	9.71%	2,400
Automation - Equipment	1,368	6,167	22.18%	8,693	24,667	11.75%	74,000
Automation - Line Costs	287	458	62.73%	1,207	1,833	21.95%	5,500
Automation - Consultant	5,967	6,250	95.47%	21,850	25,000	29.13%	75,000
Automation - Maintenance	5,982	7,500	79.77%	25,022	30,000	27.80%	90,000
Library Furniture	0	3,333	0.00%	0	13,333	0.00%	40,000
Outreach Services	-377	625	-60.37%	5,347	2,500	71.29%	7,500

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended April 30, 2018**

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
Board Training & Education	211	667	31.65%	911	2,667	11.39%	8,000
Staff Training & Education	2,610	2,000	130.52%	8,587	8,000	35.78%	24,000
Conference Fees	1,500	500	300.00%	1,875	2,000	31.25%	6,000
Patron Programs & Events	6,307	3,583	176.03%	13,532	14,333	31.47%	43,000
Association Dues & Fees	250	583	42.88%	1,458	2,333	20.83%	7,000
Public Information	14,954	3,333	448.67%	17,519	13,333	43.80%	40,000
Library Supplies	670	3,750	17.86%	10,270	15,000	22.82%	45,000
Office Supplies	38	500	7.51%	919	2,000	15.31%	6,000
Postage	2,593	1,167	222.18%	4,011	4,667	28.65%	14,000
Printing	0	583	0.00%	0	2,333	0.00%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	19,866	20,250	98.10%	78,155	81,000	32.16%	243,000
Contribution to FICA	16,727	17,750	94.24%	66,694	71,000	31.31%	213,000
Audit	999	1,029	97.04%	3,119	4,117	25.25%	12,350
Liability Ins.-D&O,Bonds,WC	2,502	4,750	52.67%	10,007	19,000	17.56%	57,000
Unemployment Compensation	0	337	0.00%	0	1,333	0.00%	4,000
Bank Charges	75	50	150.00%	110	200	18.40%	600
<b>Total Expenditures</b>	<b>430,644</b>	<b>490,171</b>	<b>87.86%</b>	<b>1,641,170</b>	<b>1,960,669</b>	<b>27.90%</b>	<b>5,882,000</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>-305,844</b>	<b>(29,171)</b>		<b>1,187,622</b>	<b>(116,666)</b>		<b>(350,000)</b>
<b>Interfund Transfers In / (Out)</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Change in Fund Balance</b>	<b>-305,844</b>	<b>(29,171)</b>		<b>1,187,622</b>	<b>(116,666)</b>		<b>(350,000)</b>

**Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended April 30, 2018**

	<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>
<b>Revenues</b>						
Taxes	0	0	0	0	33,765	904,030
Impact Fees	0	0	0	0	0	0
Replacement Taxes	0	0	0	0	0	0
State Grants	0	0	0	0	0	0
Non Resident Fees	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Gifts	0	0	0	0	0	0
Copy Machine	0	0	0	0	0	0
Interest Income	1,390	4,776	6	23	1,861	4,174
Capital Campaign	0	0	0	375	0	0
Miscellaneous Income	0	0	0	0	0	0
<b>Total Revenues</b>	<b>1,390</b>	<b>4,776</b>	<b>6</b>	<b>398</b>	<b>35,626</b>	<b>908,204</b>
<b>Expenditures</b>						
Building Repairs	0	0	404	404	0	0
Audio Visual Equipment	0	0	0	0	0	0
Automation - Equipment	0	0	0	0	0	0
Automation - Consultant	0	0	0	0	0	0
Library Furniture	0	0	0	0	0	0
Library Supplies	0	0	0	0	0	0
Bank Charges	0	0	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	12,081	48,323
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>404</b>	<b>404</b>	<b>12,081</b>	<b>48,323</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>1,390</b>	<b>4,776</b>	<b>-398</b>	<b>-6</b>	<b>23,545</b>	<b>859,881</b>
<b>Interfund Transfers In / (Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Change in Fund Balance</b>	<b>1,390</b>	<b>4,776</b>	<b>-398</b>	<b>-6</b>	<b>23,545</b>	<b>859,881</b>