

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

Revenues

Tax Revenues are at 97% 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 98.6% of year-to-date budget.

Expenditures

Total Expenditures were \$ 67,219 under budget for the month and \$ 768,653 under budget on a year-to-date basis.

Salaries is under budget by \$ 10,485 for November and \$ 102,465 under budget on a year-to-date basis. There are a few open positions at this time.

Books is over budget by \$ 1,952 for the month, but under budget on a year-to-date basis.

Audio Visual Materials is over budget by \$ 2,938 for November and over budget on a year-to-date basis.

Water and Sewer is over budget by \$ 746 for the month, but under budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	143,779	0	71,927		215,706
Cash - Marquette E-Commerce	5,340				5,340
PMA Financial Investments	6,645,865	1,191,377		607,450	8,444,692
Tax Receipts - Marquette	13,640			2,766	16,406
Special Reserve - Marquette	1	102,505			102,506
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	63,271	3,981		1,609	68,861
Property Taxes Receivable	110,426			3,254	113,680
Prepaid Expenses	158,139				158,139
Due from Debt Service	0	0	0	0	0
Total Assets	<u>7,140,760</u>	<u>1,297,863</u>	<u>71,927</u>	<u>615,079</u>	<u>9,125,629</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0	0	0	0	0
457 W/H Payable	0	0	0	0	0
Garnishment W/H Payable	0	0	0	0	0
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	110,426	0	0	3,254	113,680
Accounts Payable	36,600	0	0	0	36,600
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	0	0
Total Liabilities	<u>147,026</u>	<u>0</u>	<u>0</u>	<u>3,254</u>	<u>150,280</u>
Beginning Unrestricted Fund Balance	6,193,085	1,081,040	70,379	580,512	7,925,016
Fund Balance - Nonspendable	158,139	0	0	0	158,139
Fund Balance - Restricted by Donors	0	0	0	0	0
Fund Balance - Restricted by Statute	13,597	0	0	0	13,597
Fund Balance - Restricted by Budget	0	0	0	0	0
Transfers between Funds	-200,000	200,000	0	0	0
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>828,913</u>	<u>16,824</u>	<u>1,548</u>	<u>31,314</u>	<u>878,599</u>
Ending Fund Balance	<u>6,993,734</u>	<u>1,297,863</u>	<u>71,927</u>	<u>611,825</u>	<u>8,975,350</u>
Total Liabilities & Fund Balance	<u>7,140,760</u>	<u>1,297,863</u>	<u>71,927</u>	<u>615,079</u>	<u>9,125,629</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	10,414	443,750	2.35%	5,162,574	4,881,250	96.95%	5,325,000
Impact Fees	-	833	0.00%	4,375	9,167	43.75%	10,000
Replacement Taxes	-	1,667	0.00%	12,505	18,333	62.52%	20,000
State Grants	-	3,333	0.00%	73,272	36,667	183.18%	40,000
Non Resident Fees	123	417	29.41%	3,146	4,583	62.91%	5,000
Fines	4,799	4,583	104.71%	57,161	50,417	103.93%	55,000
Gifts	125	833	15.01%	4,667	9,167	46.67%	10,000
Copy Machine	967	1,000	96.70%	12,820	11,000	106.83%	12,000
Interest Income	11,274	3,833	294.12%	113,556	42,167	246.86%	46,000
Miscellaneous Income	360	750	47.94%	8,024	8,250	89.16%	9,000
Total Revenues	28,060	461,000	6.09%	5,452,100	5,071,002	98.56%	5,532,000
<u>Expenditures</u>							
Salaries	211,337	221,822	95.27%	2,337,571	2,440,036	87.82%	2,661,859
Salaries-Maintenance	10,055	10,295	97.67%	111,257	113,246	90.06%	123,541
Life/Health Insurance	37,928	43,333	87.53%	434,047	476,667	83.47%	520,000
Books	32,619	30,667	106.36%	249,513	337,333	67.80%	368,000
Electronic Databases	7,287	8,167	89.23%	74,554	89,833	76.08%	98,000
Periodicals	3,306	3,250	101.73%	32,990	35,750	84.59%	39,000
Audio Visual Materials	16,271	13,333	122.04%	148,455	146,667	92.78%	160,000
Audio Visual Equipment	0	63	0.00%	0	688	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	1,108	1,021	108.54%	8,665	11,229	70.73%	12,250
Insurance	4,215	4,292	98.20%	45,890	47,208	89.11%	51,500
Landscaping & Groundskeeping	773	2,000	38.65%	16,881	22,000	70.34%	24,000
Building Maintenance	29,028	40,417	71.82%	195,019	444,583	40.21%	485,000
Security System	781	6,250	12.50%	33,956	68,750	45.27%	75,000
Library Office & Equipment	0	63	0.00%	185	688	24.65%	750
Legal	3,417	6,250	54.67%	45,851	68,750	61.13%	75,000
Library Consultant	0	1,333	0.00%	6,500	14,667	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	1,579	833	189.51%	9,046	9,167	90.46%	10,000
Natural Gas	2,857	3,292	86.79%	22,934	36,208	58.06%	39,500
Telephone	617	750	82.25%	6,795	8,250	75.50%	9,000
Purchase - New Equipment	175	1,250	14.00%	175	13,750	1.17%	15,000
Building & Custodial Supplies	2,975	3,125	95.21%	31,319	34,375	83.52%	37,500
Building Repairs	17	1,500	1.13%	3,154	16,500	17.52%	18,000
Lib. & Off. Eqpt Rep. & Maint	1,717	1,500	114.47%	13,543	16,500	75.24%	18,000
Machine Rental	233	200	116.51%	932	2,200	38.84%	2,400
Automation - Equipment	1,430	6,167	23.18%	63,573	67,833	85.91%	74,000
Automation - Line Costs	305	458	66.63%	3,260	5,042	59.27%	5,500
Automation - Consultant	2,633	6,250	42.12%	59,553	68,750	79.40%	75,000
Automation - Maintenance	5,927	7,500	79.02%	72,083	82,500	80.09%	90,000
Library Furniture	0	3,333	0.00%	4,299	36,667	10.75%	40,000
Outreach Services	136	625	21.75%	7,379	6,875	98.39%	7,500

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	0	667	0.00%	1,719	7,333	21.49%	8,000
Staff Training & Education	36	2,000	1.81%	14,817	22,000	61.74%	24,000
Conference Fees	0	500	0.00%	3,885	5,500	64.75%	6,000
Patron Programs & Events	2,835	3,583	79.14%	41,525	39,417	96.57%	43,000
Association Dues & Fees	683	583	117.21%	4,272	6,417	61.02%	7,000
Public Information	128	3,333	3.83%	31,341	36,667	78.35%	40,000
Library Supplies	305	3,750	8.14%	25,485	41,250	56.63%	45,000
Office Supplies	50	500	9.92%	3,463	5,500	57.72%	6,000
Postage	623	1,167	53.40%	11,147	12,833	79.62%	14,000
Printing	0	583	0.00%	10,017	6,417	143.10%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	19,572	20,250	96.65%	215,144	222,750	88.54%	243,000
Contribution to FICA	16,523	17,750	93.09%	183,185	195,250	86.00%	213,000
Audit	1,085	1,029	105.46%	10,715	11,321	86.76%	12,350
Liability Ins.-D&O,Bonds,WC	2,371	4,750	49.91%	26,751	52,250	46.93%	57,000
Unemployment Compensation	0	337	0.00%	0	3,667	0.00%	4,000
Bank Charges	15	50	30.00%	342	550	57.01%	600
Total Expenditures	422,952	490,171	86.29%	4,623,186	5,391,839	78.60%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	(394,892)	(29,171)		828,913	(320,832)		(350,000)
Interfund Transfers In / (Out)	-	0		(200,000)	0		0
Net Change in Fund Balance	(394,892)	(29,171)		628,913	(320,832)		(350,000)

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

	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	0	0	0	3,352	1,661,714
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	2,058	16,859	6	65	2,805	22,486
Capital Campaign	0	0	0	2,145	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	2,058	16,859	6	2,210	6,157	1,684,200
Expenditures						
Building Repairs	0	0	0	662	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	35	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	1,532,081	1,652,887
Total Expenditures	0	35	0	662	1,532,081	1,652,887
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,058	16,824	6	1,548	-1,525,923	31,314
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	2,058	16,824	6	1,548	-1,525,923	31,314