

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended May 31, 2019**

**Revenues**

Tax Receipts have continued to come in during May, 2019. Interest Income was higher than budgeted due to Investments being set up with longer maturities providing higher rates of returns.

**Expenditures**

**Total Expenditures** were \$ 351,608 under budget for the month and \$ 1,776,568 under budget on a year-to-date basis.

**Salaries** is under budget by \$ 7,429 for May and \$ 60,114 under budget on a year-to-date basis. There were a few open positions at this time.

**Periodicals** is over budget by \$ 1,089 for the month and is over budget on a year-to-date basis.

**Association Dues** is over budget by \$ 1,287 for May and over budget on a year-to-date basis.

**Orland Park Public Library  
Balance Sheet - All Funds  
May 31, 2019**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	277,081	0	73,504		350,584
Cash - Marquette E-Commerce	5,443				5,443
PMA Financial Investments	4,715,495	846,911		1,124,892	6,687,297
PMA Construction Account	2,391,758				2,391,758
Tax Receipts - Marquette	16,240			445	16,685
Special Reserve - Marquette	2	245,135			245,138
Cash- Marquette Construction Account	100				100
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	56,542	2,845		7,504	66,890
Interest Receivable - Construction Account	15,659				15,659
Property Taxes Receivable	2,382,612			421,987	2,804,599
Prepaid Expenses	262,260				262,260
Due from Debt Service	0	0	0	0	0
<b>Total Assets</b>	<b>10,123,491</b>	<b>1,094,891</b>	<b>73,504</b>	<b>1,554,828</b>	<b>12,846,713</b>
<b>Liabilities &amp; Fund Balance</b>					
HSA W/H Payable	0	0	0	0	0
457 W/H Payable	425	0	0	0	425
Garnishment W/H Payable	0	0	0	0	0
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	2,382,612	0	0	421,987	2,804,599
Accounts Payable	47,785	0	0	0	47,785
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	0	0
<b>Total Liabilities</b>	<b>2,430,822</b>	<b>0</b>	<b>0</b>	<b>421,987</b>	<b>2,852,809</b>
<b>Beginning Unrestricted Fund Balance</b>	<b>6,265,666</b>	<b>1,300,073</b>	<b>72,009</b>	<b>605,591</b>	<b>8,243,338</b>
<b>Fund Balance - Nonspendable</b>	<b>262,260</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>262,260</b>
<b>Fund Balance - Restricted by Donors</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance - Restricted by Statute</b>	<b>13,597</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,597</b>
<b>Fund Balance - Restricted by Budget</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers between Funds</b>			<b>0</b>	<b>0</b>	<b>0</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>1,151,146</b>	<b>-205,182</b>	<b>1,495</b>	<b>527,250</b>	<b>1,474,710</b>
<b>Ending Fund Balance</b>	<b>7,692,669</b>	<b>1,094,891</b>	<b>73,504</b>	<b>1,132,841</b>	<b>9,993,904</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>10,123,491</b>	<b>1,094,891</b>	<b>73,504</b>	<b>1,554,828</b>	<b>12,846,713</b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended May 31, 2019**

	<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	25,872	461,500	5.6%	3,155,388	2,307,500	57.0%	5,538,000
Impact Fees	-	417	0.0%	2,125	2,083	42.5%	5,000
Replacement Taxes	3,781	1,250	302.5%	9,101	6,250	60.7%	15,000
State Grants	-	16,250	0.0%	0	81,250	0.0%	195,000
Non Resident Fees	240	125	191.7%	240	625	16.0%	1,500
Fines	4,318	4,917	87.8%	22,714	24,583	38.5%	59,000
Gifts	25	833	3.0%	1,025	4,167	10.2%	10,000
Copy Machine	1,010	1,000	101.0%	5,448	5,000	45.4%	12,000
Interest Income	14,518	7,292	199.1%	69,996	36,458	80.0%	87,500
Miscellaneous Income	983	750	131.1%	3,128	3,750	34.8%	9,000
<b>Total Revenues</b>	<b>50,745</b>	<b>494,334</b>	<b>10.3%</b>	<b>3,269,165</b>	<b>2,471,666</b>	<b>55.1%</b>	<b>5,932,000</b>
<b><u>Expenditures</u></b>							
Salaries	223,880	231,309	96.8%	1,096,429	1,156,543	39.5%	2,775,706
Salaries-Maintenance	11,113	11,604	95.8%	55,872	58,021	40.1%	139,250
Life/Health Insurance	38,538	51,250	75.2%	190,008	256,250	30.9%	615,000
Books	12,381	30,593	40.5%	103,916	152,967	28.3%	367,120
Electronic Databases	9,372	9,167	102.2%	37,689	45,833	34.3%	110,000
Periodicals	4,089	3,000	136.3%	16,272	15,000	45.2%	36,000
Audio Visual Materials	13,412	15,000	89.4%	63,703	75,000	35.4%	180,000
Audio Visual Equipment	-	42	0.0%	0	208	0.0%	500
Book Rebinding	-	0	0.0%	0	0	0.0%	0
Accounting	1,067	1,050	101.6%	4,613	5,250	36.6%	12,600
Insurance	3,653	4,442	82.2%	20,610	22,208	38.7%	53,300
Landscaping & Groundskeeping	1,195	2,167	55.2%	3,937	10,833	15.1%	26,000
Building Maintenance	8,517	65,417	13.0%	47,805	327,083	6.1%	785,000
Security System	-	583	0.0%	1,436	2,917	20.5%	7,000
Library Office & Equipment	-	63	0.0%	0	313	0.0%	750
Legal	3,409	4,167	81.8%	14,126	20,833	28.3%	50,000
Library Consultant	100	3,500	2.9%	5,150	17,500	12.3%	42,000
Electricity	-	0	0.0%	0	0	0.0%	0
Water & Sewer	1,138	1,054	108.0%	2,099	5,271	16.6%	12,650
Natural Gas	1,110	3,350	33.1%	11,093	16,750	27.6%	40,200
Telephone	713	750	95.0%	3,109	3,750	34.5%	9,000
Purchase - New Equipment	-	1,000	0.0%	1,447	5,000	12.1%	12,000
Building & Custodial Supplies	3,266	3,250	100.5%	14,176	16,250	36.3%	39,000
Building Repairs	343	1,500	22.9%	2,075	7,500	11.5%	18,000
Lib. & Off. Eqpt Rep. & Maint	501	1,250	40.1%	2,327	6,250	15.5%	15,000
Machine Rental	233	100	233.0%	466	500	38.8%	1,200
Automation - Equipment	2,661	4,583	58.1%	50,865	22,917	92.5%	55,000
Automation - Line Costs	689	458	150.5%	3,923	2,292	71.3%	5,500
Automation - Consultant	2,130	2,500	85.2%	13,146	12,500	43.8%	30,000
Automation - Maintenance	5,443	7,917	68.7%	44,939	39,583	47.3%	95,000
Library Furniture	-	1,500	0.0%	0	7,500	0.0%	18,000
Outreach Services	827	3,625	22.8%	3,363	18,125	7.7%	43,500

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended May 31, 2019**

	<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	75	500	15.0%	730	2,500	12.2%	6,000
Staff Training & Education	1,266	1,750	72.3%	5,730	8,750	27.3%	21,000
Conference Fees	-	600	0.0%	1,900	3,000	26.4%	7,200
Patron Programs & Events	3,595	3,583	100.3%	17,875	17,917	41.6%	43,000
Association Dues & Fees	1,787	500	357.5%	3,578	2,500	59.6%	6,000
Public Information	683	3,583	19.0%	9,201	17,917	21.4%	43,000
Library Supplies	1,364	3,750	36.4%	7,742	18,750	17.2%	45,000
Office Supplies	188	500	37.6%	1,251	2,500	20.8%	6,000
Postage	534	1,417	37.7%	4,063	7,083	23.9%	17,000
Printing	37	917	4.0%	37	4,583	0.3%	11,000
Contingency	-	0	0.0%	0	0	0.0%	0
Contribution to IMRF	17,531	20,746	84.5%	86,185	103,728	34.6%	248,946
Contribution to FICA	17,615	18,498	95.2%	86,240	92,491	38.9%	221,978
Audit	1,496	1,250	119.7%	3,736	6,250	24.9%	15,000
Liability Ins.-D&O,Bonds,WC	1,876	4,917	38.2%	11,329	24,583	19.2%	59,000
Unemployment Compensation	-	167	0.0%	0	833	0.0%	2,000
Bank Charges	-	54		44	250	7.3%	600
Building Renovations	29,487	250,000	11.8%	63,785	1,250,000	2.1%	3,000,000
<b>Total Expenditures</b>	<b>427,315</b>	<b>778,923</b>	<b>54.9%</b>	<b>2,118,019</b>	<b>3,894,587</b>	<b>22.7%</b>	<b>9,347,000</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(376,570)</b>	<b>(284,589)</b>		<b>1,151,146</b>	<b>(1,422,921)</b>		<b>(3,415,000)</b>
<b>Interfund Transfers In / (Out)</b>	<b>-</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Change in Fund Balance</b>	<b>(376,570)</b>	<b>(284,589)</b>		<b>1,151,146</b>	<b>(1,422,921)</b>		<b>(3,415,000)</b>

**Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended May 31, 2019**

	<b>Special Reserve Month</b>	<b>Special Reserve Y-T-D</b>	<b>Capital Campaign Month</b>	<b>Capital Campaign Y-T-D</b>	<b>Debt Service Month</b>	<b>Debt Service Y-T-D</b>
<b><u>Revenues</u></b>						
Taxes	0	0	0	0	4,580	558,581
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	2,150	11,188	6	30	2,292	8,489
Capital Campaign	0	0	0	1,537	0	0
Miscellaneous Income	0	0	0	0	0	0
<b>Total Revenues</b>	<b>2,150</b>	<b>11,188</b>	<b>6</b>	<b>1,567</b>	<b>6,872</b>	<b>567,070</b>
<b><u>Expenditures</u></b>						
Building Repairs	216,360	216,360	72	72	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	10	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	7,964	39,820
<b>Total Expenditures</b>	<b>216,360</b>	<b>216,370</b>	<b>72</b>	<b>72</b>	<b>7,964</b>	<b>39,820</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>-214,210</b>	<b>-205,182</b>	<b>-66</b>	<b>1,495</b>	<b>-1,092</b>	<b>527,250</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>-214,210</b>	<b>-205,182</b>	<b>-66</b>	<b>1,495</b>	<b>-1,092</b>	<b>527,250</b>