

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

Revenues

Tax Revenues are at **98.7%** of annual budget amount. Interest Income continues to be higher than budgeted due to investments being set up with longer maturities providing better rates of return. Total Revenues are at **97.4%** of annual budget amount.

Total Expenditures were \$ 332,118 under budget for the month and \$ 3,412,149 under budget on a year-to-date basis

Salaries is under budget by \$ 8,583 for October and \$ 118,561 under budget on a year-to-date basis. There were a few open positions at this time

Audio Visual Materials is over budget by \$ 904 for the month, but under budget on a year-to-date basis

Library Supplies is over budget by \$ 783 for October, but under budget on a year-to-date basis

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	260,590	0	77,465		338,055
Cash - Marquette E-Commerce	5,471				5,471
PMA Financial Investments	4,270,363	1,052,643		1,553,689	6,876,694
PMA Construction Account	3,014,199				3,014,199
Tax Receipts - Marquette	29,438			2,469	31,907
Special Reserve - Marquette	2	14,740			14,743
Cash- Marquette Construction Account	100				100
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	57,950	5,964		17,226	81,140
Interest Receivable - Construction Account	0				0
Property Taxes Receivable	71,280			0	71,280
Prepaid Expenses	164,447				164,447
Due from Debt Service	0	0	0	0	0
Total Assets	7,874,141	1,073,346	77,465	1,573,385	10,598,337
Liabilities & Fund Balance					
HSA 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	71,280	0	0	0	71,280
Accounts Payable	60,630	0	0	0	60,630
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	39,820	39,820
Total Liabilities	131,910	0	0	39,820	171,730
Beginning Unrestricted Fund Balance	6,363,478	1,300,073	72,009	605,590	8,341,150
Fund Balance - Nonspendable	164,447	0	0	0	164,447
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			0	0	0
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,200,708	-226,727	5,457	927,975	1,907,413
Ending Fund Balance	7,742,230	1,073,346	77,465	1,533,565	10,426,607
Total Liabilities & Fund Balance	7,874,140	1,073,346	77,465	1,573,385	10,598,336

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	13,680	461,500	3.0%	5,464,250	4,615,000	98.7%	5,538,000
Impact Fees	1,375	417	329.7%	5,375	4,167	107.5%	5,000
Replacement Taxes	3,887	1,250	310.9%	15,489	12,500	103.3%	15,000
State Grants	-	16,250	0.0%	70,959	162,500	36.4%	195,000
Non Resident Fees	152	125	122.0%	2,177	1,250	145.1%	1,500
Fines	3,996	4,917	81.3%	44,584	49,167	75.6%	59,000
Gifts	150	833	18.0%	5,601	8,333	56.0%	10,000
Copy Machine	1,217	1,000	121.7%	10,417	10,000	86.8%	12,000
Interest Income	20,464	7,292	280.6%	153,041	72,917	174.9%	87,500
Miscellaneous Income	534	750	71.3%	5,838	7,500	64.9%	9,000
Total Revenues	45,456	494,334	9.2%	5,777,732	4,943,334	97.4%	5,932,000
<u>Expenditures</u>							
Salaries	222,726	231,309	96.3%	2,194,526	2,313,087	79.1%	2,775,706
Salaries-Maintenance	11,028	11,604	95.0%	110,790	116,042	79.6%	139,250
Life/Health Insurance	37,601	51,250	73.4%	386,063	512,500	62.8%	615,000
Books	28,008	30,593	91.6%	228,624	305,933	62.3%	367,120
Electronic Databases	8,025	9,167	87.5%	77,001	91,667	70.0%	110,000
Periodicals	2,235	3,000	74.5%	32,758	30,000	91.0%	36,000
Audio Visual Materials	15,904	15,000	106.0%	136,541	150,000	75.9%	180,000
Audio Visual Equipment	-	42	0.0%	374	417	74.9%	500
Book Rebinding	-	0	0.0%	0	0	0.0%	0
Accounting	1,112	1,050	105.9%	7,116	10,500	56.5%	12,600
Insurance	3,653	4,442	82.2%	39,826	44,417	74.7%	53,300
Landscaping & Groundskeeping	1,195	2,167	55.2%	16,011	21,667	61.6%	26,000
Building Maintenance	8,292	65,417	12.7%	99,684	654,167	12.7%	785,000
Security System	-	583	0.0%	2,308	5,833	33.0%	7,000
Library Office & Equipment	-	63	0.0%	0	625	0.0%	750
Legal	976	4,167	23.4%	26,676	41,667	53.4%	50,000
Library Consultant	150	3,500	4.3%	17,475	35,000	41.6%	42,000
Electricity	-	0	0.0%	0	0	0.0%	0
Water & Sewer	-	1,054	0.0%	6,087	10,542	48.1%	12,650
Natural Gas	1,398	3,350	41.7%	19,777	33,500	49.2%	40,200
Telephone	647	750	86.3%	6,321	7,500	70.2%	9,000
Purchase - New Equipment	-	1,000	0.0%	1,447	10,000	12.1%	12,000
Building & Custodial Supplies	2,803	3,250	86.2%	28,506	32,500	73.1%	39,000
Building Repairs	335	1,500	22.3%	2,846	15,000	15.8%	18,000
Lib. & Off. Eqpt Rep. & Maint	844	1,250	67.5%	6,609	12,500	44.1%	15,000
Machine Rental	-	100	0.0%	932	1,000	77.7%	1,200
Automation - Equipment	971	4,583	21.2%	53,733	45,833	97.7%	55,000
Automation - Line Costs	703	458	153.5%	7,348	4,583	133.6%	5,500
Automation - Consultant	2,310	2,500	92.4%	24,306	25,000	81.0%	30,000
Automation - Maintenance	4,116	7,917	52.0%	67,861	79,167	71.4%	95,000
Library Furniture	-	1,500	0.0%	0	15,000	0.0%	18,000
Outreach Services	23	3,625	0.6%	33,381	36,250	76.7%	43,500

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	-	500	0.0%	4,508	5,000	75.1%	6,000
Staff Training & Education	480	1,750	27.4%	13,072	17,500	62.2%	21,000
Conference Fees	200	600	33.3%	4,379	6,000	60.8%	7,200
Patron Programs & Events	3,603	3,583	100.6%	35,879	35,833	83.4%	43,000
Association Dues & Fees	788	500	157.6%	5,624	5,000	93.7%	6,000
Public Information	2,558	3,583	71.4%	29,404	35,833	68.4%	43,000
Library Supplies	4,533	3,750	120.9%	17,407	37,500	38.7%	45,000
Office Supplies	520	500	104.1%	3,083	5,000	51.4%	6,000
Postage	776	1,417	54.8%	8,914	14,167	52.4%	17,000
Printing	342	917	37.3%	1,201	9,167	10.9%	11,000
Contingency	-	0	0.0%	0	0	0.0%	0
Contribution to IMRF	16,373	20,746	78.9%	169,850	207,455	68.2%	248,946
Contribution to FICA	17,569	18,498	95.0%	172,775	184,982	77.8%	221,978
Audit	1,496	1,250	119.7%	11,215	12,500	74.8%	15,000
Liability Ins.-D&O,Bonds,WC	2,164	4,917	44.0%	22,149	49,167	37.5%	59,000
Unemployment Compensation	-	167	0.0%	0	1,667	0.0%	2,000
Bank Charges	15	54		164	500	27.3%	600
Building Renovations	40,332	250,000	16.1%	242,473	2,500,000	8.1%	3,000,000
Total Expenditures	446,805	778,923	57.4%	4,377,024	7,789,173	46.8%	9,347,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	(401,349)	(284,589)		1,400,708	(2,845,839)		(3,415,000)
Interfund Transfers In / (Out)		0		(200,000)	0		0
Net Change in Fund Balance	(401,349)	(284,589)		1,200,708	(2,845,839)		(3,415,000)

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

	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	2,469	986,220
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	1,944	20,039	5	56	2,934	21,395
Capital Campaign	0	0	0	5,472	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	1,944	20,039	5	5,528	5,403	1,007,614
Expenditures						
Building Repairs	0	446,735	0	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	30	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	7,964	79,640
Total Expenditures	0	446,765	0	72	7,964	79,640
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,944	-426,727	5	5,457	-2,561	927,975
Interfund Transfers In / (Out)	0	200,000	0	0	0	0
Net Change in Fund Balance	1,944	-226,727	5	5,457	-2,561	927,975