

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended December 31, 2019 (Before Audit)**

**Revenues**

Tax Revenues are at **98.9%** of the 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 **98.3%** of the annual budget amount.

**Total Expenditures** were \$ 112,321 under budget for the month and \$ 3,841,495 under budget on a year-to-date basis

**Salaries** is under budget by \$ 13,930 for December and \$ 151,061 under budget on a year-to-date basis. There were a few open positions at this time

**Books** is over budget by \$ 8,705 for the month, but under budget on a year-to-date basis

**Audio Visual Materials** is over budget by \$ 1,712 for December, but under budget on a year-to-date basis

**Legal** is over budget by \$ 1,044 for the month, but under budget on a year-to-date basis

**Purchases - New Equipment** is over budget by \$ 6,988 for December, but under budget on a year-to-date basis

**Library Furniture** is over budget by \$ 5,257 for the month, but under budget on a year-to-date basis

**Public Information** is over budget by \$ 3,874 for December, but under budget on a year-to-date basis

**Postage** is over budget by \$ 1,049 for the month, but under budget on a year-to-date basis

**Orland Park Public Library  
Balance Sheet - All Funds  
12/31/2019 (Before Audit)**

	<b>General Fund</b>	<b>Special Reserve</b>	<b>Capital Campaign</b>	<b>Debt Service</b>	<b>Total</b>
<b><u>Assets</u></b>					
Cash - Marquette	274,584	0	79,100		353,684
Cash - Marquette E-Commerce	6,466				6,466
PMA Financial Investments	3,403,569	1,058,195		610,044	5,071,808
PMA Construction Account	3,023,010				3,023,010
Tax Receipts - Marquette	26,831			1,885	28,716
Special Reserve - Marquette Bank	2	14,740			14,743
Cash- Marquette Construction Account	100				100
Petty Cash	300				300
Interest Receivable	52,343	3,859			56,202
Property Taxes Receivable	58,952				58,952
Prepaid Expenses	137,286				137,286
<b>Total Assets</b>	<b>6,983,444</b>	<b>1,076,794</b>	<b>79,100</b>	<b>611,929</b>	<b>8,751,266</b>
<b><u>Liabilities &amp; Fund Balance</u></b>					
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	58,952	0	0	0	58,952
Accounts Payable	257,204	0	0	0	257,204
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	3,579	3,579
<b>Total Liabilities</b>	<b>316,156</b>	<b>0</b>	<b>0</b>	<b>3,579</b>	<b>319,736</b>
<b>Beginning Unrestricted Fund Balance</b>	<b>6,396,487</b>	<b>1,300,073</b>	<b>72,009</b>	<b>605,590</b>	<b>8,374,159</b>
<b>Fund Balance - Nonspendable</b>	<b>257,204</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>257,204</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>0</b>	<b>0</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>125,765</b>	<b>-223,279</b>	<b>7,091</b>	<b>2,759</b>	<b>-87,664</b>
<b>Ending Fund Balance</b>	<b>6,667,288</b>	<b>1,076,794</b>	<b>79,100</b>	<b>608,349</b>	<b>8,431,531</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>6,983,444</b>	<b>1,076,794</b>	<b>79,100</b>	<b>611,929</b>	<b>8,751,266</b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended December 31, 2019 (Before Audit)**

	<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>Revenues</b>							
Taxes	5,437	461,500	1.2%	5,474,693	5,538,000	98.9%	5,538,000
Impact Fees	-	417	0.0%	5,375	5,000	107.5%	5,000
Replacement Taxes	645	1,250	51.6%	16,135	15,000	107.6%	15,000
State Grants	-	16,250	0.0%	70,959	195,000	36.4%	195,000
Non Resident Fees	-	125	0.0%	2,300	1,500	153.3%	1,500
Fines	3,025	4,917	61.5%	51,097	59,000	86.6%	59,000
Gifts	10,000	833	1200.5%	15,676	10,000	156.8%	10,000
Copy Machine	841	1,000	84.1%	12,283	12,000	102.4%	12,000
Interest Income	11,094	7,292	152.1%	175,830	87,500	200.9%	87,500
Miscellaneous Income	391	750	52.1%	6,925	9,000	76.9%	9,000
<b>Total Revenues</b>	<b>31,434</b>	<b>494,334</b>	<b>6.4%</b>	<b>5,831,273</b>	<b>5,932,000</b>	<b>98.3%</b>	<b>5,932,000</b>
<b>Expenditures</b>							
Salaries	217,379	231,309	94.0%	2,624,644	2,775,705	94.6%	2,775,706
Salaries-Maintenance	11,217	11,604	96.7%	132,348	139,250	95.0%	139,250
Life/Health Insurance	39,684	51,250	77.4%	465,737	615,000	75.7%	615,000
Books	39,298	30,593	128.5%	304,054	367,120	82.8%	367,120
Electronic Databases	8,468	9,167	92.4%	91,664	110,000	83.3%	110,000
Periodicals	2,104	3,000	70.1%	37,483	36,000	104.1%	36,000
Audio Visual Materials	16,712	15,000	111.4%	179,314	180,000	99.6%	180,000
Audio Visual Equipment	-	42	0.0%	374	500	74.9%	500
Book Rebinding	-	0	0.0%	0	0	0.0%	0
Accounting	1,103	1,050	105.0%	9,327	12,600	74.0%	12,600
Insurance	3,653	4,442	82.2%	47,133	53,300	88.4%	53,300
Landscaping & Groundskeeping	155	2,167	7.2%	16,676	26,000	64.1%	26,000
Building Maintenance	8,939	65,417	13.7%	116,634	785,000	14.9%	785,000
Security System	436	583	74.8%	5,119	7,000	73.1%	7,000
Library Office & Equipment	-	63	0.0%	0	750	0.0%	750
Legal	5,211	4,167	125.0%	32,788	50,000	65.6%	50,000
Library Consultant	60	3,500	1.7%	17,535	42,000	41.8%	42,000
Electricity	-	0	0.0%	0	0	0.0%	0
Water & Sewer	-	1,054	0.0%	7,254	12,650	57.3%	12,650
Natural Gas	2,104	3,350	62.8%	25,657	40,200	63.8%	40,200
Telephone	647	750	86.3%	7,618	9,000	84.6%	9,000
Purchase - New Equipment	7,988	1,000	798.8%	9,435	12,000	78.6%	12,000
Building & Custodial Supplies	1,779	3,250	54.7%	33,366	39,000	85.6%	39,000
Building Repairs	1,937	1,500	129.2%	4,784	18,000	26.6%	18,000
Lib. & Off. Eqpt Rep. & Maint	701	1,250	56.1%	8,449	15,000	56.3%	15,000
Machine Rental	-	100	0.0%	1,165	1,200	97.1%	1,200
Automation - Equipment	1,445	4,583	31.5%	55,501	55,000	100.9%	55,000
Automation - Line Costs	683	458	149.1%	8,711	5,500	158.4%	5,500
Automation - Consultant	2,040	2,500	81.6%	27,876	30,000	92.9%	30,000
Automation - Maintenance	6,855	7,917	86.6%	79,584	95,000	83.8%	95,000
Library Furniture	6,757	1,500	450.5%	6,757	18,000	37.5%	18,000
Outreach Services	55	3,625	1.5%	33,617	43,500	77.3%	43,500

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended December 31, 2019 (Before Audit)**

	<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	620	500	124.1%	4,829	6,000	80.5%	6,000
Staff Training & Education	269	1,750	15.4%	14,137	21,000	67.3%	21,000
Conference Fees	-	600	0.0%	4,379	7,200	60.8%	7,200
Patron Programs & Events	2,350	3,583	65.6%	42,002	43,000	97.7%	43,000
Association Dues & Fees	310	500	62.0%	6,624	6,000	110.4%	6,000
Public Information	7,457	3,583	208.1%	37,324	43,000	86.8%	43,000
Library Supplies	1,912	3,750	51.0%	19,754	45,000	43.9%	45,000
Office Supplies	185	500	37.0%	3,469	6,000	57.8%	6,000
Postage	2,466	1,417	174.0%	11,388	17,000	67.0%	17,000
Printing	-	917	0.0%	7,872	11,000	71.6%	11,000
Contingency	-	0	0.0%	0	0	0.0%	0
Contribution to IMRF	17,503	20,746	84.4%	203,906	248,946	81.9%	248,946
Contribution to FICA	17,150	18,498	92.7%	206,660	221,978	93.1%	221,978
Audit	1,496	1,250	119.7%	14,207	15,000	94.7%	15,000
Liability Ins.-D&O,Bonds,WC	2,164	4,917	44.0%	25,576	59,000	43.3%	59,000
Unemployment Compensation	-	167	0.0%	0	2,000	0.0%	2,000
Bank Charges	40	54		259	600	43.2%	600
Building Renovations	225,270	250,000	90.1%	512,521	3,000,000	17.1%	3,000,000
<b>Total Expenditures</b>	<b>666,602</b>	<b>778,923</b>	<b>85.6%</b>	<b>5,505,509</b>	<b>9,347,004</b>	<b>58.9%</b>	<b>9,347,000</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(635,169)</b>	<b>(284,589)</b>		<b>325,765</b>	<b>(3,415,004)</b>		<b>(3,415,000)</b>
<b>Interfund Transfers In / (Out)</b>		<b>0</b>		<b>(200,000)</b>	<b>0</b>		<b>0</b>
<b>Net Change in Fund Balance</b>	<b>(635,169)</b>	<b>(284,589)</b>		<b>125,765</b>	<b>(3,415,004)</b>		<b>(3,415,000)</b>

Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended December 31, 2019 (Before Audit)

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
<b>Revenues</b>						
Taxes	0	0	0	0	981	988,105
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	1,717	23,486	5	67	891	24,240
Capital Campaign	0	0	2,000	7,472	0	0
Miscellaneous Income	0	0	0	0	0	0
<b>Total Revenues</b>	<b>1,717</b>	<b>23,486</b>	<b>2,005</b>	<b>7,539</b>	<b>1,873</b>	<b>1,012,345</b>
<b>Expenditures</b>						
Building Repairs	0	446,735	0	448	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	3,579	1,009,585
<b>Total Expenditures</b>	<b>0</b>	<b>446,765</b>	<b>0</b>	<b>448</b>	<b>3,579</b>	<b>1,009,585</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>1,717</b>	<b>-423,279</b>	<b>2,005</b>	<b>7,091</b>	<b>-1,707</b>	<b>2,759</b>
<b>Interfund Transfers In / (Out)</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Change in Fund Balance</b>	<b>1,717</b>	<b>-223,279</b>	<b>2,005</b>	<b>7,091</b>	<b>-1,707</b>	<b>2,759</b>